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| *SUNSHINE COAST SCHOOL SPORT*CHECKLIST – REGIONAL COACH, ASSISTANT COACH, TRAINER |
| **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

*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 |
| [ ]  | **Training Venue*** Check for training venue availability and hire cost
* If venue hire cost involved, email RSSO for approval
* Book and confirm training venue
* Forward any venue hire invoices to sport.scrssb@qed.qld.gov.au
 | At least 1 week prior to regional trial or after training schedule has been decided with regional team |
| [ ]  | **Training Schedule*** Prepare team training letter and training schedule
* Complete Section 2B: Training/competition details page of *QRSS Transfer of Duties form* and get signed off by principal if not already completed
 | At least 1 week prior to regional trial or after training schedule has been decided with regional team |
| [ ]  | **Regional trial documentation**In consultation with the convenor, 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
 | At least 1 day prior to regional trial |

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| **AT THE REGIONAL TRIAL** |  |
| [ ]  | **Risk Assessment*** Liaise with convenor and ensure venue meets risk assessment conditions and is safe for play
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| [ ]  | **Player attendance** * If required, assist manager with player check-in at the regional trial
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| [ ]  | Attend **pre-trial meeting** with district officials (if district team format)* Confirm exemptions (if applicable)
* Confirm team list / player attendance
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| [ ]  | **Team selection*** Conduct player assessments using selection tools / notes
* Keep selection notes / decision documentation (transparency, defendability)
* Conduct selection panel meetings with district officials (if district team format)
* Abide by regional selection policy
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| [ ]  | **Team announcement*** Select & name regional team members (Squads are not to be selected)
* Select shadow players (reserves) It is optional to name shadow players however it is to be consistent with all teams at that trial
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| [ ]  | **Team paperwork*** Hand out team training letter / schedule or
* at least consult with selected players / other regional officials to determine the best training schedule
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| **TEAM PREPARATION FOR STATE CHAMPIONSHIP** |  |
| [ ]  | Accept responsibility for team training and coaching |  |
| [ ]  | **Equipment requirements*** Ensure sufficient equipment in good working condition is available at each training session
* Ensure First Aid kit in good working order is available at each training session
* Hydration availability, etc.
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| [ ]  | **Paperwork / Records*** In consultation with team manager, ensure a team member attendance roll is kept for all training sessions
* Have Incident / accident forms available if required
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| [ ]  | **Coaching / training*** Plan coaching / training sessions
* Arrive before session start time
* Conduct venue risk assessment prior to each session
* Set codes of conduct standards
* Abide by department policies and procedures
* Ensure all students are safe
* Do not recruit students into school programs
* Ensure all students are collected safely by authorised persons.
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| **ATTENDING THE STATE CHAMPIONSHIP** |  |
| [ ]  | **Personal*** Be responsible for team and official commitments
* Be organised and at venue prior to agreed team meeting times
* Apply codes of conduct, relevant policies and procedures
* Be an example to team members and others
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| [ ]  | **Players*** Manage players in accordance with championship policies and procedures
* Manage players in accordance with regional policies and procedures
* Manage players in accordance with DoE policies and procedures
* Game time – all team members have fair and reasonable game time
* Ensure each players opportunity to demonstrate skills and ability in their desired position or area of play / selected team position
* Enforce codes of conduct
* Debrief at the end of the day / play
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| **AFTER THE STATE CHAMPIONSHIP** | **Minimum Timeframe** |
| [ ]  | **Paperwork / Compliance*** Assist team manager to prepare state championship report
* Transfer all team records (including any regional trial selection notes) to team manager (who will, in turn, transfer them to us)
 | Within 1 week of state championship conclusion |
| [ ]  | **Complete Travel Allowances Claim** * DoE employees – via ExpenseMe Pro system
* Non-DoE staff – via manual form emailed to you by our office
 | Within 1 week of state championship conclusion |