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# CHRISTIAN SCHOOLS EVENTS NETWORK

## SPORTS COORDINATOR GUIDELINES

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CSEN Sports 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 Sport Coordinators meetings (country schools to attend 2 per year) or send a proxy from your school.
2. Zoom Meetings may be considered an option under the following circumstances:
  - a. Geographical distance (250+ kilometres from Melbourne)
  - b. Extenuating circumstances meaning physical meeting attendance is not possible

### WEBSITE

1. Be familiar with the contents of the CSEN website, including rules of each sport / carnival, policies and risk assessments.

### ENTRY FORMS / INTENTION TO COMPETE FORMS

1. Liaise with the Cultural 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 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.

### MAJOR CARNIVALS

1. Develop a school sporting 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 warm up as per Risk Assessments.
3. Ensure all venues meet OH&S requirements prior to competition.
4. Ensure students participating in CSEN Major Carnivals are well prepared and given the opportunity to train prior to competition.
5. 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 Major Carnivals.
6. Communicate with the CSEN Executive Officer regarding fixtures, team entries and other necessary information as required and in a timely manner.



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## SPORTS EVENTS

1. Convene Rally Days in turn, as required, ensuring these are run to a very high standard, for the benefit of all member schools. This responsibility must not be passed to another member of staff, unless permission is sought and given by the CSEN Executive Officer.
2. Develop a school sporting checklist to ensure all matters have been attended to for participation in CSEN events. (RA documentation, medical details, programs / draws for the day, venues, rules of the competition, uniform requirements, equipment needed, etc).
3. Allow enough time to get to specific venues, so that students have time to warm up as per Risk Assessments.
4. Ensure all venues meet OH&S requirements prior to competition.
5. Ensure teams entered into CSEN Competitions are well prepared and given the opportunity to train prior to competition.
6. Ensure that the #1 ranked team from your school is the most skilled team.
7. Ensure all Term Sport matches are played prior to the finals week and all results are emailed to the CSEN Results email within 24 hours of the completed match on the appropriate results form.
8. Ensure information for fixtures is correct on the CSEN website regarding venues / start times etc.
9. Liaise with opposition schools regarding matches for the following week – venues / start times etc.

## 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. Suggest appropriate students for awards such as Pierre de Coubertin Award, SSAV Sportsmanship Award, on an annual basis.
4. Be aware of closing dates for SSV 'Team VIC' teams and ensure your students have access to the required information to nominate for a team (if affiliate members).

## GUIDELINES FOR CARNIVAL CO-ORDINATORS

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

### Guidelines

- a) Carnivals should open with prayer and a general expression of the aims of the carnival 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 carnival and should include records broken, progressive and final points scores (it 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.



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- b) In the case of disputes, the only communication must come via the school sports coordinator to the Carnival Referee at Major Carnivals or to the convener of the sport at other events.
- c) The Carnival 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 to be present at every CSEN Major Carnival involving 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.

### **Carnival Procedures**

Information for schools for each Major Carnival are available on the CSEN Website.