

Manager Roles & Deadlines



Before the Regional Trial

	Form required	Due date
Contact District Secretary to secure a role with a District team for your sport in order to be in attendance at the regional Trial		Term 4 of previous year
Liaise with the SC Coach to determine training days that suits both officials.	NA	2 weeks prior to Regional trials
Prepare documents to be completed at the Trial: <ul style="list-style-type: none"> - Team Details Sheet - Uniform number sheet 	Team Details Sheet Uniform number sheet	Prepared for Regional Trial date
Risk Assessment to be completed and sent to Melinda at the Regional Sport Office (Thur/Fri)	Generic template & Managers Risk	2 weeks prior to Regional trials

At the Regional Trial

	Form required	Due date
Collect all Permission and Details booklets of all students that were selected including the shadows.	Booklets off convenor or District Managers	Trial date
Distribute Regional Trial "Abbreviated letter"	Supplied by SC on the day	Trial date
Record the Students details onto the Team Details Sheet and Type (electronic copy) to be sent to SC the next day.	Team Details Sheet	Trial date / following day
Record the Students sizing 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
Collect First Aid Kit and team equipment from the SSSC Office	Nil	Wee 1 after the trial
Send the Principal Notification letters and Principal Approval Forms to the respective schools.	Principal Notification letters Principal Approval Forms	2 weeks after the Regional Trial
Complete the Team List Summary Form – 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) This is to be completed if there are limitations or not, requires signature and then forwarded to Lisa in SSSC office.	Team List Summary Form Permission Booklets	1 week after the Regional Trial (prior to first training session)
Check medical conditions of players and if the Project of Consent is signed in the Permission & Details booklet.	Permission Booklets	1 week after the Regional Trial (prior to first training session)
Constantly liaise with parents to make sure all money is paid by the due date.		Date on letter
Liaise and make appointment with Lisa to collect officials apparel and any equipment required from SSSC Sport Office (24hours notice min.)		Second last training session
Collect the Accommodation Details Form from all players.	Accommodation Details Form	Before team departs

At State Championships

	Form required	Due date
Attend all meetings, ceremonies and schedules and games.		
The Team Manager has the ultimate authority over students in the team. In the event of students breaching the Code of Conduct (Students, Parents & Spectators), you must ensure that you have substantiated evidence (See Incident Report Form) 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.		
Medical and first aid requirements of the team (carry medical information - Permission booklets at all times).	Permission booklets on tour and at the playing venue each day	
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		

Returning from State Championships

	Form required	Due date
Return team equipment, blood jerseys, flag/banners, trophies and first aid kit asap for other teams to utilise and for the office to store and engrave trophies.		Within 1 weeks of returning from State Championships
Complete and forward Managers Report Liaise with Coach / Trainer for input.	Managers' Report template	Within 2 weeks of returning from State Championships
Archive all student documents at your school (this is a Department requirement) Permission and Details Booklets & Principal Approvals		
Complete officials allowances within Expensemepro		