



# DARLING DOWNS SCHOOL SPORT

## TEAM OFFICIAL HANDBOOK: 2025

Before applying for a role as a Darling Downs School Sport official in 2025, please read the role descriptions on the following page and consider if you are willing and able to carry out the role as described.

Officials' roles are voluntary; they do require a significant commitment of your own time, be that after school hours or on weekends.

The role of any official is to provide the students in your care with an inclusive, positive experience of representative sport. Our region has a proud history spanning back to 1979; we expect our officials to be aware of our culture and enhance it.



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### **Role of a Convenor (Regional Trials or State Titles)**

- Liaise with RSSO regarding the process, procedures and event organization of a trial / championships.
- Complete CARA and submit to ARSSO within nominated timeframe to ensure smooth running of trial / event.
- Collate trial nominations and liaise with DD School Sport, districts / zones / schools about students eligible to participate.
- Communicate trial / event information with relevant officials, including expectations about selection processes, to ensure consistency.
- Lead the organization and running of the trial / event on the day.
- Attend any officials' meetings and complete any induction courses as required.

### **Role of a Coach / Selector**

- Liaise with relevant team regarding trial / event information.
- Complete CARA and submit to RSSO within nominated timeframe to ensure smooth running of training / trial matches / State Titles.
- Select / coach the team at the trial / event. This includes attending all training sessions.
- Ensure equity and fairness for all participating in the trial / event.
- Be transparent in your discussions and communicate clearly with all stakeholders.
- Attend any officials' meetings and complete any induction courses as required.
- Liaise with other officials including Convenor, Selectors, Managers and Trainers regarding and concerns / player welfare / trial and event processes.

### **Role of a Manager / Selector**

- Liaise with relevant team person/s about the management of the team leading up to the trial / event.
- Complete team list (Form 7) and uniform orders within nominated timeframe.
- Complete CARA and submit to RSSO within nominated timeframe to ensure smooth running or training / trial matches / State Titles.
- Liaise with relevant stakeholders regarding team levies, uniform orders and distribution of information. This includes outfitting / uniform exchanges.
- Manage the team at the trial / event. This includes attending all training sessions.
- Be point of contact for any questions by sports officials and families with queries via email / phone.
- Lead the distribution and return of student paperwork – file accordingly. Inform host region of consent requirements for photos and program.
- Work with Coach regarding training, running of team at event, meetings, etc.
- Attend any officials' meetings and complete any induction courses as required.
- Liaise with other officials including Convenor, Selectors, Managers and Trainers regarding and concerns / player welfare / trial and event processes.

### **Role of a Trainer / Selector**

- Work with Coach / Manager regarding training, player game time and welfare.
- Attend all training sessions and games as outlined by the Coach and Manager.
- Attend any officials' meetings and complete any induction courses as required.