



Team Vic Team Officials Roles and Responsibilities

You will be sacrificing a great deal of your spare time to assist the students selected in your team in achieving to their fullest potential. You may find it hard work and, at times, exasperating. However, we are sure that you will find this a very rewarding experience. At the conclusion of the Championship, you will be very satisfied with the work you have done and the progress of your team members.

The following guidelines will assist you in knowing what the SSV expect of you in your respective role.

TEAM OFFICIALS' JOINT RESPONSIBILITIES

All team officials are responsible for the following:

1. 'Duty of Care' of students during trials, training sessions and the Championships
2. Ensuring their own behaviour reflects that of a representative of the Department of Education and Training showing courtesy and consideration to others at all times – to be a role-model for students and parents.
3. Being aware of SSV and School Sport Australia policies
4. The behaviour of the team members at all times (both on and off the playing field)
5. Ensuring that all team members are appropriately dressed for competition and travel
6. Discussion of competition requirements with team members and parents
7. Liaison with parents and ensuring they are aware of all policies and their responsibilities to the team when their children are staying with them
8. Election/appointment of team captains
9. Upon departure at airport, ensuring that
 - a. all team members are aware of the meeting time and meeting point
 - b. all luggage is booked in
 - c. seating arrangements are finalised (desirable for officials to have aisle seats) and boarding passes are issued
 - d. cabin staff are aware of where you are seated should any problems arise
 - e. in cases where team photographs are taken at airport, the photographer is assisted with organisation and that a correct list of names is available
10. On arriving at your destination, ensuring that
 - a. you introduce yourselves to the host state representative
 - b. all baggage is collected
11. Ensuring that team members have all contact mobile numbers of Team Officials
12. Ensure Hire vehicles are returned clean & also with full fuel tanks & receipts kept to enable claiming back reimbursement from SSV (see Financial Protocols & Proformas).
13. Attending and voting at Pre-Event & Post-Event Meetings at the Championship (according to SSV guidelines). NB. Remember you are representing SSV at these meetings & should vote according to the policies of SSV & not based purely on personal views. If you are unsure of the SSV position on issues, please ensure you consult with the relevant SSV Contact Officer or the National Championships Officer prior to voting.
14. Reporting any misdemeanors or serious injury etc immediately to the School Sport Victoria office



(make sure you have home/mobile phone numbers of the relevant School Sport Officer)

15. Team Officials are asked to deal with misdemeanors at the time in consultation with the School Sport Officer, National Secretary and School Sport Australia Policy
16. Any misdemeanor(s) and action taken should be included in the Manager's Report
17. Assisting the students to be self-managing
18. Encouraging team spirit and positive behaviour toward all competitors and officials

TEAM COACH

On your behalf, the relevant SSV School Sport Project Officer will be responsible for:

1. Booking return travel for team officials and team members
2. Booking accommodation for team officials and team members
3. Preparation of SSV Team Documentation, Team Bulletins and team announcements for the SSV website
4. Preparation of the team budget
5. Booking trial venues

Your responsibilities are:

In conjunction with the Team Manager, Assistant Coach (where applicable) and relevant School Sport Officer:

- trials & training sessions within policy requirements and budget
 - determination of Selection Guidelines, in accordance with SSV policy
 - venue training bookings within budget
 - equipment
 - umpires/referees when required
1. Attend all trials and training sessions
 2. Keep records of students' performance at trials/training to enable accurate feedback
 3. Provide the students with a sequential training program culminating in the relevant School Sport Australia Event
 4. Provide the students with a fitness program where appropriate
 5. Arrange specialist coaches as required
 6. Attend subcommittee meetings as require
 7. Provide each team member with a personal player evaluation
 8. In conjunction with the Team Manager, prepare and submit a Team Report to the relevant School Sport Officer within two weeks of return

The minimum qualifications / attributes desired in the Team Coach are for that person to:

- a. be currently registered with the Victorian Institute of Teaching and practising in a long-term position with their respective school or education system.
- b. hold a current CPR qualification
- c. hold a current Level 1 National Coaching Accreditation Certificate in the relevant sport
- d. be actively coaching in the relevant sport
- e. have proven ability to coach in the relevant sport, particularly at a junior level
- f. possess a successful criminal records check or Working with Children Check (if not registered with VIT)



