3.2 Diocesan Conveners Areas of Responsibility

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

- To submit and seek approval from the Lismore Diocesan Sport and Health Coordinator 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 DCHC leading up to and on the day.

- In liaison with the DSHC, to inform participating schools of carnival/trial rules, uniform requirements, costs, 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, outlining all carnival information, to all selected team members.

- Have the option to manage the Lismore Diocesan team at Polding 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 sport council meetings.

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

- To follow all relevant requirements of (all documents found in the Diocesan Conveners/Managers Handbook – go to (http://sport.lism.catholic.edu.au/Resources):
  - Diocesan Carnival requirements – Section 1.2
  - 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.
- NO ALCOHOL is to be consumed by conveners at any time when they are considered in the Duty of Care of team members.
- No smoking is permitted in the presence of students.