WELCOME

Congratulations on your selection to a Regional Officials position within the Metropolitan West School Sport Region. We hope your experience is an enjoyable one.

Met West is proud of its history and reputation: both of which have been achieved through a passion for students and their sporting endeavours and the hard work and dedication of its staff.

School Sports programs have been conducted in Australia for as long as schools have been established. As a result, School Sport bodies (Primary and Secondary) in the States have been operating for many years. Interstate school sporting competitions in Australia based on state representative teams can be traced back to the 1920's when Australian Football and Netball events were conducted and started to expand rapidly during the 1970's. In 1925, Athletics, Swimming and Vigoro were well represented and in 1927 Cricket and Rugby League were introduced. 1932 saw the addition of Tennis to the calendar with Queensland school girls already dominant. With more sports being introduced to competitive school sport such as Basketball (1941), Hockey (1942), Girls Softball (1946), sporting bodies were laying the foundation for Queensland school students to enjoy and partake in school sport into the future.

To enhance the organisation, associations comprising officials from each State and Territory were formed, culminating in the early 1970's in the formation of the Australian Primary Schools Sports Association and the Australian Secondary Schools Sports Federation as bodies responsible for co-ordinating all aspects of interstate competition. Queensland School Sport comprising of 8 regions was also created in the early 1970's and we welcomed our Region named "West Moreton".

During 1980 and 1981 Queensland School Sport adopted a regional system of sport organisation and "West Moreton" became "Brisbane West" Region and in 1992 after a refinement process the region was again renamed this time to "Metropolitan West" Region. Queensland School Sport moved from the original 8 regions to 11 to the now 12 regions in 1998.

The Met West Region strives to continue to build on the foundations of its past and provide all school age students a pathway for their sporting endeavours.

YOUR JOURNEY

The Metropolitan West Region has a proud history of providing opportunities to students throughout the region and until our withdrawal from Surfing in early 2010 Met West was the only region to offer students the opportunity of selection in all teams and sports on the Queensland School Sport Calendar.

As you embark on the journey of representation, through selection, training, administration and ultimately participation at the State Championships we hope you remember that you have the opportunity of assisting young athletes, albeit, for a short time, as they embark on their representative sporting endeavours.

The Met West Region prides itself on respect, fair play, responsibility and opportunity. It has a proud tradition of excellence supported by dedicated Team Officials and hard-working Sports Office staff.

Pride and loyalty are of utmost importance when representing the Metropolitan West Region.
OUR MISSION

To lead, coordinate, support and promote age-appropriate quality sporting opportunities for all students who attend Met West affiliated schools and educational institutions, within policy guidelines developed for the local context.

OUR CORE VALUES

Pride, Commitment, Honesty & Respect

OUR PURPOSE

Our core purpose is to promote school sport and develop a representative pathway for children within the State and Non-State systems and bring them together under the Met West banner.

OUR MOTTO

In Pursuit of Sporting Excellence

PROCESSES INVOLVED

Each team competing for the Metropolitan West Region consists of a multitude of people and processes far beyond any one individual's role within the team. Each team has a minimum of a Coach and Manager appointed to assist students in reaching their potential and/or desired outcomes both on and off the field. Assistant Coaches and/or Trainers will also be appointed to some teams which are considered “high risk” such as Rugby League, Rugby Union and Australian Football.

Business Services Managers (or non-state equivalent) located at the same school as the Team Manager, also play a vital role in the processing of Metropolitan West Regions sporting teams and providing assistance to the Team Manager in processing payments and reconciling the financial account at the school level.

This handbook has been produced solely to assist Coaches, Managers, Assistant Coaches, Trainers and Business Service Managers in their roles associated with a Metropolitan West Regional Sporting Team.
CONTACT DETAILS

Stephanie Jones
Regional School Sport Officer
Policy
Risk Management
Hosting of State Championships within the Region
☎️ 07 3436 0303 / 0402 289 059
✉️ 07 3436 0300
📧 christopher.bransdon@dete.qld.gov.au

Cassie de Wit
Sport Support Officer
Regional Teams attending State Championships Management
Sports Office Management
Financial Management
BSM Assistance
☎️ 07 3436 0301/ 0437 239 086
✉️ 07 3436 0300
📧 cassie.dewit@dete.qld.gov.au

