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| *SUNSHINE COAST SCHOOL SPORT*CHECKLIST – REGIONAL TRIAL CONVENOR |
| **PRIOR TO REGIONAL TRIAL** | Minimum Timeframes |
| [ ]  | **Induction** (submit all documents listed in checklist to sport.scrssb@qed.qld.gov.au)* Read current Regional Officials Guide
* Complete & submit *induction declaration*
* Complete & submit *QRSS Transfer of Duties* form
* Complete & submit *QRSS consent form – staff and volunteers*

Extra for non-state officials only* Complete & submit *DoE Mandatory All-Staff Training Program - Key Messages guide 2024 for contractors, volunteers and visitors.*
 | By end of February or 1 week prior to your regional trial (whichever is earlier) |
| [ ]  | **Officials’ apparel**Be aware of Regional online shop for purchasing regional official team wear.  All orders are to be completed by the payment due date for your team. If new to program, please order official polo shirt at least 1 week prior to your regional trial.* Order official shirt (discount code provided by regional sports office)
* Order additional apparel – optional
* Refer to generic email sent by sport office
 | As listed |
| [ ]  | **Risk Assessment*** View *QRSS risk assessment procedures training video*
* Consult *QRSS risk assessment handbook*
* Complete and submit *QRSS* [*risk assessment form*](https://sunshinesport.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Team-officials/Ready-reckoner-files/qrss-risk-assessment-form.pdf)
* Receive email confirmation from RSSO that risk assessment has been approved
* In consultation with the RSSO, ensure that a cancellation / postponement contingencies plan prepared and in place

*This risk assessment form can be used for more than one role.* For example, a regional coach who fulfils the role of regional convenor can use the one form by ticking the appropriate boxes on page 2. | At least 2 weeks prior to regional trial |
| [ ]  | **Event Planning - RSSO** The sport office will organise the following items * Book venue and pay hire costs
* Book first aid and pay costs
 | Previous year |
| [ ]  | **Event Planning - Convenor** Convenor will need to organize the following items. (RSSO will contact convenor if the sport office has organized any of these items)* Equipment – ensure that playing equipment is supplied for the regional trial
* Consult with the RSSO regarding regional trial notice information / draw
* Referees / umpires
* Catering requirements for referees/umpires if applicable
* Source referees / umpires from clubs, associations, school organisations where possible (they will invoice sport office for the supply of these people)
* Only source individuals as a last resort (they will need to complete a Claim for Payment form and an ATO Statement by a Supplier form and the convenor will need to forward these forms to the sport office)
 | At least 4 weeks prior to regional trial |
| [ ]  | **Confirmations** * Confirm necessary equipment ready and available
* Confirm referees/umpires booked
* Confirm teams / players / approved exemptions

If a district is unable to fill a team, then a mixed team may need to be formed. | 1 week prior to regional trial |
| [ ]  | **Regional trial documentation**In consultation with the regional coach, ensure that the following regional trial documentation is taken to regional trial* Incident / Accident reports (multiple copies)
* Concussion policy
* Concussion referral forms (multiple copies)
* Concussion register
* Regional trial notice / draw
* Regional selection policy
* Codes of Conduct
* Competition procedures
* Referee Claim for Payment forms + ATO Statement by a Supplier forms (if applicable)
* Copies of district team lists / Direct to region participants list
 | At least 1 day prior to regional trial |

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| **AT THE REGIONAL TRIAL** |
| [ ]  | **Risk Assessment*** Liaise with regional officials and ensure venue meets risk assessment conditions and is safe for play
* Check grounds / markings / fields / spectators areas, etc.
* Co-ordinate first aid placement centrally for easy access
* Equipment ready and available
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| [ ]  | **Player attendance records** (regional officials to complete for a ‘Direct to region’ trial / district officials to complete if a district team format) |
|  | * Player attendance / team lists (registration lists) – have additional copies available
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|  | * Check player payment receipt.
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|  | * If a player has completed permission forms, but has no payment receipt, they must:
	+ be directed to make payment immediately through the regional online shop.
	+ They must come back with a screenshot of payment receipt.
	+ If they can’t pay then they can still participate and be instructed to make the payment within 24 hrs
* If a player does not have completed permission forms, they cannot participate in the trial.
	+ Arrangements must be made for the player to be returned to school.
* A duty of care remains until the ineligible player is picked up.
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| [ ]  | **Mouthguards** (if applicable)* Check all players have handed over mouthguard consent forms (if applicable) and any medical clearances if not wearing a mouthguard
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| [ ]  | **Medical conditions** – for any notified conditions, check for action plans, medical clearances, etc |
| [ ]  | **Conduct pre-trial meeting** |
|  | * Refer to *pre-trial meeting checklist*
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|  | * Confirm teams as per draw (if applicable)
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|  | * If a team is short players or is unable to be formed, then individual players must be given fair and reasonable playing time by:
	+ Joining another district team
	+ Forming a composite team
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| [ ]  | **Announcements to teams and spectators*** Welcome to assembled group
* Approved exemptions being considered (if applicable)
* Codes of conduct
* Competition procedures, other procedures and applicable policies
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| [ ]  | **During event** |
|  | [ ]  District team format - Officials to keep accurate roll call records of attendees |
|  | Cross out non-attendees on team list / registration sheet (using single line so name still visible) |
|  | [ ]  Direct to region format – Convenor to keep accurate roll call records of attendees |
|  | Cross out non-attendees on team list / registration sheet (using single line so name still visible) |
|  | [ ]  Catering – if provided to referees / umpires |
|  | * Please ensure the venue invoice includes catering charges as well as venue hire fees.
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|  | * Invoices must be made out to Department of Education or Sunshine Coast School Sport
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| [ ]  | **Collection of data / records (classed as SENSITIVE records)** |
|  | [ ]  Keep an accurate record of all team lists / registrations sheets with attendees and forward these copies to sport.scrssb@qed.qld.gov.au following the trial |
|  | [ ]  Collect all mouthguard consent forms (if applicable) |
|  | [ ]  Collect all individual referee / umpire forms – if applicable* Claim for payment form – completed and signed
	+ Note: If individuals do not complete the *Claim for Payment* form printing legibly, payment will be delayed.
* ATO Statement by a Supplier form – completed and signed
	+ Note: If individuals do not complete the *ATO Statement by a Supplier* by printing legibly, payment will be delayed.
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|  | [ ]  Convenor to complete approval section on Claim for payment forms |

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| **AFTER THE REGIONAL TRIAL** | **TIMEFRAME** |
| [ ]  | Complete & submit the Regional Trial Convenor report if there are any recommendations for the future. | Within 24 hours |
| [ ]  | Email all referee individual *Claim for Payment* forms and *ATO Statement by a Supplier* forms to the regional sport office (if applicable) | Within 24 hours |
| [ ]  | Email scans of incident / accident reports to RSSO | Within 24 hours |
| [ ]  | Email scanned copies of team attendance lists to sport office | Within 24 hours |