

Student Officials Manager's (SOM) Checklist

Prior to State Championships

(Date)

Read relevant Queensland School Sport policies	
Select/Appoint Student Officials Team (in collaboration with Committee/Regional Officials/Delegates/Convenor)	
Forward team list to the Queensland School Sport Unit	
Arranges Transport/Accommodation (Section A)	
Contact QSSU to determine funds available for Student Officials airfares.	
Contact QSSU –for flight quotes (these quotes can be used to calculate levy)	
Arrange other transport for student officials if required (eg. On Coach with Regional Team)	
Prepare Student Officials Levy	
Prepare Student Officials Levy (in consultation with Sport Specific Committee and QSSU – Student Officials Levy Calculation Sheet)	
Submit student levy calculation sheet to QSSU for checking	
Make arrangements with the Committee Treasurer for collection of monies	
Co-ordinate all Paperwork for Student Officials (Section A)	
Set up email distribution list for players and parents – check that all are receiving	
Prepare (insert the details of your sport and championship) a) Principal Forms b) Student Forms c) Information Bulletin	
Distribute forms as appropriate to : a) Principal b) Students (Parents/Guardians)	
Collect forms from S.O and Principals and complete Team List Checking Sheet	
Forward Team List Checking Sheet to QSS Unit	
Arranges Transport/Accommodation (Section B)	
Confirm Flights / Other Travel Arrangements with QSS Unit	
Arrange accommodation for student officials / Notify Billeting Officer of any students requiring billets (at least 4 weeks prior to departure)	
Complete Billet Request Form for Host Region and submit to QSSU/Host Billeting Officer and Parents	
Co-ordinate all Paperwork for Student Officials (Section B)	
Send confirmation of travel details/accommodation details to students/parent/guardians	
Order student officials uniforms (at least 4 weeks prior to departure) forward copies to a) The relevant supplier QSS Unit (kerrie.brewin@dete.qld.gov.au)	
b) Check bulletins from host region re deadlines for the return of forms (including Project Consent Summary Form – this will need to be completed)	
Complete Risk Assessment Form (Team Manager)	
Email Officials Emergency Contact Details , Risk Assessment and Transfer of Duty form to QSS Unit	
Keep regular contact with students through email and bulletins	
Collate all necessary Student Forms (including Principal Approval Forms)	
Forward Student Details Forms and Medical History Forms to Regional Managers if required (if travelling with Regional Teams/Being Accommodated with Regional Teams)	
Prepare folder to store all student forms (suggest alphabetical order)	
Submit Travel Allowance Claim Form to Committee Treasurer	

At the State Championships

Monitor student welfare on a daily basis	
Supervise student officials	
Arrange meeting time and place for Student Officials briefings	
Obtain copy of Student Officials roster from carnival convenor/umpires convenor	
Reinforce Codes of Behaviour and responsibilities with students / parents	
Review Risk Management documentation – alert the host centre of identified risks	
Be familiar with event meeting procedures and attend all official functions	
Be familiar with the Officials Codes of Behaviour and Responsibilities of Supervision	

After the Event

Complete report and forward to QSSU and Sport Specific Committee	
Monitor and review Risk Management Documentation	