

TOWNSVILLE SCHOOL SPORT

OPERATING PROCEDURES FOR THE MANAGEMENT OF SCHOOL SPORT IN THE TOWNSVILLE AND THURINGOWA DISTRICTS

1. NAME:

The body shall be known as "Townsville School Sport", herein referred to as the TSS.

2. AIM:

The aim of the TSS shall be to promote 12YU School Sport within the Townsville and Thuringowa Districts.

3. OBJECTIVES:

(a) To encourage schools to organise and improve school sport within the Schools and the Districts.

(b) To provide opportunities for those students skilled in particular sports to participate in higher levels of competition within the framework of Queensland School Sport.

(c) To co-ordinate the operations of the Sub-Committees.

(d) To liaise with Northern Region School Sport.

4. STRUCTURE:

(a) The membership of the Management Committee of the TSS shall consist of two voting members from each affiliated school in the Townsville and Thuringowa Districts. One shall be a School Principal or his/her nominee and the other shall be a School Sport Coordinator.

(b) All registered teachers from affiliated schools are eligible to attend the Management Committee Meetings as non-voting delegates.

(c) The TSS will operate through an Executive which will consist of a President, Vice-President, Secretary and Treasurer who will be elected by and from the voting members at the AGM and subsequently approved by the Executive Director or his/her nominee.

(d) The President of the TSS is to be a Principal from an affiliated school who will also act as the Chairperson at all TSS Meetings.

(e) Sub-Committees will be appointed by the TSS for the management and organisation of specific sports.

(f) A quorum at all TSS and Sub-Committee meetings shall be eight, provided that at least four schools are represented.

(g) The office bearers of each Sub-Committee shall be a President, Secretary and Treasurer elected by the voting members at the respective AGM. The President of each Sub-Committee will also act as the Chairman.

5. METHOD OF OPERATION:

(a) The only meetings of the TSS shall be those on the calendar except where a Special General Meeting may be called with the approval of the Executive.

(b) A week's notice of a Special General Meeting of the TSS or a Sub-Committee shall be given in writing. Only those items on the agenda shall be discussed.

(c) The Executive of the TSS and the Sub-Committees are given the authority to make urgent decisions, but these decisions must be ratified at the next meeting.

(d) An Annual Report and Financial Statements shall be presented by the TSS at the AGM of the TSS. Copies must be forwarded to the RSO and the Auditor.

(e) Standard meeting procedure shall be used at each meeting of the TSS and the Sub-Committees. (Refer to the handout "*TSS Meeting Procedures*" held by all Secretaries and Treasurers.)

(f) A Principal or his/her nominee and a Sports Coordinator from the each of Townsville and Thuringowa Districts shall be elected at the AGM of the TSS to attend the meetings of the Northern Region Primary School Sport as voting delegates.

(g) Education Queensland has a Public Liability Insurance Policy in respect of all its activities with the Queensland Government Insurance Fund. The Certificate of Currency provides cover for employees in a Departmental activity at a public venue. The Catholic Education Office has their own Public Liability Insurance for their teachers. It is therefore the responsibility of Private Schools to ensure that they have their own Public Liability cover for their teachers.

(h) The TSS shall compile a calendar of dates at the last General Meeting each year for use in the following year.

(i) The TSS shall be dissolved in the event of the membership being less than five affiliated schools. It may also be dissolved upon the vote of two-thirds majority of the voting delegates present at a Special

General Meeting called for that purpose and when one week's notice in writing has been given. Any assets in hand shall, after payment of all expenses and liabilities, be distributed equally amongst all affiliated schools.

6. FINANCE:

(a) All Treasurers must use the *TPSS Guidelines for Treasurers* provided to all Treasurers and note the *EPPR: Financial Resources: FR-05 Accounting in Schools: Procedures (b) Section 2: Accounts Receivable*.

(b) Education Queensland requires that the accounts of TSS and all its Sub-Committees are to be linked to respective school accounts through One School. The choice of school will be largely determined by consultation with the respective school principal and administration staff. They are asked to work with the executives of TSS and the Sub-Committees to financially manage monies.

(c) The school will establish the particular sporting body as an e-cost centre within One School. The relevant school's registration numbers and ABN will be used by TSS or a Sub-Committee. It will also mean that all orders, invoices, banking, payments, GST and tax input credits will be handled by school administration staff. School signatories are to sign cheques and purchase orders.

(d) Payments over \$10 must be receipted individually in One School Finance. Receipts must also be issued for all monies received.

(e) Schools with these accounts will be paid \$200 per sport annually by TSS for these services. These monies will be then used by the schools to employ extra AAEP time.

(f) The Executive of TSS and the Sub-Committees is to maintain control and executive responsibility for their funds. To this end, TSS requires that the Treasures of TSS and its Sub-Committees maintain the existing Cash Books so that they can check details of Income and Expenditure. All payments recorded in the Cash Book must be receipted individually.

