Introduction

Dear Conveners and Managers,

Thank you sincerely for taking on such an important role and for the valuable contribution you are making to benefit the children who participate in representative sport in our Diocese. I hope you find the experience very rewarding.

The Diocesan Secondary Sports Association is pleased to introduce this document which is designed to clarify and simplify your role by providing the information and guidelines needed to fulfil it.

Experienced conveners and managers would be aware of many of the policies, procedures and pro formas contained in this handbook but, along with some new material, they have now been assembled into the one document.

I especially draw your attention to the following sections and ask that you take particular care to read and follow these (and hopefully all) sections:

Convener Specific:
1.1 Diocesan Conveners Area of Responsibility
1.2 Diocesan Carnivals – if running a Diocesan athletics, swimming or cross country carnival
1.3 Trial Guidelines – An Outline for Running A Diocesan Selection Trial
1.4 Risk Management Pro Forma

Manager Specific:
2.1 Team Managers’ Responsibilities

General (To both Conveners and Managers):
3.4 Diocesan Selection Process Guidelines
5.1 Guidelines For The Safe Conduct Of Sport And Physical Activity In Schools: Website addresses for Guidelines for Specific Activities

Section Four directs you to the NSW CCCSA (Combined Catholic Colleges Sports Association) website addresses for your sport. There you will find some valuable information regarding dates, venues, contacts, pathways and nominations for that sport that should further inform and assist you in your role. This section also provides a table with all CCC conveners’ contact details.

Section Five directs you to the website address for each specific sport for the “Guidelines for the Safe Conduct of Sport and Physical Activity in Schools” document. Each convener and manager is asked to be familiar with and follow these guidelines for your particular sport.

Enjoy the experience,
Sincerely,
Robert Ellison
Diocesan Sport and Health Coordinator