

# SUNSHINE COAST SCHOOL SPORT

## REGIONAL TEAM RECORDS FINALISATION – ARCHIVING SUMMARY

YEAR:

SPORT TEAM:

DIVISION:

TEAM MANAGER NAME:

**We require all copies of all records in an electronic format**

Record / document	Provided to Sports Office
Electronic Manager's Tool (EMT) fully completed incl training attendance	
Student Permission Booklets (incl QRSS consent and mouthguard permission if applicable)	
QRSS Consent forms <b>Consent forms must be saved electronically using the following format:</b> Surname, Firstname – DOB – Region – Sport – Student consent form <i>eg. Brown, Mary – DOB 01/01/2006 – SUN – GOLF – Student consent form</i>	
Accident incident reports (forwarded to SUN RSS Office and athlete's schools)	
State championship – team manager report	
Regional selection notes / student information paper records for archiving	
Any other relevant correspondence	

Signature:

Date: