



**SCHOOL SPORT AUSTRALIA**

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## **PROTOCOLS FOR HOSTING SCHOOL SPORT AUSTRALIA CHAMPIONSHIPS**

### **Pre-Championship:**

#### **12 months prior to championship:**

- Consult with the National Secretary 12 months prior to the Championship with regard to preferred dates, venues, budget etc. The National Secretary should provide you with an organisational manual or similar, that will assist you with all aspects of the Championship.

#### **November meeting prior to championship:**

- Circulate the preliminary bulletin ensuring there is sufficient information with regard to arrival/departure times and accommodation options so that teams staying in accommodation can plan in advance.
- Confirm dates for Championships ensuring that travel days are included. No changes to the advised dates are to be made as this can affect travel plans made by the participating states/territories.
- Book suitable motel/apartments for team officials that are not staying in team accommodation. Coordinate all aspects of this booking. Individual states/territories to pay for their own accommodation.

#### **Three months prior to the Championship:**

- Adhere to the SSA Transport policy:  
That core transport requested by participating states/territories be arranged by the Host. (Options include: arrival airport transfers airport to accommodation or billet pick up point], daily transfers from accommodation to playing venue, daily transfers from playing venue to accommodation, airport departure transfers for all students and officials) [Note: Does not include multiple trips or excursion transport costs]. That participating states/territories meet the costs of their own requested transport requirements.
- A request for Agenda items and Service Award recipients for the Post Championship meeting are circulated by the National Secretary three months prior to the Championship. The agenda is then set two months prior to the Championship and forwarded to the host state. Contact the National Secretary if this does not happen. General Business items other than those notified may be considered from the floor of the meeting if at least two thirds of those members eligible to vote agree.
- Preparation of the budget should be discussed and sent to the National Secretary before forwarding to the SSA Executive Officer for approval.
- The Risk Management plan is to be completed and forwarded to participating states/territories as part of Information Bulletin 1.
- SSA merchandise (Lizards) flyers will be sent to the host state to be included in Information Bulletin 1. States/territories will be advised of the method of purchase (either via the website or presence at point of sale at the Championship).
- All necessary hosting information should be sent to states/territories in ample time for team planning and hosting requirements via other Information Bulletins after information Bulletin 1.

- Be flexible with the time of the pre-Championship meeting. Ensure there is sufficient time for teams to arrive and drive to the meeting. It is important that states/territories can access the cheapest flights.
- Where there are a number of teams staying in team accommodation look at the possibility of offering team dinners or opportunities for teams to socialise.

#### **One month prior to the championship:**

- Make sure that if there are any Service Awards that the plaque and citation have been received prior to the Official Dinner. This will be sent by the SSA Executive Officer.
- Where possible designate a person to coordinate social events throughout the week. If this is not possible provide information in the Team Officials' Handbook.
- In the Championship Official program book ensure that correct member bodies name/titles, logos are listed in the official program. Include sponsors logos and acknowledge their involvement. Include the Sport Rules and Guidelines.

#### **During the Championship:**

##### **Airport:**

- Meet all teams at the airport and if possible hand out team officials' handbooks to the team officials and championship programs for the team officials and team members.

##### **Pre-Championship meeting:**

- Hand out team officials' handbook and official programs if not handed out at the airport.
- Coordinate the introduction of all team officials for the benefit of new people.
- Introduce the Championship committee.
- The President/Executive Officer/National Secretary/Host State should take the opportunity to explain the role of SSA.
- Circulate to all officials the room numbers and mobile number of all of the team officials and Championship committee members at the pre-Championship meeting. Ensure that officials are happy to share this information.

##### **During the Championship:**

- Acknowledge sponsors during the Championship but particularly at the Opening and Closing Ceremonies.
- If team officials decide to host a team dinner which involves billeted team members please remind officials that consideration must be given to host families when making arrangements. Team officials must be responsible for transporting the billeted students and must negotiate this with the host families.

##### **Official Dinner:**

- Attire at the officials' dinner to be either formal state uniform or formal dinner attire and ensure that that this information is included in the Bulletin/s and reiterated at the pre-Championship meeting.

##### **Educational Excursion:**

- Transport to Educational Excursions to be organised by the Host preferably in coaches where teams can socialise. The cost to be included in the excursion levy. States/territories that have their own bus should have the option to use this to save money.

**Event Organisation:**

- Qualified sports medicine trainers to be provided at each venue and to be on site to manage all injuries. Strapping of ankles or other preventative strapping to be the responsibility of the appropriately trained officials. Managers/parents to accompany the injured student at all times. If students require specialist hospital treatment this is to be coordinated by the Team Manager.
- SSA merchandise (Lizards) is available either via the website or point of sale at the event. If at the Championship the Host needs to provide a suitable site (table, shelter, storage).
- In appreciation gifts/presentations to the Convenor/Host should be informal not at the Closing Ceremony or Officials' Dinner.

**Post Championship:**

**Within 6 – 8 weeks after championship:**

- Acquit the budget within 6 weeks and send through to the SSA Executive Officer.
- Compile the report with the National Secretary and circulate to Member Bodies/National Secretary/Executive Officer