



## INTERSTATE TEAM OFFICIALS RESPONSIBILITIES TO SCHOOL SPORT NT

- Provide SSNT with accurate contact details
- Familiarize and abide by all SSNT and DoE policies, rules and guidelines
- Familiarise yourself with School Sport Australia competition rules and guidelines
- Ensure we are represented at all official functions, appropriately attired both in lead up and championship events.
- Attend all SSNT preparation meetings, Parent Information Session and Team Presentation.
- To ensure that all team(s) discipline and behavior standards are monitored and managed at all times.
- Engage in communication channels using emails, the APP and facebook and other

## COACH ROLE and RESPONSIBILITY

- Be directly involved in all aspects of the team/squad selection including setting selection criteria etc.
- Ensure that published selection criteria are adhered to and records of individual selection kept.
- Arrange, in conjunction with the Manager, team preparation and attendance at training and to work plans.
- Set up and monitor a training program for all students both home and away.
- Ensure that all team members are afforded fair and equitable playing/participation time.
- Adhere at all times to team members "duty of care" requirements as detailed by DoE and SSNT policies.
- Be an active participant in all rosters at the interstate event.
- Be responsible for a game report for each game as a part of your Coach report
- Try to write a report for each individual player by the conclusion of the event
- Assist the manager/Tour Leader with the completion of the post championship report.

## TEAM MANAGER ROLE and RESPONSIBILITY

### *Prior to the Event*

#### GENERAL

- Be involved in the team/squad selection
- Advise SSNT immediately of any circumstance that may jeopardise a team member's position in the team e.g. poor behavior, failure to comply with training schedules or any other breach of the players Code of Behaviour- know 4 strike rule.
- Arrange, and/or assist in, fundraising where required.
- Liaise with the Tour Leader in the planning and conduct of any Parent Information Session and Presentation. Attend trainings if possible and maintain regular contact with parents in person and through newsletters

#### UNIFORMS

- In consultation with the Office coordinate the try on, ordering online, collection and distribution of walkout and playing uniforms for team members. **All compulsory items listed must be purchased.** Any variation to prescribed items of uniform must be authorized by the office.

#### TEAM INFORMATION

- Assist the SSNT office in ensuring all participants complete the required paperwork within the prescribed deadlines in the handbook

#### TRAVEL

- Check flight schedules, player names and itineraries of the team from SSNT records and confirm accuracy.
- Ensure all team members have their photo ID

#### FINANCE

- All levy payments are made online so ensure parents continue regular payments as per scheduled deadlines
- Twice weekly need to check payment sheets sent from office
- Discuss with parents where a member of the team is likely to experience genuine financial hardship as a result of his/her involvement and discuss with office about offering a different payment schedule if required to meet deadline
- Ensure all payments are completed at least one week prior to departure. No student can travel without full levy payment

### *During The Event*

- Assist the coach with competition day activities.
- Be responsible for all aspects of on field team preparation and presentation.
- Monitor injury and assure appropriate rehabilitation where required.

### *After The Tour*

- All returns including reports need to be completed by the post event Wrap
- Return all SSNT equipment.

## SPORTS TRAINER ROLE AND RESPONSIBILITY

### *Prior to the Event*

- Collate all medical and dietary history of all team members including team officials
- Check out special needs eg asthma management plans etc prior to travel
- Collect medical kit from office or advise office of special requirements

### *While away*

- Treat all injuries and complete accident report forms
- Only do preventative taping if students have a permission to tape from a medical person and provide own tape
- Be aware you have the responsibility of enforcing the concussion policy and have a copy with you of documentation
- In consultation with team management make appropriate arrangements for sick students

### *On return*

- Return gear back to office with all accident report forms and complete report
- Attend the Post Wrap meeting



## TOUR LEADER ROLE and RESPONSIBILITY

### *Prior to the Event*

#### GENERAL

- The designated and appointed Tour Leader has overall responsibility for the general welfare and safety of the team(s) and officials.
- May be involved in aspects of the team/squad selection
- Ensure that discipline and behaviour standards are discussed and communicated to all officials and team members.
- Develop a staff roster to ensure adequate supervision at all times if required
- Assist with relationships with parents and meet with all touring parents re their roles and responsibilities
- Ensure all travel to/from regional areas and related accommodation is organized appropriately
- Ensure that teams have their team photo taken prior to departure by photographer

#### PRE-DEPARTURE MEETING

- Attend pre-departure "State of the Nation" meeting
- Pick up Tour Leader's/ Managers Handbooks from office and other requirements badges, luggage tags

#### PRESENTATION

Coordinate all aspects of Presentation (in consultation with Coach and Manager) including;

- Book Venue
- Invite Special Guests, players and parents
- Invite SSNT CEO
- Prepare format and MC the event
- Check dress requirements

#### TRAVEL DEPARTURE

- Check for any changes to flight schedules and itineraries for the whole team and confirm that they are correct and that all team members have ID
- Confirm all accommodation and land transport arrangements with the office.
- Take charge of the touring party at the airport. Ensure appropriate meeting time and place at airport and that all luggage is clearly marked and identifiable. Retain all boarding passes and ensure that all luggage goes aboard and all members are checked in.

#### FINANCE

##### *Prior to the event*

- Be part of the team budget consultation with Team Officials at the ITO PD
- Lead discussion on catering and dietary needs while away
- In consultation with other officials, draw up a food plan and be responsible for its implementation. This may involve booking restaurants, barbecuing, arranging lunch style and purchases and deciding what to purchase for daily catering needs
- Set up a pre-order of food from store online and arrange first delivery
- Check out the positioning of the hospital, clinics, local shops and restaurants

##### *While away*

- Be responsible for the Debit Card through the SSNT office
- Ensure that all invoices for food are forwarded to SSNT office for payment. No purchase or payments may be made from personal funds.
- Collect payment record sheet from office and complete daily with correct record keeping. Receipts for audit purposes must accompany all expenditure and be stored in bag provided.
- Do the shopping
- Assist with food preparation, student rosters for jobs and organization of meals
- Ensure all purchases on the card are for the designated purposes. Remember it is parent money for a set purpose
- Share the medical car with the sports trainer if there is one and use for shopping
- Fill the car/s with fuel during and immediately on return

##### *On return*

- Photocopy receipts
- Balance the receipts with the records and return to the office on the next working day after return
- Return debit card to the office at same time
- Report any unpaid invoices or special costs that you are aware of not paid
- Chase any invoices not received

##### *During the Event*

#### GENERAL

- Organize daily team meetings to ensure that all members of the party are familiar with all arrangements and happenings - next day's schedule, curfews, dress requirements for official functions etc.
- Encourage use of APP during planning prior and daily team reports while away
- Ensure that all members of the party including officials are appropriately dressed, especially for games and official functions
- Assume duty of care for students where the coach and manager are required to attend official events. i.e. Pre Championship Meeting, Official Dinner, Post Championship Meeting, or when attending to sick/injured students
- If a public comment is sought regarding any controversial aspect of the team's preparation and event presentation refer the request to the SSNT office.
- Collect any press clippings regarding the tour and include these in the written tour report.
- Assist team management with completing daily report back to office

##### *After The Tour*

- All returns including reports, financial reconciliation and equipment need to be handed in by the Post wrap Meeting.
- Attend the Post Wrap meeting