



SCHOOL SPORT VICTORIA TEAM VIC TEAM OFFICIALS' MANUAL

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CONTENTS

WELCOME	4
GENERAL INFORMATION	4
POLICIES AND PROCEDURES	4
SSV TEAM VIC POLICY & PROCEDURES	5
1. TEAM OFFICIAL RESPONSIBILITIES	5
3. HEALTH AND SAFETY	7
4. CONFLICT OF INTEREST	7
5. UNIFORMS	7
6. FINANCES	9
7. TRAVEL & ACCOMMODATION	9
8. INSURANCE.....	10
9. FIRST AID KITS, ICE VESTS AND EQUIPMENT.....	10
10. TEAM PREPARATION	10
11. INVOICING, PAYMENT AND REFUNDS	12
12. PRIVACY AND CONFIDENTIALITY	12
CONTACT INFORMATION	13
School Sport Victoria.....	13
School Sport Australia.....	13
SOCIAL MEDIA.....	13
Schedule A: National Programs and Team Vic Officials role responsibilities.....	14
Schedule B: SSV Reimbursement Procedure for Team Vic Officials (As at 28 February 2023)..	18
Schedule C: SSV Reimbursement Claim Form.....	19

WELCOME

On behalf of the management of School Sport Victoria (SSV), congratulations on your appointment as a SSV Team Vic Team Official.

SSV, as part of the Department of Education and Training (DE), delivers an extensive school sport program to primary and secondary students across Victoria.

As a member of School Sport Australia (SSA), SSV provides opportunities for students to represent Victoria at SSA Championships, as part of the Team Vic program.

Team Officials play a pivotal role in helping SSV and SSA to provide quality sport participation opportunities for students.

Team Official roles are incredibly rewarding, personally and professionally, and a great development opportunity for you, your fellow Team Officials and the students in your care. The Team Official's role starts from the moment you are appointed and continues until the end of your appointment period, with the Championships being the celebration of all your efforts.

This manual will provide you with the essential information required to perform your role. The SSV National Programs team is on hand to support you through the delivery of the Program.

GENERAL INFORMATION

School Sport Australia's (SSA) purpose is to provide high-quality national sport championships for representative State and Territory school sports teams. It does this through the work of its State Member bodies who are responsible for implementing SSA programs, assisting in policy development and providing the maximum number of opportunities for students to participate in sporting activities. The focal point of SSA activities are the interstate competitions which are a culmination of state-based programs that offer emerging athletes the opportunity to participate in higher levels of sporting competition.

Further information on SSA including the [full list of sports offered](#) and the [annual calendar of events](#) is available on the [SSA website](#).

SSV's purpose is to develop young people through school sport and to support school to maximise opportunities for all students to play sport. SSV works to field teams to participate in the SSA Championships and is responsible for all pre-championship activities such as trials, selection and training and participates in hosting Championships as well.

The [SSV Team Vic page](#) contains an overview of the Team Vic program as well as other useful information in relation to registration and trial information, financial assistance, eligibility and Championship venue and dates for each sport. SSV's purpose is to develop young people through school sport and support schools to maximise opportunities for all students to play sport.

POLICIES AND PROCEDURES

SSA have policies and procedures that SSV, team officials, parents and participants need to be aware of and which determine the way in which the Championships are conducted. The SSV Team Vic Program is governed predominantly by SSA policies and procedures. However, SSV as part of DE, is responsible for the Team Vic Program, therefore there are SSV and DE policies and procedures that apply as well.

SSV and DE policies and procedures outline requirements for the Team Vic program and responsibilities for Team Officials.

Team officials should familiarise themselves with the relevant SSA, SSV and DE policies but can always seek guidance from SSV National Programs Team if they are unsure of a process or who is responsible for making requests to SSA.

Key SSA policies and procedures to be aware of:

[Championship Attendance Policy](#)

[Championship Category Policy](#)

[Student Eligibility Policy](#)

[Code of Conduct](#)

[Student Behaviour Team Management Procedures](#)

[Championship Levies Policy](#)

[National Programs Critical Incident Management Policy](#)

[Sport Participation Policy](#)

[Team Invitation Policy](#)

All policy documentation can be found on the [SSA website](#). The relevant SSV / DE policies and procedures are referred to in the SSV Team Vic Policy and Procedures below.

SSV TEAM VIC POLICY & PROCEDURES

1. TEAM OFFICIAL RESPONSIBILITIES

All appointed Team Vic official positions within each Team Vic team have key responsibilities for each role set out in the relevant position description found in Schedule A – Team Official Responsibilities. The essential Team Official positions and number of positions are determined by SSV for the various sports on an annual basis. Essential positions may include a team manager, coach and assistant coach. SSV may appoint additional volunteer positions (including Student Officials) where the skills and experience of that individual will add value to the Team Vic teams.

