****

South West School Sport Board

Management Procedures

**Date approved by QSSC – 25 November 2011**

**Date approved by SWSSB – 20 February 2012**

**Date Updated by SWSSB – 4 May 2016**

**Date Updated by SWSSB – 20 October 2017**

Contents

[1. Name 3](#_Toc276453060)

[2. Purpose 3](#_Toc276453061)

[3. Powers and Functions 3](#_Toc276453062)

[4. Membership of the South West School Sport Board 4](#_Toc276453063)

[5. Vacancies 5](#_Toc276453064)

[6. General Meetings of the South West School Sport Board 5](#_Toc276453065)

[7. Annual General Meetings Of South West School Sport Board 6](#_Toc276453066)

[8. Functions of Sub-Committees 6](#_Toc276453067)

[9. Membership of South West School Sport Management Group 7](#_Toc276453068)

[10. Functions of South West School Sport Management Group 7](#_Toc276453069)

[11. General Meetings of the South West School Sport Management Group 8](#_Toc276453070)

[12. Annual General Meeting of the South West School Sport Management Group 9](#_Toc276453071)

[13. Funds and Accounts 9](#_Toc276453072)

[14. Cessation of Operations 10](#_Toc276453073)

[15. Financial Year 10](#_Toc276453074)

[16. Reporting 10](#_Toc276453075)

[17. Awards 11](#_Toc276453076)

[18. Competition Procedures 11](#_Toc276453077)

[19. Participation by Schools 12](#_Toc276453078)

[20. Alterations to Management Procedures 13](#_Toc276453079)

# Name

* 1. The name will be South West School Sport Board.

# Purpose

* 1. To provide educational opportunities to enable the realisation of individual sporting potential, good health and well-being within the South West School Sport Region.
	2. To provide, foster and develop sport within the affiliated schools of South West School Sport Region.

# Powers and Functions

* 1. In its role as a departmental committee, the operations of the South West School Sport Board are subject to the policies, practices and directives of the Department through the Queensland School Sport Board.
	2. To exercise the general control and management of the affairs, equipment and funds of the South West School Sport Board.
	3. To supervise, endorse and, where relevant, approve or direct the activities of the Regional School Sport Management Group.
	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.
	5. To establish an Executive Committee and other sub-committees consisting of members of the South West School Sport Board and any persons co-opted as the Board sees fit to coordinate, investigate and report on any activity or matter deemed necessary.
	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 South West School Sport Board.
	7. To manage SAP node RDA207 in accordance with the Financial Procedures provided by the Department.
	8. To interpret the meaning of these Management Procedures subject to Section 3.1 above.

# Membership of the South West School Sport Board

* 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 South West School Sport Board.
	2. Membership of the South West School Sport Board is:
* Voting members –
	+ 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.)
		2. Regional Director (or nominee)
		3. Non-State school Principal or nominee
		4. Six representatives from the South West School Sport Management Group comprising the Chair, deputy chair and executive member of the 10-12 years and 13 – 19 years executives.
		5. One Special Education sector principal or their nominee
		6. Community sport representative as nominated by Board members.
		7. Indigenous education representative.
		8. Parent groups representative.
* Non - Voting members –
	+ 1. The Regional School Sport Officer, who will act as the Executive Officer for the Board.
		2. Additional persons the Board believes would add value to the discussion and decision making process within the Board purpose.
		3. Life Members
	1. Any member of the South West School Sport Board may resign from membership of the Board at any time by giving notice in writing to the Executive Officer.
	2. The initial tenure of the board membership is a 1 year appointment except for the Chair. The Chair to be appointed for a two year period.

# Vacancies

* 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.
	2. A vacancy caused by the resignation of any representative shall be filled by the relevant body.

# General Meetings of the South West School Sport Board

* 1. The time, date and venue of the Board meetings shall be determined at the South West School Sport Board or as directed by the Queensland School Sport Board or the Department.
	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.
	3. All matters of significance require a notice of motion to allow a representative position to be determined by the constituent bodies.
	4. Each meeting’s agenda shall provide for:
		1. Confirmation of minutes and business arising
		2. Specific correspondence requiring action
		3. A financial report from the Executive Officer
		4. An Executive Officer’s report from the Regional School Sport Officer
		5. Other reports from appropriate members of the School Sport Board
		6. Items of general business as posted on the agenda.
	5. The Chair shall preside at all meetings of the Board. If the Chair is unable to attend any meeting, the presiding Chair of the Regional Management Group shall chair the meeting.
	6. At every meeting of the South West School Sport Board, a number equal to a majority of (voting) Board members shall constitute a quorum.
	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.
	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.
	9. The Chair shall have a deliberative vote but no casting vote.
	10. For the purpose of ensuring the accuracy of the recording of minutes, the minutes of every South West School Sport Board shall be subject to a motion of confirmation at the next meeting of the Board.

