3.2 Diocesan Conveners Areas of Responsibility

To organise and administer their sport within the framework of the Lismore Diocesan Sports Association.

- To submit and seek approval from the Lismore Diocesan Sport and Health Coordinator (DSHC) for initiatives proposed prior to their implementation.

- To notify the Diocesan Sport and Health Coordinator of all requirements in the organisation of trials and carnivals.

- Familiarise with and follow all documentation – from this handbook and information specific to your event provided by the DSHC leading up to and on the day.

- In liaison with the DSHC, to inform participating schools of carnival/trial rules, uniform requirements, costs (using the form for this purpose – Section 2.15), times (including start, finish and game duration), a copy of the draw and selection process.

- In liaison with the Diocesan Sport and Health Coordinator, to organise all equipment, ground marking, referees, First Aid, public address system, canteen and other arrangements.

- In liaison with the Diocesan Sport and Health Coordinator, to issue a letter provided by the DSHC, outlining all NSW CCC carnival information, to all selected team members.

- Have first option to manage the Lismore Diocesan team at NSW CCC trials/carnivals.

- To submit a convener’s report (using the pro forma provided) on his/her sport within one week of the completion of carnival. This report could include results and possibly photos, an evaluation of the trial/carnival and recommendations for future events. This report should be available for Diocesan Sports Association meetings.

- To recommend any calendar changes for their particular sport for the following year.

- To follow all relevant requirements of in the Secondary Convener and Team Manager Handbook (also found online at this address)
  - Diocesan Carnival requirements – Section 1.2
  - Diocesan Trial Outline 1.3
  - The Risk Management Plan for this event. Complete section 1.4 of this document.
  - Diocesan Selection Guidelines – Section 3.4

**Important:**
- Conveners should be correctly attired to suit the occasion, including sun protection.
- No alcohol is to be consumed by conveners, nor should conveners be under the influence of alcohol, at any time when they are considered in the Duty of Care of team members
- No smoking is permitted in the presence of students.