All appointed Team Vic officials for each Team Vic team are endorsed by the SSV CEO and subject to the necessary recruitment and position requirements.

In addition to the position description in [Schedule A](#), the following expectations apply for all Team Vic officials:

- Attend all scheduled training sessions
- Attend any induction, briefing sessions, uniform presentation and team photograph sessions
- Completing team documentation and returning same to the team manager by the due date
- Ensure team member invoices are paid by the due date
- Attend all sessions of the School Sport Australia event, including Opening and Closing Ceremonies and Championship Team Experience (formerly referred to as the Education Experience)
- Fulfil your legal obligations around risk management, duty of care, conflict of interest and health and safety.
- Ensure your own behavior reflects a representative of the DE and showing courtesy & consideration to others at all times and being a role-model for students and parents.
- Be aware of School Sport Victoria and School Sport Australia policies
- Manage the behavior and conduct of the team members at all times (both on and off the playing arena)

and encourage positive team spirit and behaviour toward all competitors and officials

- If applicable, provide supervision for, and manage the behaviour and conduct of any appointed student officials
- Ensure that all team members are appropriately dressed both on and off the playing arena.
- Ensure team members and parents/carers understand competition policy and operational requirements, their responsibilities and receive communication in a timely manner
- Election/appointment of team captains
- Ensure contact with team members and parent/carer via agreed format to keep informed and communicate information
- Ensure hire vehicles are returned clean, with a full tank of fuel and keep receipts for reimbursement.
- Attend and vote as a representative of SSV at Pre and Post-Event Championship Meetings. Note: remember you are representing SSV at these meetings and should vote according to the policies of SSV and not based purely on personal views. If you are unsure of the SSV position on issues, please ensure you consult with the National Programs team prior to voting.
- Report any misdemeanors or serious injury immediately to the SSV National Programs Manager or CEO, SSV using details listed on the [Contact Us](#) section of the SSV website.)
- Team Officials are to deal with misdemeanors at the time in consultation with the SSV Administration Officer for their sport, SSA National Sport Advisor and relevant policies as required. The misdemeanor(s) and action taken are to be included in the Manager's Report
- Assisting the students to be self-managing.
- Social Media and photography where possible and abiding by DE & SSV's privacy policies.

2. STUDENT AND TEAM SAFETY

All team officials are responsible for the safety of team members.

This means they must take precautions to protect students under their care from risks of injury that the Team Official should reasonably foresee. Team Officials do this by

- providing an adequate system of student supervision, including keeping a record of daily attendance
- undertaking risk assessments for SSV activities and events
- implementing strategies to prevent reasonably foreseeable injuries, whether physical or psychological, to students (including injuries suffered as a result of bullying)
- ensuring that appropriate medical assistance is provided to a sick or injured student

These responsibilities also include taking reasonable precautions to minimise the risk of child abuse and an obligations to report incidents or suspicions of child abuse as set out in the [SSV's Child Safety Responding and Reporting Obligations and Procedures](#). All Team Officials must be familiar with these procedures as well as SSV's [Child Safety Policy](#) and [Code of Conduct](#).

Team officials are expected to have an attendance / roll call process at the start and end of the official SSA Championship activities each day and return these logs to SSV at the completion of the Championship event for record keeping purposes. Team Officials are responsible for supervising students once the attendance has been taken and end when the attendance is taken at the end of the official SSA Championship activities. This includes the supervision of any volunteer student officials. Students' parents/carers are responsible for supervising their child at all other times.

Teachers are considered on duty for SSV regardless of whether the activity is run during school hours, after hours, on the weekend or during school holidays. If a teacher has any queries regarding applicability of time in lieu, please speak to your School Principal. If your School Principal is in doubt or has any concerns, they can contact their HR team for specific advice.

2.1 Parents/Carers

During the course of the SSA Championship event, supervision is shared between Team Officials and

parents/carers. The duty of care obligation is where reasonable steps should be taken to prevent foreseeable harm to children in your care. Team Officials are responsible for the supervision of team members during official SSV and SSA Championship activities.

A nominated parent/carer is responsible for the care and supervision of their child at all other times outside of official SSA Championship activities. This includes travel to, from and within the SSA Championship city, meal times, doing some personal sight-seeing and when residing at chosen accommodation.

Where a parent/carer is unable to provide the required care and supervision for their child during the SSA Championship, the parent/carer is responsible for making alternative arrangements. The Team Manager must be notified of the new arrangements as soon as possible. Please note that Team Officials are unable to provide care and supervision for children outside of official activities during the SSA Championship.

3. HEALTH AND SAFETY

SSV considers the safety of participants to be of paramount importance. When facilitating the participation in Team Vic activities and events, SSV will always consider the safety of participants, prevailing public health advice and any associated restrictions (e.g., COVID-19).

