

POSITION STATEMENT

NSWCCC Sport Convenor



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

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 school-based competitions conducted by CSNSW Sport for their sport to promote and expand the sport.

TIME COMMITMENT

The Convenor is required to assist with the delivery and attend the NSWCCC Selections and school-based competitions. Ideally attendance at NSW All Schools or other state-based competitions is encouraged, particularly if NSWCCC is hosting.

ALLOWANCE

CSNSW Sport will fund teacher relief for days to attend NSWCCC Selections, and if required, NSW All Schools events, plus travel days where needed.

CSNSW Sport will also provide the Convenor with a uniform allowance to purchase NSWCCC merchandise.

Where the Convenor is required to stay overnight, CSNSW Sport will also fund accommodation, breakfast, and dinner.

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

- Canvas staff for suitable candidates for team official positions and guide candidates through the application process.
- Work with CSNSW Sport on the appointment of Team Officials.
- Build relationships with relevant State Sport Organisations (SSO), including support with promotion of programs, accreditation support and technical advice.
- Liaise with CSNSW Sport to ensure effective promotion of programs.
- Assist with the organisation of NSWCCC selection events, in conjunction with CSNSW
- Assist in the organisation, recruitment and appointment of match officials for NSWCCC selection trials and school-based competitions.
- Support district / diocese trials (where applicable)
- 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:
 - Parent Approval
 - Principal Approval

- Completed Registration
- 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.
- Liaise with the venue to ensure all requirements are available.
- Source match/game officials and distribute engagement / reimbursement forms.
- Ensure all Team and Event Officials are fully compliant and appointments are 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
- Induct Team Officials including key Health & Safety points; selection criteria and processes and 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 three weeks of the event.
- Support Team Officials in the next steps of the pathway.
- Complete reports for the NSWCCC meetings.
- Nominate Blue Award recipients.