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|  | | **Date Completed** |
|  | Complete and return **Transfer of Duty Training Form** **(Form D8)**. |  |
|  | Be familiar with **all policies and procedures** including Concussion Management / Hydration Guidelines / Selection Policy / Participation Policy and Team Officials Codes of Behaviour (Form A5). |  |
|  | Read the **Curriculum Risk Management Overview document (Form A2a).** |  |
|  | Complete **QRSS Risk Assessment Form (Form A2b)** by referring to the **QRSS Risk Assessment Handbook** and return to the Regional Sport Office for approval no later than **1 (one)** week prior to the **Regional Selection Trial Day.** |  |
|  | Prepare and issue to team members a **Team Training Letter (Form D15)**. Consult with the Team Trainer and Manager about training sessions. |  |
|  | Plan for a minimum of five training sessions. |  |
|  | Ensure that sufficient equipment in good condition is available for training sessions and games. |  |
|  | Ensure that all members of the team are medically and physically fit. Consult with Team Trainer if appointed. Ensure that a return to play date is communicated. |  |
|  | Present a regional team in the best possible state of preparedness for the competition. |  |
|  | Endeavor to allow each student reasonable game time whilst keeping in mind our policy which states: *It is the aim of each regional team to perform at its highest level of ability. Participation time for students will be at the discretion of the regional coach, taking into account equity issues. Therefore students selected should be aware that participation time at the State Championships will depend on their form at the Championships. Records of game time should be kept if in doubt* **(Form D13 – Player Time Register)**. |  |
|  | Communicate with MESS if a player wishes to apply for an exemption to miss part of the State Championship – this is **NOT** your decision. |  |
|  | Be responsible for the on field behaviour of team members. If necessary contact MESS for advice. |  |
|  | Plan coaching sessions that are active and varied. |  |
|  | Endeavour to develop a positive team culture spirit and an attitude of sportsmanship and fair play. |  |
|  | Ensure at the end of training sessions/games, all team members are informed of arrangements for the next training session or game. |  |
|  | Ensure that you do not use your position to recruit students into school programs. |  |
|  | Ensure that the **Team Coach’s Report (Form D11)** is completed and returned to the Regional Sport Office **within 2 weeks after the championship**.  Email: [met.east@qed.qld.gov.au](mailto:met.east@qed.qld.gov.au) |  |
|  | If there have been any changes made to the approved procedures for your **Risk Assessment**, a revised copy is to be sent to the Sport Office attached to your **Team Coach’s Report.** |  |