**BALONNE DISTRICT MANAGEMENT PROCEDURES**

1. **Name**

The name will be “Balonne District School Sports Association” (BDSSA).

1. **Aims**

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

1. **Powers and Functions**
   1. To achieve the aims of this governance structure Balonne District School Sports Association has the power to:
      1. Exercise the general control and management of Balonne District School Sport through cooperation with affiliated schools;Encourage school personnel and community representatives to become more proficient in the presentation of school sporting activities;
      2. Co-ordinate the efforts of schools in the Balonne District School Sport Association in the organisation of school sport programs;
      3. Appoint suitably qualified teachers to coordinate selection trials in each of the regions’ approved sports.
      4. Publish a calendar of district carnivals which aligns with regional sporting activities;
      5. Act in accordance with guidelines set down by the South-West Region School Sport Board.
2. **Membership**
   1. State and non-state schools may participate in the activities provided by Balonne 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 Balonne District School Sport Association meetings as observers.
   3. Each school is entitled to have as committee members, two delegates from each affiliated school in the District. These delegates must be:
      1. The Principal or his/her written nominee; and
      2. The school’s sport coordinator
   4. Schools that are able to affiliate with Balonne District School Sport Association shall be:
      1. Begonia
      2. Bollon
      3. Thallon
      4. Hebel
      5. Dirranbandi
      6. St George State School
      7. St George State High School
      8. St Patricks School St George
   5. Balonne 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:
      1. Chairperson, who must be “a principal or classified officer”;
      2. Vice Chair
      3. Secretary
      4. Treasurer
   6. Life Membership is an honour bestowed on individual members who’s exceptional, loyal and outstanding service and contribution has provided measureable benefit to the association over an extended period of time.

Eligibility: Life membership to Balonne District School Sport Association be granted to those who meet the following criteria:

a) Minimum of 10 years’ service to the organization of School Sport at either the regional or higher level.

b) Has displayed valued leadership within the service of Balonne District School Sport Association.

Nominations:

a) Nomination for life membership is to be lodged with the District Secretary by any members of the association prior to any Balonne School Sport meeting.

b) Nominations should include the nominator’s reasons for putting forward the support of favourable applications demonstrating minimum service requirements and examples of meeting the criteria.

**Selection Team:**

a) To consist of District Executive of Balonne District School Sport Association.

**Conferring of Life Memberships:**

b) Conferring of Life Memberships will occur upon the recommendation from the Selection Team, and presented for adoption at any Balonne School Sport meeting.

1. **Methods of Operation**
   1. The Balonne District School Sport Association must meet at least twice per calendar year, and at other times as deemed necessary by the Executive.
   2. It is appropriate for meetings to be conducted via teleconferencing.
   3. An Annual General Meeting must be held each calendar year
      1. It is preferable for the AGM to be held on the Student free days before commencement of Term 1.
   4. All schools shall be given a minimum of 2 weeks written notice of any meeting of the Balonne District School Sport Association.
   5. A quorum for all meetings shall be a majority of the member schools (4) being represented.
   6. Each school is eligible to 2 votes. In the case of a tied vote, the motion will be lost.
   7. At the final meeting of the school year, the Balonne District School Sport Association must compile a calendar of dates and venues for carnivals and meetings for the following year.
   8. Balonne District School Sport Association has the right to invite people with an interest in any business of the committee to attend meetings.
   9. Balonne 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.
2. **Financial Procedures**
   1. All money received by the Balonne 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.
   2. Affiliation fees must be determined at the Annual General Meeting each year.
   3. 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.
   4. Treasurers must report at each committee meeting the financial status of the committee account held in the school account. A full written financial statement is received quarterly by the Balonne District School Sport Association. A written financial statement is presented at the Annual General Meeting.
   5. Annual financial statements must be forwarded to the South West School Sport Board within one (1) month of the AGM.
3. **Competition Procedures**
   1. Competition Procedures shall be detailed in Appendix 1 and shall include
      1. Competition structures, conditions and rules
      2. Development programs and activities
      3. Team selection procedures
      4. Appointment of Team Officials and Team Selectors
      5. Responsibilities of District Officials (before, during and after) Regional Trials
4. **Alterations to Management Procedures**
   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 Balonne School Sport Association.