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| REGIONAL TRIAL CONVENOR  PRE-TRIAL MEETING CHECKLIST | |
|  | Welcome message   * Thank all officials for volunteering * Thank all officials for preparing teams |
|  | Housekeeping   * Venue outline * Out of bounds areas * Toilet locations * Parking * Catering location (if applicable) * Team areas |
|  | 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) |
|  | 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 |
|  | Catering   * Advise if canteen available and location * Advise referees / umpires of catering arrangements |
|  | First Aid   * Advise first aid location * Ice and water arrangements / locations * Recording of incidents / accidents |
|  | 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 |
|  | Confirm final risk assessment walkthrough / team official delegations and reporting back to you.   * Collection of all team lists and paperwork * Collection of all records |