**Form D7**

*(Updated 5 February 2024)*

**TEAM MANAGERS REPORT**

**TEAM MANAGER MUST SUBMIT THE FOLLOWING REPORT**

**EMAIL:** [**met.east@qed.qld.gov.au**](mailto:met.east@qed.qld.gov.au)

## WITHIN 2 WEEKS OF STATE CHAMPIONSHIPS

**State Championship Report**

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 championship organisation. The completed report should enable readers to quickly gain an overall picture of the organisation and activities of the championship.

### PLEASE USE THESE HEADINGS

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

1. Name of Queensland School Sport Championship
2. Host Region
3. Participating Regions
4. Venues of Championship and Dates
5. Officials Accommodation

Where, suitability.

1. Report of Managers’ Pre and Post Carnival Meetings

Minutes if separate to be attached.

1. Organisation of the Championship

Comment regarding the organisation of the championship and details of special features.

1. Overall Team Placing
2. Team Performance

Show results of all games played, students’ behaviour, general comments.

1. State Team Members

Include names and schools of all students who gained selection in State Teams. This is most important. Please advise if any Met East officials were selected as State Team officials.

1. Recommendations

Should be constructive and be intended to overcome any problems.

1. CARA

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