- 3.1.1 Team officials and members are responsible for contributing to maintaining their own health and safety as well as to triallists, team members and other participants. See [DE Health, Safety and Wellbeing Policy](#) and [SSV COVID-19 Advice to Schools Participating in SSV Events](#).
- 3.1.2 SSV has a risk register and risk assessment [template](#) which is reviewed annually, as well as a convenor risk assessment.
- 3.1.3 SSV has a [COVID-19 Safe Plan](#) that supports the delivery of the Team Vic program, including selection trials and team training. Although restrictions have been lifted, Team Officials can refer to this document for ways to make activities or events COVID safe.
- 3.1.4 SSV seeks to ensure participants and parents/carers are informed of the above considerations, the COVID-19 Safe Plan, advice, and interstate travel requirements before agreeing to participate in the Team Vic team and associated activities and events.
- 3.1.5 Follow the latest [Department of Health's COVID-19 guidance](#) on ways to protect yourself and others.

4. CONFLICT OF INTEREST

A conflict of interest, perceived or actual, must be declared to the SSV National Programs team as soon as possible via email to ssv.teamvic@education.vic.gov.au as soon as the team official is aware of the situation. The SSV National Programs team will then work with the official to put together a management plan for implementation. Examples of conflicts of interest situations may include:

- team official knows that they will be responsible or involved in selecting the team and knows their child is registering to trial for the same team
- team official is a teacher and has students from their school trialling

The Department has a [Conflict of Interest policy and a range of supporting resources](#) available for team officials.

5. UNIFORMS

SSV has partnered with S-Trend Sportswear to provide the Team Vic uniforms. All uniforms can be ordered from the [SSV online apparel store](#).

The Team Vic uniform is compulsory and must be worn at all times when representing SSV in Team Vic training, competition, ceremonies and official functions. An exemption may be granted by the Manager, National Programs in some instances. Please note: Team Vic uniform is only to be worn for official activities or events.

Compulsory uniform items required for purchase will be decided by SSV and all Team Members and Team Officials will be advised. All uniform items will be provided by the uniform supplier appointed by SSV. Following their appointment, SSV will provide Team Officials with information for the ordering and delivery of uniform.

In 2023, a new walk out uniform will be introduced. There will be a one-year transition period. This means that students and officials who were a member of Team Vic in 2022, can still wear the walk out uniform purchased last year. For new Team Vic team members and officials, it is compulsory to order the new uniform.

If you have any issues with uniform, contact S-Trend's Customer Service on 03 9077 2638 or customerservice@s-trend.com.au. For urgent requests, please escalate to the National Programs Manager, Andrew Comley on 03 9084 9188 or andrew.comley@education.vic.gov.au.

5.1 Team Officials

5.1.1 Team Officials will receive a digital gift card/voucher to order their uniform. If you don't receive a gift card / voucher, please email ssv.teamvic@education.vic.gov.au.

5.1.2 Upon initial appointment, a Team Official shall receive, funded by SSV, a Team Officials Uniform Kit for the two (2) year term:

- 1 x Tracksuit Jacket
- 1 x Tracksuit Pants
- 1 x Officials Shorts
- 2 x Polo Shirt (1 x navy and 1 x charcoal)
- 1 x Official SSV-embroidered Shirt
- 2 x Socks (ankle or calf)
- 1 x Bag / Backpack
- 1 x Hat / Cap
- 1 x Team Vic name badge
- 1 x SSV Tie or Neckscarf

5.1.3 In the years following initial appointment, a Team Official will receive a digital gift card / voucher for an amount determined by SSV in order to keep their uniform up to date.

5.1.4 The replacement cost for lost or damaged items will be borne by the Team Official.

5.1.5 In exceptional circumstances, Team Officials can request additional items for replacement. Requests are made through the National Programs Manager and are subject to approval by the SSV CEO.

5.2 Team Members

5.2.1 All team members will purchase Team Vic uniform through the SSV uniform supplier's online ordering system within the assigned timeframe.

5.2.2 Competition playing uniform will be delivered to the Team Manager for collection at the Team Presentation Day

5.2.3 All other uniform items will be delivered directly to the team members' home or nominated address prior to the Team Presentation Day.

5.2.4 Minimum compulsory Team Vic items that each Team Member must purchase are:

- Tracksuit jacket and pants
- Navy polo shirt
- Warm-up top
- Walk out shorts
- 2 x socks (ankle &/or calf)
- Bag or backpack
- Hat (Cap or Bucket Hat)

- Competition uniform

5.2.5 Emergencies will be required to purchase competition playing uniform at a minimum.

5.3 Additional team support

All other volunteer positions (including Student Officials, Scorers, or Assistant Coaches) that are not a core SSV Team Official are required to purchase and wear the Team Vic uniform (Tracksuit pants, tracksuit jacket and polo shirt) at their own expense.

