

Queensland School Sport

DEPARTMENT OF EDUCATION AND TRAINING

(Regional Name) School Sport  
Board

Model Management Procedures

Date Approved by QSSC –  
25 November 2011



## Contents

1. Name .....	3
2. Purpose .....	3
3. Powers and Functions .....	3
4. Membership of the (Regional Name) School Sport Board .....	4
5. Vacancies .....	5
6. General Meetings of the (Regional Name) School Sport Board .....	5
7. Annual General Meetings Of (Regional Name) School Sport Board .....	6
8. Functions of Sub-Committees .....	6
9. Membership of (Regional Name) School Sport Management Group.....	7
10. Functions of (Regional Name) School Sport Management Group .....	7
11. General Meetings of the (Regional Name) School Sport Management Group.....	8
12. Annual General Meeting of the (Region Name) School Sport Management Group ..	9
13. Funds and Accounts .....	9
14. Cessation of Operations.....	10
15. Financial Year .....	10
16. Reporting .....	10
17. Awards .....	11
18. Competition Procedures.....	11
19. Participation by Schools.....	11
20. Alterations to Management Procedures .....	12

## **1. Name**

- 1.1. The name will be (Regional Name) School Sport Board.

## **2. Purpose**

- 2.1. To provide educational opportunities to enable the realisation of individual sporting potential, good health and well-being within the (Regional Name) School Sport Region.
- 2.2. To provide, foster and develop sport within the affiliated schools of (Regional Name) School Sport Region.

## **3. Powers and Functions**

- 3.1. In its role as a departmental committee, the operations of the (Regional Name) School Sport Board are 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 the affairs, equipment and funds of the (Regional Name) School Sport Board.
- 3.3. To supervise, endorse and, where relevant, approve or direct the activities of the Regional School Sport Management Group.
- 3.4. To subscribe to, become a member of and co-operate with any other organisation, whether incorporated or not, whose objectives are similar to those of Queensland School Sport.
- 3.5. To establish an Executive Committee and other sub-committees consisting of members of the (Regional Name) School Sport Board and any persons coopted as the Board sees fit 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 secondary and primary schools, state colleges and campuses, non-state secondary and primary schools, students undertaking Home Education and schools who provide services for students with a disability, all of which have affiliated with the (Regional Name) School Sport.
- 3.7. To manage all funds held by (Regional Name) School Sport in accordance with the Financial Procedures provided by Education Queensland.
- 3.8. To interpret the meaning of these Management Procedures subject to Section 3.1 above.

## 4. Membership of the (Regional Name) School Sport Board

- 4.1. Any teacher, who has a current registration with the Queensland College of Teachers, is eligible to attend, as a non-voting participant, meetings of the (Regional Name) School Sport Board.
- 4.2. Membership of the (Regional Name) School Sport Board is recommended to be:
  - Voting members –
    - 4.2.1. A Chair (who must be a school based Principal / Senior Regional officer (e.g. PAES equivalent or above) and appointed by Board members on suitability for the role.)
    - 4.2.2. A Deputy Chair (who must be a school based principal)
    - 4.2.3. Regional Director (or nominee)
    - 4.2.4. Non-State school Principal or nominee
    - 4.2.5. The number of Representatives from the (Regional Name) School Sport Management Group that are required to be consistent with representative sport activities within the region.
    - 4.2.6. One Special Education sector principal or their nominee
    - 4.2.7. Community representatives as nominated by Board members.
  - Non - Voting members –
    - 4.2.8. The Regional School Sport Officer, who will act as the Executive Officer for the Board.
    - 4.2.9. Additional persons the Board believes would add value to the discussion and decision making process within the Board purpose.
- 4.3. Any member of the (Regional Name) School Sport Board may resign from membership of the Board at any time by giving notice in writing to the Executive Officer.
- 4.4. The initial tenure of the board membership is a 1 year appointment except for the Chair and Deputy Chair. The Chair to be appointed in the even numbered year whilst the Deputy Chair in the odd numbered year. Appointments are confirmed in 1 year periods.

