*management procedures*

draft – 2021

ROMA & DISTRICT SCHOOL SPORT ASSOCIATION

Roma & District School Sport Association

105 Cambridge Street, Mitchell Qld 4465

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www.southwestschoolsport.eq.edu.au

Contents

1. [Name and Aims 1](#_Toc41286848)
2. [Powers and Functions 2](#_Toc41286849)
3. [Membership 3](#_Toc41286850)
4. [Methods of operation 5](#_Toc41286851)
5. [Financial procedures 6](#_Toc41286852)
6. [Contact Information 7](#_Toc41286853)

# Name and Aims

**1.1 Name**

The name will be “Roma & District School Sports Association” (R&DSSA).

**1.2 Aims**

To provide, foster and develop organised sport for students attending state and non-state schools affiliated with the Roma & District School Sports Association.

* To promote School Sport in the District.
* To encourage schools in the District to organise and improve the standard of sport played in their schools.
* To provide opportunities for students in the District to participate in higher levels of competition.

# Powers and Functions

To achieve the aims of this governance structure Roma & District School Sports Association has the power to:

* 1. Exercise the general control and management of Roma & District School Sport through cooperation with affiliated schools;
	2. Encourage and support school personnel and community representatives to become more proficient in the presentation of school sporting activities;
	3. Co-ordinate, supervise and endorse the efforts of schools in the Roma & District School Sport Association in the organisation of school sport programs;
	4. Liaise with the Regional School Sport Board in the organisation of representative school sport programs.
	5. Appoint suitably qualified teachers to coordinate trials in each of the approved sports;
	6. To distribute documents for the efficient conduct of district trials and events aligning with regional sporting activities;
	7. Liaise with other bodies concerned with sports in which the district conducts competitions;
	8. Provide representatives to the Region’s management committees;
	9. Publish a calendar of district carnivals which aligns with regional sporting activities;
	10. Establish a developmental plan and operational guidelines for the implementation of the School Sport Program.
	11. Act in accordance with guidelines set down by the South-West Region School Sport Board.

# Membership

* 1. All schools may participate in the activities provided by Roma & District School Sport Association by paying an annual affiliation fee.
	2. All school staff of affiliated state and non-state schools in the District may attend Roma & District School Sport Association meetings as non-voting participants.
	3. Each school is entitled to have as committee members, two delegates from each affiliated school in the District. These delegates must be:
		+ The Principal or his/her written nominee; and
		+ The school’s sport coordinator
	4. Schools that are able to affiliate with Roma & District School Sport Association shall be:
		+ Arcadia Valley State School
		+ Bymount East State School
		+ Dunkeld State School
		+ Mitchell State School
		+ Mungallala State School
		+ Roma State College
		+ St John’s Catholic School Roma
		+ Surat State School
		+ Yuleba State School
		+ St Patricks Catholic School Mitchell
		+ Wallumbilla State School
1. Membership
	1. Roma & District School Sport Association shall operate through an executive which will be elected by and from the voting members at the Annual General Meeting and will consist of:
		* Chairperson, who must be “a principal or classified officer”;
		* Vice Chair
		* Secretary
		* Treasurer
	2. Recommendations for Life Membership (Meritorious Service Award) can be nominated to the Association by any official delegate. Life Membership does not, in itself, provide voting entitlement at any Association meeting.

# Methods of operation

* 1. The time, date and venue of any general meeting shall be determined at the previous meeting of the Roma & District School Sport Association.
	2. All members of the Roma & District School Sport Association shall have access to all meetings, whether by proxy or by teleconference facilities and given two weeks’ notice.
	3. An Annual General Meeting must be held each calendar year before commencement of Term 1.
	4. A quorum for all meetings shall be a majority of the member schools (6) being represent.
	5. Each school is eligible to 2 votes. In the case of a tied vote, the motion will be lost.
	6. At the final meeting of the school year, the Roma & District School Sport Association must compile a calendar of dates and venues for carnivals and meetings for the following year.
	7. The Association may appoint sport-specific sub-committees to coordinate and manage the affairs of sports which have sufficient activity to warrant such action.
	8. The Regional School Sport Board will adjudicate on issues of district membership and affiliations.
	9. Roma & District School Sport Association has the right to invite people with an interest in any business of the committee to attend meetings.
	10. Roma & District School Sport Association reports to the South West School Sport Board (SWSSB). The Regional School Sport Officer, or his/her nominee, has the right to access any documents or information pertaining to the affairs of the committee.

# Financial procedures

* 1. To manage all funds held by the Roma & District School Sport Association in accordance with Education Queensland financial procedures.
	2. Income and equipment shall be used solely in promotion of the aims of Roma and District School Sport Association and in the exercise of its power and function.
	3. All money received by the Roma & District School Sport Association must be paid into a separate Cost Centre or “separately accounted for” at the school of which the Committee Treasurer is based.
	4. Affiliation fees must be determined at the Annual General Meeting each year.
	5. District finances held at a school will be audited as part of the designated school audit each year. An Annual Financial report must be signed off by the Principal of the school where the account is kept. Sub-committees of districts need to submit audited financial statements to the district on an annual basis.
	6. Treasurers must report at each committee meeting the financial status of the committee account held in the school account. The Roma & District School Sport Association receives a full written financial statement quarterly. A written financial statement is presented at the Annual General Meeting.
	7. Annual financial statements must be forwarded to the South West School Sport Board within one (1) month of the AGM.

# Contact Information

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