# Annual General Meetings of South West School Sport Board

* 1. The business to be transacted at the first meeting for each calendar year shall include:
		1. The receiving of the Chair’s annual report
		2. A statement of income and expenditure, and assets and liabilities for the preceding financial year
		3. Consideration of nominations of persons as the Board’s Community Representative
		4. Confirmation of Board representatives

# Functions of Sub-Committees

* 1. Any sub-committee shall in its operations conform to these management procedures and any further conditions imposed on it by the South West School Sport Board.
	2. A sub-committee shall coordinate, investigate and report on any activity or matter deemed necessary by the Board.
		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.
	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.

# Membership of South West School Sport Management Group

* 1. Membership of the South West School Sport Management Group is:
* Voting members –
	+ 1. South West 10-12 years School Sport Executive comprising Chair, Deputy Chair and executive member.
		2. South West 13 – 19 years School Sport Executive comprising Chair, Deputy Chair and executive member.
		3. Two 10-19 years representatives per district [14].
		4. Where possible, one Special Education sector representative as decided by the board (4.2.5).
* Non - Voting members –
	+ 1. The Regional School Sport Officer, acting as the Executive Officer for the Management Group
	1. Any member of the South West School Sport Management Group may resign from membership of that Committee at any time by giving notice in writing to the Executive Officer.

# Functions of South West School Sport Management Group

* 1. To develop programs and activities that enact 2.1 and 2.2.
	2. To manage regional selection trials on behalf of the Board.
	3. To manage state championships on behalf of the Board.
	4. To offer students and teachers the opportunity to be involved in the representative school sport program.
	5. To make recommendations to the South West School Sport Board as requested by the Board.
	6. To provide representatives to act as Board members.

# General Meetings of the South West School Sport Management Group

* 1. The time, date and venue (and format / structure) of the Management Group meetings shall be determined at the South West School Sport Board.
	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.
	3. All matters of significance require a notice of motion to allow a representative position to be determined by the constituent bodies.
	4. Each meeting’s agenda shall provide for:
		1. Confirmation of minutes and business arising
		2. Specific correspondence requiring action
		3. A financial report from the Regional School Sport Officer
		4. An Executive Officer’s report from the Regional School Sport Officer
		5. Other reports from appropriate members of the Management Group
		6. District Sport Committees will present a written report stating a period overview, financial standing and provide a Financial Report generated from the Treasurer’s school (October / November meeting only).
		7. Items of general business as posted on the agenda.
	5. The Chair at meetings of the Management Group shall alternate between the 10-12 years Chair and 13 – 19 years Chair. If the presiding Chair is unable to attend any meeting, the alternate Chair shall chair the meeting.
	6. At every meeting of a Management Group, a number equal to a majority of Management Group members shall constitute a quorum.
	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.
	8. Issues arising at any meeting of a Management Group shall be decided by a majority of votes and, in the case of a tied vote, the motion shall be lost
	9. The Chair shall have a deliberative vote but no casting vote.
	10. For the purpose of ensuring the accuracy of the recording of minutes, the minutes of every South West School Sport Management Committee shall be subject to a motion of confirmation at the next meeting.

# Annual General Meeting of the South West School Sport Management Group

* 1. The business to be transacted at the first meeting of each calendar year shall include:
		1. A statement of income and expenditure of the South West School Sport Board, and its assets and liabilities for the preceding financial year.
		2. The receiving of the Regional School Sport Officer’s report.
	2. Consideration of nominations of persons as the Management Group’s representatives on the South West School Sport Board.
	3. The consideration of the nominations for regional awards for recommendation to the South West School Sport Board.

