



Far North / Eyre Peninsula Zone

ROLE STATEMENT

FOR

SPORTS CARNIVAL CONVENERS

Tasks include:-

- Booking the facilities: area of play, toilets, change rooms
- Assessing the availability of canteen facilities and suggesting where refreshments and food can be purchased.
- Liaising with the Regional Sports Convener (for teams, program)
- Assessing the availability and, where possible, recruiting local umpires/referees to officiate games
- Overseeing the carnival on the day ensuring SSSSA Codes of Conduct are maintained by all involved.
- Organising, collecting and collating result sheets and sending them to the Regional Sports Convener.
- Notify the Regional Sports Convener and SSSSA of the winner of the carnival(s) on the day of competition.
- Coordination of accommodation (if required)
- Ensuring that Occupational, Health, Safety and Welfare considerations are met eg. padding of posts
- Follow up with thank you letters.
- Confer with the Regional Convener regarding weather policies the day before a carnival.
- Ensure that Risk Assessment issues are addressed.

be active.