Mark de Wit
Sports Administration Officer
Regional Trials
Apparel
Team Officials Assistance
☎️ 07 3436 0302 / 0467 734 012
✉️ 07 3436 0300
📧 mark.dewit@dete.qld.gov.au

Website
www.metwestschoolsport.eq.edu.au

Email
met.west@dete.qld.gov.au

A.B.N.
66 943 148 726

Postal Address
PO Box 4673,
Springfield, Qld, 4300

Actual Address
c/-Woodcrest State College
Nev Smith Drive
Springfield, Qld, 4300

One School Client Code: S20005077
GENERAL INFORMATION

Model exemplary personal standards of behaviour (consistent with Public Service Ethics Act 1994) specifically:

- Carry out policies faithfully and impartially.
- Do not consume alcohol during championship play hours or in presence of team members.
- Treat everybody honestly and fairly with proper regard for their rights and obligations.
- Teach students respect.
- Exercise proper diligence, care and attention in performing official duties.
- Maintain high dress standards.
- Keep informed on current coaching and officiating and training procedures.
- Ensure that your prime duty of care is to the students' wellbeing.
- Uphold the laws of state and commonwealth.
- Treat public and other officials honestly and fairly with proper regard for their rights and obligations.
- Maintain public confidence in the integrity of public administration.
- Ensure that any conflict of interest between officials' personal interests and official duties is resolved in favour of the public interest.
- Sleeping arrangements in motel/camp style accommodation, should ensure that the girls are completely separate from the boys, and Team Officials where possible are to situate themselves between the two groups.
- Team Officials should ensure that all students are accounted for before retiring themselves.

OVERALL RESPONSIBILITY

The Team Manager has ultimate authority over students in the team. In the event of students breaching the Code of Conduct, you must have substantiated evidence and accurately record all details of the incident.

TEAM OFFICIALS BEHAVIOUR

Be responsible, along with all Team officials, for the behaviour of the team at all times. Resolve any problems that may occur during the Championships or in transit.

- Teach students that rules of the sports are mutual agreements which no-one should evade or break.
- Avoid over-playing talented players. All players need and deserve reasonable game time.
- Develop team respect for the ability of opponents as well as for the judgement of officials.
- Compliment all participants on their efforts.
- Condemn unsporting behaviour and promote respect for all opponents.
- Actions speak louder than words. Ensure that your behaviour is consistent with the principles of good sporting behaviour.
- Students need officials they can respect.
- Ensure that your behaviour at all times, whether at or away from the playing venue, does not bring the name of “School Sport” into disrespect.
- Do not publicly criticise or react to the umpires/referees judgement and decisions.
- Make a personal commitment to keep yourself informed of current officiating, coaching and training principles.
- Maintain a standard of dress complimentary to the presentation of the team.
- Refrain from over-zealous coaching from the side-line in those sports where it is allowed under the rules of the game.
- Remember that your prime duty of care is to the students.
- Observe your requirements from the supervision roster (if in “camp” style accommodation).
- Do not consume alcohol during the championship play hours or in the presence of team members.
- Ensure that you do not use your position to recruit students into school programs.
- Never leave the playing venue until all Metropolitan West team members have departed or are under the supervision of their carer.
COMMUNICATION

You must not communicate with students using a personal mobile phone, either verbally or by text message unless prior approval has been given by your Principal or supervisor. You must discourage students from such communication with staff. Use of a departmental mobile phone must be for official purposes only.

You must ensure that you do not communicate with students from a private or personal email address. School or institute policies which allow for communication with students via departmental email should be for official purposes only.

You must not use personal cameras or mobile phones to photograph students unless prior approval has been given by your Principal or supervisor. The use of a personal or school mobile phone or camera to photograph students must be for official purposes only. Parental or custodial approval must be given for the publication of photographs of students.

You must not use internet social networks such as Facebook, My Space or YouTube to contact or access present students enrolled in any school or institute.

If you use internet social networks in your personal time you must ensure that the content is appropriate and private, and that you restrict access to specific people who are not students.

ACCESS TO STUDENTS

Ensure that you do not use your position to recruit students into school programs.

No approval is to be granted for a request by a school, club, player agent/manager for access to any student/s at a Regional Selection Trial. If any of these groups wish to distribute any material to students attending Regional Selection Trials, they are to make copies of the information available to the Regional Convenor who will announce to the students that the material may be collected from them. No direct contact with students is approved.

No personal contact details of students attending Regional Selection Trials is to be made available to any other person (teaching staff included) other than the Regional Convenor, Coach and/or Manager.

