



DUTIES OF REGIONAL MANAGER



- (1) Obtain Darling Downs School Sport Board Approval & Principal's Approval for training and travel. (These forms are attached to your appointment letter sent earlier in the year).
- (2) Liaise with the Regional Sports Officer in the purchase of team uniforms and in the organization of travel and accommodation. If non stock item of apparel are required for team uniform, they must be **ordered at least twelve (12) weeks prior to team departure**.
- (3) Communicate through the Regional Sports Officer all information to the team:-
 - (a) travel arrangements including return meeting time
 - (b) student's team levy or an indication of the anticipated cost
 - (c) official's accommodation on the trip
 - (d) training schedule (See Form #1) with principal's signature
 - (e) names and contact phone numbers of officials
- (4) Collect all team forms.
- (5) Tend to all medical and first aid requirements of team (**carry medical forms at all times**). It is a requirement that all managers, coaches, trainers have a current First Aid Certificate and CPR Certificate.
- (6) Note any relevant medical details / medications to be passed onto billeting families.
- (7) Team Coach and or Manager are to be responsible for the behaviour of the team at all times. The Council's Code of Behaviour is to be strictly enforced. The penalty for an infringement of the Code of Behaviour will be decided by consultation between the Team Manager, The Executive of Sports Board and the Principal of the relevant school. The appropriate sport specific is then to be advised. (See Form #3)
- (8) Keep a detailed account of all valuables held in trust.
- (9) Liaise constantly with the Team Coach.
- (10) Write a report on the performance of the team after the Championships. (See Form #4)
- (11) Make yourself available for consultation with parents at all times.
- (12) Notify home organiser of days results.
- (13) Write publicity for press releases before, during and after the State Championships.
- (14) Ensure you have addresses of all players during State Championships.
- (15) Take all necessary equipment and be responsible for its return.
- (16) The following allowances are approved for each official accompanying a Darling Downs Team:-
 - (a) Accommodation (share) as organised by host region.
 - (b) A daily allowance (Public Service Rate) to cover expenses incurred including meals and official function.
 - (c) All reimbursements are to be fully documented, with receipts, and claimed with Team Official Allowance.
- (17) The Manager of the team is responsible for:-
 - (a) Informing the parents of student's selection, carnival details, and the Board's Code of Behaviour, which must be adhered to and will be strictly enforced.
 - (b) Obtaining permission from the parents for the student's participation and obtaining a medical record of the student.

- (18) When Managers/Coaches are responsible for accommodation, e.g. camp situation, the following rules are to be adopted:-
- (a) Managers/Coaches are to supervise to such a level that a prudent parent would be completely satisfied, e.g. dress, rowdy behaviour, mixed boy/girl activities.
 - (b) Sleeping arrangements should ensure that the girls are completely separate from the boys, and that Teachers where possible are to situate themselves between the two groups.
 - (c) Teachers should ensure that all students are accounted for before retiring themselves.
- (19) If the team is travelling by air please ensure that you confirm the departure time, the day before return. Also advise the Regional Sports Officer immediately of any change to arranged tickets. If you are travelling on a domestic sector of an International flight, certain extra conditions apply. When travelling, Team Officials should be seated so that they can supervise their team. When travelling on commercial transport Team Officials should ensure that they are seated in the rear most seats available.
- (20) The Manager is to attend the Regional Trials. At the Regional Trials, after the team has been selected, hand each child a copy of the following:-
- (a) Parent Information Sheet - General Information, training times etc.
 - (b) Uniform Ordering Process
 - (c) Code of Behaviour – Parents, Team Members & Spectators
 - (d) Student Personal Details / Medical Form
 - (e) Parental Consent Form
 - (f) Principal's Approval Form
 - (g) Project Consent Form
- NOTE:** ALL OF THESE FORMS are to be returned to the Sports Office at the conclusion of the championships. Department of Education Policy is that these are kept at the Darling Downs School Sport Office.
- (21) If a team member is injured and must remain in hospital after your scheduled departure, one teacher must remain with the child. All extra expenses will be covered by Sports Board. Please notify the Regional Sports Officer immediately.
- (22) Ensure adequate first aid provisions are available and procedures followed.
- (23) Team Levy - All students **MUST** pay the **FULL TEAM LEVY** prior to departure to participation in state championships.
- (24) State Championship Protocol - all team officials **must attend** all meetings and official dinner.
- (25) Collect from Darling Downs Sports Office prior to departure
- First Aid Kit
 - Water Bottles
 - Sunscreen
 - Water Bottle Carrier
 - Large Kit Bag
- (26) Complete the Regional Team Manager Risk Assessment Sheet prior to the State Championships.

MANAGER'S JOB LIST PRIOR TO THE REGIONAL CARNIVAL

- ◆ Indicate if accommodation for Manager/Coach will be required at the State Carnival.
- ◆ Have all necessary forms ready to distribute.

IMMEDIATELY FOLLOWING REGIONAL CARNIVAL

1. Distribute forms to selected Regional Team Members. Stress to team members the importance of returning forms and payments by the due date.
2. Notify Regional Sports Officer of selected team members - the first working day following team selection. (Form #7)
3. Receive all forms from team members -
 - Parent Consent Form
 - Principal's Approval Form
 - Student Personal Details/Medical Form
 - Code of Behaviour - Team Members
 - Media Release Form
 - Confirmation of payment team levy & uniform costs.

WHEN ALL FORMS HAVE BEEN RETURNED

1. Ensure Uniform Order & Payment has been completed by the due date on the online ordering system.
2. Forward Team List to Darling Downs Regional Sports Officer for entering onto the State Championships Program.
3. Hold onto Parent Consent and Medical Forms at all times.

FOLLOWING THE STATE CHAMPIONSHIPS

1. Write a report as per the Regional format. (Refer to Form #4)
Forward this to the Regional Sports Officer within two (2) weeks of the team's return.
2. Forward to the Regional Sports Office any Accident Reports, Disciplinary Reports (Form #3) **WITHIN 24 HOURS OF THE TEAM'S RETURN.**
3. **Return all student forms** to the DD Sports Office within two (2) weeks of the team's return.