**PRE – TRIAL MEETING CHECKLIST**

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|  | Welcome all and thank Officials for preparing teams and volunteering their time. |
|  | Venue – out of bounds areas / toilets / keep venue tidy / parking. |
|  | Ensure that Met East Coaches in attendance are aware that any changes to the format must be communicated through the Convenor. |
|  | Trial Program – Ensure that you have copies for all officials with game times, draw, selection meetings, lunch, finish time, etc. |
|  | Ensure that all Districts are represented. Be prepared to make late changes. |
|  | Confirm team lists and player numbers. |
|  | Absent Competitors – Announce at opening address that students not in attendance are being considered for selection and ensure that the appropriate coaches know of absent competitors. |
|  | **Selection Meetings*** Be familiar with Met East Selection & Participation Policies. No squads!
* Ensure time is set aside for selection meetings (minimum 3).
* Only 1 person from each District may vote. Others may be in attendance but cannot vote. **Parents are not to attend selection meeting.**
* The Met East Coach should chair meeting in your absence.
* Confirm that the correct names are listed before announcing the Regional Team.
* Advise District officials that they must support the selection decisions and remind them of confidentiality.
* Consider Absent Competitors.
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|  | Catering – Ensure District Officials and Referees/Umps are aware of arrangements. |
|  | Paperwork - Remind District Officials that all students should have standard Forms. |
|  | Sports Medicine – Advise Officials of where Sports Medicine Officer is located and **phone number.** |
|  | Ice / Water – Advise location of ice and water. |
|  | Referees and Umpires – Ensure that Officials, Students and Spectators acknowledge the role of Referees and Umpires and reinforce Codes of Behavior. Only positive comments will be tolerated. |
|  | Code of Behaviour – Ensure that Officials, Students and Parents are aware of the Code of Behaviour. Have a copy. |
|  | Results – How are they collected/collated? Are there any kept? Where are they displayed? |
|  | Access to Students – Remind Officials of Regional Policies. Have a copy with you. |
|  | Risk Assessment – Finalise your Risk Assessment prior to competition. If you make any changes, note it on the Form. Inform officials that a Risk Assessment has been completed for this trial and that you have a copy. |