(g) School Affiliation Fees (payable to the TSS) and Sub-Committee Nomination Levies shall be determined annually at the AGM of the TSS. (These fees will be GST Free)

(h) Affiliation Fees payable to TSS shall be due by 30 April of each year. Unfinancial schools shall not be permitted to participate in any of the activities organised by the TSS or the Sub-Committees.

(i) The assets and income of TSS and its Sub-Committees shall be applied solely for the above mentioned Objectives.

(j) The Internal Auditor of Education Queensland will audit the account of TSS and each Sub-Committee at the time that the respective school accounts are audited.

(k) Upon request, a school is required to provide to the Treasurer of TSS or a Sub-Committee the appropriate financial reports for meetings and the TSS Annual Report. Reports should also be provided to assist Treasurers to determine their financial position at various times. A Detailed Transaction List is the minimum requirement.

(l) Reimbursements by an Executive member for expenses incurred on behalf of TSS or a Sub-Committee will be paid provided that supporting documentation including a full tax invoice is produced. A *Statement by a Supplier Form* (held by the Registrar) should also be attached. Therefore, Executive members are to purchase these items only from businesses that are ABN registered and who can provide a tax invoice that lists the GST component. Honoraria is not to be paid to any member or official.

(m) *The Education Queensland Purchasing Policy and Procedures Manual* applies to the purchases of all goods and services by the department. All Education Queensland staff are to comply with the provisions of this document and the State Purchasing Policy.

(n) When there are sufficient funds, TSS will provide funding up to \$50 for the professional development of Townsville and Thuringowa teachers. Approval must be gained from a member of the TSS executive. Approval will only be given to sports that are played at Interschool level.

7. SUB-COMMITTEES:

(a) Each Sub-Committee is responsible to the TSS for for all decisions they shall make.

(b) The Secretaries of the Sub-Committees shall give a minimum of one week's notice in writing of any General Meeting not listed on the Calendar.

(c) Sub-Committees are responsible for the management and organisation of their particular sport.

(d) Sub-Committees shall be responsible for raising their own funds and financing any activity arranged by them.

(e) Gender Equity and Racial Discrimination principles as outlined in Government Policies must be followed.

(f) It is the responsibility of Sub-Committees and schools that the *Codes of Conduct* as they apply to players, parents and spectators are read and applied.

(g) Inter-School Sport organised by the Sub-Committee is to be played on Thursday and Friday afternoons only. All Townsville District Schools will compete on one day and all Thuringowa Schools will compete on the other day. These schools are listed in the *Annual Report*. Athletics, Cross Country and Swimming are to be the only exceptions. No fixtures shall be played on the Thursday or Friday that immediately precedes a school vacation period.

(h) For selection in Interschool Sports Teams, students must be 10 to 12 years old in that year. For Swimming, students may be 8 to 12 years old in that year. For Athletics, they may be 7 to 12 years old in that year.

(i) Sub-Committees must organise Thursday and Friday afternoon fixtures to start and finish on the dates as listed in the Calendar with games from 12.30pm to 1.55pm.

(j) Sub-Committees will limit the number of teams according to school enrolments and the availability of suitably safe playing fields. Schools will be graded according to their Day 8 figures of the current year. Schools may be invited to nominate extra teams should the venue, the draw and the availability of buses allow. This will be done at the discretion of the Sub-Committee. If there are excess teams, the Sub-Committee will negotiate with individual schools.

(k) Each sub-committee is responsible for the production and operation of the Fixture Draw. With the exception of byes, every school must be drawn to play every week of the season. Sub-Committees must ensure Premierships are decided in a fair and equitable way. Guidelines to follow;

1. Depending on team numbers, each team should play each other once. This is a full round. Once a full round is completed the team on top is the Premier. If, after, a complete round two teams are level, provided there is another week, these teams will play each other again to determine the Premier.
2. If there are spare weeks after the completion of a full round, these weeks become non-competitive weeks.
3. If there are too many teams to allow a complete round in the season;
 - Play a round robin, leaving the last two weeks of the draw spare. These last two weeks are used to ensure that the leading teams have played each other.

Divide the teams into pools, leaving a week(s) spare to allow cross pool matches to determine Premiers.

(l) When rain threatens or the grounds are unsafe, the decision to cancel sport is to be made by the Executive of TSS by 10.00 am on that day. If one sport is cancelled, only that sport will be cancelled. All other sports will proceed as normal. Schools will be contacted via phone/email.

(m) If a Sub-Committee is disbanded any assets in hand shall be deposited in the TSS account.

8. SAFETY AND FIRST AID:

(a) All relevant safety procedures as set out in the Education Queensland Policy and Procedures Register for *Health and Safety* shall be adhered to throughout all competitions arranged by TSS and its Sub-Committees.

(b) Before each season, Risk Assessment Forms must be completed for each non-school venue by a member of the Sub-Committee Executive. These Forms are to be entered into One School at the school of the Convenor of that sport or a member of that Executive.

(c) At each sporting venue, there must be at least one adult with a knowledge of and an ability to perform first aid procedures. If fixtures are played at a school, a person on staff may be used. If there is no adult with this knowledge and ability at a venue, the Sub-Committee must appoint one.

