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| SSWA Policy | **INTERSTATE TEAM DOCUMENTATION POLICY** | Last Edited: Feb 2015 |
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**Initial Team Selection Process**

* At the conclusion of team selection trials a document will be handed to each successful trialist indicating their status as a squad member and inviting them to attend a compulsory team/parent meeting at a designated place and time which is to be no later than one week after the trials have been completed.
* A SSWA representative will attend that meeting and inform parents of all policies and procedures pertinent to team acceptance.
* At that meeting a bulletin will be handed out to all parents and a uniform fitting will take place.
* The bulletin will include event detail – dates, location. It will also include forms requesting school Principal and Parent endorsement; medical information; required approvals; Travel options; Payment details including a deposit slip and clothing order forms.

**Team/Parent Meeting**

* All required documentation must be returned to the team manager by the set date, uniform ordered and paid for and an “Online Registration Form” completed. The receipt of these forms and uniform payment in full will confirm team placement and acceptance.
* As soon as a team is selected then the Interstate Team Information Sheet which indicates full name, school and address of selected participants needs to be completed and submitted on line to the School Sport WA office.
* The School Sport WA office will officially notify the team member, parents and school of the selection.
* All deposits are to be collected and banked with deposit details submitted to the SSWA office.

**Ongoing**

* On receipt of the first interstate bulletin (information relating to the interstate event) there will be a number of forms that need to be completed. These are standard forms issued by School Sport Australia and it is now policy for these to be issued and returned via email between all state school sports organisations.
* These will be submitted by the team manager to the SSWA office who will forward them to the host state
* Copies of the bulletins and forms will be forwarded to managers as soon as they are received.
* Prepare the Players Manual (Bulletin 2) for distribution to all team members. This will contain all remaining relevant information related to the championship.

**Note: These procedures also apply to a home championship in all cases.**

**Required Team Documentation for Handover at the Pre Championship Meeting**

While respecting the autonomy of State Sports Associations to require information of various kinds from students in their representative teams, the School Sport Australia policy regarding team documentation for National Championships is as follows:

**Checking (Bona Fides) Sheet**

Team managers are required to complete and present to the Director of Sport School Sport WA, a document called a checking sheet. This document is to be signed by the School Sport WA Director of Sport verifying the eligibility of each playing member by age and school attendance. This will mean the sighting of a birth certificate, birth extract or passport and receipt of the interstate school and parental permission form.

***NOTE:*** *Team officials are required to have copies of the checking sheet at the championships and make them available on request to either the National Secretary or Director of Sport of the Host State Association.*

**Non Compliance**

In the event of any of the above documentation not being in order or not being available on request, the National Secretary or the Host State Association Director of Sport will:

* Immediately report this matter to the Director of Sport of the State Association concerned;
* Request that copies of missing documents be forwarded for inspection (these to arrive prior to the conclusion of the Championships); and
* Report this matter to the School Sport Australia National Executive Director.

***Note:*** *In the event of any dispute arising during the Championships, the National Secretary and/or Host State Association Director of Sport reserve the right to request to view the documentation of any player at the Championships*

**Pre Departure Meeting**

Within two weeks of departure the manager must meet with the SSWA office. At that meeting they will be provided with their accommodation, food and living allowance cheques and have the opportunity for a last minute briefing. At that meeting they will be required to provide a full summary of team travel details, individual team invoices, clothing figures including refunds due and a full raffle summary.

**Risk Management**

Managers must ensure that the student details form that is cosigned by both the parent and the principal is taken with them to the interstate event. Note that the form now includes references to swimming abilities. There is also a section that specifically gives permission for the team member to participate in the educational excursion (see appendix).