



CHRISTIAN SCHOOLS EVENTS NETWORK

CULTURAL COORDINATOR GUIDELINES

CSEN Cultural Coordinators are expected to maintain a very high level of professionalism in both their conduct and organisation of CSEN activities and in their role modelling to students from their school, as well as other member schools. This includes, but is not limited to:

MEETINGS

1. Attend all Cultural Coordinators meetings or send a proxy from your school.
2. Inform both Music and Debating Coordinators at your school of the CSEN Meetings and encourage them to attend.

WEBSITE

1. Be familiar with the contents of the CSEN website, including rules of each cultural event, policies and risk assessments.

ENTRY FORMS / INTENTION TO COMPETE FORMS

1. Liaise with the Sports Coordinator regarding the ITC form and submit this by the due date.
2. Ensure entry forms for all events are completed and submitted by the due date.

GENERAL

1. Ensure all staff, students and parents attending a CSEN event are aware of and are willing to abide by the policies of the Network.
2. Ensure the Child Safe Policy documentation is accurately submitted to CSEN at the end of each term as per the Child Safe Policy.
3. Ensure any reports regarding injuries sustained at a CSEN events are forwarded to the CSEN Administration Assistant at the end of each term.
4. Ensure all teachers/parents/volunteers they send to a sporting or cultural event have a valid WWCC and / or VIT accreditation and have signed the CSEN Child Safe Policy Register at their school. This information will be forwarded to CSEN on a regular basis. It is the responsibility of schools to ensure that all staff, students and parents attending a CSEN event have been informed of this Risk Warning.

CULTURAL EVENTS

1. Develop a school cultural checklist to ensure all matters have been attended to for participation in CSEN events. (entry forms, RA documentation, medical details, programs / draws for the day, venues, rules of the competition, uniform requirements, equipment needed, etc).
2. Allow enough time to get to specific venues, so that students have time to prepare as per Risk Assessments.
3. Ensure all venues meet OH&S requirements prior to competition.
4. Ensure students participating in CSEN Cultural Events are well prepared and given the opportunity to train prior to competition.
5. Ensure that the #1 ranked team from your school is the most skilled team.
6. Ensure staff representing your school have been adequately briefed and are highly competent in managing the team and/or event they are looking after at Cultural Events.
7. Communicate with the CSEN Executive Officer regarding fixtures, team entries and other necessary information as required and in a timely manner.

OTHER

1. Distribute information to other coordinators within your school as requested by the CSEN Executive Officer.
2. Submit information regarding CSEN activities to your school newsletter (as appropriate).
3. Be aware of closing dates for representative teams and ensure your students have access to the required information to nominate for a team (if appropriate).

GUIDELINES FOR CULTURAL EVENT CO-ORDINATORS

Any activity which is not approved by the CSEN Board is NOT covered by insurance.

Guidelines

- a) Cultural events should open with prayer and a general expression of the aims of the event and standards of conduct to parents, students etc.
- b) All member schools are to have at least 1 months' notice of date, venue (including map), starting and approximate finishing time.
- c) Announcements should be those only pertinent to the event and should include progressive and final points scores (if applicable), age champions (if applicable).

Officials

Co-ordinators and school representatives should ensure all officials are aware of the procedures and rules for the job/event they are running.

- a) Co-ordinators have the power to replace an official/s if deemed to be doing an unsatisfactory job or breaking the CSEN. Code of Conduct.
- b) In the case of disputes, the only communication must come via the school coordinator to the Event Referee.
- c) The Event Convener is to refer any incident/problem situation, that they are unable to settle, to the CSEN Board, in order to resolve the conflict.

First Aid

- a) Qualified first aid personnel are not present at Cultural Events. Schools involved should supply qualified first aid staff to deal with the possibility of injury as per the First Aid Policy.
- b) Accident Report Forms are to be completed and forwarded to the CSEN Executive Officer at the end of the term.

Event Procedures

Information for schools for each Cultural Event are available on the CSEN Website.