6. FINANCES

All finances for Team Vic teams, officials and students will comply with relevant legislation and current DE policy with respect to invoicing, reimbursement and payment of accounts.

- 6.1 All Team Officials will be reimbursed for meals and incidentals according to the DE policy upon submission of receipts or invoices. Refer to the [DE Travel and Personal Expenses – Public Service Policy](#) for information on reasonable travel and meal expense rates.
- 6.2 **Please note:** Travel expenses can be claimed for reasonable travel to trials and training events in Victoria (this must be recorded accurately using an Australian Tax Office approved logbook format). Receipts for petrol will not be accepted, as the travel expenses per kilometre allowance factors in the cost of petrol.
- 6.3 The Team Manager is responsible for team finances throughout the year.
- 6.4 Team Managers may be required to spend money on unexpected items during the course of a SSA Championship.
- 6.5 Incidental expenses are considered minor, but necessary expenses associated with your work- related travel, such as a car parking fee, a public transport fare, cab fare, or a charge for using phone or internet for work-related purposes at your overnight accommodation. Buying snacks, deodorant or shampoo are not considered incidentals, they are considered to be personal expenses.
- 6.6 In the event incidental expenses are incurred, the Team Manager(s) are required to use their own money to purchase these items.
 - Any individual item would normally be expected to be under \$50
 - Keep receipts for any purchases (tax invoice required)
 - Submit a claim form with receipts attached, to your relevant National Program staff member allocated to your sport within fourteen days of returning from the Championship.

Note: If the National Programs team have any concerns about the nature of the expenditure, this will be referred to the SSV Finance Officer for consideration. The Finance Officer may reject some or all of the expenditure if it deems that the expenditure was not appropriate or not related to the team.

- 6.7 The reimbursement process must be followed and claim form provided to be used in order for your request to be processed and to avoid any unnecessary delays (refer to [Schedule B](#) & [Schedule C](#)).

7. TRAVEL & ACCOMMODATION

7.1 Team Officials

- 7.1.1 SSV will make all travel and accommodation arrangements in line with DE guidelines and taking into consideration any health or travel advice or restrictions that may be in place.
- 7.1.2 All fees and charges will be paid in advance (wherever practicable).
- 7.1.3 Alternative arrangements can be requested and must be endorsed by the SSV National Programs Manager, but any additional expense to SSV will be the responsibility of the Team Official to pay.
- 7.1.4 For Team Officials who have children selected in the team, this should be discussed with a member of the National Programs team to provide accurate travel and accommodation advice. It is important that this is flagged with the National Programs team as soon as possible after the team is announced.

7.2 Vehicle hire

- 7.2.1 Information regarding vehicle pick up and return processes will be provided by SSV. Questions or clarification can be sought from the vehicle hire company directly.
- 7.2.2 Any traffic infringements incurred as a result of non-compliance with local laws are the responsibility of the driver of the vehicle at the time of driving.
- 7.2.3 Hire vehicle's must be returned to the vehicle hire company with a full tank of petrol. Receipts for petrol

are an expense that is eligible for reimbursement – please keep copies of receipts.

7.3 Parking

7.3.1 Parking will be arranged and paid for in advance where possible at the organised accommodation

7.3.2 If parking is not available, Team Officials will be required to pay for parking at the time and seek reimbursement from SSV post championship.

7.3.3 Note, if you intend to drive and park at the airport to attend the SSA Championship and seek reimbursement for this expense, you must speak to a National Programs staff member prior to departure.

7.4 Team Members

7.4.1 Transport and accommodation to and from the Championships are the responsibility of each parent/carer. For 2023, a parent/carer is required to accompany their child/ren for the duration of the Championship.

7.4.2 Team members are encouraged to travel in their Team Vic uniform.

8. INSURANCE

SSV will organise travel insurance and medical insurance, through the DE, for participants of Team Vic teams, including athletes and Team Vic Officials. Note: the DE policy now covers claims in relation to COVID-19.

Although SSV holds Group Personal Accident and Liability Insurance for all team members, please be aware that you will be responsible for the cost of non-Medicare medical expenses required before any claim can be made.

If a Medicare rebate applies to the expense incurred, the gap cannot be claimed under this policy.

Contact the relevant SSV National Programs staff member as soon as possible if you or a team member needs to make a claim.

9. FIRST AID KITS, ICE VESTS AND EQUIPMENT

9.1 Each team will be supplied with the necessary equipment and a first aid kit that must be taken to all selection trials, team training, and to the Championship.

