



ACT Representative Team Officials Responsibilities and Processes

Role	Responsibility / Action	Contact / Source
Team Manager	<ul style="list-style-type: none"> • To operate as a conduit of information between the students, Coach, parent group and the SSACT Office. • On appointment, or if continuing, within 4 – 6 weeks of conducting a team selection trial, make initial contact with your co-officials to touch base and introduce yourself. • Register onto the SSACT website, top right of website homepage, and inform the SSACT office you have done so to activate you as an official against your team. • Arrange a time that suits all of the official group to come into the SSACT Office for a pre-trial briefing. • Within the briefing process details will be shared regarding; trials, team selections, team notifications, communication with parents, payments, travel, accommodation and budget. • With the assistance of SSACT staff and Team Coach trial information is to be confirmed, grounds booked and trial form completed and sent to SSACT Office for approval and placement on the website, Bulletin to schools and FB page. 	<ul style="list-style-type: none"> • Co-officials will be listed in the Letter of Appointment and in appointment confirmation email. • Contact Support Officer, info@schoolsportact.org.au to inform him you have registered and need attaching to your specific team. From next log in you will have access to that team's details. • If possible, determine a time/date that suits the group and contact Support Officer to lock a meeting time in. • In preparation for the briefing most of this information can also be found in the Resources section of the website. • Always look for a cost-effective venue option for trials (cost not covered by attendees) and trainings (this expense past onto students). School facilities often have reasonable rates, or teams can share a pitch/field timeslot. Do ask the school if the use of the facility can be 'In Kind' support of SSACT with no charge. • Registering to trial, venue booking, team selection and team notification process information can be found in
Team Manager cont.	<ul style="list-style-type: none"> • In consultation with the Team Coach book training facilities – note all selected team training costs must 	

<p>Team Manager cont.</p>	<p>be factored into the Team Budget. All bookings must be made under a team official name with SSACT as the invoice details (once approved).</p> <ul style="list-style-type: none"> • With the assistance from the SSACT Office and information from Host State Championship Bulletins commence the preparation of a team budget, which will in determine individual student costs. Finalise budget as soon as possible. • Discuss with SSACT Office travel, accommodation and ground transport requirements for both the students and officials. SSACT does not organise arrangements for supporters/ families. • Once trials are open on the website, regularly access the team information to monitor registrations – all student preferences, experience, medical information, media consent and contact details can be accessed once they register. • Attend all trials and assist Coach where needed, respond to all parent inquiries. • Once team is ready for selection, determine whether Coach or yourself will complete the Team Selection process on the team list. Follow Team Notification Instructions. Note that unregistered, unfinancial, Unapproved or Pending Approval students cannot be selected into the team nor attend training sessions. • For selected students, the notification email should also be the first team bulletin where the contents of the ACT Team Official Booklet and Parent Information sheet are shared. Note all group emails need to Bcc parent personal emails to protect 	<p>Resources on the website.</p> <ul style="list-style-type: none"> • Trial and Registration Information be found within Resources, once ascertained share with Support Officer info@schoolsportact.org.au for approval and assistance with posting. • Team access via website log in. • Contact Finance Officer business@schoolsportact.org.au and utilise Budget spreadsheet located within Resources to establish a budget – obtain exact quotes and costings where possible, no guessing. • Contact business@schoolsportact.org.au to commence the organisation of travel requirements. DO NOT make any bookings on the team’s behalf. • It is important for the Team Manager to be aware of all student’s medical information and special considerations that may have to be undertaken re prevention, treatment and medication. Officials are not to administer medication but be aware of what is required for student to administer. Perhaps devise a spreadsheet of all medical information and dietary requirements for easy access. • Team Notification Instructions can be found within Resources. • Extract relevant information for your parents from the ACT Team Official Booklet which can be found within the resource portal or add to the email as a whole document, if relevant. Also within the portal is the Parent Information
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**Team
Manager
cont.**

privacy.

- Determine a date to book the uniform Try On Kit allowing at least 1 – 2 weeks for parents to order online before the order submission deadline. Parents are to pay the \$200 deposit at this time to officially accept their child’s position on the team, (not a distinct payment of uniform).
- Order your own required uniform items via the form supplied by the SSACT Office, not online. Five complimentary items; polo shirt, dress short, hat, track top and track pant, are supplied as complimentary items, all additional items are to be at the official’s expense and will be taken from the Living Expenses allowance post Championship.
- Organise playing numbers (if required) ensuring you take into consideration returning players.
- Book in a time for a Team Photo, most cases this will be prior to departure with SSACT photographer.
- At a face to face gathering share with co-officials, students and the parent group share the Codes of Conduct, expectations and consequences for breaches of the Code.
- Request the provision of proof of age documents (e.g. birth certificate or passport) no need to keep a copy, sight the document and utilise for DOB provision on the SSA Checking Sheet.
- Monitor payments and parents meeting deadlines, send email reminders. If a family is noticeably struggling and may require assistance inform them discretely of the option to organise a payment plan. Fundraising options can be explored.

sheet which should be utilised to inform parents of upcoming dates and important deadlines.

