

**Queensland School Sport**



**Queensland School Sport  
Management Group  
Management Procedures**

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## Appendices

1. QSS Service Award Nomination Form ([QSS Service Award Nomination Form.docx](#))
2. Life Membership Nomination Form ([Life Membership Nomination Form.docx](#))

## 1 Name

- 1.1. The name will be Queensland School Sport Management Group herein referred to as the Management Group

## 2 Purpose

- 2.1. To provide, foster and develop representative sport within state schools and colleges and the non-state schools affiliated with Queensland School Sport Management Group;
- 2.2. To report to and provide advice to the Queensland School Sport Council;
- 2.3. To ensure Queensland School Sport Management Group decision making is supported through good governance by:
  - Ensuring that the operations of the QSS Management Group are subject to the policies, practices and directives of Education Queensland.
  - Reporting to and providing operational advice/recommendations to the Queensland School Sport Council on all key issues including any policy changes to Schedule One.
  - Exercising general management of the Queensland School Sport program in cooperation with Regional School Sport Boards.
  - Managing and approving all funds held by Queensland School Sport Management Group in accordance with the Financial Procedures provided by Education Queensland to be ratified by the Queensland School Sport Council.

## 3 Powers and Function

- 3.1. In its role as a departmental committee, the operations of the Management Group, is subject to the policies, practices and directives of Education Queensland, through the Queensland School Sport Council.
- 3.2. To exercise the general control and management of operational matters of the Queensland School Sport program in co-operation with Regional School Sport Boards.
- 3.3. To supervise, endorse and, where relevant, approve or direct the activities of the Queensland School Sport Specific Management Committees.
- 3.4. When considered appropriate by the QSS Management Group, subscribe to become a member of and cooperate with any other organisation, whether incorporated or not, whose objectives are similar to those of the Queensland School Sport Management Group.
- 3.5. To establish sub-committees consisting of members of the Queensland School Sport Management Group to coordinate, investigate and report on any activity or matter deemed necessary.
- 3.6. To distribute documents for the efficient conduct and administration of sport in state schools, non-state schools, state colleges and campuses, students undertaking home education and schools who provide services for students with a disability, all of which have affiliated with Queensland School Sport Management Group.
- 3.7. To interpret the meaning of these management procedures subject to Section 3.1 above.

## 4 Membership

- 4.1. Any teacher who has a current registration with the Queensland College of Teachers is automatically eligible to attend the QSS Management Group meetings of Queensland School Sport as a non-voting participant.
- 4.2. Membership of the management group shall be
  - 4.2.1. Voting members
    - School based personnel
      - Chair (school based principal)
      - Deputy chair (school based principal)
      - five school based personnel
    - Representative personnel
      - Three representatives from the regional school sport officers (one of whom is located outside of the metropolitan Brisbane environs)
      - One regional director (or delegate) as nominated by the chair of Queensland School Sport Council
      - One non-state school principal
      - Member of the QSS Disability Advisory Committee
  - 4.2.2. Non-voting members
    - Queensland School Sport Unit representatives
    - Manager of Queensland School Sport Unit – acting as executive officer
  - 4.2.3. Election of chair and deputy chair
    - The chair and deputy chair are appointed from within the voting membership of the management group and must be a school based principals
- 4.3. Term of membership is for one calendar year except for the chair and deputy chair which will be a two year appointment. The chair to be appointed in the even numbered year whilst the deputy chair in the odd numbered year.

## 5 Appointment to the Management Group

- 5.1. School based personnel - (seven positions)
  - 5.1.1. The seven school based representatives, must consist of at least two principals and also consist of at least two members of each gender.
  - 5.1.2. School based representatives must nominate and be elected through a similar process and timelines as for the appointment of the Queensland school sport state team officials.
  - 5.1.3. Timelines and process of this appointment process are as follows:
    - Positions available will be published on the school sport website from the last week in August of the year preceding. Sport specific committees, regional personnel and school staff will be informed of the application time lines and procedures during this same period.
    - Persons applying for positions must ensure that their applications are received by the executive officer by the end of the second week in October.
    - The executive officer will, after performing applicant checks, prepare the ballot papers.

