



SCHOOL SPORT AUSTRALIA NATIONAL SECRETARIES APPOINTMENT - ROLES AND RESPONSIBILITIES POLICY

A. APPOINTMENT TIMELINE

The following is a proposed timeline for the Appointment of National Secretaries in any given year. The timeline is not only transparent to all applicants but also formalises the process and incorporates the opportunities to meet the SSA Board of Management and attend a briefing session on the roles and responsibilities of a National Secretary.

TIMELINE:

1. Early August

- Commence process by looking at proposed timeline in reference to November Conference.
- Draft notification advertisement for circulation.

2. Mid - late August

Circulate Advertisement notification.

- Member bodies are invited to nominate suitable applicants from their state/territory who may be interested in filling the above positions.
- A copy of the National Secretary's Duties and Roles and Responsibilities is attached for the information of prospective applicants.
- It should be noted that nominations are accepted on the understanding that endorsement by the School Sport Australia member body and school principal/line manager implies an obligation to meet any costs and provide appropriate leave for the successful applicant to attend School Sport Australia conferences and the appropriate event/s.
- If more than one suitable applicant is received by a member body for a sport, the member body shall determine their most suitable applicant with the member body notifying any unsuccessful applicants
- Within 7 days of the closing date, applications from the preferred member body candidate for each position will BE FORWARDED to the School Sport Australia office to form part of the merit selection process conducted by the SSA appointed panel and endorsed by the SSA Board of Management
- Allow a maximum 4 weeks to receive nominations for positions.
- SSA sends a letter of acknowledgement highlighting the timeline and if successful attendance to the last session of the SSA Board of Management meeting & new National Secretaries inservice.

3. Early September

Applications Close.

- Applications close no later than the first Friday in September



4. End of September

Voting Closes.

- The SSA appointed Selection Panel will meet to consider all applications received by the due date and make appointments

5. Early October

Applicants Notified.

- All successful and unsuccessful applicants notified via mail.
- All successful applicants' school Principal/Line Manager notified of their appointment.
- SSA Executive Officer forwards a letter of congratulations and an invitation to meet the Executive by attending the last session of the November Board of Management meeting followed by welcome refreshments.
- Attend the SSA November Conference

The National Secretary's appointment commences from the 1st of January of the year following for a period of three (3) years.

FILLING A VACANCY

Should a vacancy arise:

- SSA Executive Officer will advertise the vacancy as soon as possible, after the official notification by the incumbent, for a 14 day period
- Within 7 days of the closing date, member bodies will forward their preferred candidate nomination (if there is one) to the SSA Office
- Within 14 days of the close of applications, the SSA appointed Selection Panel will meet to consider all applications received and make an appointment
- All successful and unsuccessful applicants will be notified
- SSA Executive Officer will negotiate a commencement date with the new National Secretary
- The new appointee should attend the November Conference and Induction or arrange for an induction to be undertaken at a suitable time if he/she cannot attend the Conference

B. NEW NATIONAL SECRETARIES INTRODUCTION & INFORMATION SESSION:

- Scheduled during the November Conference at the earliest opportunity.
- Conducted by either the SSA Executive Officer or Chair of National Secretaries (or nominee)
- Possible topics:
 1. Clarification of Roles & Responsibilities
 2. Role at Championships
 3. SSA Website - Sport management & results
 4. Role at Conference



5. International Tours
6. Attendance
7. Participation in National Secretaries Advisory Group Teleconferences
8. Offer to establish a mentoring system

C. ROLES AND RESPONSIBILITIES

School Sport Australia National Secretaries are appointed every three years. Nominations, are accepted on the following conditions:

- i) **Nominations are accepted on the understanding that endorsement by the School Sport Australia member body and the applicant's school Principal/Manager implies an obligation to meet any costs involved and provide appropriate leave for the successful applicant to attend School Sport Australia conference/s and the appropriate Championship/s.**
- ii) **National Secretaries may be absent from their workplace from between 8-16 days each year in carrying out their duties at Championships, conferences and meetings.**
- iii) **National Secretaries are expected to attend each School Sport Australia Championship at least every second year.**

The following checklist is provided to assist School Sport Australia National Secretaries in performing their duties prior to, during and after the annual School Sport Australia Championships in their sport.