## **5. Vacancies**

- 5.1. The Board shall have the power at any time to appoint any member from its membership, to fill any casual vacancy caused by the resignation of a Board member until the next annual general meeting.
- 5.2. A vacancy caused by the resignation of any representative shall be filled by the relevant body.

## **6. General Meetings of the (Regional Name) School Sport Board**

- 6.1. The time, date and venue of the Board meetings shall be determined at the (Regional Name) School Sport Board or as directed by the Queensland School Sport Council or Education Queensland.
- 6.2. The business to be transacted at a Board meeting shall be listed as an agenda to be distributed to all committee members prior to the date of the meeting.
- 6.3. All matters of significance require a notice of motion to allow a representative position to be determined by the constituent bodies.
- 6.4. Each meeting's agenda shall provide for:
  - 6.4.1. Confirmation of minutes and business arising
  - 6.4.2. Specific correspondence requiring action
  - 6.4.3. A financial report from the Executive Officer
  - 6.4.4. An Executive Officer's report from the Regional School Sport Officer
  - 6.4.5. Other reports from appropriate members of the School Sport Board
  - 6.4.6. Items of general business as posted on the agenda.
- 6.5. The Chair shall preside at all meetings of the Board. If the Chair is unable to attend any meeting, the Chair of the Regional Management Group shall chair the meeting.
- 6.6. At every meeting of the (Regional Name) School Sport Board, a number equal to a majority of (voting) Board members shall constitute a quorum.
- 6.7. A quorum held to be present at the opening of a meeting of the Board shall be deemed to be present for the whole of that meeting.
- 6.8. Issues arising at any meeting of the Board shall be decided by a majority of votes and, in the case of a tied vote, the motion shall be lost.

- 6.9. The Chair shall have a deliberative vote but no casting vote.
- 6.10. For the purpose of ensuring the accuracy of the recording of minutes, the minutes of every (Regional Name) School Sport Board shall be subject to a motion of confirmation at the next meeting of the Board.

## **7. Annual General Meetings of (Regional Name) School Sport Board**

- 7.1. The business to be transacted at the first or final meeting for each calendar year shall include:
  - 7.1.1. The receiving of the Chair's annual report
  - 7.1.2. A statement of income and expenditure, and assets and liabilities for the preceding financial year
  - 7.1.3. The receiving of the Chair's annual report (Management Group)
  - 7.1.4. Adoption of a budget for the next financial year
  - 7.1.5. Consideration of nominations of persons as the Board's Community Representative
  - 7.1.6. Confirmation of Board representatives
  - 7.1.7. The confirmation of the Regional award recipients.

## **8. Functions of Sub-Committees**

- 8.1. Any sub-committee shall in its operations conform to these management procedures and any further conditions imposed on it by the (Regional Name) School Sport Board.
- 8.2. A sub-committee shall coordinate, investigate and report on any activity or matter deemed necessary by the Board.
  - 8.2.1. District Sport Committees shall, based on their Management Procedures, coordinate sporting competitions and manage their financial processing and records within their designated geographical area.
- 8.3. All sub-committee members may be required to attend Board meetings to report on their activities and to assist the Board with the implementation of projects assigned to them.

## **9. Membership of (Regional Name) School Sport Management Group**

9.1. Membership of the (Regional Name) School Sport Management Group is recommended to be:

- Voting members –
  - 9.1.1. A Chair (who must be a school based Principal) and elected by the voting Management Group members
  - 9.1.2. A Deputy Chair (who must be a school based Principal) and elected by the voting Management Group members
  - 9.1.3. Representatives from both the primary school sport Districts and secondary school sport Districts
  - 9.1.4. Where possible, one Special Education sector representative as decided by the board (4.2.5).
- Non - Voting members –
  - 9.1.5. The Regional School Sport Officer, acting as the Executive Officer for the Management Group

9.2. Any member of the (Regional Name) School Sport Management Group may resign from membership of that Committee at any time by giving notice in writing to the Executive Officer.