- The ballot papers and copies of the suitable applicant's statements, for distribution to the regional school sport officers and the sport specific committees by the last week in October.
  - Total number of ballot papers is 70. This comprises of three per school sport region (36) and one per sport specific committee (34).
  - Ballot papers are to be returned to the School Sport Unit by the third week of November.
  - The executive officer will act as a returning officer for the counting of votes. The standard preferential voting system, as published by the Electoral Commission, will be used.
  - During the last week in November the successful and unsuccessful candidates will be notified by post.
- 5.2. Representative personnel - (three regional school sport officers, one non-state school principal, one regional director or nominee) shall be appointed by their relevant body

## **6 Vacancies on the Management Group**

- 6.1. The management group shall have the power at any time to appoint any member of the management group to fill any casual vacancy caused by the resignation of the chair or deputy chair or other school based personnel until the elected period.
- 6.2. A vacancy caused by the resignation of any other representative shall be filled by the relevant body.

## **7 Functions of Sub-Committees**

- 7.1. Any sub-committee shall in its operations conform to these management procedures and any further conditions imposed on it by the management group.
- 7.2. A sub-committee shall coordinate, investigate and report on any activity or matter deemed necessary by the management group.
- 7.3. Sub-committee members may be required to attend management group meetings to report on their activities and to assist the management group with the implementation of projects assigned to them.

## **8 General Meetings of the Management Group**

- 8.1. The time, date and venue of the management group meetings shall be determined at the last meeting of the year for the management group or as directed by the Queensland School Sport Council or Education Queensland.
- 8.2. Four meetings, one each school term, per school year are to be scheduled, the last of which shall be an annual conference. Conference members are three per region (36), one per sport committee (34) = 70
- 8.3. Each meeting's agenda shall provide for:
- 8.3.1. Confirmation of minutes and business arising.
  - 8.3.2. Specific correspondence requiring action.
  - 8.3.3. A financial report from the executive officer.

- 8.3.4. Other reports from appropriate members of the management group.
- 8.3.5. Items of general business as posted on the agenda.
- 8.4. A special meeting of the management group shall be convened upon the requisition in writing by not less than one-third of the members of the management group or as directed by Queensland School Sport Council or Education Queensland. Any such requisition shall clearly state the reasons why a special meeting is being convened and the nature of the business to be transacted thereat.
- 8.5. The business to be transacted at a management group meeting shall be listed as an agenda to be distributed to all committee members, regional personnel and sport specific committee executives, at least 14 days prior to the date of that meeting.
- 8.6. All matters of significance require a notice of motion to allow a representative position to be determined by the constituent bodies.
- 8.7. The chair shall preside at all meetings of the management group. If the chair is unable to attend any meeting, the deputy chair shall chair the meeting.
- 8.8. At every meeting of the management group a number equal to a majority of committee members shall constitute a quorum. A member is considered to be part of the quorum whether in person, or represented by proxy.
- 8.9. If within half an hour from the time appointed for the commencement of a management group meeting a quorum is not available, the meeting shall be adjourned to a time and place as the chair may determine, and if at an adjourned meeting a quorum is not present, the meeting shall lapse.
- 8.10. Issues arising at any meeting of the management group shall be decided by a majority of votes and, in the case of a tied vote, the motion shall be lost.
- 8.11. A resolution in writing, signed by a majority of all members of the management group shall be as valid as if it had been passed at a duly convened and held meeting of the management group.
- 8.12. The executive officer shall document full and accurate minutes of all questions, matters, resolutions and other proceedings of every management group meeting within 21 days. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every management group meeting shall be signed by the chair of the next meeting following a resolution verifying their accuracy.
- 8.13. That the Queensland School Sport Management Group members and the conference members receive papers for each meeting and can recommend agenda items in writing, to include an information paper and recommendations, through the Queensland School Sport Unit, three weeks prior to the meeting date and receive minutes of each meeting

## **9 Annual Report**

- 9.1. A copy of the Management Group's Annual Report and statement of income and expenditure, and assets and liabilities for the preceding financial year shall be provided to the Queensland School Sport Council and Education Queensland after the final meeting for the year.

## **10 Awards**

- 10.1. All Queensland School Sport Award nominees will be endorsed and recommended to the management group for approval by a subcommittee called the selection team.
  - 10.1.1. Membership of the selection team will be the chair and executive officer of the management group and one current QSS life member. Membership of this team is appointed at the first meeting of the management group.

### 10.2. Queensland School Sport Service Award

- This award recognizes a person's continued commitment to the Queensland School Sport Program.
- Service awards will be awarded to representatives of member bodies who have completed ten years of involvement with Queensland school sport committees as:
  - An executive member of a Queensland school sport committee; and/or
  - A member of the Queensland School Sport Management Group; and/or
  - A state team official/national convener.
- Nominations should be submitted through the respective Queensland School Sport Committee (refer Appendix 1 – [QSS Service Award Nomination Form.docx](#)).
- Service awards will be presented at a time and place as determined by the Queensland School Sport Management Group.

