



CHRISTIAN SCHOOLS EVENTS NETWORK REPRESENTATIVE TEAM OFFICIAL GUIDELINES

For the purposes of these guidelines, the following abbreviations are used:

- CSEN – Christian Schools Events Network
- HSS – Herald Sun Shield
- NCSS – National Christian Schools Sports
- SLS – Sports Leadership Summit
- VSAC – Victorian Sports Association Competition

CSEN / NCSS Team Officials are expected to maintain a very high level of professionalism in both their conduct and organisation of CSEN / NCSS team activities and in their role modelling to students from their school, as well as other Victorian and Australian schools. This includes, but is not limited to:

GENERAL – ACCEPTANCE OF POSITION

1. Once receipt of email of offer of position on the CSEN / NCSS team, you must read and accept the guidelines listed in this document.
2. By agreeing to accept the offer of a position on the CSEN / NCSS team, you must seek and gain permission from your Principal to attend 2 x trial days and 5 x NCSS tour days.
3. CRT for VIT registered teachers is available for the NCSS tour days on receipt of a school invoice (\$750.00 + GST) by the CSEN Executive Officer after the conclusion of the tour and prior to the end of June in the year of the tour.

GENERAL - QUALIFICATIONS

1. All CSEN / NCSS staff must have an up-to-date qualification in First Aid – Level 2 prior to the tour.
2. All CSEN / NCSS staff must have a WWCC (aligned to CSEN) or VIT registration and a full driver's license to be considered for tour.
3. Please forward a copy of the above to the CSEN Executive Officer on acceptance of your position.

GENERAL - MEETINGS

1. Attend all NCSS Team Official meetings prior to the Championships (usually two required).
2. Attend all Victorian Team Official meetings while on tour. These are always held after "lights out" each evening.
3. Attend and fully participate in Victorian Team devotion times and small group times each day. This includes small group discussion and prayer for the team.

GENERAL - UNIFORM

1. Ensure you have supplied the CSEN Executive Officer with your uniform order by the due date.
2. Be correctly attired for trials / tour in uniform as requested.



CHRISTIAN SCHOOLS EVENTS NETWORK REPRESENTATIVE TEAM OFFICIAL GUIDELINES

PRIOR TO TOUR – NCSS VICTORIAN TRIALS

1. Ensure you are available for the entire trial process.
2. Please ensure you have a fully stocked first aid kit (based on required item list from the school that staff are sourced from) available for each training session.
3. Be responsible for the conduct of the trial sessions for your sport, organising appropriate drills and activities and providing equipment to ensure that the best students are selected.
4. Put aside any prior knowledge of students and their perceived ability in selecting teams.
5. Notify the CSEN Executive Officer within 24 hours of the commencement of the trial regarding the attendance and selection of students.

PRIOR TO TOUR – NCSS TRAINING SESSIONS

1. Ensure your team is adequately prepared for the NCSS.
2. A minimum of two sessions and a maximum of six sessions is required in the year of competition at a time / day / venue that suits you after school hours. This may include Saturday but may not include Sunday.
3. Be responsible for the conduct of the training sessions for your sport, organising appropriate drills and activities and providing equipment to ensure that students are prepared for higher level competition.
4. Training sessions may not commence prior to the year of competition.
5. Please ensure you have a fully stocked first aid kit (based on required item list from the school that staff are sourced from) available for each training session.

PRIOR TO TOUR – HSS TRIALS

1. Ensure you are available for the entire trial process.
2. Please ensure you have a fully stocked first aid kit (based on required item list from the school that staff are sourced from) available for each training session.
3. Be responsible for the conduct of the trial sessions for your sport, organising appropriate drills and activities and providing equipment to ensure that the best students are selected.
4. Put aside any prior knowledge of students and their perceived ability in selecting teams.
5. Note the HSS (for CSEN) regarding a combined team. The team may not include any more than five students per school. All schools attending the trial will have at least one student selected in the final team.
6. No more than five Year 10 students may be selected in the final team (HSS rule).
7. Notify the CSEN Executive Officer within 24 hours of the commencement of the trial regarding the attendance and selection of students.