CRITICAL INCIDENTS

A critical incident is any situation that impacts significantly on the welfare of staff and students or has the potential to interfere with their ability to function effectively. Such incidents may involve major damage or loss of assets, serious injuries / death resulting from an accident or serious injury / death resulting from equipment malfunction. If members of teams attending the trial are involved in such an incident, you must notify the Sports Office as soon as possible. The Sports Office may also contact the appropriate District Office personnel.

After the immediate safety and well being of team members is considered, personnel may need to develop a plan that will assist those involved in the immediate future and when they return to their schools. Relevant EQ policies: HLS-PR-005 (Health & Safety Incident recording and notification).

PROCEDURE FOR CONTROL OF SPECTATOR BEHAVIOUR

Education Queensland is committed to taking all reasonable steps to ensure the safety of employees whilst they are performing their official duties and to providing a safe environment for staff, students and visitors. The Education (General Provisions) Act: The Act includes provisions that a principal or officer – in – charge may need to rely on, in situations involving wilful disturbance and trespassing. The pertinent section of the Act for school sporting events is likely to be Section 47(2) – Wilful Disturbance, which states:

- A person must not insult an officer of a State educational institution in the presence of hearing of a student of the institution, who is, at the time in question –
  - In or about the institution; or
  - Assembled with others for educational purposes at or in any place.

Organising Committees are asked to include the above policy statement in any appropriate documents (eg. Ground rules, Convenors’ Handbook, Team Officials’ Handbook) and to ensure that convenors and other key officials are aware of the PROCEDURE TO BE FOLLOWED. The procedures, however, should not be made available to the general public and for that reason should not be reproduced in programs, etc.

Where an adult other than a team official contravenes School Sport Australia Code of Behaviour for Parents or Spectators the following course of action should be implemented:

- If the offending adult is associated with a particular team, the manager of that team will familiarise the offender with the Codes of Behaviour and request compliance.
- If contravention of the Codes of Behaviour continues, the Convenor will warn the offender that the game in progress will be stopped until such time as the offender modifies his/her behaviour accordingly.
- As an absolute last resort, the Convenor will advise the offender that he/she has breached Section 47 of the Education (General Provisions) Act (Wilful Disturbance), and unless his/her behaviour is modified the police will be summoned. Only in extreme cases should this action be carried out.
- The host Regional School Sport Officer or their delegate would be deemed the Officer–In-Charge and would need to advise his/her Executive Director in regard to such actions.
- Should the situation be of a serious nature, the Championship Convenor (or delegate) should contact the police immediately.
- If police are called, they have the powers to direct the person/s to leave the venue and not return for a period of not more than 24 hours.

INJURY

Team Managers are required to tend to all medical and first aid requirements of the team and carry all medical information forms at all times.

If a team member is injured or ill and must remain in hospital after your scheduled departure or cannot return travel with the team, **ONE TEAM OFFICIAL MUST** remain with the student. All extra expenses will be covered by the Sports Office. In the event that this does occur, please notify the Sports Office immediately.
PRIVACY

A Government Official who has possession or control of records that contain personal information that is obtained for a particular purpose shall not use the information for any other purpose. This includes disclosing information to a person, body or agency that may be directly related to the activity or persons/institutions that may have a special interest in obtaining this personal information unless:

A) The official believes on reasonable grounds that use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned. Eg medical/personal

B) Use of the information for that other purpose is required or authorised by or under law.

C) Use of the information for that other purpose is reasonably necessary for enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public. Eg Information request by police

D) The purpose for which the information is used is directly related to the purpose for which the information was obtained. eg That particular sporting event

THEREFORE: No student details are to be disclosed to any other group. This includes sporting clubs, talent scouts, other schools etc.
Statement of Intent

♦ Queensland School Sport is mindful of the possibility of indecent photography of students participating at sporting events.

♦ Queensland School Sport owes a duty of care to students participating in sporting events and has an obligation to comply with departmental policy concerning child protection matters.

♦ Queensland School Sport recognises that it is a normal and appropriate expectation of parents / carers to be able to visually record the sporting achievements of their children. However this expectation must be balanced against legitimate concerns that may be raised about inappropriate photography of students.

♦ Queensland School Sport also recognises that some venue managers/owners may not permit photography in their venue.

