Dear Lismore Diocesan Teachers,

In Term 3, applications will be called for the positions of conveners of Lismore Diocesan carnivals/trials and managers of Lismore Diocesan teams for the 2016 school year. They will be needed by Tuesday, 18th August 2015 so that all nominations can be processed at the Term 3 (21st August) Diocesan Primary Sports Council meeting. This will ensure all successful and unsuccessful applicants are informed well before the end of Term 3 or early Term 4. Casual release will be supplied for all these positions. Please give consideration to nominating.

The following positions are available:

**Summer Sports Conveners Diocesan Trials November 2015 and Managers February 2016**

- Cricket – Boys
- Softball - Boys
- Basketball - Boys
- Tennis – Girls & Boys
- Cricket – Girls
- Softball – Girls
- Basketball – Girls
- Touch – Girls & Boys

All on 20th November 2015 (Term 4, Week 7) at Lismore

- Swimming (Term 1, 2016)
- Cross Country (Term 2, 2016)
- Athletics (Term 3, 2016)

**Winter Sports Conveners March 2016 and Managers April/May 2016**

- Rugby League
- Rugby Union
- Hockey - Boys
- Football - Boys
- Rugby League (Open)
- Netball
- Hockey – Girls
- Football - Girls
- Rugby League (11 Yrs)

**Diocesan Gala Day – Grafton – 16th September 2015**

- Girls Netball
- Mixed Basketball
- Mixed Auskick (AFL)
- Mixed Touch
- Mixed Football

All venues and specific dates will be decided well before the end of this year.

If you are interested in nominating for one of these positions, please complete the online Google Drive nomination form - a link will be sent by early August 2015, Principal’s approval should be obtained before submitting.

Applicants should be notified by mid Term 4. Please contact Robert Ellison or Deb Heining regarding any inquiries.

Below is outlined a summary of responsibilities for Lismore Diocesan Conveners and Managers.
Convener

The convener is responsible, in conjunction with the Diocesan Sport Co-ordinator, to assist with the organisation and running of the nominated carnival, to book appropriate facilities, e.g. canteen, to prepare programs, to provide schools with information, to organise staff and officials, to prepare risk management procedures and to evaluate the carnival at its conclusion. Please also refer to Section 1.1 of the Diocesan Convener/Manager Handbook or Sections 3.2 and 3.3 of the online Diocesan Sports Handbook [http://sport.lism.catholic.edu.au](http://sport.lism.catholic.edu.au) then Resources/Primary Convener Manager Handbook.

Manager

The manager’s duties, working with the Diocesan Sport Co-ordinator, include assisting with the running of the Diocesan carnival, preparing team lists and competitors’ information for the Polding carnival, accompanying the team to the team accommodation and carnival (if team bus is organised – cross country and athletics only), supervising the team in accordance with the CPS and Lismore Diocesan Codes of Behaviour as set down in the Handbook, providing communication between students, parents and schools, risk management, evaluating the team’s performance and any organisation following the carnival. Please also refer to Section 2.1 of the Diocesan Convener/Manager Handbook or Section 3.4 of the online Diocesan Sports Handbook [http://sport.lism.catholic.edu.au](http://sport.lism.catholic.edu.au) then Resources/Primary Convener Manager Handbook.

**DIOCESAN CONVENER AND MANAGER SELECTION GUIDELINES**

- Convener gets first call on being manager.
- Qualifications.
- Past service/experience – especially successful service/experience in this position.
- Application must be received on time.
- Quality/detail of application
- Gender balance considerations, e.g. must have female on coach, teacher manager, or other.

Sincerely,

Robert Ellison,
Diocesan Sport Coordinator:

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