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| *SUNSHINE COAST SCHOOL SPORT*CHECKLIST – REGIONAL TEAM MANAGER |
| **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 |
| [ ]  | **Team data** |  |
| [ ]  | Team Contact list template* Download EMT from website for recording team member data
* Ensure that you have a template to write down selected team member contact information (Student name, School, Parent name, Mobile phone, Email)
 | At least 1 day prior to regional trial |
| [ ]  | Team member playing uniform template (recommend EMT / manual form)* Ensure that you have a template to write down selected team member playing top order quantities and sizes and playing bottom order quantities and sizes
 |  |
| [ ]  | Check email for electronic version of Team Invitation and student permission forms (to be emailed to selected team members) |  |
| **AT THE REGIONAL TRIAL** |
|  | **Assist the regional trial convenor** |
| [ ]  |  Check player proof of levy payment |
|  | * 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** – Check for any notified conditions, check for action plans, medical clearances, etc |
| [ ]  | **Selection Policy*** Be familiar with selection policy
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| [ ]  | **Team meeting area*** Organise a team meeting area for when team and shadows are selected
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| **END OF THE REGIONAL TRIAL** |
| [ ]  | **Collect forms** |
|  | * selected team member trial permission forms, mouthguard forms (if applicable), medical forms
* shadow player trial permission forms, mouthguard forms (if applicable), medical forms
 |
| [ ]  | **Team Meeting** |
| [ ]  | Explain important information to team members* Playing uniform requirements
* Inform parents that they will receive a full team invitation and team member permission booklet email
* Require invitation acceptance email from team members / families by a due date
* Due dates
* Stress importance of accepting position, returning all forms, and paying for levies and apparel by due dates
* Explain Codes of Conduct – formally discuss with parents if they are in attendance
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| [ ]  |  Hand team invitation letter to selected team members only  |
| [ ]   | Size up team members using playing uniform sizing kit |
| [ ]  |  Record team member playing uniform top and bottom sizes, polo shirt sizes, etc* Note playing numbers for each team member
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| **STATE CHAMPIONSHIP PREPARATION** | **MINIMUM TIMELINES** |
| [ ]  | **Email forms (mandatory task)** | Within 24 hrs of RT |
|  | * Email electronic team invitation and student permission booklet to team members
 |  |
| [ ]  | **Return sizing kit (mandatory task)** | Within 1 week |
|  | * Sizing kits must be returned so other teams can use
 |  |
| [ ]  | **Team Administration tasks*** Create team folder on computer
* Download and unzip latest version of EMT into team folder
* Enter team members in EMT (in emergency use manual forms)
* Collect team permission forms / consent forms
* Check payment list from regional office for outstanding team member payments
 | Ongoing |
| [ ]  | Email principal approval emails to team member school principals using EMT | As soon as possible |
| [ ]  | Email playing top and playing bottom order quantities and sizes to regional office using EMT (in emergency use manual form) | **As soon as possible or by date set by RSSO** |
| [ ]  | Email QRSS team list & consent form to regional office | As soon as possible |
| [ ]  | Read state championship bulletin and follow all instructions and submit required documentation by due dates | As it happens |
| [ ]  | **Team apparel orders*** Arrange time to collect team order from regional office
* Distribute team orders to team members
 | 2 weeks prior to state championship |

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| **AFTER STATE CHAMPIONSHIP** | **MINIMUM TIMELINES** |
| [ ]  | **Complete State Team Manager report** |  |
|  | * Complete this report using the report proforma within EMT
* Email manager’s report to sport office
 | Within 1 week after state championship |
| [ ]  | **Collect all records from other team officials** | Within 1 week |
|  | * Regional trial selection notes
* Coaching and training records
* Parent contact emails (complaints, etc)
 |  |
| [ ]  | **Email Records to RSS office** | Within 1 week |
|  | Create compressed ZIP files (max 5MB) or provide Onedrive permission for sport office staff to download. To be emailed to sport office EQ email address* Team member forms
* EMT
* Parent emails (complaints, etc)
* Electronic records from team coach / assistant coach / trainer
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| [ ]  | **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 |