

# CHRISTIAN SCHOOLS SPORTS ASSOCIATION

## State Convenor Responsibilities General Overview

State Gala Days/Carnivals/Competitions/Metro Cups

The convenor shall:

1. Have the approval in writing of their Principal to assume the role.
2. Be endorsed at the CSSA General Meeting in October/November for the ensuing year.
3. Be members of the teaching staff of a CSSA member school or, where not a member of the teaching staff, the appointment shall be approved by the CSSA Executive.
4. Be notified before the General Meeting of their appointment.
5. Set a player/team entry fee to cover costs of venue hire, officials, 1<sup>st</sup> Aid, administration costs, convenor relief, etc. The user pay principle applies.
6. Prepare a budget for the sport and submit this for approval by the Executive Officer at least 4 weeks before the event.
7. In conjunction with the Executive Officer, submit an entry form with entry requirements & "Rules & Guidelines" for your sport at least 4 weeks before the event.
8. Ensure first aid officer is in attendance at all events where applicable.
9. Submit any Accident Report form to Executive Officer immediately after the conclusion of the event
10. Submit to the CSSA Executive Officer a list of claims for their sport within 1 month after their event e.g;. teacher relief, expenses incurred.

Note : A tax invoice must be submitted for these claims.

11. Distribute certificates/trophies to the appropriate competitors/schools.
12. Keep a record of location of perpetual trophies.
13. Submit an Event Report & Results onto the CSSA website: [www.cssa.net.au](http://www.cssa.net.au)
14. Prepare dates and book a venue for the following year, in consultation with the CSSA Executive Officer within 1 month after their event