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| REGIONAL TRIAL CONVENORPRE-TRIAL MEETING CHECKLIST |
| [ ]  | Welcome message* Thank all officials for volunteering
* Thank all officials for preparing teams
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| [ ]  | Housekeeping* Venue outline
* Out of bounds areas
* Toilet locations
* Parking
* Catering location (if applicable)
* Team areas
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| [ ]  | Check all teams have arrived* Confirm *team lists* and playing numbers
* Check *player payment receipts* if direct-to-region or confirm via district team officials
* Check *permission forms / consent* (either via team officials, or collect forms from direct-to-region attendees)
* Mark attendees / scratches on team lists (delegate to team officials and collect prior to draw start)
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| [ ]  | Confirm competition procedures* Draw
* Rounds
* Game start and end times
* Breaks
* Playing rules
* Selection and participation policies – no squads
* Selection panel composition – (one official per district team may vote)
* Recording / collating of results
* Publishing of results
* Recording / comparing procedures for team selection process and decisions
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| [ ]  | Catering* Advise if canteen available and location
* Advise referees / umpires of catering arrangements
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| [ ]  | First Aid* Advise first aid location
* Ice and water arrangements / locations
* Recording of incidents / accidents
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| [ ]  | Players / Officials* Access to students policies – no club scouts, no third-parties to have access to students, etc
* Confirm player and official acknowledgement of referees / umpires decisions being final
* Confirm support must be given to all referee / umpire decisions
* Confirm codes of conduct with players / officials
* Confirm name pronunciations with officials
* Announce approved exemptions to be considered at team selection time
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| [ ]  | Confirm final risk assessment walkthrough / team official delegations and reporting back to you.* Collection of all team lists and paperwork
* Collection of all records
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