Statement of Practice

The taking of photographs (for personal / family use) is therefore permitted at Queensland School Sport events except where an event is held at a venue where venue management prohibits such photography.

Where a venue prohibits photography signage stating that photography is not permitted will be displayed to spectators on venue entry points.

Where a Queensland School Sport representative reasonably considers that a spectator is engaged in photography of an indecent nature or is engaging in photography contrary to the venue owner’s prohibition, if the spectator does not desist they will be asked to leave the event premises. Police may be called to assist where the event convenor considers it prudent.

The management of this policy is the responsibility of the event convenor in consultation with team officials and venue management.
Team Manager / School Administration
Overview of Regional Team Payment Collections

Payment procedures involve students paying schools to ensure the team levy is GST Free, but will only affect schools where a Met West Team Manager is based.

Procedures for 2016 are as follows:

1. In 2016, a spreadsheet program named MW-16 will be distributed to all Team Managers. Team Managers will be required to enter team specific details in MW-16 which self-generates forms with accurate totals ensuring minimum effort for maximum results.

2. All team members selected in a Met West sporting team will be issued with a Student Package. Included in this package will be a detailed Team Invitation, a Student Payment Form which clearly indicates details of payment required by student/parent/carer, including the strict due date for payment, as well as a Principal Approval Form and other necessary forms.

After the Met West Regional trials are conducted, enter the team list into MW-16 and pass onto the Business Services Manager/School Administration a copy of the Student Package as well as a team list to assist with the process.

3. Team members will forward all completed forms and payment DIRECTLY TO THE TEAM MANAGER (usually paid at training sessions). The Team Manager will be responsible for checking all forms received from team members and to ensure that all forms are correct and complete. It is the Team Manager’s responsibility to ensure that the correct payment has been made and that no errors have occurred with the calculations of totals. Accepted methods of payment, subject to school procedures is cheque, money order or Credit Card (Visa, Bankcard, Mastercard). Cash is not an available option to any student/parent/carer for any payment related to a Met West Team.

4. The Team Manager will then provide student/parent/carer with a Met West Receipt (book provided).

5. The Team Manager will then complete the MW-16 apparel and payment sections and provide a copy of the Payment Summary together with all payments to the School Office for processing.

**BSM Please note** – When entering the payment – the team photo & apparel (which are GST inclusive) should be entered as a separate item from the GST FREE Team Levy component.

**Please note** - receipts need to be issued for all team members. This may mean that you are receipting into your system students who do not attend your school. The way you process these payments depends on your school procedures.

6. It is the responsibility of the Team Manager to ensure that student payments are received in full and no outstanding payments exist beyond the payment due date. It is the responsibility of the Team Manager to contact students/parents/carers and arrange payment of the outstanding amount as soon as possible. When this amount is received, the Team Manager will add this on the Apparel and Payment sections of MW-16 to enable the School Office to provide a receipt number.

**Please note** – No student is to attend the State Championship if payment of all items have not been received and receipted by the school. Team Officials who allow students to participate who are not fully financial will be personally liable for any costs associated with this student.

7. Once the payment for each student has been processed, please record the receipt number appropriate to each student on the payment summary for the Team Manager to enter into MW-16.
8. Once all team member payments have been received by the Team Manager and processed by the school office he/she will provide the BSM a fully copy of the MW-16 program.

9. All monies should have now been receipted and processed by the school. At this point, it is suggested that a Purchase Order be raised against the Met West School Sports Office account for the total amount being held + the GST component due on the team levy which has been receipted as GST free. MW-16 includes a remittance calculator to assist in this process.

10. On the day of departure of the sporting team the Met West School Sports Office will forward to your school a valid tax invoice to cover the total amount collected and receipted. This invoice will be for more than you have collected from the students. The difference is the GST component on the Team Levy. This amount can be claimed back through the ATO as an Input Tax Credit.

11. This invoice is a FOURTEEN (14) DAY ACCOUNT, and it would be appreciated if payment could be made within that time frame as payments relating to the team competing at the particular state championships have already been outlaid by the Sports Office.

12. Schools - remit to the ATO the GST component on the team photo & uniforms
- Claim input tax credit for team levy, team photo & uniforms on the monthly BAS report.

