

## Manager Roles & Deadlines



### Before the Regional Trial

	Form required	Due date
<b>Contact District Secretary to secure a role with a District team</b> for your sport in order to be in attendance at the regional Trial		
<b>Liaise with the SC Coach</b> to determine a training days that suits both officials.	NA	2 weeks prior to Regional trials
<b>Prepare documents</b> to be completed at the Trial: <ul style="list-style-type: none"> <li>- Team Details Sheet</li> <li>- Uniform Sheet</li> </ul>	Team Details Sheet Uniform Sheet	Prepared for Regional Trial date
<b>Risk Assessment</b> to be completed and sent to the Assistant Regional School Sport Officer	Generic template & Managers Risk	2 weeks prior to Regional trials
<b>Complete the Officials Acknowledgement Form</b>	Acknowledgement Form	Regional Trial Date

### At the Regional Trial

	Form required	Due date
<b>Collect all Permission and Details booklets</b> of all students that were selected <u>including the shadows.</u>	Booklets off convenor or District Managers	Trial date
<b>Distribute Regional Trial "Abbreviated letter"</b>	Supplied by SC on the day	Trial date
<b>Record the Students details</b> onto the Team Details Sheet and <b>Type (electronic copy)</b> to be sent to SC the next day.	Team Details Sheet	Trial date / following day
<b>Record the Students sizing</b> and correlate to name and jersey number. <u>Check if any students were in the team last year and wish to use their jersey from the previous year.</u>	Sizing kit supplied by SC on the day Uniform Sizing Sheet	Trial date

### Lead up to State Championship

	Form required	Due date
<b>Send</b> the Principal Notification letters and Principal Approval Forms to the respective schools.	Principal Notification letters Principal Approval Forms	2 weeks after the Regional Trial
<b>Complete the Statewide Team List</b> (This gets used for the Program therefore must be accurate and you must check the PCF within each players Permission booklet to see if there is any limitations. (Names, videos, etc)	Statewide Team List	1 week after the Regional Trial (prior to first training session)
<b>Complete the Project of Consent Summary Form (PCSF)</b> – This is to be completed if there are limitations or not, requires signature and then forwarded to Lisa in SSSC office together with the Statewide Team List.	PCF Summary Form Permission Booklets	1 week after the Regional Trial (prior to first training session)
<b>Check medical conditions</b> of players and if the <b>Project of Consent is signed</b> in the Permission & Details booklet.	Permission Booklets	1 week after the Regional Trial (prior to first training session)
<b>Constantly liaise with parents</b> to make sure all <b>money</b> is paid by the due date.		Date on letter
<b>Liaise and make appointment with Lisa</b> to collect officials apparel and any equipment required from SSSC Sport Office		Second last training session
<b>Collect the Accommodation Details Form</b> from all players.	Accommodation Details Form	Before team departs

## At State Championships

	Form required	Due date
<b>Attend all</b> meetings, ceremonies and schedules and games.		
<b>The Team Manager has the ultimate authority over students in the team.</b> In the event of students breaching the Code of Conduct (Students, Parents & Spectators), you must ensure that you have substantiated evidence ( <b>See Incident Report Form</b> ) and accurately record all details of the incident. Contact the Host Convenor / Host RSSO as well as the South Coast RSSO ASAP if this occurs. A copy of the report must be forwarded to the SCSSO immediately.		
<b>Medical and first aid requirements</b> of the team (carry medical information - Permission booklets at all times).	Permission booklets on tour and at the playing venue each day	
<b>NB. If a team member is injured or ill and must remain in hospital</b> after your scheduled departure or cannot return travel with the team, one teacher <b>MUST</b> remain with the child until a parent or other guardian arrives (if required). The Regional Sports Office will cover all extra expenses pertaining to this teacher. In the event that this does occur, please notify the Regional Sports Office immediately on phone 5656 6760 or RSSO mobile 0407 960 571.		
<b>Team equipment and first aid kit</b> and be responsible for its return asap for other teams to utilise.		Within 1 weeks of returning from State Championships

## Returning from State Championships

	Form required	Due date
<b>Complete and forward Managers Report</b> Liaise with Coach / Trainer for input.	Managers' Report template	Within 2 weeks of returning from State Championships
<b>Archive</b> all student documents at your school (this is a Department requirement) Permission and Details Booklets & Principal Approvals		
<b>Return</b> equipment, blood jerseys, first aid kits, flag/banners to SSSC Office.		Within 1 weeks of returning from State Championships
<b>Complete officials allowances within Promaster</b>		