### 10.3. Queensland School Sport Life Membership Award

#### 10.3.1. Eligibility:

Life membership to Queensland School Sport be granted to those who meet the following criteria:

- Has demonstrated, respected leadership of colleagues within the service of Queensland School Sport.
- Minimum of 10 years' service to the organization of school sport at either the state or higher level.

#### 10.3.2. Nominations

Nomination for life membership is to be lodged with the executive officer, prior to the third management group meeting of the year (refer Appendix 2 – [Life Membership Nomination Form.docx](#))

#### 10.3.3. Conferring of Life Memberships:

Conferring of life memberships will occur upon the recommendation from the selection team subcommittee, and presented for adoption at any management group meeting.

#### 10.3.4. Presentation:

Awarding of life membership will be made at the annual dinner of Queensland School Sport.

## 11 Funds and Accounts

- 11.1. The funds of the management group shall be managed at all times according to the financial procedures provided by Department of Education, Queensland.
- 11.2. The funds of the management group shall be deposited in a bank account in the name of Queensland School Sport Council in accordance with Department of Education Policy.
- 11.3. Proper books and accounts shall be kept and maintained either in written or printed form showing correctly the financial affairs of management group.
- 11.4. The financial officer shall present at each management group meeting a comprehensive financial statement for the period since the last management group meeting, including full details of the nature and purpose of all expenditure.
- 11.5. All expenditure shall be in accordance with Department of Education policy and be approved or ratified at a management group meeting.

- 11.6. Income and equipment shall be used solely in promotion of the aims of management group and in the exercise of its powers and functions.
- 11.7. As soon as practicable after the end of the financial year the financial officer shall prepare a statement containing the particulars of –
- the income and expenditure for the financial year just ended; and
  - the assets liabilities of the management group at the end of that year.
- 11.8. The management group may contribute to the travel expenses incurred by delegates attending the management group meetings by making special reimbursement arrangements to the regions, sport specific groups or schools, as minuted and carried at a management group meeting.

## 12 Financial Year

- 12.1. The financial year of the management group shall close on 31 December in each year, or on a date approved by Education Queensland through the Queensland School Sport Council.

## 13 Competition Procedures

- 13.1. All competitions and activities of Queensland School Sport must be approved by Education Queensland, through the Queensland School Sport Council.
- 13.2. Competition procedures shall be detailed in a separate document of that name and shall include
- Competition structures, conditions and rules
  - Team selection procedures
  - Appointment of team selectors
  - Responsibilities for the conduct of state championships
  - Relevant departmental policies

## 14 Participation by Schools

- 14.1. State schools and colleges, and non-state schools may participate in the activities provided by Queensland School Sport by paying an annual affiliation fee.
- 14.2. The affiliation fee payable by participating schools shall be determined by the management group of Queensland School Sport and approved by the Queensland School Sport Council.
- 14.3. Queensland School Sport will collect an annual affiliation fee from each school based on the school's enrolment for years one to twelve inclusive.
- 14.4. These affiliation fees will be collected by regional school sport boards and forwarded to the Queensland School Sport no later than 30 April of that year.
- 14.5. A school shall be considered un-financial if its affiliation fee is not paid by 30 April of that year and shall forfeit rights of membership until the fee is paid.
- 14.6. A school wishing to take part in Queensland School Sport activities must first make application for affiliation to a regional school sport board.
- 14.7. The allocation of a school to a district will be the responsibility of the regional school sport board.
- 14.8. The allocation of a school to a region will be the responsibility of Queensland School Sport.



## 15 Alterations to Management Procedures

- 15.1. These management procedures may be amended, rescinded or added to from time to time by a special resolution carried by 75% of members at a meeting of the management group, or as directed by Education Queensland.
- 15.2. Any such amendment, rescission or addition by the management group shall only be valid where at least 14 days' notice has been given to the members of the management group, and that such amendment, rescission, or addition has been approved by the Queensland School Sport Council.

## 16 Cessation of Operation

- 16.1. Queensland School Sport shall cease operations if: 75% of all members of the management group attending a meeting convened for that purpose vote in favour of a resolution to that effect; or as directed by Education Queensland.
- 16.2. If Queensland School Sport ceases operations in accordance with Section 17.1, all remaining assets, after payment of all accounts, shall be transferred to Queensland School Sport Council or as directed by Education Queensland.