9.2 The Team Manager is responsible for maintaining the kit, and must do so through the SSV National Programs team.

9.3 Ice vests are available for teams travelling to warmer climates. Use of these will be arranged through the relevant SSV National Programs team member. The Team Manager is responsible for ensuring that ice vests, esky and all contents are returned to the SSV office in good order as soon as practicable upon return to Melbourne.

9.4 For particular sports, a 'blood kit' is supplied to cater for spare competition uniform in the event of a bodily fluid spill. This remains the property of SSV and must be laundered and returned with the rest of the team equipment.

9.5 Equipment and activities for trials and training will be purchased on behalf of the team with the approval of SSV. This equipment remains the property of SSV and must be returned upon the team's return to Melbourne. The cost for training venues and equipment must be provided to the relevant SSV National Programs team member before the budget is calculated and invoices are distributed to team members.

9.6 If SSV equipment is damaged through negligence, lost or not returned, Team Officials may be responsible for the cost of replacement.

10. TEAM PREPARATION

SSV selects students to represent Team Vic using a selection trials process based on an advertised registration period, selection criteria and selection processes. Trials are conducted with transparency and integrity to achieve a selected team that the Team Officials believe best meets the selection guidelines as specified. The Team Officials will attend the trials and be the key selectors for the team. **10.1 Trial Information and Selection Guidelines**

10.1.1 Team Vic Officials in conjunction with the relevant SSV National Programs staff member must

document their Trial Information and Selection Guidelines, which are to be published on the SSV website prior to the first day of registration opening.

- 10.1.2 A registration fee as determined by SSV and revised annually, will go towards the costs associated with the staging of trials, e.g., venue/s hire, referees/umpires, equipment, etc.
- 10.1.3 Parents/carers and team members will be informed in writing of the SSV travel requirements prior to selection in the trialist communication. This information will be published on the SSV Team Vic webpage.
- 10.1.4 Selection is to be completed and communicated to the relevant SSV National Programs staff member following the final state trial.
- 10.1.5 Trials for SSV teams during school time should be minimised where possible. It is preferable that they be held on weekends or after school hours (considering students in regional Victoria and travel) wherever possible.
- 10.1.6 Trials will only be conducted for students who have registered and paid to trial through the SSV registration system by the advertised closing date.
- 10.1.7 Team Officials cannot invite unregistered students to attend any trials.
- 10.1.8 A registered student must attend and participate in at least one trial to be considered for selection in a Team Vic team.
- 10.1.9 Trial sessions should not last longer than 3 hours in length. However, this may vary depending on the practicality of managing a larger number of triallists.
- 10.1.10 There is to be no more than three trial sessions in total at the state level. Any variation should be approved and documented by SSV.
- 10.1.11 All teams will be announced via the SSV website approximately 7 days after receipt of the selection from the Team Manager. The team is not to be communicated prior to the announcement by SSV.
- 10.1.12 Team Officials may wish to name emergency players. Such 'selections' must be very clearly defined. Refer to *10.4 Emergencies* section below.

10.2 Training guidelines

- 10.2.1 A maximum of 9 sessions in total for SSV teams (13 years and over) and 6 sessions in total for SSV teams (12 years and under), shall be conducted on the weekends or out of school hours, with minimal disruption to the participant, their family and community sport. These sessions will include training, practice matches/games, dissemination of information/documentation, uniform try on and the uniform presentation.
- 10.2.2 In a Pacific School Games year, where there is a long time between team selection and the Games, teams are allowed an extra three (3) training sessions maximum
- 10.2.3 On the rare occasion where the need arises to have practice matches/games during school time, approval must be sought from the SSV National Programs Manager
- 10.2.4 Sessions should not last longer than 3 hours in length.
- 10.2.5 All costs associated with training and selection (e.g., venue hire, refs/umps, equipment etc.) shall be borne by the final team unless it is an SSO team.

10.3 Emergencies

- 10.3.1 Each team may select up to four (4) non-travelling emergencies – unless otherwise designated in the Team Information and Selection Guidelines.
- 10.3.2 Emergencies once named are expected to train with the team.
- 10.3.3 Emergencies will be required to purchase competition uniform.
- 10.3.4 Emergencies should be invited to the uniform presentation. Two photos will be taken, one for the official team and one with the emergency players.
- 10.3.5 Emergencies complete the documentation as a team member. This will therefore cover behavior, insurance, consent and the travel component if they are required to replace a team member. Travel component will only be activated if the player is brought into the team.
- 10.3.6 Emergencies brought into the team must have paid in full prior to the team departing.