- Contact Support Officer info@schoolsportact.org.au to book a time to borrow the kit and utilise the how to order a uniform section of the ACT Team Official Booklet to assist parents.
- Obtain Officials’ Uniform Order from the resource portal and send to Support Officer info@schoolsportact.org.au by the student’s uniform order deadline. **DO NOT order any uniform items for students or officials without prior approval**, invoices received will not be honoured.
- Send playing numbers with a completed checking sheet to info@schoolsportact.org.au prior to uniform deadline.
- Book time with Support Officer info@schoolsportact.org.au
- The School Sport Australia Codes of Conduct and SSACT Code of Conduct, with consequences for breaches, can be found on the Resources page of the SSACT website.
- School Sport Australia Team Checking Sheet will come via the Host State Bulletin and should be returned to business@schoolsportact.org.au for confirmation and EO to sign. SSACT Office will send to Host State when ready.
- SSACT Payment Policy can be found on the website, in the Resources section of the homepage.
- Parents can contact the SSACT Office directly to arrange a Payment Plan 61030777.
- SSACT Letter of Support for fundraising ventures can be supplied on request.

	<ul style="list-style-type: none"> • Provide regular updates to the parent group as more information comes to hand (Bcc parent email addresses). Discretely communicate with parents who are missing payment instalment deadlines. • Provide responses to all Host State Bulletin requests, including completing the SSA Team Checking Sheet. <p>Before departure;</p> <ul style="list-style-type: none"> • Collect uniform (SSACT places into individual bags), make time to double check product vs order whilst in the office. Once the bags have been distributed there will be no dispute to size and items as all errors will have been picked up via the double check process. • Whilst collecting the uniform also collect a corporate shirt for the officials’ dinner, first aid bum bag and debit cards. • Provide a final communication to parents outlining arrangements for arrival at the Championship venue. <p>Returning from Championship, provide SSACT;</p> <ul style="list-style-type: none"> ○ SSACT Representative Team Summary Report ○ All receipts for expended funds, acquitted budget and pre-paid cards ○ Corporate shirt if borrowed ○ Any equipment borrowed (inc. first aid kit) 	<ul style="list-style-type: none"> • All correspondence with the Host State to come via the SSACT Office, or if direct contact, CC SSACT office into the reply. Please send documentation to business@schoolsportact.org.au • Arrange a time to collect the uniforms from Ryan info@schoolsportact.org.au . Uniforms for students who have not made the final instalment payment will remain at the office for the parent to collect once payment is received. • Information on online payments, returns and refunds can be found in the Resources of the website, ‘SSACT Online Payments and Ordering Policy’. • The Finance Admin Officer will explain the use of the Direct Debit card – it is important that the pin and card are kept in separate secure locations. • Championship and Post Championship/Reporting – Complete the SSACT Representative Team Summary Report, found in the resource portal. Report sent to eo@schoolsportact.org.au All finance returns to business@schoolsportact.org.au All equipment returns to info@schoolsportact.org.au
Coach	<ul style="list-style-type: none"> • On appointment, or if continuing, within 4 – 6 weeks of conducting a team selection trial, make initial contact with your co-officials to touch base 	<ul style="list-style-type: none"> • Co-officials will be listed in the Letter of Appointment and in appointment confirmation email.

<p>Coach cont.</p>	<p>and introduce yourself.</p> <ul style="list-style-type: none"> • Register onto the SSACT website, top right of website homepage and inform the SSACT office you have done so to activate you as an official against your team. • Arrange a time that suits all of the official group to come into the SSACT Office for a pre-trial briefing. • Within the briefing process details will be shared regarding; trials, team selections, team notifications, communication with parents, payments, travel, accommodation and budget. • With the assistance of SSACT staff and Team Manager trial information is to be confirmed, grounds booked and trial form completed and sent to SSACT Office for approval and placement on the website, Bulletin to schools and FB page. • In consultation with the Team Manager book training facilities – note all selected team training costs must be factored into the Team Budget. All bookings must be made under a team official name with SSACT as the invoice details (once approved). • The SSACT Team Selection and Notification Policy must be adhered to in regard to trials and selections, an appeal can only be lodged if the process outlined is not adhered to. 	<ul style="list-style-type: none"> • Contact Support Officer, info@schoolsportact.org.au to inform him you have registered and need attaching to your specific team. From next log in you will have access to the Resource portal and to that team’s details. • If possible, determine a time/date that suits the group and contact info@schoolsportact.org.au to lock a meeting time in. • In preparation for the briefing most of this information can also be found in Resources. • Always look for a cost-effective venue option for trials (cost not covered by attendees) and trainings (this expense past onto students). School facilities often have reasonable rates, or teams can share a pitch/field timeslot. Do ask the school if the use of the facility can be ‘In Kind’ support of SSACT with no charge. • Registering to trial, venue booking information, and the SSACT Team Selection and Notification Policy can be found in Resources. • Trial Information and Registration Form can also be found within the portal, once completed send to info@schoolsportact.org.au for approval and posting.
<p>Coach cont.</p>	<ul style="list-style-type: none"> • Once trials are open on the website, regularly access the team information to monitor registrations – all student preferences, 	<ul style="list-style-type: none"> • Team access via website log in.

