

SCHOOL SPORT AUSTRALIA
NATIONAL SECRETARIES
APPOINTMENT - ROLES AND RESPONSIBILITIES

A. APPOINTMENT TIMELINE

The following is a proposed timeline for the Appointment of National Secretaries in any given year. The timeline is not only transparent to all applicants but also formalises the process and incorporates the opportunities to meet the SSA Executive and attend a briefing session on the roles and responsibilities of a National Secretary.

TIMELINE:

1. Early August

- Commence process by looking at proposed timeline in reference to November Conference.
- Draft notification advertisement for circulation.

2. Mid - late August

Circulate Advertisement notification.

- Allow a maximum 4 weeks to receive nominations for positions.
- SSA sends a letter of acknowledgement highlighting the timeline and if successful attendance to the last session of the SSA Executive meeting & new Nat Sec's inservice.

3. Early September

Applications Close.

- Ballot for Voting circulated (if required) Friday 7 September and returned within 21 days.

4. End of September

Voting Closes.

5. Early October

Applicants Notified.

- All successful and unsuccessful applicants notified via mail.
- All successful applicants' school Principal/Line Manager notified of their appointment.
- SSA Executive Officer forwards a letter of congratulations and an invitation to meet the Executive by attending the last session of the November Executive meeting followed by welcome refreshments.
- Attend November Conference

The National Secretary's appointment commences from the 1st of January of the year following.

B. NEW NATIONAL SECRETARIES INTRODUCTION & INFORMATION SESSION:

- Scheduled during the November Conference at the earliest opportunity.
- Conducted by either the SSA Executive Officer or Chair of National Secretaries (or nominee).
- Possible topics:
 1. Clarification of Roles & Responsibilities
 2. Role at Championships, Exchanges & Combined Events
 3. SSA Website - Sport management & results
 4. Role at Conference
 5. International Tours
 6. Attendance
 7. Offer to establish a mentoring system

B. ROLES AND RESPONSIBILITIES

School Sport Australia National Secretaries are appointed every three years. 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 event/s.**
- ii) Nominations are accepted on the understanding that applicants are responsible for making their own insurance arrangements.**
- iii) National Secretaries may be absent from their workplace from between 8-16 days each year in carrying out their duties at events, conferences and meetings.**
- iv) National Secretaries are expected to attend each School Sport Australia Exchange and School Sport Australia Championship at least every second year.**

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

1. Pre-event

- Forward all relevant information to host state
- Liaise with host state to ensure that all organisational aspects of the event are being covered
- Consult with host state in preparation of event budget, information bulletins, venues and facilities
- Maintain regular contact with host state Executive Officer and provide relevant advice
- Consult with host state in preparation of event draw
- Submit any nominations for School Sport Australia Service Awards through relevant state member body
- Request any items for Post-event meeting agenda from competing states
- Prepare Post-event meeting agenda
- Alert member bodies re School Sport Australia Service Award nominations
- Prepare Pre-event agenda in consultation with host state
- Contact all states to ensure that they have received all relevant information including host state Information Bulletins
- If unable to attend event, arrange with host state for nominated person to undertake relevant duties. (eg. Host State Executive Officer or other National Sports Secretary)
- Contact competing state Executive Officer's to remind them about providing correct team documentation

2. Pre-event Meeting

- Assist host state in the preparation of the agenda
- Take minutes of meeting or arrange with host state to provide a minute taker
- Check all appropriate documentation from competing states including Media Release Forms
- Assist host state in the distribution of any information
- Co-ordinate appointment of any necessary committees/panels (eg. Judiciary, Australian Selection)
- The following is a sample agenda for a Pre-event meeting:
 - i. Welcome
 - ii. Attendance
 - iii. Introduction of event personnel
 - iv. Accreditation of delegates
 - v. Host State – event organisation briefing
 - Transport
 - Billeting
 - Levies
 - Official Functions
 - Opening Ceremony
 - Closing Ceremony
 - Medical
 - Referees/Umpires
 - Photographs
 - Results
 - vi. Appointment of required event committees/panels (eg. Judiciary, Selectors)
 - vii. Collection of event documentation
 - viii. Notices of Motion for Post-event Meeting
 - viii. General Business

3. Opening Ceremony

- Assist host state 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 Event

- Ensure that the event 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, 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
- Assist host state in compilation of daily results, ladders, daily bulletins etc
- Assist in co-ordination of visiting student umpires
- Assist with submitting daily results to School Sport Australia Website

5. Post-event 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
- Present a financial statement if applicable
- Acknowledge any Service Award or Sportsmanship/Fair Play Award recipients
- Take minutes of the meeting or arrange with host state to provide a minute taker
- The following is a sample agenda for a Post-event meeting:
 - i. Welcome
 - ii. Attendance
 - iii. Minutes of Previous Year's Post-event meeting
 - iv. Business Arising
 - v. National Secretary's report
 - vi. Event Convener's report
 - vii. Event Recommendations
 - viii. Host state update/final briefing
 - ix. Where appropriate, make draw for following year
 - x. General Business

6. Closing Ceremony

- Assist host state in the presentation of the Closing Ceremony
- Ensure all trophies and awards are collected from previous winners and are ready for presentation
- When a member of the School Sport Australia Executive Committee is not present, extend a word of thanks on behalf of School Sport Australia

7. After Event

- In consultation with the host state, forward any Event Recommendations to School Sport Australia
- Liaise with host state in preparation of host state report (including team lists)
- At the next School Sport Australia conference, present any Event Recommendations for adoption
- Provide a National Secretary report for inclusion in Event report
- Send letters of appreciation as appropriate

The Host State Event Report should include:

Host State summary
List of Event Personnel
National Secretary's Report
Event Convener's Report
Copy of event meetings minutes
Team lists
Match results
Team placings
Australian team
List of award winners (eg Best and Fairest/MVP)
Acknowledgement

8. Event Procedures

Each National Secretary must ensure that all necessary procedures/committees etc which need to be established and operational during the event are co-ordinated through the host state and confirmed at the Pre-event meeting.

This may include the procedures for the establishment and operation of:

- Judiciary Committees
- Protests Committees
- Australian Team Selection Panels
- Best and Fairest Voting Panels
- Any other groups appointed to play any role in the event

9. Event Documentation

Each National Secretary must lodge with the School Sport Australia office, copies of all standard forms used for School Sport Australia events in their sport.

This may include:

- Score Sheets (Unless standard NSO sheets are used. eg Cricket)
- Ladder Sheets
- Match Team Sheets
- Match Report Sheets
- Best & Fairest/MVP Voting Sheets
- Australian Team Selection Sheets etc
- Player Report Sheets
- Referee/Player Evaluation Sheets
- Interchange Sheets
- Media Sheets

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 states