# Funds and Accounts

* 1. To manage SAP node RDA207 in accordance with the Financial Procedures provided by the Department.
	2. The funds of the South West School Sport Board shall be deposited into the controlled account of the Department of Education in accordance with the Department Policy.
	3. The Regional School Sport Officer shall present at each South West 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.
	4. All expenditure shall be in accordance with the Department policy and be approved or ratified at a South West School Sport Board meeting.
	5. Income and equipment shall be used solely in promotion of the aims of South West School Sport and in the exercise of its powers and functions.
	6. The Management Committees, other sub-Committees, conveners and other agents of the Board will operate no separate accounts. Items 13.1 to 13.5 above indicate how Regional operations will be funded through the appropriate cost centres.
	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 –
		1. The income and expenditure for the financial year just ended and
		2. The assets and liabilities of South West School Sport at the end of that year.

# Cessation of Operations

* 1. The South West School Sport Board shall cease operations as directed by the Queensland School Sport Council or by the Department.
	2. If South West 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 the Department.

# Financial Year

* 1. The financial year of the South West School Sport Board shall close on 31 December in each year, or on a date approved by Queensland School Sport Council or the Department.

# Reporting

* 1. The day to day reporting (leave approval, time sheets and financial delegations) will be negotiated by the RDs when the sport region crosses Departmental Education Regional Boundaries
	2. A copy of the South West 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.
	3. A copy of the South West School Sport Board’s Annual Report shall be provided to Queensland School Sport Management Group.

# Awards

South West School Sport Service Award

* This award recognizes a person’s continued commitment to the South West School Sport Program.
* Service Awards will be awarded to representatives of member bodies who have completed five (5) years; ten (10) years; fifteen (15) years; twenty (20) years and twenty five (25) years of involvement with South West School Sport as:
* A member of the South West School Sport Board; and/or
* A member of the South West School Sport Management Committee; and/or
* A Regional Team Official/State Convenor/State Official.
* Nominations should be submitted through the respective District School Sport Committee SWSS Management Committee or SWSS Board.
* The Executive Committee will determine a nominee’s eligibility for the Service Award.
* Service Awards will be presented at a time and place as determined by the South West School Sport Board.

17.2 South West School Sport Life Membership Award

17.2.1 Eligibility: Life membership to South West School Sport be granted to those who meet the following criteria:

* Minimum of 10 years service to the organization of School Sport at either the regional or higher level.
* Has displayed leadership of colleagues within the service of South West School Sport.

17.2.2 Nominations:

* Nomination for life membership is to be lodged with the Executive Officer, prior to the November Management Meeting of South West School Sport Board.

17.2.3 Selection Team:

* To consist of Chair South West School Sport Board (or Nominee), Chair South West 13 – 19 years School Sport (or Nominee), Chair South West 10 – 12 years School Sport (or Nominee) and Executive Officer South West School Sport.

17.2.4 Conferring of Life Memberships:

* Conferring of Life Memberships will occur upon the recommendation from the Selection Team, and presented for adoption at any Board meeting.

# Competition Procedures

* 1. All competitions and activities of South West School Sport, including relevant District policies, must be approved by the Department, through the South West School Sport Board.
	2. Competition Procedures shall be detailed in a separate document of that name and shall include –
		1. Competition structures, conditions and rules
		2. Development programs and activities
		3. Team selection procedures
		4. Appointment of team selectors
		5. Responsibilities for the conduct of state and national championships

# Participation by Schools

* 1. State schools and colleges, and non-state schools may participate in the activities provided by South West School Sport by paying an annual affiliation fee, thereby agreeing to fulfill those obligations required of member schools.
	2. Obligations and conditions of affiliation will be provided to schools at the commencement of each school year.
	3. The affiliation fee payable by participating schools shall be determined by the South West School Sport Board.
	4. School Affiliation Fee:
		1. South West School Sport Board will collect an annual affiliation fee from each school based on the school’s enrolment.
		2. These affiliation fees will be collected by District Committees of the South West School Sport Region and forwarded to the South West School Sport office no later than the end of Semester 1 of that school year.
	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.
	6. Application for Affiliation:
		1. A school wishing to take part in South West School Sport activities, must first make application for affiliation to the appropriate school sport district and by doing so agree to the associated costs and management procedures as determined by the district committee.
		2. The allocation of a school to South West School Sport Region will be the responsibility of Queensland School Sport Board.
		3. The allocation of a school to a district will be the responsibility of the South West School Sport Board.

# 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 South West School Sport Board and endorsed by the Queensland School Sport Board, or as directed by The Department.
	2. Any such amendment, rescission or addition by the South West School Sport Board shall only be valid where at least 14 days notice has been given to the members of the South West School Sport Board.
	3. The amendment, rescission or addition once approved by the South West School Sport Board will not come into effect until approved by the Queensland School Sport Board.