

# Interstate team official role statements

## Coach

The team officials will be required to work as a collaborative team. The role statement is a guide to the main duties, and these are to be negotiated between the coach and manager/s.

The primary responsibilities include:

- To act as an ambassador for School Sport SA, SA Education Department and the state sporting organisation
- To be responsible for the care and welfare of the students and act in accordance with SA Education Department policies such as risk management and child protection
- To manage and coordinate the selection of the team in conjunction with a selection panel
- To establish and implement a training program suitable for a team at this level and organise activities and venues for trials and practices
- To communicate the training program to the team's members
- To assist the Tour/Team Manager and School Sport SA with general organisation
- To travel with the team
- To attend meetings and official functions at the School Sport Australia Championship
- Together with the other team officials provide 24-hour care for students in team accommodation
- To collaborate with the team officials in producing a report at the conclusion of the championship

## Personal description

Essential characteristic

- Department of Human Resources child-related employment screening (WWCC) and the RRHAN-EC (Responding to Risks of Harm, Abuse and Neglect training) online course or be a registered teacher

Personal skills and abilities

- High level interpersonal and communication skills, including appropriate conflict management and the ability to work cooperatively with other School Sport SA personnel, coaches and managers, parents and students.
- The ability to initiate, develop and implement selection and training procedures consistent with those outlined in School Sport SA's policies.

Experience

- Coaching accreditation i.e. minimum equivalent to Level 1 "Sports Specific" with desirable equivalent to Level 2 "Sports Specific". (Each sport uses a variety of terms to describe these levels) with demonstrated involvement in coaching school, district, state, or community sports teams.

Knowledge

- Understanding of the particular sport and relevant policies and procedures. (e.g. SA Education Department, School Sport SA & School Sport Australia)

Desirable

- Current First Aid



# Team manager

The team officials will be required to work as a collaborative team. The role statement is a guide to the main duties and these are to be negotiated between the manager and coach.

The primary responsibilities include:

- To act as an ambassador for School Sport SA, SA Education Department and the state sporting organisation
- To be responsible for the care and welfare of the students and act in accordance with SA Education Department policies such as risk management and child protection
- Assist the coach / selection panel in the selection of the team.
- Communicate with parents and players and to confirm all information in writing
- Be responsible for collection of fees, forms etc. when necessary
- Organise activities and venues for trials and practices
- To assist School Sport SA with the travel, accommodation arrangements and general organisation
- To travel with the team
- To attend meetings and official functions at the School Sport Australia Championship
- Together with the other team officials provide 24-hour care for students in team accommodation
- To collaborate with the team officials in producing a report at the conclusion of the championship

## Personal description

Essential characteristics

- Current First Aid
- Department of Human Resources child-related employment screening (WWCC) and the RRHAN-EC (responding to risks of harm, abuse and neglect training) online fundamentals course or be a registered teacher

Personal skills and abilities

- High level interpersonal and communication skills, including appropriate conflict management and the ability to work cooperatively with other School Sport SA personnel, coaches and managers, parents and students
- Proven organisational skills and the ability to facilitate selection procedures consistent with those outlined in School Sport SA's policies

Experience

- Management of school, district, state or community sports teams

Knowledge:

- Understanding of the particular sport and relevant policies and procedures. (e.g. SA Education Department, School Sport SA & School Sport Australia)



# Tour manager

The team officials will be required to work as a collaborative team. The role statement is a guide to the main role and these are to be negotiated between the each official.

The primary responsibilities include:

- To act as an ambassador for School Sport SA, SA Education Department and the state sporting organisation
- To be responsible for the care and welfare of the students and act in accordance with SA Education Department policies such as risk management and child protection
- Provide liaison between team officials and School Sport Team Leader.
- Responsible for all financial matters relating to the tour.
- Overseeing of travel and accommodation details (working in conjunction with the School Sport SA). Liaise with parents/carers regarding travel and accommodation details - confirm all details in writing.
- Assume a duty of care when the coach and team manager are required to attend official functions (ie opening and closing meetings, team dinner).
- Assist with the selection of the team.
- Keep parents/carers informed regarding uniform requirements.
- Stay in regular contact with uniforms suppliers to ensure that ALL team members and officials have ordered the compulsory uniform.
- Cleanliness of players' uniforms during the championship.
- Organising a menu for players and officials during the championship.
- Together with the other team officials provide 24-hour care for students in team accommodation
- To collaborate with the team officials in producing a report at the conclusion of the championship

## Personal description

Essential characteristics

- Current First Aid
- Department of Human Resources child-related employment screening (WWCC) and the RRHAN-EC (responding to risks of harm, abuse and neglect training) online fundamentals course or be a registered teacher

Personal skills and abilities

- High level of communication and organisational skills, including conflict management and counselling
- Ability to work cooperatively with other appointed personnel, other coaches and managers, parents and students

Experience

- Experience in managing school students in and out of school setting

Knowledge

- Understanding of the particular sport and relevant policies and procedures. (e.g. SA Education Department, School Sport SA & School Sport Australia)

