**Form D11**

*(Updated 17 January 2022)*

**TEAM COACH REPORT**

**TEAM COACH MUST SUBMIT THE FOLLOWING REPORT TO KIM OZOLS**

**EMAIL:** [**kim.ozols@qed.qld.gov.au**](mailto:kim.ozols@qed.qld.gov.au)

## WITHIN 2 WEEKS OF STATE CHAMPIONSHIP

As reports are official documents, it is important that the reports be written in a professional manner and tone.

The headings cover all requirements. The completed report should not be over detailed but should give a clear picture of team preparation and performance. The completed report should enable readers to quickly gain an overall picture of the organisation and activities of the team.

### PLEASE USE THESE HEADINGS

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME:** |  | **SCHOOL:** |  |

1. Name of Queensland School Sport Championship
2. Host Region
3. Met East Regional Selection Trials – Recommendations

(Conduct of Regional Selection Trials)

1. Preparation of Team

* number of training sessions
* venue
* cost
* suggestions to improve the training program

1. Overall Team Placing
2. Team Performance

* Rate the team’s performance
* Reasons why

1. Recommendations

(about team selection/training,etc)

1. CARA

If you have made any amendments to your previously approved CARA document, you must submit the revised copy with this report.