

# POSITION STATEMENT

## NSWCCC Sport Convenor 2024



### TENURE

October – October – 12 Months

### APPOINTMENT

By self-nomination on the CSNSW Sport Portal. The application must be endorsed by the Diocesan Representative and the nominee's Principal.

### ROLE

This is a fantastic opportunity for teachers in the Catholic school system to work in the promotion and expansion of a sport they are passionate about while also gaining valuable professional development experience. As a Sport Convenor, the appointee will work with CSNSW Sport in providing and coordinating a pathway for Catholic Secondary School students to go from school to national sports representation; to provide support for schools-based competitions conducted by CSNSW Sport for their sport (e.g., contact with sporting organisations, officials and venues); to promote and expand the sport.

### TIME COMMITMENT

The Convenor is required to attend 2 Council Meetings per annum and 1 AGM; Attend Professional Development sessions conducted by CSNSW Sport; Support and attend NSWCCC Selections and school-based competitions.

### ALLOWANCE

CSNSW Sport will fund teacher relief for:

- o 2 x NSWCCC Meetings per year
- o 1 x NSWCCC professional development session per year
- o Days to attend NSWCCC Selections, and if appointed to a team official role, to attend NSW All Schools. Plus, travel days where needed.

CSNSW Sport will also fund:

- o Approved travel to and from NSWCCC Selections
- o Where the Convenor is required to stay overnight – accommodation, breakfast, and dinner.
- o CSNSW Sport will also give the Convenor a uniform allowance of approximately \$200 to purchase NSWCCC merchandise.

### IN THE POSITION OF CONVENOR, YOU WILL BE REQUIRED TO

Canvas staff for suitable candidates for team official positions – guide through the application process.

Ideally, all positions will be filled by the end of the year.

Work with CSNSW Sport on the appointment of Team Officials.

Make contact with the State Sport Organisation (SSO) and create a relationship. Use the State Sport Organisation (SSO) to advertise CSNSW Sport programs.

Liaise with CSNSW Sport to ensure social media presence.

Workshop NSWCCC selections event with CSNSW Sport – assist with organisation and appointing match officials.

Assist in the organisation and recruitment of match officials for School-based competitions.

Work within budgets set by CSNSW Sport.

Assist in keeping the Operations Guidelines current and relevant.

Review calendar dates and ensure the information on the portal is up to date and correct.

### PRIOR TO NSWCCC TEAM SELECTION EVENTS,

Check that all team officials have completed booking forms where required

Monitor registrations through the portal – Student Registrations

Ensure all students attending have:

- o Parent Approval - YES
- o Principal Approval – APPROVED
- o Registration Status – SUBMITTED
- o Any student not registered on the portal or not fulfilling the above status will not be able to participate. If the student does not have Principal approval, contact will need to be made to the schools.

Liaise with NSWCCC team coaches. Prepare selection documents for the selectors.

Assist in the preparation of an outline for the day – including draws, grouping, time etc.

Work with the CSNSW Sport office in preparing a program. Minimal printing – this will be available online.

Liaise with the venue to ensure all requirements are available.

Source match/game officials – distribute Engagement Forms link.

Ensure all Team and Event Officials are fully compliant – appointments completed.

Liaise with CSNSW Sport in preparing Team Selection packs and team budgets

#### **AT THE NSWCCC TEAM SELECTION EVENT**

Conduct the pre-event Risk Assessment checklist – or allocate it to the event manager.

Induct Team Officials – key Health & Safety points; selection criteria and processes; Team Officials' role and expectations.

Conduct the Student and parent induction – include prayer, Acknowledgment of Country, familiarisation of location – toilets, assembly point etc., and introduce team officials.

Monitor and support the Team Officials and selectors.

#### **AFTER THE NSWCCC TEAM SELECTION EVENT**

Send NSWCCC team lists with the student playing numbers to the CSNSW Sport office – immediately after completion of selections.

Submit relief and reimbursement claims within 3 weeks of the event.

Support Team Officials in the next steps of the pathway.

Complete reports for the NSWCCC meetings.

Nominate Blue Award recipients.