**Student Officials Manager’s (SOM) Checklist**

Prior to State Championships

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**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)

**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