

Updated 21 December 2023

## TEAM VIC TEAM OFFICIALS - ROLES AND RESPONSIBILITIES

These positions provide operational, management and coaching support for the relevant School Sport Victoria (SSV) state team participating in School Sport Australia (SSA) Championships.

For more information as a guide, refer to the Team Vic State Teams section of the SSV website [www.ssv.vic.edu.au/team-vic](http://www.ssv.vic.edu.au/team-vic)

Please refer to the School Sport Australia website [www.schoolsportaustralia.edu.au](http://www.schoolsportaustralia.edu.au) for the relevant SSA championship information.

The following guidelines will assist you in knowing what the SSV expect of you in your respective role.

## TEAM OFFICIALS JOINT RESPONSIBILITIES

All team officials are responsible for the following:

- Fulfilling your legal obligations around risk management, conflict of interest, duty of care and health and safety.
- Ensuring your own behavior reflects a representative of the Department of Education and showing courtesy & consideration to others at all times and being a role-model for students and parents.
- Being aware of School Sport Victoria and School Sport Australia policies
- The behavior and conduct of the team members at all times (both on and off the playing arena) and encouraging positive team spirit and behaviour toward all competitors and officials
- Ensure that all team members are appropriately dressed both on and off the playing arena.
- Ensure team members and parents/carers understand competition policy and operational requirements, their responsibilities and receive communication in a timely manner
- Election/appointment of team captains
- Ensuring that team members have contact with Team Officials
- Ensure hire vehicles are returned clean, with a full tank of fuel, ensuring you keep receipts for reimbursement.
- Attending and voting as a representative of SSV at Pre and Post-Event Championship Meetings. Note: remember you are representing SSV at these meetings and should vote according to the policies of SSV and not based purely on personal views. If you are unsure of the SSV position on issues, please ensure you consult with the National Programs team prior to voting.
- Reporting any misdemeanors or serious injury immediately to the SSV National Programs Manager or CEO, SSV
- Team Officials are asked to deal with misdemeanors at the time in consultation with the SSV National Programs staff member for their sport, SSA

National Sport Advisor and the relevant SSV and SSA Policies.

- Any misdemeanor(s) and action taken to be included in the Manager's Report
- Assisting the students to be self-managing.
- Social Media and photography where possible and abiding by DE & SSV's privacy policies.

## SSV NATIONAL PROGRAMS TEAM

- Booking return travel, accommodation and transportation for Team Officials
- Preparation of SSV team documentation (such as team officials manual, SSA check in sheets), communications (such as bulletins and team announcements for the SSV website)
- Preparation of the team budget
- Providing support, consultation, and advice to Team Vic Officials prior to, during, and post SSA Championships.
- Recruitment of Team Officials

## TEAM MANAGER

1. In conjunction with other Team Vic Officials, organise and attend all trials, training sessions and the Championship itself
2. Provide an adequate system of student supervision, including keeping a record of daily attendance
3. Undertake risk assessments for SSV activities and events
4. Implement strategies to prevent reasonably foreseeable injuries, whether physical or psychological, to students (including injuries suffered as a result of bullying)
5. Ensure that appropriate medical assistance is provided to a sick or injured student
6. In conjunction with the Coach, Assistant Coach (where applicable) and relevant SSV National Programs staff member:
  - Manage the team budget and ensuring correct paperwork and policies are followed.
  - Seek permission for any additional expenses and if granted, apply for reimbursement upon return
  - Team documentation
    - a. collect and consolidate all documentation including parent/carer mobile phone numbers
    - b. arrange for sighting and signing of documentation and completion of SSA Checking Sheet (in consultation with the applicable National Programs team member)
7. Work with National Programs team to ensure Championship fees have been paid and uniforms have been ordered and distributed prior to departure
8. Consult with and establish communication method for the team
9. Communicate the financial assistance options such as the Australian Sports Foundation fundraising and Sports Excellence Scholarship programs to support families with the costs of representing Victoria at the SSA Championships.
10. Collect, maintain and return first aid kit(s)

11. Organise and facilitate the Presentation Day, including venue booking, and the team photo.
12. Distribute team photographs, SSA participation certificates & swap badges
13. Communicate and liaise with participants, parents/carers as required
14. Present relevant documentation at the SSA pre-event meeting
15. Attend subcommittee meetings as required
16. Team and parent discussion regarding SSV and SSA Codes of Behaviour
17. In conjunction with the Team Coach, submit a Team Report to the relevant National Programs staff member within two weeks of the conclusion of the SSA Championship event.