	<p>experience, medical information, media consent and contact details can be accessed once they register.</p> <ul style="list-style-type: none"> • Coaches are to consult with SSACT before asking individuals to be a part of their Selection Panel, as it may contravene an MoU. • Coaches are not permitted to appoint an Assistant Coach without first consulting with SSACT Office, as it may contravene an MoU. • Prior to the first trial utilise the registration information of attending students to devise session structure to ensure maximum time on task and a wide variety of skills are observed. • Prepare a trial observation checklist outlining selection criteria and skills to be assessed, an accountability measure if questioned about an individual student's selection or non-selection. • The trials are to have an inclusive focus and are a positive experience for all attending students. A squad maybe selected after the first two trials, if required, ensure all participants are aware of this process, and are informed within two days if they have progressed to the next stage of selection. • Maintain open communication between the team members and parent group via the Team Manager when scheduling training sessions – keep in mind students competing training schedules and school workload to avoid over training and burnout. It is advisable that training sessions are no more frequent than twice a week and no longer than an hour and a half in duration. • At a face to face gathering share with co-officials, students and the parent group share the Codes of Conduct, expectations and consequences for 	<ul style="list-style-type: none"> • Contact Executive Officer, eo@schoolsportact.org.au , prior to approaching individuals to be a part of a Selection Panel or an Assistant Coach. • A generic Selection Criteria Checklist is available within the resource portal – it can be altered to have a sport specific focus. • SSACT Team Selection and Notification Policy can be found in Resoures. Guidelines to the use of age dispensation can also be found in the Officials' Briefing document. • Extract relevant information for your parents from the ACT Team Official Booklet which can be found within the resource portal or add to the email as a whole document, if relevant. Also within the portal is the Parent Information sheet which should be utilised to inform parents of upcoming dates and important deadlines. The Team Manager can be the conduit of information with the parents. • The School Sport Australia Codes of Conduct and SSACT Code of Conduct, with consequences for breaches, can be
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	<p>breaches of the Code.</p> <ul style="list-style-type: none"> • Order your own required uniform items via the form supplied by the SSACT Office, not online. Five complimentary items; polo shirt, dress short, hat, track top and track pant, are supplied as complimentary items, all additional items are to be at the official's expense and will be taken from the Living Expenses allowance post Championship. • Collect corporate shirt for official's dinner from the SSACT Office prior to departure. <p>Returning from Championship, provide SSACT;</p> <ul style="list-style-type: none"> • SSACT Representative Team Summary Report • All receipts for expended funds, acquitted budget and pre-paid cards • Corporate shirt if borrowed • Any equipment borrowed (inc. first aid kit) 	<p>found in Resources.</p> <ul style="list-style-type: none"> • Obtain Officials' Uniform Order from the resource portal and send to info@schoolsportact.org.au by the student's uniform order deadline. DO NOT order any uniform items for students or officials without prior approval, invoices received will not be honoured. • Championship and Post Championship/Reporting – Complete the SSACT Representative Team Summary Report, found in the resource portal. Report sent to eo@schoolsportact.org.au All finance returns to business@schoolsportact.org.au All equipment returns to info@schoolsportact.org.au
<p>Assistant Coach</p>	<ul style="list-style-type: none"> • On appointment, or if continuing, within 4 – 6 weeks of conducting a team selection trial, make initial contact with your co-officials to touch base and introduce yourself. • Register onto the SSACT website, top right of website homepage and inform the SSACT office you have done so to activate you as an official against your team. • Arrange a time that suits all of the official group to come into the SSACT Office for a pre-trial briefing. • Within the briefing process details will be shared regarding; trials, team selections, team notifications, communication with parents, payments, travel, accommodation and budget. • Be available for all trials, trainings and 	<ul style="list-style-type: none"> • Co-officials will be listed in the Letter of Appointment and in appointment confirmation email. • Contact Support Officer, info@schoolsportact.org.au to inform him you have registered and need attaching to your specific team. From next log in you will have access to that team's details. • If possible, determine a time/date that suits the group and contact info@schoolsportact.org.au to lock a meeting time in. • In preparation for the briefing most of this information can also be found in Resources. • Team access via website log in.

	<p>Championship competition.</p> <ul style="list-style-type: none"> • Assist the Team Coach, as required, with the preparation for trials, trainings and competition. • Order your own required uniform items via the form supplied by the SSACT Office, not online. Five complimentary items; polo shirt, dress short, hat, track top and track pant, are supplied as complimentary items, all additional items are to be at the official's expense and will be taken from the Living Expenses allowance post Championship. • Collect corporate shirt for official's dinner from the SSACT Office prior to departure. 	<ul style="list-style-type: none"> • Obtain Officials' Uniform Order from the resource portal and send to info@schoolsportact.org.au by the student's uniform order deadline. DO NOT order any uniform items for students or officials without prior approval, invoices received will not be honoured. • Return corporate shirt to the SSACT Office post Championship.
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