

Coach Roles & Deadlines



Before the Regional Trial

	Form required	Due date
Contact District Secretary to secure a role with a District team of your sport to be in attendance at the regional Trial		
Liaise with the SC Manager to determine training days that suits all South Coast officials.		2 weeks prior to Regional trials
Liaise with Lisa in the SC Office regarding any: <ul style="list-style-type: none"> • Specific apparel requirements for the team • Council bookings for training venues • Extra costs i.e. training halls/venues 		2 weeks prior to Regional trials
Training schedule	To accompany the Risk Assessment	2 weeks prior to Regional trials
Risk Assessment to be completed and sent to Mel Hanrahan at the School Sport Office	Generic template for training	2 weeks prior to Regional trials
Prepare Selection notes to refer to if shadows required and if feedback requested by students/parents re players. Ensure enough selection booklets/documents are prepared in advance (minimum 1/district official and 1 for the South Coast Coach)	Selection booklets/documents to be used at trial	

At the Regional Trial

	Form required	Due date
Record Selection notes to refer to if shadows required and if feedback requested by students/parents re players.		
Complete Regional team Selection sheet and get the district officials involved in selection to sign the sheet and then forward the sheet to SSSC	Regional Team Selection	On the day
Outline the Code of Conduct to Players and Parents and first training date	Players & Parents Code of Conduct	

Lead up to State Championship

	Form required	Due date
Outline the Code of Conduct to Players and Parents and first training date	Players & Parents Code of Conduct	
Coordinate training sessions taking into account the composition of the team and constantly liaising with the team manager and parents.	NA	
Liaise and make appointment with Lisa to collect officials apparel and any equipment required from SSSC Sport Office	NA	

At State Championships

	Form required	Due date
Attend all meetings, ceremonies and schedules and games	NA	
NB. If a team member is injured or ill and must remain in hospital after your scheduled departure or cannot return travel with the team, one teacher MUST 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 6764 / 56566763 or RSSO mobile 0437430392 Or 0438946528	Incident/Accident report to be completed with Manager	
Give constant feedback to selectors regarding SC Players	NA	

Returning from State Championships

	Form required	Due date
Assist Manager in preparation of Managers Report		1-week post Championships
Complete officials allowances within Expense me Pro	Email Lisa	No later than 20 days post Championships