## **10. Functions of (Regional Name) School Sport Management Group**

- 10.1. To develop programs and activities that enact 2.1 and 2.2.
- 10.2. To manage regional selection trials on behalf of the Board.
- 10.3. To manage state championships on behalf of the Board.
- 10.4. To offer students and teachers the opportunity to be involved in the representative school sport program.
- 10.5. To make recommendations to the (Regional Name) School Sport Board as requested by the Board.
- 10.6. To provide representatives to act as Board members.



## **11. General Meetings of the (Regional Name) School Sport Management Group**

- 11.1. The time, date and venue (and format / structure) of the Management Group meetings shall be determined at the (Regional Name) School Sport Board.
- 11.2. The business to be transacted at a Management Group meeting shall be listed as an agenda to be distributed to all committee members prior to the date of the meeting.
- 11.3. All matters of significance require a notice of motion to allow a representative position to be determined by the constituent bodies.
- 11.4. Each meeting's agenda shall provide for:
  - 11.4.1. Confirmation of minutes and business arising
  - 11.4.2. Specific correspondence requiring action
  - 11.4.3. A financial report from the Regional School Sport Officer
  - 11.4.4. An Executive Officer's report from the Regional School Sport Officer
  - 11.4.5. Other reports from appropriate members of the Management Group
  - 11.4.6. District Sport Committees will present a written report stating a period overview, financial standing and provide a Financial Report generated from SIMS at the Treasurer's school.
  - 11.4.7. Items of general business as posted on the agenda.
- 11.5. The Chair shall preside at all meetings of a Management Group. If the Chair is unable to attend any meeting, the Deputy Chair shall chair the meeting.
- 11.6. At every meeting of a Management Group, a number equal to a majority of Management Group members shall constitute a quorum.
- 11.7. A quorum held to be present at the opening of a meeting of a Management Group shall be deemed to be present for the whole of that meeting.
- 11.8. Issues arising at any meeting of a Management Group shall be decided by:
  - 11.8.1. a majority of votes and, in the case of a tied vote, the motion shall be lost
- 11.9. The Chair shall have a deliberative vote but no casting vote.
- 11.10. For the purpose of ensuring the accuracy of the recording of minutes, the minutes of every (Regional Name) School Sport Management Committee shall be subject to a motion of confirmation at the next meeting.



## **12. Annual General Meeting of the (Region Name) School Sport Management Group**

- 12.1. The business to be transacted at the first or final meeting of each calendar year shall include: The receiving of the Chair's annual report.
- 12.1.1 A statement of income and expenditure of the (Regional Name) School Sport Board, and its assets and liabilities for the preceding financial year.
  - 12.1.2 The receiving of the Regional School Sport Officer's report.
  - 12.1.3 Recommendation of a budget for the next financial year.
  - 12.1.4 District Sport Committees will present a written report stating a period overview, financial standing and provide a Financial Report generated from OneSchool at the Treasurer's school.

District Sport Committees to present:

District Handbook listing management procedures, policy information, and fixture / competition procedures

Annual Financial statement

AGM minutes.

- 12.2. Consideration of nominations of persons as the Management Group's representatives on the (Regional Name) School Sport Board.
- 12.3. The consideration of the nominations for regional awards for recommendation to the (Regional Name) School Sport Board.

## **13. Funds and Accounts**

- 13.1. The funds of the (Regional Name) School Sport Board shall be managed at all times according to the financial procedures provided by Education Queensland.
- 13.2. The funds of the (Regional Name) School Sport Board shall be deposited in a bank account in the name of the (Regional Name) School Sport Board in accordance with Education Queensland Policy.
- 13.3. The Regional School Sport Officer shall present at each (Regional Name) School Sport Board meeting a comprehensive financial statement for the period since the last Board meeting, including full details of the nature and purpose of all expenditure and a short statement of budget comparison.
- 13.4. All expenditure shall be in accordance with Education Queensland policy and be approved or ratified at a (Regional Name) School Sport Board meeting.