13. Aboriginal & Torres Strait Islander students may in some cases, receive financial assistance from First Contact (Aboriginal Sporting Corporation) or ASSPA. Payment is generally to assist towards the team levy & compulsory uniform components. **First Contact funding is no longer directly accepted by the Met West Sports Office. Students/Parents/Caregivers are required to make full payment by the due date and if required seek reimbursement through First Contact or other funding source after the State Championship has concluded. This also applies to sporting clubs, city councils or any other funding source.**

14. Due to the large volume of team members involved in the sports of Swimming, Cross Country, Triathlon and Track & Field – all student payments will come directly to the Metropolitan West School Sports Office – **Not through schools.** This will be detailed fully in the student’s team invitation.

15. **IT IS NOT** the responsibility of the School Administration to fill out any paperwork relating to the team – it is the Team Managers responsibility, nor is it the School Administrations responsibility to follow-up late payments and/or forms.

**BSM Please note** - If an incomplete form is presented to you – please return it to the Team Manager for them to complete. No payments are to be accepted at your school over the counter – all student payments must be collected through the Team Manager.
Receive Regional Trials Notification
The Regional Trials notification will be disseminated by the Sports Office to all District Secretaries, Principals, Team Officials and the Convenor. A modified version of the Trials Notice will also be uploaded to the Trials page on the Met West website www.metwestsport.qld.edu.au

Receive all district / student nominations
District / student nominations will usually be received via fax or email at your school. Ensure you have received advice from all districts regarding nominations. Ensure you have an extra copy of these nominations allowing participants who present to the trial to be checked off on this list and provide this copy to Sports Office staff when they visit the trial.

CARA (Curriculum Activity Risk Assessment)
One week prior to the Regional Trial, complete the CARA and forward to the Sports Office for approval.

Develop a draw / format for the Regional Trials.
Develop a draw / format which will affectively display the talents of all students participating at the Regional Trial for the duration of the Trial. A copy of which should be submitted to the Sports Office with the CARA.

Organise a Selection Panel for the Regional Trials
The selection panel must be a minimum of three (3) selectors. Usually made up of the Convenor, Coach and Manager, with the Coach as the chair of the selection panel

Attend the Regional Trial
Whilst in attendance at the Regional Trial, the Convenor has the overall power of responsibility of the conduct of the trial

Complete a Risk Assessment Checklist at the Regional Trial
On the day of the Regional Trial, complete a risk assessment checklist and submit to the Sports Office upon completion of the Regional Trials

Collect nomination fees from districts / students
Ensure correct money is received from districts / students. Nomination fees collected at trials is GST Exclusive. Keep accurate lists of participating students and money collected. This money and an accurate list of participants will be collected by Sports Office staff when they visit the trial. A receipt will be issued by Sports Office staff to the Convenor for the amount collected.

Welcome all students to the Regional Trial
At the beginning of the trial, welcome all students, communicate to participants how the trial will be conducted, clearly identify the selection panel to all students and ensure all students are aware of what specific items the selectors will be looking for. Announce the receipt of any special considerations, if any.

Justification of team selections
Occasionally selections are challenged by parents for various reasons. Ensure you keep detailed information on student performances justifying selections to the Met West team. These records should be kept by the Convenor at his/her school. Be prepared to justify team selections to the Met West Sports Office staff, if required.

Announce the Met West Team
Ensure that students selected to the Met West team are announced at the end of trial. Shadow players should also be clearly announced, there is no limit regarding the number of shadows.
Team Coaches/Assistant Coaches/Trainers must abide by the following procedures in relation to their conduct as a Team Official.

PRIOR TO REGIONAL TRIALS

- **Provide Banking Details to the Met West Sports Office**
  Your Team Officials Allowance will be transferred directly into your bank account within one week of departure for the State Championships. To avoid delays this information should be provided as early as possible.

- **Complete a Training Schedule and CARA**
  Complete a Training Schedule and CARA (Curriculum Activity Risk Assessment) and submit to Sports Office for approval at least one week PRIOR to the Regional Trial. The CARA does not over-ride the existing Risk Assessment Checklists.

- **Develop a suitable training regime**
  Develop a suitable training regime for the group, both in intensity and frequency. Training sessions should be held regularly to allow team members to bond and work together better as a team. Training sessions should be scheduled to start as soon as practical after the regional trials and should be held at a location and time where it would be reasonable to expect students to be able to attend. Complete the Training Schedule including any practice games organised and submit to the Sports Office for approval at least one week prior.

- **Approved Training Schedule**
  Receive the approved Training Schedule and CARA from the Sports Office and prepare a copy of the training schedule for each student selected into the Met West team and distributed to all newly selected team members.