10.3.7 No player will be replaced with an emergency within 48 hours of the team departing.

10.4 Registrations

- 10.4.1 Information on registration, registration fees and trials will be sent to all full, associate and affiliate member schools at the beginning of each year via the [SSV Play Value Connect News](#) and will also be available via the SSV website and social media channels. SSV encourages Team Vic Officials to register and / or keep abreast of these communication platforms.
- 10.4.2 Trial information and Selection Guidelines will be posted on Team Vic team website page on the SSV website.
- 10.4.3 All students wishing to be considered for selection in an SSV Team Vic team must register via the online registration system and pay the appropriate registration fee by the advertised closing date. Late registrations may be accepted up to one week after the advertised closing date and will incur a late registration fee.
- 10.4.4 A confirmation email will be automatically sent to each registered triallist. If no confirmation is received, families should contact SSV's National Programs team for assistance.
- 10.4.5 A student or their parent/carer can notify the School Principal of their intention to trial via a link in the confirmation email.
- 10.4.6 In extenuating circumstances, a school, on behalf of a student, may appeal in writing to the SSV CEO for consideration to be included in the trials as per the Invitation Policy. The decision of the SSV CEO is final.
- 10.4.7 Registered students have the right of appeal against the team selection only on the decision of grounds that published procedures have not been followed. The appeal must be in writing and lodged with the SSV CEO within five (5) days of the announcement of the team.
- 10.4.8 Where a conflict of interest is identified with a Team Vic Official and students, SSV will consult with the team's Team Officials to ensure an independent selection process takes place.

10.5 Invitations

SSV recognises that there are circumstances where students are not able to follow the prescribed pathway for selection in Team Vic teams. The [Team Vic Invitation policy](#) allows schools to apply for an invitation for these students if they meet one of the criteria mentioned in this policy. If the student's circumstances do not meet one of the criteria, then an invitation will not be granted. The decision is made by the SSV CEO and is final.

10.6 Feedback to triallists

Feedback should be provided to triallists on the day of the trials. This can be proactive or upon request to any of the team officials present.

11. INVOICING, PAYMENT AND REFUNDS

11.1. Invoicing

For students and families: a notice of costs will be issued to all team members no later than six (6) weeks prior to the Championship, unless there are extenuating circumstances based on the host state budget. Costs include but are not limited to: SSV, SSA and host state levy, team photo, swap badges.

For core team officials: follow the invoicing requirements outlined in [Schedule B: SSV Reimbursement Procedure for Team Vic Officials](#)

11.2. Payment

Registration and Team Vic team payments are made using a credit card through the GameDay platform. If payment is not made by the due date, the student risks being withdrawn from the team.

11.3. Refunds

Any queries or requests for refund are to be directed to the relevant SSV National Program's team member.

12. PRIVACY AND CONFIDENTIALITY

All personal information considered or recorded will respect the privacy of the individuals involved, whether they

be staff, volunteers, contractors, parents or children, unless there is a risk to someone’s safety. SSV has a [privacy policy](#) which should be read in conjunction with the [DE’s privacy policy](#).

- 12.1.1. Student data is utilised for trials as well as the competitive and non-competitive activities. This information must not be forwarded to 3rd parties.
- 12.1.2. Once the trial period is finished, any student data (physical or electronic) must be destroyed and/or removed from digital storage facilities.
- 12.1.3. Images, videos and recordings of students participating in SSV events are the other main form of personal information that is collected. This is collected via an opt in process.
- 12.1.4. Any media taken by Team Officials, of students in relation to Team Vic and SSA Championships, as well as personal data must be deleted from all devices as soon as the need for passes or at the end of the SSA Championship whichever comes first.

CONTACT INFORMATION

General contact details can be found on the [Contact Us page](#) of the SSV website.

School Sport Victoria

National Programs Manager	Andrew Comley	9084 9001 (Option 2)	Andrew.comley@education.vic.gov.au
Project Officer, National Programs	Jeanetta Rodwell		Jeanetta.rodwell@education.vic.gov.au
Administration Officer, National Programs	Phoenix Lawton		Phoenix.lawton@education.vic.gov.au

School Sport Australia





The current list of national sport advisors is available from the [SSA website](#).

SOCIAL MEDIA

Social media is an important tool to share information, accomplishments or celebrate individual teams [Submit Your Story \(ssv.vic.edu.au\)](#)

You can assist us to promote individual or team achievements, celebrations, or other activities by sending any photos and a brief blurb to school.sport.victoria@education.vic.gov.au.