PRIOR TO TOUR – HSS TRAINING SESSIONS

1. Ensure your team is adequately prepared for the HSS.
2. A minimum of two sessions and a maximum of six sessions is required in the term of competition at a time / day / venue that suits you after school hours. This may include Saturday but may not include Sunday.
3. Be responsible for the conduct of the training sessions for your sport, organising appropriate drills and activities and providing equipment to ensure that students are prepared for higher level competition.
4. Training sessions may not commence prior to the term of competition (HSS rule for CSEN).



CHRISTIAN SCHOOLS EVENTS NETWORK REPRESENTATIVE TEAM OFFICIAL GUIDELINES

5. Please ensure you have a fully stocked first aid kit (based on required item list from the school that staff are sourced from) available for each training session.

PRIOR TO TOUR - FIRST AID

1. If there is a medical emergency at trials or training, call an ambulance if required.
2. Team Officials are expected to supply a first aid kit for their team at trials and training sessions.
3. Be acutely aware of the individual needs of the students at your trial, including medical information.
4. Please ensure the CSEN Executive Officer is kept informed regarding injuries to students within 48 hours of incident.

PRIOR TO TOUR – NCSS PERMISSION FORMS

1. All Team Officials must complete the online permission form by the due date.
2. All Team Officials must complete the online Child Safety Declaration by the due date.
3. All students selected in a team must complete both the online permission form and the parent declaration form to be returned as a hard copy to the CSEN Office.
4. Team Officials are expected to assist the CSEN Executive Officer in ensuring this paperwork is completed by students.

PRIOR TO TOUR – HSS PERMISSION FORMS

1. All Team Officials must complete the online permission form by the due date.
2. All Team Officials must complete the online Child Safety Declaration by the due date.
3. All students selected in a team must supply on request a copy of the school's student information to take to the matches.
4. Team Officials are expected to assist the CSEN Executive Officer in ensuring this paperwork is completed by students.

ON TOUR - NCSS BOOKLET

1. Be familiar with the contents of the NCSS Staff Booklet, particularly the Vision of the Games.
2. Be familiar with the contents of the NCSS Staff Booklet, including rules of each sport, policies and risk assessments.
3. Be acutely aware of the individual needs of the students in your team, including medical information.

ON TOUR - HSS BOOKLET

1. Be familiar with the contents of the HSS Booklet.
2. Be familiar with the contents of the HSS Staff Booklet, including rules of HSS, policies and risk assessments.
3. Be acutely aware of the individual needs of the students in your team, including medical information.

ON TOUR - FIRST AID

1. If there is a medical emergency on tour, call an ambulance if required.
2. Team Officials are expected to supply a first aid kit for their team.
3. There is a first aid kit and ice available at all venues and at the team accommodation.



CHRISTIAN SCHOOLS EVENTS NETWORK REPRESENTATIVE TEAM OFFICIAL GUIDELINES

4. If an ambulance is called, please liaise with the HSS / NCSS convener at your venue regarding emergency procedures.
5. Please ensure the HSS / NCSS convener and the CSEN Executive Officer are kept informed regarding injuries to students in an acceptable time frame.

ON TOUR - GENERAL

1. CSEN / NCSS Team Officials are responsible for the duration of the tour for the welfare of the athletes in your team at all times. This includes but is not limited to knowing where they are always, any food allergies / medical considerations they may have and the general wellbeing of the students.
2. Ensure all students and parents attending CSEN / NCSS are aware of and are willing to abide by the rules and guidelines of the competition.
3. Any discipline issues that arise must be mentioned to either the CSEN Executive Officer or the Victorian Chaplain if needed for further follow up.
4. Please ensure that students are in their correct rooms at night and their lights are out at the specified time.
5. Please ensure you adhere to the schedule for the week to ensure the smooth running of the tour. This includes bus times, mealtimes, meetings, devotions, lights out etc.
6. You may be asked to prepare and present a team devotion.
7. You are expected to complete one evening of night duty (with other staff). The expectation is that you will remain up and actively on duty until either 1:00am or 40 minutes after the last lot of noise is heard (whichever is later).
8. You are expected to ensure that the playing uniforms for your team are laundered each evening and organised ready for collection by your players in the morning prior to breakfast. Coins and washing powder for the laundry may be obtained from the Victorian Coordinator.
9. Under no circumstances are parents of your team allowed to act as a team official either on the field / court or at the accommodation.
10. Have fun – it's going to be an awesome week!