**SUNSHINE COAST SCHOOL SPORT**

**REGIONAL TEAM RECORDS FINALISATION – ARCHIVING SUMMARY**

|  |  |
| --- | --- |
| YEAR | 2024 |
|  |  |
| SPORT TEAM |        | AGE/GENDER |       |
|  |  |
| TEAM MANAGER NAME |       |

Instructions: Mark each item that you provided to the Sunshine Coast School Sport using an approved record transfer method.

**WE REQUIRE COPIES OF ALL RECORDS IN AN ELECTRONIC FORMAT.**

|  |  |
| --- | --- |
| **Record / document** | **Provided to sports office** |
| Electronic Manager’s Tool (EMT) | [ ]  |
| Student Permission Booklets  | [ ]  |
| Mouthguard forms (if applicable to your sport) | [ ]  |
| QRSS consent forms Consent forms must be saved electronically using the following format:**Surname, First name - DOB - Region - Sport – student consent form**(eg. Brown, Mary - DOB 01/01/2006 - Sun – Golf – student consent form) | [ ]  |
| QRSS Team list and consent summary form | [ ]  |
| State championship – regional team manager report | [ ]  |
| Student principal approval forms from specific schools | [ ]  |
| Team training attendance rolls | [ ]  |
| Playing time register at state championship | [ ]  |
| Accident / incident reports (if applicable) | [ ]  |
| Any regional team checklists | [ ]  |
| Other documents retained by other regional officials | [ ]  |
| Regional trial selection notes | [ ]  |
| Emails from parents which may involve an apparel order and / or compliant/concern (we don’t need all parent email correspondence) | [ ]  |
| Any other records deemed important by the regional manager | [ ]  |
| Any other regional records/documents from the regional trial | [ ]  |

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| --- | --- | --- | --- |
| Signature: |  | Date:  |       |