

Convenors of Intra-Territory Events

Roles, Duties and Responsibilities

A convenor's role is to organise an NT Event.

- Guidance and assistance can come from a range of sources:-
- Executive Officer
- Appropriate Council Members
- School/Regional School Sport Coordinator
- Regional School Sport Associations
- Attendance at Convenors Inservice / Roadshow
- School Sport NT Handbook
- School Sport NT Website
- Handouts

A Convenor's responsibility is to ensure the event is run in accordance with School Sport NT policies, guidelines and practices.

These include:-

- Attendance at Convenors Inservice / Roadshow
- Consultation with Executive Officer
- Regular detailed notification of event organization through reports to Update
- Direct contact with nominated team officials (phone, fax, email)
- Early organization of relief teacher and arrangements at own school/workplace for time away
- Wearing of Convenor uniform during event
- Ensuring all aspects of duty of care are covered
- Being responsible to the NTDE for own actions and words which must reflect that ethos and philosophy – “an education experience through the medium of sport”

A Convenor's duties are many and varied. It is recognised that this is a voluntary role, but nevertheless an application for a position carries a responsibility to perform specified duties to the best of your ability.

These duties include:-

- Booking venue and seeking confirmation in writing
- Marking of venue
- Cleaning, rubbish removal
- Toilets, canteen availability
- What does hire include? Lights, rooms, cleaning etc.
- Shade (if applicable)
- Equipment needs

- Medical assistance must be available at the venue
- Check St Johns knows of event – phone & letter
- Sports trainer organised or St Johns
- Ice available for injuries
- Area for medical treatment
- Equipment – chair and table, medical kit, accident forms etc (see Executive Officer)
- Ensure mobile phone is available
- Ice must be plentiful and available
- Costs and availability
- Method of usage and distribution
- Presentations must follow established protocols
- Perpetual trophies (see Executive Officer)
- Individual presentations for winners (see Executive Officer)
- Regional achiever certificates (see Executive Officer)
- Drink guzzlers (see Executive Officer)
- Interstate achiever certificates (see Executive Officer)
- TIO Development t-shirts (see Executive Officer)
- Umpire/referee presentations (see Executive Officer)
- “Helper” certificates (see Executive Officer)
- Transport arrangements must be documented
- Meet travelling teams on arrival or arrange to have team met
- Check transport for departure
- Organise transport during event (Primary ONLY) to and from schools/billet for adults and students
- Monitor travel arrangements during event
- Bus supervision roster
- Excursion/Educational Activity (Primary ONLY)
- Organise an appropriate activity
- Remember to take medical kit, water etc

- Organise busses, entrance fees, lunch etc
- Ensure all teams and officials attend as activity is compulsory
- Check payment details
- Umpires/Referees
- Ask someone in the SSO to assist you with finding them
- Have draw done ASAP and give out to possible helpers
- Attempt to use student officials – remember to organise with schools in plenty of time, VET courses etc.
- Check selection process re interstate representation
- Have roster to hand out at Pre Event Meeting
- Arrange presentations for them (see Executive Officer)
- Organise hospitality for them – drinks, lunch
- Provide them with specific event rules beforehand
- If monetary reward needed, this must be budgeted (non student officials only)
- Lunches (Primary ONLY)
- Liase early with provider (see Executive Officer)
- Use type of lunch, variety, and as directed by PMC rules, cost
- Arrange pick up, delivery and distribution
- Supply to all students, team officials, organisers, gofers, appropriate others
- Ensure time is appropriate for all
- Meetings
- Organise Pre Event and review meetings (the Pre Event to be held day prior to event)
- Discuss venues, times, format etc.
- Agenda to be copied on letterhead (by Executive Officer)
- Organise SMC/PMC President (or delegate) to chair meetings
- Invite Executive Officer to be present
- Invite Chairman of selection panel to introduce and explain procedures
- Check relevant paperwork

NB Team Official attendance is compulsory so be aware of arrival and departure times of travelling teams.

Make travelling teams aware early.

- Ceremonies
- Organise Opening and Closing ceremonies as per guidelines
- Prepare time (allow 15 –20 mins), area (students should be seated in the shade if possible)
- Organise PA (one that works, so test BEFORE the event)
- Invite President PMC/SMC (or delegate) to MC ceremonies
- Invite appropriate NTDE representative to open and close event (see Executive Officer)
- Invite TIO representative to present TIO guzzlers at opening and T-shirts and certificates at closing
- Invite SSO President or representative to attend and any other special sponsor or sport specific representative
- Invite Executive Officer
- NT Team Officials should announce NT Squad and have congratulations letters ready for closing presentation, as well as Bulletin 1

NB Invitations should be made early (3 weeks prior) and then phone check 1-week prior, to confirm.

Ceremony attendance is compulsory so be aware of arrival and departure times of travelling teams – make travelling teams aware.

- Program
- Printed, collated at School Sport NT Office
- Provide draw, organization details and format, team lists acknowledgements and thank you's no later than one week prior
- Specific rules at School Sport NT Office
- These will be prepared in team bundles, billet bundle and extra's bundle to be distributed on arrival at pre meeting

NB If you want them on time get your information in ASAP

- Budget
- Prepare a budget with assistance (Executive Officer to check) – format supplied
- Levies are set: Secondary \$35, Primary \$60
- Immediately at conclusion of event, present all tax invoices to Finance Officer at School Sport NT for payment
- Finance Officer or delegate to produce financial statement to accompany report in consultation with Convenor

- Petty Cash for during event can be arranged through Finance Officer at School Sport NT and receipts MUST be kept for auditing purposes

NB Financial accountability is important, and so ALL receipts must be kept, and Tax invoices presented for payment.

- Billeting
- Billeting must be offered for all travelling participants, both students and adults and arranged if necessary
- Distribute “Billet Booklets” to all billet families. Team officials and students will be presented with theirs prior to departure from region/school coordinator
- Send Billet Appreciation Certificates to all families at close of event
- Ensure all billet families have information as early as possible
- Programs should be given to the billeting families
- Media
- Ensure a one page press release is sent out prior to your event
- Send draw and participating teams as soon as possible to assist with coverage
- Send program when available
- Send one page report and results daily to media
- Discuss website results with Executive Officer
- Check availability of digital camera
- Check availability of laptop computer
- Send final release with NT squad and final results
- Publicity
- Write and send brief report to Executive Officer for Update prior to event
- Write and send brief report for Update after event
- Write and send thank you letters to appropriate people immediately after event
- Send list of squad members to Executive Officer after event
- Report
- Complete report format and email immediately after the event or at least within 30 days to Executive Officer
- Send appropriate other paperwork – newspaper cuttings, full results, organisational results, etc to Executive Officer for filing
- Sponsorship

- Is always encouraged but discuss with Executive Officer
- Relief Teacher etc
- Arrange own in plenty of time if necessary
- Allowance is for 1 day prior to event plus days of event