Darling Downs School Sport Board

CHECKLIST - MANAGERS

GENERAL CHECKLIST - TEAM MANAGER – PLEASE USE

PLEASE TICK AS YOU DO:

- Thoroughly read the Managers Instructions in the team official handbook

- 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 (including the Uniform Order & Payment Details Form) BY THE DUE DATE TO THE TEAM MANAGER.

- PAYMENT BY CHEQUE/MONEY ORDER MADE PAYABLE TO THE TEAM MANAGER'S SCHOOL. Credit card will only be accepted if your school uses this facility.

- Pass on a copy of the Team List, Team Information Letter & Uniform Order & Payments Detail Form to the Business Services Manager/School Office. (Reference purposes only).

- FORWARD A COPY OF THE TEAM LIST (INCLUDING PLAYING NUMBERS) to the Regional Sports Office as soon as it is finalised, as this has to be sent to schools & host region. (Please print clearly in BLOCK LETTERS, check accuracy of SPELLING and CORRECT SCHOOL LISTING.)

- FOLLOW UP WITH TEAM MEMBERS IF FORMS & PAYMENTS HAVE NOT BEEN RECEIVED BY THE DUE DATE. In the case of team levies being underpaid by the parent, please contact parent IMMEDIATELY and request the amount due. Enter this amount on the Payment Advice Form to enable it to be receipted by the School Office.

- SEND BILLET LIST VIA EMAIL TO HOST CENTRE.

- Prepare thank you letter to Billet Family.

- Collect from the Regional Sports Apparel Office on outfitting day

  ☐ WATER CONTAINER
  ☐ FIRST AID KIT/SUNSCREEN
  ☐ MANAGER'S FOLDER (TRAVEL DETAILS)
  ☐ ACCOMMODATION DETAILS
  ☐ SIGN OFFICIAL ALLOWANCE FORM
  ☐ MANAGER'S UNIFORMS

AFTER CHAMPIONSHIPS RETURN TO DD SPORTS OFFICE

- FIRST AID KITS SUNSCREEN, WATER CONTAINER, TEAM EQUIPMENT AND UNIFORMS - where applicable (Please ring the DD Sports Office 4616 9159 to arrange a suitable time)

- Complete a Written Report on the State Carnival and return to the Regional Sports Office within two weeks of completion of the State Carnival.

- Complete School Sport Risk Assessment – Representative Events – Team Manager

- Please return ALL STUDENT FORMS to the DD Sports Office - as these are to be archived for five (5) years.