EVENT PROGRAMS / EVENT REPORTS - RECOMMENDED CONTENTS

In order to ensure uniformity, it is recommended that for all School Sport Australia events, the Event Program and Event Report contents be as follows:

EVENT PROGRAMS

1. Cover (detailing event, dates, venue & including School Sport Australia logo)
2. School Sport Australia Message and website information
3. Host State Welcome Message/s (President, Minister, NSO/SSO)
4. National Secretary’s Welcome Message
5. Personnel Details (SSA, Host State, Organising Committee)
6. Championship Itinerary
7. Championship Draw
8. Blank Results Grid (if appropriate)
9. Team Lists
10. Competition Rules
11. Previous Event Winners / Record Holders
12. Brief History of the event
13. School Sport Australia Codes of Behaviour
14. Local Contacts (Medical/Billeting Officer/Officials’ Accommodation etc)
15. Acknowledgements
16. Appropriate Sponsor acknowledgement
17. List of School Sport Australia Service Award recipients for the sport

EVENT REPORTS

1. Cover Page (detailing event, dates and venue & including School Sport Australia logo)
2. Host State Report (including details of organising personnel)
3. National Secretary’s Report / Financial Statement
4. All Match Results. (Swimming, Cross Country and Track & Field may need to be attached separately)
5. Team Lists
6. Minutes of Pre-Event Meeting
7. Minutes of Post-Event Meeting
8. Event Recommendations
9. Acknowledgements
10. Appropriate Sponsor acknowledgement