

NATIONAL SPORT ADVISORS ROLES AND RESPONSIBILITIES

The National Sport Advisors are sourced through the School Sport Units and are teachers or past teachers who volunteer their time to support and advise the SSA office and the hosting body on the rules and processes of their sport for the SSA Championships.

National Sport Advisors are the representatives of School Sport Australia and are required to abide with SSA philosophy, policies and procedures for SSA Championships.

National Sport Advisors are appointed for a three-year period. Nominations, are accepted on the following conditions:

- i) Nominations are accepted on the understanding that endorsement by the School Sport Australia member body and the applicant's school Principal/Manager implies an obligation to meet any costs involved and provide appropriate leave for the successful applicant to attend School Sport Australia conference/s and the appropriate Championship/s.**
- ii) National Sport Advisors may be absent from their workplace from between 8-16 days each year in carrying out their duties at Championships, conferences, and meetings.**
- iii) National Sport Advisors are expected to attend at least one School Sport Australia Championship every year. Where there are two age groups within the sport, alternate annual attendance from one age group to the other.**
- iv) National Sport Advisors are to establish links with the National Sports Organisation and liaise with them in respect to SSA Championships and other relevant matters.**
- v) National Sport Advisors should ensure only tours approved by School Sport Australia should be promoted, endorsed, or have our championships used for identifying or selection of students.**

The following checklist is provided to assist School Sport Australia National Sport Advisors in performing their duties prior to, during and after the annual School Sport Australia Championships in their sport.

1. Pre-Championship

Twelve months prior

- Consult with Host State/Territory in preparation of the first Championship bulletin due to be submitted for the first National Programs Committee meeting in July of the year preceding the Championship.
- Maintain a Sport Organisation Manual and forward to the Host State/Territory along with any other relevant information. Throughout the entire Championship process liaise with Host State/Territory to ensure that all organisational aspects of the Championship are being covered by maintaining regular contact with Host State/Territory Executive Officer or appropriate person and providing relevant advice
- Inform the National Sporting Organisation (NSO) for the relevant sport in respect to the dates, venues, and other appropriate information.

Six months prior

- Consult with Host State/Territory in preparation of Championship budget, information bulletins, venues, and facilities.
- Liaise with Host State/Territory for any transportation requirements by the National Sport Advisor during the Championships

Three months prior

- Be responsible for and prepare all draws/entries, website templates and forward to the Host State/Territory
- Prepare a National Sport Advisor's Welcome for the program and provide pre & post championship meeting minutes from the previous year for the team officials handbook.
- Request any items/notices of motion for post-championship meeting agenda from competing states.
- Prepare Pre-Championship agenda in consultation with Host State/Territory
- Prepare Post-Championship meeting agenda.
- If unable to attend Championship, inform NPC and SSA Executive Officer to organise a replacement to undertake relevant duties.

Prior to Championship (4 to 6 weeks)

- Review Championship Risks Management Plan to be provided by Championship Coordinator to ensure it covers all the relevant items as per the SSA Template.
- Discuss any concerns of the provided Risks Management Plan with the Championship Coordinator prior to approving redrafted document.
- Once Risks Management Plan approved by NSA and or changes not made by Hosts than the NSA should send onto SSA Office to enable it to be noted and action if appropriate by the SSA Risks Committee.

2. Pre-Championship Meeting

- Prepare the Pre-Championship Meeting agenda in consultation with the Host State/Territory
- Take minutes of meeting
- Receive checking sheets from the host state to check prior pre-championship meeting.
- Check all appropriate documentation from competing states including Checking Sheet and Media Release Forms

- Highlight to attendees any Media Restrictions
- Assist Host State/Territory in the distribution of any information.
- Coordinate appointment of any necessary committees/panels (e.g., Judiciary, Australian Selection)
- Ensure all trophies and awards are collected from previous winners and are ready for presentation.
- The following is a sample agenda for a Pre-Championship meeting:
 - i. Welcome
 - ii. Attendance
 - iii. Introduction of Championship personnel
 - iv. Accreditation of delegates
 - v. Host State/Territory – Championship organisation briefing
 - Transport
 - Accommodation
 - Levies
 - Official Functions
 - Opening Ceremony
 - Closing Ceremony
 - Medical
 - Referees/Umpires
 - Photographs
 - Results
 - vi. Appointment of required Championship committees/panels (e.g., Judiciary, Selectors)
 - vii. Collection of Championship documentation
 - viii. Notices of Motion for Post-Championship Meeting
 - ix. General Business

3. Opening Ceremony

- Assist Host State/Territory in the presentation of the Opening Ceremony

- When a member of the School Sport Australia Executive Committee is not present, offer a welcome on behalf of School Sport Australia