Please ensure you abide by the DE and SSV Media policies, and delete any photos, videos or recordings of students from your devices no later than the end of the SSA Championship event for which you are the Team Official for.

	https://www.facebook.com/SchoolSportVictoria
	https://twitter.com/SchoolSportVic
	https://instagram.com/schoolsportvic
	https://www.youtube.com/SchoolSportVictoriaTV

Schedule A: National Programs and Team Vic Officials role responsibilities

SSV NATIONAL PROGRAMS TEAM

- Booking return travel, accommodation and transportation for Team Officials
- Preparation of SSV team documentation (such as team officials manual, SSA check in sheets), communications (such as bulletins and team announcements for the SSV website)
- Preparation of the team budget
- Providing support, consultation, and advice to Team Vic Officials prior to, during, and post SSA Championships.
- Recruitment of Team Officials

TEAM MANAGER

1. Attend all trials and training sessions and the Championship itself
2. Provide an adequate system of student supervision, including keeping a record of daily attendance
3. Undertake risk assessments for SSV activities and events
4. Implement strategies to prevent reasonably foreseeable injuries, whether physical or psychological, to students (including injuries suffered as a result of bullying)
5. Ensure that appropriate medical assistance is provided to a sick or injured student
6. In conjunction with the Coach, Assistant Coach (where applicable) and relevant SSV National Programs staff member:
 - Manage the team budget and ensuring correct paperwork and policies are followed.
 - Seek permission for any additional expenses and if granted, apply for reimbursement upon return
 - Team documentation
 - a. collect and consolidate all documentation including parent/carer mobile phone numbers
 - b. arrange for sighting and signing of documentation and completion of SSA Checking Sheet (in consultation with the applicable National Programs team member)
7. Work with National Programs team to ensure Championship fees have been paid and uniforms have been ordered and distributed prior to departure
8. Consult with and establish communication method for the team
9. Communicate the financial assistance options such as the Australian Sports Foundation fundraising and Sports Excellence Scholarship programs to support families with the costs of representing Victoria at the SSA Championships.
10. Collect, maintain and return first aid kit(s)
11. Organise and facilitate the Presentation Day, including venue booking, and the team photo.
12. Distribute team photographs, SSA participation certificates & swap badges
13. Communicate and liaise with participants, parents/carers as required
14. Present relevant documentation at the SSA pre-event meeting
15. Attend subcommittee meetings as required
16. Team and parent discussion regarding SSV and SSA Codes of Behavior
17. In conjunction with the Team Coach, submit a Team Report to the relevant National Programs staff member within two weeks of the conclusion of the SSA Championship event.

The qualifications and attributes desirable in the Team Manager are:

- if a teacher, be currently registered with the Victorian Institute of Teaching (VIT) and currently practicing within the Victorian education system
- if not registered with VIT, obtain and/or provide details of current Working with Children Check
- hold a current First Aid (including CPR) qualification
- have a working knowledge of the relevant sport
- have proven administration and managerial skills
- hold a current driver's license

TEAM COACH

1. In conjunction with the Team Manager, Assistant Coach (where applicable) and relevant SSV National Programs staff member:
 - organise trials and training sessions within policy requirements and budget
 - determination of Trial Information and Selection Guidelines, in accordance with SSV policy
 - ensure appropriate training venue bookings are made within budget
 - ensure appropriate and adequate equipment is available for use
 - organise umpires/referees when required
2. Attend all trials and training sessions and the Championship itself
3. Provide an adequate system of student supervision, including keeping a record of daily attendance
4. Undertake risk assessments for SSV activities and events
5. Implement strategies to prevent reasonably foreseeable injuries, whether physical or psychological, to students (including injuries suffered as a result of bullying)
6. Ensure that appropriate medical assistance is provided to a sick or injured student
7. Collect, manage, maintain and return SSV equipment as soon as possible on return from SSA Championship
8. Keep records of students' performance at trials/training to enable accurate feedback
9. Provide the team / students with a sequential training program culminating in the relevant SSA Championships
10. Provide the students with a fitness program where appropriate
11. Arrange specialist coaches as required
12. Attend subcommittee meetings as required
13. Understand, model and support reinforcement of the SSV & SSA Codes of Behaviour
14. In conjunction with the Team Manager, submit a Team Report to the relevant National Programs staff member within two weeks of the SSA Championships finishing.

The qualifications and attributes in the Team Coach are:

- if a teacher, be currently registered with the Victorian Institute of Teaching (VIT) and currently practicing within the Victorian education system
- if not registered with VIT, obtain and/or provide details of current Working with Children Check
- hold a current Level 1 National Coaching Accreditation Certificate in the relevant sport
- be actively coaching in the relevant sport
- have proven ability to coach in the relevant sport, particularly at a junior level
- hold a current driver's license

ASSISTANT COACH

1. In conjunction with the Coach and Team Manager, and relevant SSV National Programs staff member
 - assist with trials & training sessions within policy requirements and budget
 - assist in determination of Selection Guidelines, in accordance with SSV policy

- assist with venue training bookings within budget
 - assist with transportation and checking of equipment
 - assist with umpires/referees when required
2. Attend all trials and training sessions and the Championship itself
 3. Provide an adequate system of student supervision, including keeping a record of daily attendance
 4. Undertake risk assessments for SSV activities and events
 5. Implement strategies to prevent reasonably foreseeable injuries, whether physical or psychological, to students (including injuries suffered as a result of bullying)
 6. Ensure that appropriate medical assistance is provided to a sick or injured student
 7. Assist with keeping records of students' performance at trials/training to enable accurate feedback
 8. Assist with providing the team / students with a training program if required
 9. Assist with providing the students with a fitness program if required
 10. Assist with arranging specialist coaches on request
 11. Understand, model and support reinforcement of the SSV & SSA Codes of Behaviour
 12. Attend subcommittee meetings on request
 13. Assist with the Team Report submission within two weeks of the SSA Championships finishing.