REGIONAL TRIALS

- **Attend the Met West Regional Trial**
  Attend the Met West Regional Trial.

- **Participate as a member of the Selection Panel.**
  The Selection Panel at a Regional Trial must have a minimum of three (3) selectors usually consisting of the Convenor, Coach & Manager, with the Coach as the chair of the Selection Panel.

- **Announcement of Selected Team**
  Announce the selected team including shadow players.

- **Distribute the training schedule**
  Distribute the training schedule to all selected students at the Regional Trials.

PREPARATION FOR STATE CHAMPIONSHIPS

- **Receive State Championship Bulletin and documentation.**
  Information received from the host region will be uploaded to your Team Officials Inbox on the Met West website. An email will be sent to your school email account to advise you that information has been uploaded for you to access.

- **Training Sessions**
  Organise, arrange and advise all team members of training sessions (eg. venue, dates & times). Attend all training sessions and allow time at the Training Sessions for the Team Manager to fulfil their duties in obtaining information, payments and sizing of apparel.

- **Practice Matches**
  Organise practice matches, if required, and include on training schedule.

- **Risk Assessment**
  Complete a Risk Assessment for each training schedule / practice match and submit to the Met West Sports Office.
Summary of Duties for Regional Team Coach/Assistant Coach/Trainer cont.

DURING THE STATE CHAMPIONSHIP

☐ Attend the State Championships Pre-Championship Meeting
   This meeting is compulsory for all Met West Team Officials. Details of this meeting can be obtained from the Bulletin provided by Sports Office Staff.

☐ Be in attendance at the State Championships Opening & Closing Ceremonies
   Most State Championships hold an Opening and Closing Ceremony. All Team Officials and Team Members must participate in these ceremonies.

☐ Be in attendance at the State Championships for the full duration
   Team Officials and Team Members should remain in attendance at the State Championships for the full duration of competition. Ensure accurate details are kept on results from the State Championships.

☐ Attend the State Championships Official Dinner
   This function is compulsory for all Met West Team Officials. Full details of this function can be found in the Bulletin provided by Sports Office Staff. Minimum dress standard for this function is Smart-Casual.

☐ Sport Specific Duties
   Provide Strapper / Trainer specific duties as determined by sport specific requirements

Note:
   Coaches are directly accountable for student’s on-field game time at State Championships. As such, coaches must monitor player rotations to ensure that all students are provided with equitable opportunities for success or selection in subsequent State teams (if applicable). Documentation regarding team selection and player game-time should be kept and retained by the Coach.

☐ Additional Duties
   Assist other team officials with their duties as required.

Note:
   We must balance our desire to be successful with the equity and fairness of our positions – For this reason, we advise that accurate statistics are kept

POST STATE CHAMPIONSHIPS

☐ Return all borrowed items to the Sports Office
   Ensure all sporting equipment, forms, receipt books and apparel is returned to the Sports office as soon as possible upon return from the State Championships.

☐ Recoup TRS (Teacher Replacement)
   Ensure an invoice is sent to the Sports office in line with current TRS rates.
Summary of Duties for Regional Team Manager

Team Managers must abide by the following procedures in relation to their conduct as the Team Official.

PRIOR TO REGIONAL TRIALS

☐ Provide Banking Details to the Met West Sports Office
Your Team Officials Allowance will be transferred directly into your bank account within one week of departure for the State Championships. To avoid delays this information should be provided as early as possible.

☐ Read this Handbook thoroughly
To gain a full understanding of the entire process it is recommended that all sections of this handbook be read thoroughly as occasionally you may be called upon to perform tasks which would normally be performed by other Team officials.

REGIONAL TRIALS

☐ Attend the Met West Regional Trial
Attend the Met West Regional Trial. A Receipt Book and the Student Packages will be delivered to the Trial by Sports Office Staff.

☐ Participate as a member of the Selection Panel.
The Selection Panel at a Regional Trial must have a minimum of three (3) selectors usually consisting of the Convenor, Coach & Manager, with the Coach as the chair of the Selection Panel

☐ Distribute and explain the Student Pack to all team members selected to the team.
Once the team is selected, provide all team members with a Student Package. This package contains the Team Invitation, Student Payment Form, Student Information Package and any other relevant documentation relating to the team. The Student Package will be provided to you at the Regional Trials. A Met West Receipt book will also be provided to you for the receipt of student money. Ensure that the School Administration receives a copy of the team list, team invitation, and the student levy payment form for reference.

