

Queensland School Sport

Criteria for Satisfactory Performance of Duties-Manager

QUALIFICATIONS:

- Meets requirements of current first aid qualifications
- Is an 'Education' employee (State School/Catholic School/ Independent School)

PRIOR TO STATE CHAMPIONSHIP

- Submitted final copy of 2.0 Player Levy Calculation form to QSSU

TEAM SELECTION

- Participated in team selection meetings (if required)
- Liaised with ALL regional team officials during the selection process (if required)

SUBMISSION OF DOCUMENTATION PRIOR TO DEPARTURE

- Submitted form 16.0 to uniform supplier within 48 hours of the State Championship concluding.
- Submitted team list to QSS Office within one week of State Championship on current and correct documentation.
- Submitted signed training schedule prior to first training session (if attending).
- Submitted any variation to travel documentation to QSS Office within 12hours of receiving completed documentation from parent/guardian
- Actioned items from SSA Bulletins as required via QSSU
- Ensured all team members had returned all appropriate documentation and paid in full by due date (including risk assessment documentation).
- Submitted checked passenger list by due date
- Submitted all other QSS required documentation at least two week prior to departure
- Submitted emergency contact details to QSS Office at least two week prior to departure.

IN LEAD UP TO AND AT EVENT

- Kept in regular contact with team members parents (keeping them well informed of timelines / requirements)
- Responded to emails and phone calls in a timely manner.
- Attended training sessions where possible.
- Liaised with uniform supplier to ensure all team members and officials have purchased required uniforms.
- Addressed players, parents & other team officials in a professional manner
- Provided all players with a supportive and inclusive environment
- Liaised with Coach to ensure all players are provided with equitable playing time (and can justify / validate this)
- Monitored approved risk assessment document

REPRESENTATION OF QSS IN LEAD UP TO AND AT EVENT

- Dressed in a professional manner for all training sessions (if applicable)
- Attended all official functions (including dinner and excursion)
- Wore QSS team apparel when travelling, at championship/event, on educational excursion & at official dinner.
- Conducted themselves in a professional manner at all times.

AFTER THE EVENT

- Liaised with coach to complete QSS Team report on current and correct documentation and submitted it to QSSU within two weeks of the conclusion of the event.
- Forwarded any injury /accident /incident reports to QSSU & students school.
- Reviewed of event logistics – travel, training camp, organisation