4. During the Championship

- Represent School Sport Australia
- Ensure that the Championship is conducted according to that sport's Rules and Guidelines
- Ensure that any relevant School Sport Australia policies are properly followed.
- Act as an adviser to the Host State/Territory, particularly in the interpretation of the sport's Rules and Guidelines
- Where applicable, ensure that all procedures for Australian Team Selections, Best and Fairest/MVP voting, Judiciary/Appeals meetings etc. are followed.
- Compile the daily results, ladders, daily bulletins etc.
- Assist the Host State/Territory in the management of visiting student officials.
- Submit daily results to School Sport Australia website and or Competition systems.
- Undertake any appropriate roles during the Championships e.g., Technical delegate, assist guests,

5. Post-Championship Meeting

- Present a list of correspondence.
- Report on activities of the past year including issues from School Sport Australia conferences.
- Report on issues from the National Sporting Organisation
- Acknowledge any Service Award or Sportsmanship/Fair Play Award recipients.
- Take minutes of meeting
- The following is a sample agenda for a post-championship meeting:
 - i. Welcome
 - ii. Attendance
 - iii. Minutes of Previous Year's Post-Championship meeting
 - iv. Business Arising
 - v. National Sport Advisor's report including Correspondence.
 - Financial report

- National Sporting Organisation report International Tours
- Future SSA Service Award recipients
- vi. Championship Convener's report
- vii. Championship Recommendations
- viii. Host State/Territory update/final briefing
- ix. Where appropriate, seek feedback to devise following years draw.
- x. General Business

6. Closing Ceremony

- Assist Host State/Territory in the presentation of the Closing Ceremony
- When a member of the School Sport Australia Executive Committee is not present, extend a word of thanks on behalf of School Sport Australia
- Where applicable, acknowledge SSA Service Award recipients, record breakers, Sportsmanship/Fair play award recipients.
- All Perpetual trophies and awards are to be either kept by NSA and then given to NSA School Sport Unit for engraving and safe keeping to next championship and or NSA allows winning state or territory to take awards with them.
- If winning States & Territories take them then NSA must compile a comprehensive list of the contact details of the Member Body Official who is in possession of the same and after championship send that lists to SSA office.
- NSA should inform Team Officials who take the awards with them that they need to ensure they are given to their Member Bodies for safe keeping and engraving.

7. After the Championship (no later than two (2) weeks after the Championships)

- In consultation with the Host State/Territory, prepare and submit any Championship Recommendations to School Sport Australia
- Include with any recommendations, the wording of the previous Rule (if applicable), the wording of the new Rule, a brief explanation of the recommendation and the State / Territory delegate voting at the Post Championships meeting.
- Liaise with Host State/Territory in preparation of Host State/Territory report (including team lists)
- Be available to assist the Chair of the National Programs Committee should further explanation be required.

- Represent the Team Officials of your sport and present their opinions at the School Sport Australia conference if and when required.
- Send SSA office updated lists of Trophies and awards location and contact details.
- Send letters of appreciation as appropriate
- For the Host State/Territory Report, prepare and forward the
 - Pre-Championship Minutes
 - Post Championship Minutes
 - The National Sport Advisor's report
 - Championships Recommendations
- Forward the Host State/Territory Report/Photos to the National Sporting Organisation annually, if required
- In consultation with the SSA Office ensure the Rules and Guidelines and updated once the results of any recommendations are known. Rule changes are to be highlighted by including a notation with the month/year the rule was approved by the Board.
- Forward the All-Australian Team list to SSA office for website update and tour promotion.
- Update the Sport Organisation Manual if applicable and forward a copy to the SSA Office.

8. Championship Procedures

Each National Sport Advisor must ensure that all necessary procedures/committees etc. which need to be established and operational during the Championship are coordinated through the Host State/Territory and confirmed at the Pre-Championship meeting.

This includes the procedures for the establishment and operation of:

- Judiciary Committees
- Protests Committees
- Australian Team Selection Panels
- Best and Fairest Voting Panels
- Daily MVP selections
- Any other groups appointed to play any role in the Championship.

9. Championship Documentation

A copy of each individual sport's documentation is to be kept in the School Sport Australia office and

updated as necessary so that it can be made available on request to future Host State/Territories

The National Sports Advisor should at the conclusion of each championship send any additions and or changes needed to the sports history page to the SSA Office for website updating.

10. International Tours

National Sport Advisors are responsible for applying for a request for an International Tour. Approval for International Tours can be considered when an application for “An Intention to Tour” is submitted in writing by the National Sport Advisor of that sport or the SSA Executive Officer or his / her nominee to the International Programs Committee at least 12 months prior to the anticipated departure date on the detailed application form provided.

ALTERATION

This Policy may only be altered by the SSA Board

INTERPRETATION

A term which is defined in the School Sport Australia Constitution has the same meaning in this Policy unless the contrary intention appears.