

CHRISTIAN SCHOOLS SPORTS ASSOCIATION

Team Manager Responsibilities General Overview

CIS Gala Days/Carnivals/National CS

The CSSA Team Manager 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, 1st Aid, administration costs, convener 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. Ensure first aid officer is in attendance at all events where applicable.
8. Submit any Accident Report form to Executive Officer immediately after the conclusion of the event
9. Advise the CSSA EO of the selected team members, their schools and the officials involved, within 7 days of selection.
10. Organise, in consultation with the CSSA EO any uniform requirements for their sport.
11. Distribute appropriate paperwork to selected players/sports coordinators/officials i.e. Player Consent & Uniform Requirements Form. Paperwork must be completed prior to competition and returned to the team manger.
12. Ensure all players/officials have a copy of the CSSA "Code of Conduct
13. 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.
14. Submit an Event Report & Results onto the CSSA website: www.cssa.net.au
15. Prepare dates and book a venue for the following year, in consultation with the CSSA Executive Officer within 1 month after their event