

SUBMISSION GUIDELINES for Sporting Organisations and Physical Activity Providers

The Regional Sport Coordinators (RSCs) communicate in a variety of ways to provide an avenue for sporting organisations and physical activity providers to publicise information and share opportunities relevant to Tasmanian schools, students, and staff (K-12). The RSCs now invite your organisation to submit events and information via our [public website](#). Submissions must meet the guidelines.

COMMUNICATION CHANNELS

The RSCs use two main communication channels for sharing sport and physical activity opportunities – the RSC Update and RSC Calendar:

1. Regional Sport Coordinator Update

An email newsletter including details of new opportunities, reminders about existing opportunities and upcoming events. The *Regional Sport Coordinator Update* is distributed fortnightly (see schedule below) to HPE Teachers, Sport Coordinators, and other newsletter subscribers. Each edition will be available on the [RSC public website](#).

2. Regional Sport Coordinator Calendar

Statewide opportunities will be shared appropriately with subscribers. Additional region-specific events will be shared with relevant subscribers at the discretion of the RSC Team.

Opportunities will be included on the [RSC public website calendar](#).

Additional Communication Methods

The RSC Team can also help sporting organisations and physical activity providers plan and prepare items for school newsletters and social media, connect with specific schools and/or staff, and promote your opportunities at School Sport Association and HPE Network meetings. [Contact the RSC Team](#) to discuss.

GUIDELINES

Submission Content

All submissions must fit into one of the following opportunity categories:

- **School Opportunity:** A sport or physical activity opportunity that is available for students to participate in school time, or events/competitions specifically for school teams. Examples – educational resources and programs, come and try days, gala days, sport expos, events, competitions, and rosters.
- **Community Opportunity:** A sport or physical activity opportunity that is available for students to participate in their own time as an individual or representing a club or association team. Examples – come and try days, gala days, holiday clinics, specialist coaching, events, competitions, and rosters.
- **Professional Learning:** An opportunity for teachers, students and/or parents to gain knowledge and skills relevant to supporting your sport or activity (e.g., formal teacher professional learning, umpiring, officiating, or coaching course). Examples – workshops, courses, conferences, upskill sessions, online learning, and educational resources.
- **Funding Opportunity:** A grant or funding stream that schools, teachers, or students are eligible to apply for (e.g., facility or equipment grants, scholarships, Sporting Schools programs).

Items are only published once, however organisations can elect to share details of an ongoing program at the commencement of each school term. Items with an RSVP or closing date may continue to be shared via a “Deadlines & Reminders” section in the RSC Update and relevant calendars until expiry.

Note: Submissions can relate to opportunities available in school time, before or after school, during holiday periods, and on weekends.

Submission Procedure

Submissions must be made via the [“Submit Content” link on the RSC public website.](#)

Please read the full guidelines before submitting your event or article.

Additional information on the types of opportunities suitable for Tasmanian schools is available in the [Sporting Organisations and Physical Activity Providers Guide to Working with Schools.](#)

Submission Deadlines

The table on Page 3 shows the standard submission and communication schedule. Please note:

- The schedule may be amended at any time at the discretion of the RSC Team.
- Submissions will be included at the discretion of the RSC Team.
- Submissions received after the deadline may not be included or held over until the next fortnight.

Refer to the [Department of Education – Tasmania website](#) (in the “About Us” menu) for term dates.

Table I – Regional Sport Coordinators Submission and Communication Schedule

	Submissions Due	Communications Sent	Notes
T E R M 1	1.00 pm – Last Friday of holidays	Week 1 – Tuesday	
	1.00 pm – Friday of Week 2	Week 3 – Tuesday	
	1.00 pm – Friday of Week 4	Week 5 – Tuesday	
	1.00 pm – Friday of Week 6	Week 7 – Tuesday	
	1.00 pm – Friday of Week 8	Week 9 – Tuesday	Last update before Term 2
T E R M 2	1.00 pm – Last Friday of holidays	Week 1 – Tuesday	
	1.00 pm – Friday of Week 2	Week 3 – Tuesday	
	1.00 pm – Friday of Week 4	Week 5 – Tuesday	
	1.00 pm – Friday of Week 6	Week 7 – Tuesday	
	1.00 pm – Friday of Week 8	Week 9 – Tuesday	Last update before Term 3
T E R M 3	1.00 pm – Last Friday of holidays	Week 1 – Tuesday	
	1.00 pm – Friday of Week 2	Week 3 – Tuesday	
	1.00 pm – Friday of Week 4	Week 5 – Tuesday	
	1.00 pm – Friday of Week 6	Week 7 – Tuesday	
	1.00 pm – Friday of Week 8	Week 9 – Tuesday	Last update before Term 4
T E R M 4	1.00 pm – Last Friday of holidays	Week 1 – Tuesday	
	1.00 pm – Friday of Week 2	Week 3 – Tuesday	
	1.00 pm – Friday of Week 4	Week 5 – Tuesday	
	1.00 pm – Friday of Week 6	Week 7 – Tuesday	
	1.00 pm – Friday of Week 8	Week 9 – Tuesday	Last update for year

Submission Tips

- **All submissions must be made online via the [“Submit Content” link on the RSC public website](#).**
- For an event being held across multiple regions or days, a separate event submission is required.
- Requests for personal information (e.g., registration or application forms) should include a Personal Information Protection Statement. Note that the supply of information to DoE is covered by the department’s [Personal Information Protection \(PIP\) and Your Right to Information Policy](#).
- For optimal school engagement and effective communication, please consider the following details when submitting upcoming opportunities:
 - Keep it brief
 - Include only critical information
 - Purpose and target audience
 - Date(s) and time(s)
 - Venue
 - Key contact
 - Use website links or attach flyers or posters to share additional information.

Further Information and Contacts

Sporting organisations and physical activity providers can access [previous editions of the RSC Update and calendar](#) via the [RSC Schoolzine website](#).

The RSC Team is available to meet with sporting organisations and physical activity providers to discuss submissions and assist with planning appropriate opportunities for schools, teachers, and students. Please email regional.sport.coordinator@education.tas.gov.au with any queries or requests to meet.