PREPARATION FOR STATE CHAMPIONSHIPS

☐ Create a Team List
Enter the selected students into the team list component of MW-16. Email the MW-16 file.

☐ Please Note: The Compulsory Levy is calculated by the Met West Sports Office along with all compulsory apparel required for the team. Team Managers of teams travelling via charter bus or flights must ensure that all students wear the Polo Shirt, Dress Shorts, Ankle Socks and enclosed shoes. If Team Managers decide that they wish the students to travel in the Polo shirt with Track Pants, for instance, they may enforce this change with the students prior to travel, however all students and officials must travel in Met West apparel.

☐ Receive State Championship Bulletin and documentation.
Information received from the host region will be uploaded to your Team Officials Inbox on the Met West website. An email will be sent to your school email account to advise you that information has been uploaded for you to access. The Championship Bulletin is NOT to be distributed to team members or families.

☐ Collect an apparel sizing kit from the Met West Sports Office, if required.
Sizing kits are available for students to assist in sizing apparel correctly. This is usually conducted at a training session.
Attend training sessions as scheduled by the Coach to receive payments

Receive student payments at training sessions prior to the due date. Ensure that payments have been calculated correctly as this is where most errors occur. Credit cards will only be accepted if your school uses this facility — please check the Student Payment Form for payment options specific to your school. Contact parents IMMEDIATELY if over or under payment is received. Team Managers who finalise their team and have not calculated the total amount correctly will be personally liable for any funds not collected.

Issue a Met West Receipt to each student for the total amount paid.

Issue a Met West Receipt and record the receipt number on the bottom of the Student Payment Form to enable ease of information when entering this information into the Payment Summary form in MW-16.

Enter the apparel requirements for each student into MW-16

Enter purchased apparel details with sizes into MW-16. Ensure the amount you have receipted matches the amount displayed in MW-16. The program will also ensure that correct sizes of apparel have been ordered and that calculation of the payment is correct. Remember to ensure that any apparel purchased by Team Officials is included in the apparel summary. All Team Officials will be entitled to one (1) free Officials Shirt. Any other apparel ordered will need to be paid for in the same manner as the Students’ payments.

Payment Summary

Print off the payment summary to be given to your school administration to assist with processing of the payments. (If payment by credit card – pass on a copy of the Student Payment Form with credit card details) Do not wait until all of the team money has been collected before banking. The Met West Receipt Number (book supplied) should be entered onto the Payment Summary when the initial payment is received. Once paid into your schools financial system, enter the schools Receipt Number into the Payment Summary in MW-16.

Enter billeting information into MW-16 and the MW-16 file to: met.west@dete.qld.gov.au

Return this form even if it is a Nil Return. Ensure students requiring billeting have exhausted all options before requesting a billet host eg accommodation with a team member and family. To reduce any additional stress ensure that students and families are aware of the procedures relating to billeting eg. Host family, contact details, travel etc.

Provide all payments and payment forms to your School Administration for entry into the schools financial system. The Student Payment Form will break down the payment into Apparel, Photo and Team Levy. Apparel and photo amounts listed are GST INCLUSIVE. Team levies are GST EXCLUSIVE. As such, the GST component of apparel and photos is to be included in the School Business Activity Statement/GST Revenue Control. School Administrators will provide you with a receipt number which needs to be added to the Payment Summary in MW-16.

External Funding:

Aboriginal & Torres Strait Islander students may in some cases, receive financial assistance from First Contact (Aboriginal Sporting Corporation or ASSPA). Payment is generally to assist towards the team levy & compulsory uniform components. First Contact funding is no longer directly accepted by the Met West Sports Office. Students/Parents/Caregivers are required to make full payment by the due date and if required seek reimbursement through First Contact or other funding source.

Apparel Summary and Payment Summary email MW-16 to: met.west@dete.qld.gov.au.

Remember to ensure that any apparel purchased by Team Officials is included in the apparel summary. Team Officials are entitled to one (1) free Officials Shirt, any other apparel ordered must be paid for and ordered through the same process as team members.
Arrange the collection of the team’s apparel with the Sports Office.
Return any outstanding sizing kits, receipt book and collect apparel for distribution to team members.

Deliver all apparel to the next training session
Ensure that all students try-on their apparel to make certain that correct sizes have been ordered and received.