- 13.5. Income and equipment shall be used solely in promotion of the aims of (Regional Name) School Sport and in the exercise of its powers and functions.
- 13.6. The Management Committees, other sub-Committees, conveners and other agents of the Board will operate no separate accounts. Items 14.1 to 14.3 above indicate how Regional operations will be funded.
- 13.7. As soon as practicable after the end of the financial year the Regional School Sport Officer shall prepare a statement containing the particulars of –
  - 13.7.1. The income and expenditure for the financial year just ended and
  - 13.7.2. The assets and liabilities of (Regional Name) School Sport at the end of that year.

## **14. Cessation of Operations**

- 14.1. The (Regional Name) School Sport Board shall cease operations as directed by the Queensland School Sport Council or by Education Queensland.
- 14.2. If (Regional Name) School Sport Board ceases operation in accordance with Section 14.1, all remaining assets, after payment of all accounts, shall be transferred to the Queensland School Sport Council or as directed by Education Queensland.

## **15. Financial Year**

- 15.1. The financial year of the (Regional Name) School Sport Board shall close on 31 December in each year, or on a date approved by Queensland School Sport Council or Education Queensland.

## **16. Reporting**

- 16.1. The day to day reporting (leave approval, time sheets and financial delegations) will be negotiated by the RDs when the sport region crosses EQ Regional Boundaries
- 16.2. A copy of the (Regional Name) School Sport Board's Annual Report and Annual Financial statement of income and expenditure shall be provided to the Regional Directors whose schools fall within the regional school sport boundary.
- 16.3. A copy of the (Regional Name) School Sport Board's Annual Report shall be provided to Queensland School Sport Management Group.

## 17. Awards

- 17.1. (Add information)
- 17.2. (Add information)

## 18. Competition Procedures

- 18.1. All competitions and activities of (Regional Name) School Sport, including relevant District policies, must be approved by Education Queensland, through the (Regional Name) School Sport Board.
- 18.2. Competition Procedures shall be detailed in a separate document of that name and shall include –
  - 18.2.1. Competition structures, conditions and rules
  - 18.2.2. Development programs and activities
  - 18.2.3. Team selection procedures
  - 18.2.4. Appointment of team selectors
  - 18.2.5. Responsibilities for the conduct of state and national championships

## 19. Participation by Schools

- 19.1. State schools and colleges, and non-state schools may participate in the activities provided by (Regional Name) School Sport by paying an annual affiliation fee, thereby agreeing to fulfill those obligations required of member schools.
- 19.2. Obligations and conditions of affiliation will be provided to schools at the commencement of each school year.
- 19.3. The affiliation fee payable by participating schools shall be determined by the (Regional Name) School Sport Board.
- 19.4. School Affiliation Fee:
  - 19.4.1. (Regional Name) School Sport Board will collect an annual affiliation fee from each school based on the school's enrolment.
  - 19.4.2. These affiliation fees will be collected by District Committees of the (Regional Name) School Sport Region and forwarded to the (Regional Name) School Sport office no later than the end of Term 1 of that school year.

- 19.5. A school shall be considered unfinancial if its affiliation fee is not paid at the due date designated by the Regional School Sport board (i.e. 30 April of that year) and shall forfeit rights of membership until the fee is paid.
- 19.6. Application for Affiliation:
- 19.6.1. A school wishing to take part in (Regional Name) School Sport activities, must first make application for affiliation to the appropriate school sport district
  - 19.6.2. The allocation of a school to (Regional Name) School Sport Region will be the responsibility of Queensland School Sport Council.
  - 19.6.3. The allocation of a school to a district will be the responsibility of the (Regional Name) School Sport Board.

## **20. Alterations to Management Procedures**

- 20.1. 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 (Regional Name) School Sport Board and endorsed by the Queensland School Sport Council , or as directed by Education Queensland.
- 20.2. Any such amendment, rescission or addition by the (Regional Name) School Sport Board shall only be valid where at least 14 days notice has been given to the members of the (Regional Name) School Sport Board.
- 20.3. The amendment, rescission or addition once approved by the (Regional Name) School Sport Board will not come into effect until approved by the Queensland School Sport Council.