1. Pre-Championship (at least eight (8) weeks prior to the Championships)

- Maintain a Hosting Manual and forward to the Host State along with any other relevant information
- Liaise with Host State to ensure that all organisational aspects of the Championship are being covered
- Consult with Host State in preparation of Championship budget, information bulletins, venues and facilities
- Liaise with Host State for any transportation requirements by the National Secretary during the Championships
- Maintain regular contact with Host State Executive Officer or appropriate person and provide relevant advice
- Be responsible for and prepare all draws/entries, website templates and forward to the Host State
- Prepare a National Secretary's Welcome for the program
- Where appropriate liaise with the NSO - National Sporting Organisation for the relevant sport
- Request any items/notices of motion for Post-Championship meeting agenda from competing states and call for SSA Service Award Nominations



- Prepare Post-Championship meeting agenda
- Prepare Pre-Championship agenda in consultation with Host State
- Monitor all states to ensure that they have received all relevant information including Host State Information Bulletins
- If unable to attend Championship, arrange with the Host State for a nominated person to undertake relevant duties.

(e.g. Host State Executive Officer or other National Sports Secretary)

2. Pre-Championship Meeting

- Prepare the Pre-Championship Meeting agenda in consultation with the Host State
- Take minutes of meeting or arrange with the Host State to provide a minute taker
- Check all appropriate documentation from competing states including Media Release Forms
- Notify the Host State of any Media restrictions
- Assist Host State in the distribution of any information
- Co-ordinate appointment of any necessary committees/panels (e.g. Judiciary, Australian Selection)
- The following is a sample agenda for a Pre-Championship meeting:
 - i. Welcome
 - ii. Attendance
 - iii. Introduction of Championship personnel
 - iv. Accreditation of delegates
 - v. Host State – Championship organisation briefing
 - Transport
 - Accommodation
 - Levies
 - Official Functions
 - Opening Ceremony
 - Closing Ceremony
 - Medical
 - Referees/Umpires
 - Photographs
 - Results
 - vi. Appointment of required Championship committees/panels (e.g. Judiciary, Selectors)



- vii. Collection of Championship documentation
- viii. Notices of Motion for Post-Championship Meeting
- ix. General Business

3. Opening Ceremony

- Assist Host State in the presentation of the Opening Ceremony
- When a member of the School Sport Australia Executive Committee is not present, offer a welcome on behalf of School Sport Australia

4. During the Championship

- Represent School Sport Australia (even if the President and /or the Executive Officer attends)
- Ensure that the Championship is conducted according to that sport's Rules and Guidelines
- Ensure that any relevant School Sport Australia policies are properly followed
- Act as an adviser to the Host State, particularly in the interpretation of the sport's Rules and Guidelines
- Where applicable, ensure that all procedures for Australian Team Selections, Best and Fairest/MVP voting,
 - Judiciary/Appeals meetings etc. are followed
- Assist Host State in compilation of daily results, ladders, daily bulletins etc.
- Assist the Host state in the management of visiting student officials
- Assist with submitting daily results to School Sport Australia Website
- Undertake any appropriate roles during the Championships e.g. Technical delegate, assist guests, NSO delegates

5. Post-Championship Meeting

- Present a list of correspondence
- Report on activities of the past year including issues from School Sport Australia conferences
- Report on issues from the National Sporting Organisation
- Present a financial statement if applicable
- Acknowledge any Service Award or Sportsmanship/Fair Play Award recipients
- Take minutes of meeting or arrange with the Host State to provide a minute taker
- The following is a sample agenda for a Post-Championship meeting:
 - i. Welcome
 - ii. Attendance



- iii. Minutes of Previous Year's Post-Championship meeting
- iv. Business Arising
- v. National Secretary's report including
 - Correspondence
 - Financial report
 - National Sporting Organisation report
 - International Tours
 - Future SSA Service Award recipients
- vi. Championship Convener's report
- vii. Championship Recommendations
- viii. Host State update/final briefing
- ix. Where appropriate, make draw for following year
- x. General Business

