

Convenor Roles & Deadlines



Before the Regional Trial

	Form required	Due date
Check the regional trial newsletter sent from the South Coast Sport Office and return to Sport Office within 2 days.	Regional Trial Newsletter - Student version & - Officials' version	First week of the school year
Liaise with club / venue to ensure facilities are prepared and canteen open where possible		2/3 weeks prior to regional trial
Organise number of referees/umpires for event and inform South Coast Sport office if costs involved well prior to the regional trial.		2/3 weeks prior to regional trial
Risk Assessment to be completed and sent to Melinda Hanrahan at the Regional School Sport Office	Generic template & Convenors Risk	2 weeks prior to Regional trials
Liaise with the District Managers/coaches in advance with your expectations and collect team lists to prepare selection booklets for selectors	District Team List	Friday prior to Regional trials.
Inform the District Managers/coaches which students have paid so they can chase up team members who have not paid.	You receive as emailed listing students payments	
Organise catering for officials if required – must be done through the SSSC Office. Please contact Bronwyn Knight in the sport office.		Retain receipts for refund or organise through Bronwyn Knight at SSSC Office
Discuss Wet Weather Plan with SSSC office and have prepared a contingency plan and future date and venue to announce.		At least one week prior to reg trial.

****DO NOT book Sports Medicine – South Coast will do this for you if required**

At the Regional Trial

	Form required	Due date
Conduct Risk assessment of facilities – review associated documentation	Approved Risk Assessment	
Brief all officials prior to the trial		
Liaise with District Coaches and managers to make sure the online payment list matches the district team lists – if someone has not paid they will not trial unless payment is made.	Payment Lists	
Monitor players, selections and selection panels, parents/spectators and officials throughout day.		

Post Regional Trial

	Form required	Due date
Complete a Convenors Report	Convenors report template	2 weeks after trial date