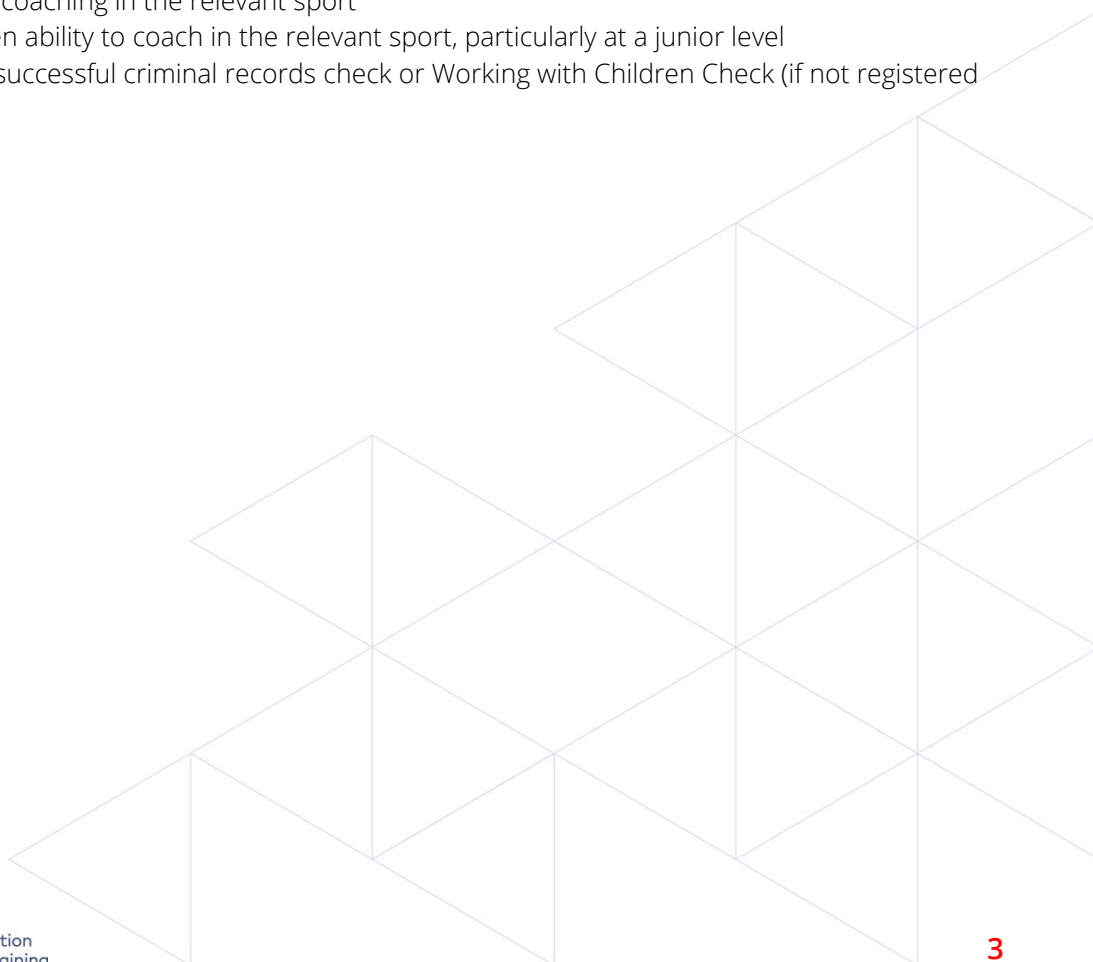
ASSISTANT COACH (WHICH APPLICABLE)

Your responsibilities are to:

1. liaise with the Team Coach & Team Manager on
 - attend trials & training sessions
 - undertake duties as prescribed by the Team Coach & / or Team Manager during the championships
 - determination of Selection Guidelines, in accordance with SSV policy
 - equipment
 - umpires/referees when required
2. attend all trials and training sessions
3. assist with keeping records of students' performance at trials/training to enable accurate feedback
4. assist the Team Coach in providing the students with a sequential training program culminating in the relevant School Sport Australia Event
5. assist the Team Coach in providing the students with a fitness program where appropriate
6. attend subcommittee meetings as required
7. in conjunction with the Team Manager, prepare and submit a Team Report to the relevant School Sport Officer within two weeks of return

The minimum qualifications / attributes desired in the Team Coach are for that person to:

- a. be currently registered with the Victorian Institute of Teaching and practising in a long-term position with their respective school or education system.
- b. hold a current CPR qualification
- c. hold a current Level 1 National Coaching Accreditation Certificate in the relevant sport
- d. be actively coaching in the relevant sport
- e. have proven ability to coach in the relevant sport, particularly at a junior level
- f. possess a successful criminal records check or Working with Children Check (if not registered with VIT)





