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| **PRIOR TO REGIONAL TRIAL** | | **Date Completed** |
|  | Complete and return **Transfer of Duty Training Form** **(Form D8)**. |  |
| **AT A REGIONAL TRIAL** | | **Date Completed** |
|  | Liaise with the Sport Office, re Regional Team and duties at Regional Trial, distribute one page information letter to selected team members. Explain that the full team letter and forms will be emailed at a later date once levy has been confirmed. |  |
|  | At Regional Trial, complete the **Team Member Details Sheet (Form D1)** and forward to the Regional Sport Office immediately. **“PLEASE INCLUDE SCHOOLS”.**  **DO NOT SEND TO HOST REGION, COMPLETE AND SEND TO MARISA JONES.** Email : [marisa.jones@qed.qld.gov.au](mailto:marisa.jones@qed.qld.gov.au) |  |
|  | Stress the importance to team members of returning forms and levy payment ASAP that is noted in the team letter. |  |
|  | Ensure, if supplied, students selected in Regional Team try on sample uniforms before leaving Regional Trial or at the first training session. Sample uniforms must be kept clean and returned in total. Sizing must be accurate as uniforms once numbered must be purchased. |  |
|  | Use sample bag of uniforms (if supplied) to size players and complete the **Uniform - Made to Order and Numbers (Form C11)** to order uniforms for team.  Made to order uniforms and shirt numbering must be organised **IMMEDIATELY** after the trial. Once completed send to Marisa Jones. Email : [marisa.jones@qed.qld.gov.au](mailto:marisa.jones@qed.qld.gov.au) |  |
| **FOLLOWING REGIONAL TRIAL** | | **Date Completed** |
|  | Forward team information letter and student details booklet to all selected students. |  |
|  | Ensure students view the Player Induction Video <https://meteastschoolsport.eq.edu.au/support-and-resources/player-induction> |  |
|  | Ensure that all students are made aware of the **Team Member’s Code of Behaviour** and the implication of breaches of this code. Formally discuss this with parents. |  |
|  | Send and receive the student details book (in pdf format) from each student. |  |
|  | Ensure that you forward a copy of **Principal Consent Form (Form B8)** to schools and have returned to the Team Manager |  |
|  | Consult with the Regional Sport Office re travel arrangements for officials. |  |
|  | Check student details booklet for project consent and note this on the team list **(Form** **D1a)**, Send completed **Team List and Consent Summary** (**Form D1a**) to Michael Herman. Email: [michael.herman@qed.qld.gov.au](mailto:michael.herman@qed.qld.gov.au) |  |
|  | Book time for uniform collection with Michael Herman **(BY APPOINTMENT ONLY)**. **DO NOT ARRIVE UNANNOUNCED**. Playing uniforms only. |  |
|  | RSS Shop will close one week prior to all state championships. |  |

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|  | Record incidences where a concussion or suspected concussion has been sustained by a student at training or state championships on the concussion register. Ensure the affected student has been given the Concussion Referral Return Form. Forward a copy of the Concussion Register to Met East Office : [met.east@qed.qld.gov.au](mailto:met.east@qed.qld.gov.au) |  |
|  | Keep a record of injuries sustained by any players at training or during the state championship. Complete Accident/Injury Form (Form D9) and return to the Met East Office : [met.east@qed.qld.gov.au](mailto:met.east@qed.qld.gov.au) |  |
| **FOLLOWING REGIONAL TRIAL** | | **Date Completed** |
|  | Students who require refunds of their levy will need to contact the Sports Office. Refunds for uniforms please contact Struddys. |  |
| **AT STATE CHAMPIONSHIP** | | **Date Completed** |
|  | Ensure all aspects of the **QRSS Risk Assessment Form (Form D4b)** are adhered to and note any modifications. |  |
|  | Keep accurate records of player involvement/time and match results. **Player Time Register (Form D13).** |  |
| * If a team member is injured or ill and must remain in hospital after your scheduled departure or cannot return travel with the team, **ONE TEACHER MUST** remain with the child. All extra expenses will be covered by the Regional Sport Office. In the event that this does occur, please notify the Regional Sport Office immediately. | |  |

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| **CONTACT DETAILS** | |
| **John Masters**  Work (07) 3259 7701  Mobile 0400 311 515 | **Rachel Graves**  Work (07) 3259 7720  Mobile 0436 670 580 |

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| **PLEASE NOTE** |
| All uniforms are to be ordered directly through Struddys. Details can be found on the Met East Website : <https://meteastschoolsport.eq.edu.au/> |
| Levy payment is to be completed at least one week prior to the state championship through the RSS Shop : <https://rssshop.education.qld.gov.au/met-east> |

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| **FOLLOWING THE STATE CHAMPIONSHIP** | | **Date Completed** |
|  | Complete the **Manager’s Report (Form D7)** and forward to the Regional Sport Officewithin 1 week after the championship**.** Email: [met.east@qed.qld.gov.au](mailto:met.east@qed.qld.gov.au) |  |
|  | Return first aid kit and any other equipment to Regional Office within 2 weeks of State Championships. |  |
|  | If you have made any amendments to your previously approved Risk Management document, you must submit the revised copy with this report. |  |
| **GENERAL** | | |
| * Tend to all medical and first aid requirements of the team **(carry medical information forms at all times)**. | | |
| * Be responsible, along with the Team Coach and Trainer, for the behaviour of the team at all times. | | |
| * Be familiar with the procedures for dealing with Critical Incidents and the Control of Spectator Behaviour. | | |
| * Keep a detailed account of all valuables held in trust. Use motel safes where possible. | | |
| * Liaise and co-operate constantly with the Team Coach. | | |
| * Take all necessary team equipment and be responsible for its return. | | |
| * Ensure you are conversant with your Teacher Officials Responsibilities. | | |
| * Resolve any problems that may occur during the Championships or in transit. | | |
| * Ensure that you do not use your position to recruit students into school programs. | | |
| * Organise and coordinate logistics for the regional team. | | |
| * Communicate the appropriate information to: * Team members and their parents/carers * Principals of schools concerned. * Regional Sports Office | | |

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| **GENERAL** | **Date Completed** |
| * The Manager has ultimate authority over students in the team. In the event of students breaching the ***Code of Conduct*** you must have substantiated evidence and accurately record all details of the incident. The Metropolitan East School Sport Board Behaviour Management Policy outlines the steps which you should follow in the event of a breach. Use the **Incident Report Form (Form D10)** which must be forwarded to the Regional Sport Office immediately on return. |  |
| * In the event of a Critical Incident involving a Team Member or Team Official, please refer to the **Student Protection Guidelines (Form D19**) and then **Critical Incident Flowchart and Protocols (Form D18)**. |  |