



Darling Downs School Sport Board



GENERAL CHECKLIST - TEAM MANAGER

PLEASE TICK AS YOU DO:

- Team Letters & Forms - explain & distribute to all team members
- Child Protection Procedures explained to team member.
- Ensure students are aware of the importance of the completion of ALL FORMS BY THE DUE DATE TO THE TEAM MANAGER.
- **ALL STUDENT PAYMENTS HAVE TO BE MADE THROUGH THE ONLINE ORDERING SYSTEM.**
- **FORWARD A COPY OF THE TEAM LIST (FORM #7 - INCLUDE PLAYING NUMBERS) to the Regional Sports Office as soon as it is finalised. This list will be forwarded to schools and host region. (Please print clearly in BLOCK LETTERS, check accuracy of SPELLING and CORRECT SCHOOL LISTING.)**
- **FOLLOW UP WITH TEAM MEMBERS THAT PAYMENTS HAVE BEEN MADE ONLINE.**
- Collect from the Regional Sports Apparel Office on outfitting day
 - WATER CONTAINER
 - FIRST AID KIT/SUNSCREEN
 - MANAGER'S FOLDER (TRAVEL DETAILS)
 - ACCOMMODATION DETAILS
 - MANAGER'S UNIFORMS

AFTER CHAMPIONSHIPS RETURN TO DD SPORTS OFFICE

- FIRST AID KITS SUNSCREEN, WATER CONTAINER, TEAM EQUIPMENT AND UNIFORMS - where applicable (Contact the DD Sports Office to arrange a suitable time)
- Complete a Written Report on the State Carnival and return to the Regional Sports Office within (2) two weeks of completion of the State Championships.
- **ALL STUDENT FORMS** must be returned to the DD Sports Office – these forms are to be archived at the DD Sports Office. **THEY MUST NOT BE SHARED.**