TEAM MANAGER

On your behalf, the relevant SSV School Sport Project Officer will be responsible for:

1. Booking return travel for team officials and team members
2. Booking accommodation for team officials and team members
3. Preparation of SSV Team Documentation, Team Bulletins and team announcements for the SSV website
4. Preparation of the team budget
5. Booking trial venues
6. Book the photographer

Your responsibilities are:

In conjunction with the Team Coach, Assistant Coach (where applicable) and relevant School Sport Officer assist with trials and training sessions,

1. Team budget
 - a. Prepare costing for trials and training sessions
 - b. Responsible for the team meal allowance, preparation & submission of all required proformas and adhere to SSV finance policies
 - c. Return of any surplus team meal allowances
2. Team documentation
 - a. Collect and consolidate all documentation including parent/guardian mobile phone numbers
 - b. arrange for sighting and signing of documentation by School Sport Officer and completion of School Sport Australia Checking Sheet
3. Payments – ensure all team members have paid their invoices in full prior to departure
4. Uniforms – assist with checking of ordering and distribution
5. Travel – ensure all team members are aware of their flights, one way travel etc
6. Collect birth certificates copies & ensure that the School Sport Office is provided with each team member's name as per their birth certificate for airline bookings
7. Ensure that all team members have identification at airline check-in (Medicare card, copy of birth certificate, photo ID)
8. Raffle – assist with distribution and collection of raffle tickets
9. First aid kits – collect, maintain and return
10. Team Photo and Uniform Presentation Day
11. Distribution of the team photographs, School Sport Australia Participation Certificates & Swap Badges
12. Liaise with all parents & deal with their enquiries
13. Attend all trials and training sessions
14. Team accommodation (rooming, supervision, liaise with accommodation venue)
15. Any purchasing of groceries & arrangements for all meals
16. Present relevant documentation at Pre-event Meeting
17. Seek permission for any additional expenses and if granted, retain receipts for submission to SSV upon return
18. Attend subcommittee meetings when called
19. Team and parent discussion re. SSA Codes of Behaviour
20. In conjunction with the Team Coach, prepare and submit a Team Report to the relevant School Sport Officer within two weeks of return



The minimum qualifications / attributes desired in the Team Manager are for that person to:

- a. be currently registered with the Victorian Institute of Teaching and practising in a long-term position with their respective school or education system.
- b. hold a current First Aid (including CPR) qualification
- c. have a working knowledge of the relevant sport
- d. have proven managerial skills

TOUR MANAGER (WHERE APPLICABLE)

On your behalf, the relevant SSV School Sport Project Officer will be responsible for:

1. Booking return travel for team officials and team members
2. Booking accommodation for team officials and team members
3. Preparation of SSV Team Documentation, Team Bulletins and team announcements for the SSV website
4. Preparation of the team budget
5. Booking trial venues

Your responsibilities are:

In conjunction with the Team Manager, Coach & Assistant Coach (where applicable) and the relevant School Sport Officer:

1. Team accommodation (rooming, supervision, liaise with accommodation venue)
2. Any purchasing of groceries & arrangements for all meals
3. Pick up, maintain & return any equipment required for the team's stay in accommodation
4. Team budget
Responsible for the team meal allowance, preparation & submission of all required pro-forma and adhere to SSV finance policies
Return of any surplus team meal allowances
5. Travel – ensure all team members are aware of their flights, one way travel etc
6. Uniforms – assist with checking of ordering and distribution
7. Ensure that all team members have identification at airline check-in (Medicare card, copy of birth certificate, photo ID)
8. Raffle – assist with distribution and collection of raffle tickets
9. Liaise with all parents & deal with their enquiries
10. Seek permission for any additional expenses and if granted, retain receipts for submission to SSV upon return
11. Team and parent discussion re. SSA Codes of Behaviour.
12. Undertake duties as prescribed by the Team Coach & / or Team Manager during the championships
13. In conjunction with the Team Manager, prepare and submit a Team Report to the relevant School Sport Officer within two weeks of return
14. Attend subcommittee meetings as require

The minimum qualifications / attributes desired in the Tour Manager are for that person to:

- a. be currently registered with the Victorian Institute of Teaching and practice in a long-term position with their respective school or education system.
- b. hold a current CPR qualification
- c. hold a current Driver's License
- d. possess a successful criminal records check or Working with Children Check (if not registered with VIT)