(d) It must be stressed that every person in charge of a particular team or group must supervise the students in a responsible way with the intention of preventing any foreseeable accident and eliminating potential dangers. Teachers are therefore responsible for ensuring that all safety procedures are in place before allowing students to participate.

(e) Teachers should consider the following when the weather is hot and humid:

- Students should wear a hat, use sunscreen and bring an individual water bottle.
- Use should be made of all available shade.
- Games may be shortened.
- Games may be broken at more frequent intervals (e.g. quarters instead of halves) with players told to consume adequate water.
- By taking extra reserves, players could be rotated frequently.

(f) Teachers should control all games. Any teacher (or substitute teacher) who takes a school team should have a knowledge of the rules of the particular sport and be able to officiate at a competent standard. All such teachers should also be conversant with the *EPPR* Guidelines pertaining to that sport.

(g) One teacher may take two sports teams if all the following conditions are met:

- The relevant *EPPR* Guidelines are followed.
- The teams are playing at the same grounds.
- All team members are supervised at all times. (A parent or other adult may be used to help supervise the students but responsibility for the students still rests with the teacher.)
- The teacher is willing to officiate in the game.

9. REPRESENTATIVE DISTRICT SPORTS TEAMS:

(a) For Team sports, two Districts will compete at the N.Q. Trials - Townsville and Thuringowa. These are listed in the *Annual Report*. Sub-Committees or Selectors will not have the authority to place schools in certain Districts to suit that particular sport. However, in circumstances where there are insufficient numbers to fill teams, selectors may move student(s) to a different District. This would require TSS Executive approval.

(b) District Trials organised by Sub-Committees must be held outside normal school hours. Athletics is to be the only exception. For Athletics, the four representative teams selected at the "E/F", "D", "C", "B" and "A" Carnivals will compete at the N.Q. Trials. For Swimming, individual nominations from affiliated schools will be accepted for selection in the NQ team.

(c) For selection in District Team Sports, students must be 10, 11 or 12 years old in that year.

(d) The major criteria for selection of students in District Teams shall be the performance of the student at the District Trials. Areas considered shall include:

- the level of skills exhibited by the student
- the performance of the student as a member of a team
- the attitude and behaviour of the student on and off the field
- the age of the student

(e) The official uniform colours of the Townsville District are blue and gold and the official uniform colours of Thuringowa are green and gold. The TSS will arrange for the order and purchase of Team Shirts and Water bottles. Each Sub-Committee will be invoiced by the TSS for the shirts and water bottles used by their sport.

(f) Students who compete at designated District Trials must be available for selection at the Regional Trials.

(g) Students selected in the District Teams must have competed at the District Trials. However, in special circumstances, students MAY still be CONSIDERED for selection upon completion of an Absentee / Special Considerations form. This form must be submitted at least 3 days prior to District Trial. Submitting of this form does not guarantee team selection.

(h) Coaches, Managers and Convenors must ensure that all participants at the District and NQ Trials have written permission from their Principals and parents to attend those Trials. Permission from Principals may be on a standard Nomination Form. Parents must sign an individual Permission Form. Students can only trial if these forms are in the hands of the Coach or Manager prior to the start of the Trials. These forms are to be stored at the school of the Manager for seven years.

(i) At the N.Q. Trials, Coaches and Managers must ensure that each player is given reasonable opportunity to participate. Coaches and Managers must adhere to the Regional Selection Guidelines.

(j) All representative Coaches, Managers and Selectors must be registered teachers. When Team Officials are appointed, their allocation is to be determined by the relevant Sub-Committee ensuring that all aspects of supervision, safety and personal welfare are carefully considered with particular reference to the EPPR procedures.

(k) District Team Officials are granted TRS from TSS. The Regional Convenor is granted TRS from the RSO.

(l) The procedure for application for a teacher to attend the N.Q. Trials in an official capacity shall be:

- Election at the Sub-Committee meeting
- Approval from the Principal
- Completion of the "*Transfer of Duties - Regional Sport*" and the "*TRS Claim Form*" (Copies are in the Annual Report)
- Written approval from the RSO.

(m) Officials, team members and parents should be made aware of the Queensland School Sports Code of Behaviour which must be adhered to by all concerned.

(n) Officials for N.Q. Teams who attend State Championships are appointed by Northern Region Primary School Sport after submitting the application form "*Nomination For Regional Coach/Manager*". The form must be signed by the Principal. TRS is granted from the RSO. (Copy is in the Annual Report)

10. CHANGES TO OPERATING PROCEDURES:

(a) Alterations to, additions or deletions from this document shall only be made or ratified by a fifty per cent majority of voting delegates present at a General Meeting of the TPSS and only when written notice of the alteration has been made to all affiliated schools on the Agenda for that meeting.

(b) It must be noted that changes and directives made at Regional and State levels together with Departmental Instructions will mean alterations must be made to these Operating Procedures.