Exchange apparel as required
If any apparel needs to be exchanged for smaller or larger sizes, email it to met.west@dete.qld.gov.au with the details and arrange to visit the Sports Office in a timely manner. Only apparel that has not been worn and existing tags remain in tact will be exchanged or refunded.

Communication with Team Members
Ensure students and parents have a clear understanding of meeting locations, team expectations and travel arrangements. For teams travelling on flights, ensure students are collected from the airport as soon as possible. For teams travelling on a bus, collection should be made at the playing venue unless otherwise indicated in the Bulletin.

**Flights** - teams check in a minimum of 90 minutes prior to the scheduled flight departure time via the group check-in lounge.

**Bus** – Teams are to arrive no less than 30 minutes prior to the scheduled departure time. All buses will depart the car park of Bunnings, Oxley.

Additional Duties
Assist other team officials with their duties as required.

**DURING THE STATE CHAMPIONSHIPS**

Attend the State Championships Pre-Championship Meeting
This meeting is compulsory for all Met West Team Officials. Details of this meeting can be obtained from the Bulletin provided by Sports Office Staff.

Be in attendance at the State Championships Opening & Closing Ceremonies
Most State Championships hold an Opening and Closing Ceremony. All Team Officials and Team Members must participate in these ceremonies.

Be in attendance at the State Championships for the full duration
Team Officials and Team Members should remain in attendance at the State Championships for the full duration of competition. Ensure accurate details are kept on results from the State Championships.

Attend the State Championships Official Dinner
This function is compulsory for all Met West Team Officials. Full details of this function can be found in the Championship Bulletin. Minimum dress standard for this function is Smart-Casual.

**POST STATE CHAMPIONSHIPS**

Complete a detailed Managers Report
Upon return from the State Championships, ensure the Managers report is completed in MW-16 and the file emailed to: met.west@dete.qld.gov.au.

Return all borrowed items to the Sports Office
Ensure all sporting equipment, forms, receipt books and apparel is returned to the Sports Office as soon as possible upon return from the State Championships
Business Service Managers Checklist

- **Read this Handbook**
  Thoroughly read this handbook as it gives an overview of the process of a Met West Team.

- **Receive relevant documents**
  The Team Manager will provide you with a copy of the Team List, Team Invitation and Student Payment Form which should be kept for reference purposes only.

- **Receive completed payment summary**
  After the Team Manager collects payments from students he/she will provide you with a copy of the Student Payment Form, any accompanying payment and a copy of the Payment Summary.

- **Enter payments into School Financial System**
  Enter payments into School Financial System

- **Record Receipt Numbers on Payment Summary**
  The Team Manager has been provided with a USB stick loaded with MW-16. MW-16 is an electronic spreadsheet, formula driven to ensure accuracy of all details regarding the team and its financial status. Information and amounts should be directly entered into MW-16 by the Team Manager which will generate all forms and accurate amounts. The total amount received from each student should match amounts generated in MW-16. The team specific MW-16 is available through the Team Manager.

- **Produce a Pending Purchase Order**
  Once all team payments have been receipted and payments have been finalised, it is suggested that a Pending Purchase Order be raised against the Met West Sports account for the total amount being held in the school account + the GST component due on the team levy which has been receipted as GST free. A Remittance Calculator is available to assist you with this task in MW-16.

- **Receive Met West Tax Invoice**
  The school will hold the monies in the school account until Met West School Sports Office forwards a tax invoice to the school. The tax invoice will be for the total monies collected by the school + GST on the team levy.

- **Reconcile the Met West Tax Invoice**
  The Met West Tax Invoice should be reconciled against payments received from Team Members and the Payment Summary, remembering the extra GST component on the Levy.

- **Make payment of Met West Tax Invoice**
  All Met West Tax Invoices are fourteen (14) day accounts. As Met West School Sport has already outlaid all finances for the conduct of the State Championships, it is important that money is recouped as quickly as possible. From the schools point of view, it is advantageous to make payment of this invoice within the 14 day period as money collected for the Met West team could remain in limbo within the schools financial system and could misrepresent the overall financial position of the school.

- **Claim back the TRS**
  Remember to invoice the Met West Sports Office for your Team Managers absence from school during the State Championships and Regional Trial. Travel days are included as claimable days. TRS is only available for reimbursement in the School Semester that the staff member’s absence occurs.