6. Closing Ceremony

- Assist Host State in the presentation of the Closing Ceremony
- Ensure all trophies and awards are collected from previous winners and are ready for presentation
- When a member of the School Sport Australia Executive Committee is not present, extend a word of thanks on behalf of School Sport Australia
- Where applicable, acknowledge SSA Service Award recipients, record breakers, Sportsmanship/Fairplay award recipients

7. After the Championship (no later than two (2) weeks after the Championships)

- In consultation with the Host State, prepare and submit any Championship Recommendations to School Sport Australia
- Include with any recommendations, the wording of the previous Rule (if applicable), the wording of the new Rule, a brief explanation of the recommendation and the state by state voting at the Post Championships meeting
- Liaise with Host State in preparation of Host State report (including team lists)
- Be available to assist the Chair of the National Programs Advisory Group should further explanation be required
- Represent the Team Officials of your sport and present their opinions at the School Sport Australia conference if and when required



- Send letters of appreciation as appropriate
- For the Host State Report, prepare and forward the
 - Pre Championship Minutes
 - Post Championship Minutes
 - The National Secretary's report
 - Championships Recommendations
- Forward the Host State Report/Photos to the National Sporting Organisation annually
- Update the Rules and Guidelines and forward these to the SSA office once the results of any recommendations are known. Updates to be highlighted in yellow

The Host State Championship Report should include:

Host State summary

List of Championship Personnel

National Secretary's Report

Championship Convener's Report

Championship meetings minutes (from the National Secretary)

Team lists

Match results

Team placings

Australian team

List of award winners (e.g. Best and Fairest/MVP)

Acknowledgement

Championship Recommendations (from the National Secretary)

8. Championship Procedures

Each National Secretary must ensure that all necessary procedures/committees etc. which need to be established and operational during the Championship are coordinated through the Host State and confirmed at the Pre-Championship meeting.

This may include the procedures for the establishment and operation of:

- Judiciary Committees
- Protests Committees
- Australian Team Selection Panels



- Best and Fairest Voting Panels
- Daily MVP selections
- Any other groups appointed to play any role in the Championship

9. Championship Documentation

Each National Secretary must lodge with the School Sport Australia office, copies of all standard forms used for School Sport Australia Championships in their sport.

This may include:

- Score Sheets (Unless standard NSO sheets are used. e.g. Cricket)
- Ladder Sheets
- Match Team Sheets
- Match Report Sheets
- Best & Fairest/MVP Voting Sheets
- Australian Team Selection Sheets etc.
- Player Report Sheets
- Referee/Player Evaluation Sheets
- Interchange Sheets
- Media Sheets

A copy of each individual sport's documentation is to be kept in the School Sport Australia office and updated as necessary so that it can be made available on request to future Host States

D. ALTERATION

This Policy may only be altered by the SSA Board of Management

E. INTERPRETATION

A term which is defined in the School Sport Australia Constitution has the same meaning in this Policy unless the contrary intention appears.



HOST STATE / NATIONAL SECRETARY FEEDBACK FORM

PLEASE COMPLETE THIS REPORT AND SEND TO THE SCHOOL SPORT AUSTRALIA OFFICE / MEMBER BODY / NATIONAL SECRETARY, WITHIN 14 DAYS FOLLOWING THE SSA CHAMPIONSHIP

EMAIL: school.sport.australia@edumail.vic.gov.au

CHAMPIONSHIP:	HOST:
NATIONAL SECRETARY:	DATE/YEAR:

CHAMPIONSHIP ORGANISATION - ROLES AND RESPONSIBILITIES	PLEASE ANSWER ALL AREAS (Circle where applicable: 1 = Low Satisfaction / 5 = High Satisfaction)
1. PRE-CHAMPIONSHIP	Degree of Satisfaction: 1 2 3 4 5 Comments: _____ _____ _____
2. DURING CHAMPIONSHIP	Degree of Satisfaction: 1 2 3 4 5 Comments: _____ _____ _____
3. POST-CHAMPIONSHIP	Degree of Satisfaction: 1 2 3 4 5 Comments: _____ _____ _____



Please list what you believe the National Secretary/Member Body should:

1. Keep doing:

2. Start doing:

3. Stop doing: