

Team Vic Team Officials - Roles and Responsibilities

These positions provide operational, management and coaching support for the relevant School Sport Victoria (SSV) state team participating in School Sport Australia (SSA) Championships in 2022 & 2023.

For more information as a guide, refer to the Team Vic State Teams section of the SSV website www.ssv.vic.edu.au/team-vic

Please refer to the School Sport Australia website www.schoolsportaustralia.edu.au for the relevant SSA championship information.

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

SSV SPORT ADMINISTRATION OFFICER RESPONSIBILITIES

The SSV Sport Administration Officer will be responsible for:

1. Booking return travel for team officials
2. Booking accommodation for team officials
3. Preparation of SSV Team documentation, team bulletins and team announcements for the SSV website
4. Post Selection Guidelines for teams with the assistance of Team Officials
5. Preparation of the team budget
6. Assisting with booking trial and training venues
7. Ensure all team members have paid in full two (2) weeks prior to the SSA Championships
8. Completion of all School Sport Australia documentation

TEAM OFFICIALS' JOINT RESPONSIBILITIES

All team officials are responsible for the following:

1. 'Duty of Care' of students during trials, training sessions and the School Sport Australia Championships
2. Ensuring their own behaviour reflects that of a representative of the Department of Education and Training by showing courtesy and consideration to others at all times – to be a role-model for students and parents.
3. Being aware of School Sport Victoria and School Sport Australia policies
4. Appropriate 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 trials, training and SSA Championships.
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. Prior to arriving at the venue:
 - a. Ensure all team members are aware of the meeting time and meeting point
10. On arriving at your destination, ensuring that

- a. you introduce yourselves to the host state representatives
- b. all baggage is collected
11. Ensuring that team members have all contact mobile numbers of Team Officials
12. Ensure hire vehicles are checked prior to collection and on return for any damage. Photograph and report any issues to the hire vehicle company.
13. Ensure hire vehicles are returned clean with a full tank of fuel. Also retain receipts to enable claiming back reimbursement from SSV (see Financial Protocols & Proformas).
14. Attending and voting at pre-event & post-event meetings at the SSA Championship (according to SSV guidelines). NB. Remember you are representing SSV at these meetings & should vote according to the policies of SSV & not based on personal views. If you are unsure of the SSV position, please consult with your SSV Administration Officer or the National Programs Manager prior to voting.
15. Reporting any misdemeanors or serious injury immediately to the School Sport Victoria office (make sure you have home/mobile phone numbers of the relevant School Sport Victoria staff)
16. Team Officials are asked to deal with misdemeanors at the time in consultation with the Host State, National Sport Advisor, SSV Administration Officer and School Sport Australia Policy
17. Any misdemeanor(s) and action taken must be included in the Manager's Report
18. Assisting the students to be self-managing
19. Encouraging team spirit and positive behaviour toward all teammates, competitors and officials
20. When utilising accommodation venues provide supervision of all team members.

TEAM COACH

Your responsibilities are:

1. Assist the SSV Sport Administration Officer to develop selection guidelines for the team
2. Develop a plan for trials and training sessions – dates, times and venues in collaboration with the other Team Officials.
3. Attend all trials, training and the School Sport Australia Championships
4. Keep records of students' performance at trials/training to enable accurate feedback
5. Provide the students with a sequential training program culminating in the relevant School Sport Australia Event
6. Provide the students with a fitness program where appropriate
7. Arrange specialist coaches as required
8. Provide each team member with a personal player evaluation
9. Collect, manage, maintain and return SSV team equipment within two (2) weeks of return
10. In conjunction with the Team Manager, assist the submission of a Team Report to the relevant SSV Sport Administration Officer within two (2) 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 Level 1 National Coaching Accreditation Certificate in the relevant sport
- c. be actively coaching in the relevant sport
- d. have proven ability to coach in the relevant sport, particularly at a junior level
- e. possess a valid Working with Children Check (if not registered with VIT)

ASSISTANT COACH

Your responsibilities are:

1. Undertake duties as prescribed by the Team Coach and/or Team Manager during trials, training and the SSA Championship
2. attend all trials, training and the SSA Championships
3. assist with Team Coach 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. in conjunction with the Team Manager, assist the submission of a Team Report to the relevant SSV Sport Administration Officer within 2 weeks of return

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

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

TEAM MANAGER

Your responsibilities are:

1. Assist the SSV Sport Administration Officer to develop selection guidelines for the team
2. Booking of trials and training sessions – dates, times and venues and any umpires/referees where required
3. Attend and assist with all trials, training sessions and SSA Championships
4. Present costs and invoices for trials and training sessions to the SSV Sport Administration Officer
5. Collect and consolidate all documentation including parent/guardian mobile phone numbers
6. Assist with the ordering and distribution of team uniforms
7. Ensure all team members are aware of the SSA Championship meeting date, time and venue
8. Collect copies of birth certificates for confirmation of age eligibility for SSA Championships
9. Ensure all students are aware of ASF and SESF fundraising and scholarship opportunities
10. Collect, maintain and return SSV first aid kit
11. Book the SSV photographer and arrange the team photo and uniform presentation day
12. Distribute the team photographs, School Sport Australia Participation Certificates & swap badges
13. Liaise with all parents & deal with their enquiries
14. When utilising accommodation venues; allocate rooming, supervision, and liaise with accommodation venue.

15. Any purchasing of goods & 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. Facilitate a team and parent discussion re. SSA Codes of Behaviour prior to departure.
19. In conjunction with the other Team Officials, prepare and submit a Team Report to the relevant SSV Sport Administration Officer within 2 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 demonstrated through school or community involvement
- e. possess a Working with Children Check (if not registered with VIT)

SPORTS TRAINER

Your responsibilities are:

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. Seek permission for any additional expenses and if granted, retain receipts for submission to SSV upon return

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

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