The qualifications and attributes in the Assistant Coach are:

- if a teacher, be currently registered with the Victorian Institute of Teaching (VIT) and currently practicing within the Victorian education system
- if not registered with VIT, obtain and/or provide details of current Working with Children Check
- hold a current Level 1 National Coaching Accreditation Certificate in the relevant sport
- be actively coaching in the relevant sport
- have proven ability to coach in the relevant sport, particularly at a junior level
- hold a current driver's license

SPORTS TRAINER

Liaise with the Team Coach and Assistant Coach to:

1. Attend all trials, training and SSA Championships
2. Collect, maintain & return any sports trainer equipment required for the team
3. Liaise with all parents & deal with their enquiries
4. Confidently apply the basics principles of sports medicine

The minimum qualifications / attributes desired in the Sports Trainer are for that person to:

- be currently registered with the Victorian Institute of Teaching with their respective school or education system.
- Hold a Sports Trainers Accreditation or similar.
- possess a Working with Children Check (if not registered with VIT)

Note: A sports trainer is considered a core Team Officials role ONLY for Australian Football as per the SSA Rules and Guidelines.

VOLUNTEER TEAM OFFICIAL

Liaise with the Team Coach & Team Manager to

1. Undertake duties as requested by the Team Coach and Team Manager during the SSA Championships
2. Attend trials and training sessions if required
3. Assist with keeping records of students' performance at trials/training to enable accurate feedback

4. Assist with admin or operational tasks as required
5. Understand, model and support reinforcement of the SSV & SSA Codes of Behaviour
6. Provide input into the Team Report for submission within two weeks of the SSA Championships finishing as required.
7. Self-fund all related costs of attending the trials, training and SSA Championships (including transport, accommodation, meals and uniform costs)

The qualifications and attributes desired in the Volunteer are:

- the person brings value to the team that the core team officials do not already provide
- if not registered with VIT, obtain and/or provide details of current Working with Children Check
- first aid qualification is desirable but not a requirement

Schedule B: SSV Reimbursement Procedure for Team Vic Officials (As at 28 February 2023)

BACKGROUND

- As part of the DE, all SSV funds are maintained in the DE systems and accounts
- All payment processes are governed by the [DE Travel and Personal Expenses – Public Service Policy](#)
- For DE staff employed under the Victorian Government Schools Agreement, contact National Programs team.

REIMBURSEMENT PROCEDURE FOR TEAM VIC OFFICIALS

1. Team Officials collect receipts for appropriate expenses incurred whilst on Team Vic duties, noting that Team Managers should have responsibility for team related expenses.
2. Team Officials present the receipts to SSV, along with the Reimbursement Claim Form (refer to [Schedule C](#)), for approval and processing.
3. SSV provides written approval of reimbursements to be claimed and advises the School/Team Official.
4. Submitting a reimbursement claim:

Non-Government School Teachers

- The school, as your employer, sends one invoice (inclusive of any trial, training and championship expenses) to SSV for any CRT expenses and the total reimbursement cost and reimburses you via the school's payroll. This is to ensure that the reimbursements are reported appropriately.
- SSV makes payment to the school.

Non-Teachers and non-Department staff

- SSV sets up individual as a 'one-time supplier' which is processed by DE Finance.
- The individual receives payment via ABN:
- The invoice needs to be addressed to SSV with the following information:
 - Please address to 'Department of Education'*
 - Supplier Name (you)*
 - Physical Address (not a PO Box)*
 - Email Address*
 - Contact Number*
 - ABN of Supplier*
 - Bank Account details of Supplier*
- If you do not have an ABN, please contact SSV's finance team to arrange alternative payment at ssv.finance@education.vic.gov.au or ring 03 9084 9001 and select Option 4.

DE staff employed under VPS Agreement

- Submit a reimbursement claim via Oracle (noting that the claim is to be re-directed from their line manager to the CEO, School Sport Victoria (use the search tool to find the incumbent in the system)).
- SSV approves reimbursements in Oracle and individual receives reimbursement into their bank account.

For any queries regarding Team Officials reimbursements, please contact the Manager National Programs. Refer to the [Contact Information](#) section.

