



# DUTIES OF A CONVENOR



The Regional Convenor's role is a broad one. The extent varies from sport to sport, depending upon the development and standing of the sport with the Region.

1. Promote the specific sport at regional levels.
2. Organise regional trials/championships in consultation with the Regional Sports Officer.  
This would include :-
  - (a) Notice sent to districts/zones or schools through the Regional Sports Office.
  - (b) Deciding on the type of trial/championship.
  - (c) Receiving entries and drawing up a suitable trial/championship program.
  - (d) Advise the Local Association of the Trials. (As they may be able to assist with umpires, referees and grounds .)
  - (e) Ensure grounds are booked and correctly marked, that equipment is available and ready to use, that seating and or covered area is available - if necessary. Book indoor venues where possible in the case of inclement weather.
  - (f) Send letters to dignitaries inviting them to attend Regional Carnival e.g. Executive Director Schools, President of the Association, Local Parliamentarians etc.
  - (g) Ensure adequate first aid facilities for on field injuries are available.
  - (h) Advise District/Zone Managers to bring Consent/Medical Forms to trials.
  - (i) Advise the Districts/Zones of:
    - . canteen facilities available
    - . special requirements eg. footwear on indoor courts
    - . the need to bring playing equipment
    - . any additional costs
    - . to what extent districtzone team officials will be expected to officiate.
  - (j) Identify costs involved in conducting trials e.g. venue hire, first aid, new equipment, trophies etc., and ascertain team or individual levy.
  - (k) Carry out a Risk Assessment for the activity prior to the regional trial.
3. **ATTEND DARLING DOWNS SCHOOL SPORT PRIMARY/SECONDARY MEETINGS.**
4. Liaise with State Body where necessary.
5. Oversee the financial management of the Sport Specific.
6. Write a report in consultation with the Team Manager of the year's activities for presentation at the end of the year Darling Downs School Sport Primary/Secondary Meetings. The report should include date, venue, regional team lists - showing full names, schools and general comments on the trials. (Please refer to Form #4)
7. It is the responsibility of the Convenor of each sport specific to arrange for the appointment of the selection panel prior to the Regional Trials taking place. The Convenor is at liberty to establish the criteria for selection in the Regional team, however every effort should be made to provide a fair and equitable trial for all participants.  
  
There are certain circumstances that allow an exceptional student to be considered for Regional Trials when unable to attend for the following reasons:-
  - . a medical condition for which a medical certificate has been produced stating that the expected date of return to competitive activity is sufficient prior to the State Championship to enable the student to become an effective member of the team.
  - . Queensland School Sport or School Sport Australia Sporting event
8. Travel for all members of Darling Downs teams as organised by the Regional Sports Officer IS COMPULSORY. North of Rockhampton should fly at least one way. EXEMPTION FROM RETURN TRAVEL will be considered. Parents must complete Form #6.
9. All correspondence, inward and outward, regarding a regional team should be brought to the attention of the School Principals concerned and the Regional Sports Officer. Correspondence will be written on stationary bearing Darling Downs letterhead, available through the Regional Sports Officer.

## ON THE DAY OF REGIONAL TRIALS

The Convenor should be free to handle any problems that may arise on the day of the trials. He/she should supervise officials, ensure the appointment of a selection panel, oversee the program of events, collate results, convene selection meetings, prepare the team lists and announce the Regional Team.

Consideration should be given to the following:

- ◆ Notice boards/sheets for teams with the draw and team duties. Times for Official's Meeting and Team Selection should be provided.
- ◆ Direct students and team officials to their areas.
- ◆ Inform visitors of location of canteen, toilet facilities, first aid, water, etc.
- ◆ Ensure the team officials have a copy of the program/draw etc.
- ◆ Ensure that match officials are available and that they are qualified and competent.
- ◆ Ensure that as a minimum - a first aid kit, ice, water & access to a phone are available at the trials.
- ◆ Complete the Risk Management Checklist and forward to the School Sports Office.

## OFFICIALS MEETING

- ◆ Set a time for a brief meeting of the Managers and Coaches.
- ◆ Discuss the draw
- ◆ Discuss Team Selection Process - Selection Criteria
- ◆ Discuss any problems/considerations that may be brought up
- ◆ Discuss Codes of Behaviour - Team Members and Parents.
- ◆ Discuss first aid and Risk Management Procedures

### **TEAM SELECTION:**

Select a team and include shadow players.

Selection Policy

Ensure Regional Team Selection Procedures 2.0 of the Darling Downs Secondary/Primary School Sport Competition Procedures are followed.

Ensure team sheet is completed (See Form # 7)

### **TEAM ASSEMBLY:**

Provide an area for the selected regional team to assemble for briefing by the Regional Manager and Coach. Once the team is announced, the Manager assumes total responsibility for team organisation.

- Send copy of team to Regional Sports Officer IMMEDIATELY selection has been finalized.
- Ensure thank you letters are sent to appropriate personnel.

## SAMPLE STANDARD LETTER FOR REGIONAL CARNIVALS

**MEMO:** District/Zone Secretaries, Regional Sports Officer, District Convenor  
(Through the Principal)

**FROM:** Convenor - Regional Primary/Secondary \_\_\_\_\_ Carnival

**TOPIC:** Regional Primary/Secondary \_\_\_\_\_ Carnival.

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**CONVENOR:** Name: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Work: \_\_\_\_\_ Home \_\_\_\_\_

**DATES:** \_\_\_\_\_

**TIMES:** The Carnival will commence at \_\_\_\_\_

**OFFICIAL MEETING:** e.g. A Meeting of team officials will be \_\_\_\_\_

**CATERING:** e.g. A canteen will operate at the Carnival **OR** Bring own food as there are no facilities available.

**EQUIPMENT:** e.g. Each team is required to supply \_\_\_\_\_  
**OR** All playing equipment will be provided. Students will need to supply  
\_\_\_\_\_ personal equipment (e.g. bats, gloves etc.)

**SHADE:** e.g. There is adequate shade available at the field.

**OR** Shade will be provided for all teams.

**OR** No shade is available or provided.  
Teams should bring shade if required.

**COMPETITORS:** e.g. Each district is invited to nominate one team of \_\_\_\_\_  
players.

**COST:** e.g. Each District team will be levied \$ \_\_\_\_\_ to cover costs of court hire/playing  
equipment.

**OR** Cost per student is \$ \_\_\_\_\_ to cover venue costs.

**OR** No costs.

**UMPIRES:** e.g. Where possible, Association Umpires will be used for each game. However, Team  
Officials may be called upon to assist in umpiring when their own team is not playing.

**OR** Team Officials will be rostered on for umpiring duties.

**CARNIVAL:** Competition Draw: i.e. Pools or Round Robin or double elimination etc.

**OR** Format of Trials e.g. an elimination round will be played - a draw determined from the gradings, club history etc. The elimination round will consist of a "first to 4" set with no tie-breakers.

**SELECTION PROCEDURES:**

1. e.g. One teacher from each participating District will be nominated as a member of the selection panel.

**OR** 3 Selectors will be elected prior to the Carnival.

2. e.g. Selection will be final and no further play-offs will be held.

**COMPETITION RULES:**

e.g. Point Scoring.  
Game Time - Start and Finish on Bell.  
Tied Scores at the end of the Competition.  
Equipment, etc.

**REGIONAL CONVENOR.**