The qualifications and attributes desirable in the Team Manager are:

- if a teacher, be currently registered with the Victorian Institute of Teaching (VIT) and currently practicing within the Victorian education system
- if not registered with VIT, obtain and/or provide details of current Working with Children Check
- hold a current First Aid (including CPR) qualification
- have a working knowledge of the relevant sport
- have proven administration and managerial skills
- hold a current driver's license

## TEAM COACH

1. In conjunction with the Team Manager, Assistant Coach (where applicable) and relevant SSV National Programs staff member:
  - organise trials and training sessions within policy requirements and budget
  - determination of Trial Information and Selection Guidelines, in accordance with SSV policy
  - ensure appropriate training venue bookings are made within budget
  - ensure appropriate and adequate equipment is available for use
  - organise umpires/referees when required
2. Attend all trials and training sessions and the Championship itself
3. Provide an adequate system of student supervision, including keeping a record of daily attendance
4. Undertake risk assessments for SSV activities and events
5. Implement strategies to prevent reasonably foreseeable injuries, whether physical or psychological, to students (including injuries suffered as a result of bullying)
6. Ensure that appropriate medical assistance is provided to a sick or injured student
7. Collect, manage, maintain and return SSV equipment as soon as possible on return from SSA Championship
8. Keep records of students' performance at trials/training to enable accurate feedback
9. Provide the team / students with a sequential training program culminating in the relevant SSA Championships
10. Provide the students with a fitness program where appropriate
11. Arrange specialist coaches as required

12. Attend subcommittee meetings as required
13. Understand, model and support reinforcement of the SSV & SSA Codes of Behaviour
14. In conjunction with the Team Manager, submit a Team Report to the relevant National Programs staff member within two weeks of the SSA Championships finishing.

The qualifications and attributes in the Team Coach are:

- if a teacher, be currently registered with the Victorian Institute of Teaching (VIT) and currently practicing within the Victorian education system
- if not registered with VIT, obtain and/or provide details of current Working with Children Check
- hold a current Level 1 National Coaching Accreditation Certificate in the relevant sport
- be actively coaching in the relevant sport
- have proven ability to coach in the relevant sport, particularly at a junior level
- hold a current driver's license

## ASSISTANT COACH

1. In conjunction with the Coach and Team Manager, and relevant SSV National Programs staff member
  - assist with organising trials and training sessions within policy requirements and budget
  - assist in determination of Selection Guidelines, in accordance with SSV policy
  - assist with venue training bookings within budget
  - assist with transportation and checking of equipment
  - assist with umpires/referees when required
2. Attend all trials and training sessions and the Championship itself
3. Provide an adequate system of student supervision, including keeping a record of daily attendance
4. Undertake risk assessments for SSV activities and events
5. Implement strategies to prevent reasonably foreseeable injuries, whether physical or psychological, to students (including injuries suffered as a result of bullying)
6. Ensure that appropriate medical assistance is provided to a sick or injured student
7. Assist with keeping records of students' performance at trials/training to enable accurate feedback
8. Assist with providing the team / students with a training program if required
9. Assist with providing the students with a fitness program if required
10. Assist with arranging specialist coaches on request
11. Understand, model and support reinforcement of the SSV & SSA Codes of Behaviour
12. Attend subcommittee meetings on request
13. Assist with the Team Report submission within two weeks of the SSA Championships finishing.

The qualifications and attributes in the Assistant Coach are:

- if a teacher, be currently registered with the Victorian Institute of Teaching (VIT) and currently practicing within the Victorian education system
- if not registered with VIT, obtain and/or provide details of current Working with Children Check
- hold a current Level 1 National Coaching Accreditation Certificate in the relevant sport
- be actively coaching in the relevant sport
- have proven ability to coach in the relevant sport, particularly at a junior level
- hold a current driver's license

## SPORTS TRAINER

Liaise with the Team Coach and Assistant Coach to:

1. Attend all trials, training and SSA Championships
2. Collect, maintain & return any sports trainer equipment required for the team
3. Liaise with all parents & deal with their enquiries
4. Confidently apply the basics principles of sports medicine

The minimum qualifications / attributes desired in the Sports Trainer are for that person to:

- be currently registered with the Victorian Institute of Teaching with their respective school or education system.
- hold a Sports Trainers Accreditation or similar.
- possess a Working with Children Check (if not registered with VIT)

**Note: A sports trainer is considered a core Team Officials role ONLY for Australian Football as per the SSA Rules and Guidelines.**

## TEAM VOLUNTEER OFFICIAL

Liaise with the Team Coach & Team Manager to

1. Undertake duties as requested by the Team Coach and Team Manager during the SSA Championships
2. Attend trials and training sessions if required
3. Assist with keeping records of students' performance at trials/training to enable accurate feedback
4. Assist with admin or operational tasks as required
5. Understand, model and support reinforcement of the SSV & SSA Codes of Behaviour
6. Provide input into the Team Report for submission within two weeks of the SSA Championships finishing as required.
7. Self-fund all related costs of attending the trials, training and SSA Championships (including transport, accommodation, meals and uniform costs)

The qualifications and attributes desired in the Volunteer are:

- the person brings value to the team that the core team officials do not already provide



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- if not registered with VIT, obtain and/or provide details of current Working with Children Check
- first aid qualification is desirable but not a requirement