

AUSTRALIAN SCHOOLS SPORTS COUNCIL CONSTITUTION

CONTENTS

Section	Item	Page
1	Name	2
2	Aims	2
3	Definition of Terms	2
4	Limitations	3
5	Membership	3
6	Powers	3
7	Patrons	3
8	Management of the Council	3
	Office Bearers	3
	Election of Officers	4
	Executive Committee	5
	Management Committees	5
	Voting	6
9	Meetings	6
10	Sports Management Committees	7
11	Accounts	7
12	National Competitions	8
13	International Competitions	8
14	Alterations to Constitution	8
15	Affiliation with Other Bodies	9
16	Life Membership	9
17	Life Members	9
18	Dissolution	9
Section A	By-Laws	
1	Member Bodies	10
2	Duties of Officers	10
3	Approved Sports	11
4	Meetings	12
5	International Competitions	12
	Election of Tour Officials	12
	Role of Officials	13
6	Conduct of Championships	16
7	Duties of National Secretaries	17
	Meeting Standing Orders	22

AUSTRALIAN SCHOOLS SPORTS COUNCIL Inc

CONSTITUTION

1. **NAME**

Australian Schools Sports Council Inc (ASSC) (*Operating as School Sport Australia*)

2. **AIMS**

In order to undertake its role of coordinating and conducting a broad range of school sporting programs for all students commensurate with their age and ability in an educational environment, the Australian Schools Sports Council will:

1. Operate within a framework of accepted state/territory and national policies, frameworks and guidelines for the development and conduct of sport in schools
2. Ensure that educational outcomes form the basis for all school based sporting programs/activities
3. Liaise with and promote cooperation between school sport and community sport agencies
4. Provide leadership in the area of sport development and programming and other key educational and sporting issues related to the delivery of sport
5. Identify and address equity standards in the participation of students and officials in school sport, particularly in relation to gender
6. Act as a forum for the sharing of effective practice in the development and conduct of sporting programs for students
7. Identify and further develop the links between sport and relevant learning areas (in particular Health and Physical Education)
8. Provide opportunities for students in sport within and beyond state or territory boundaries
9. Involve students in the leadership of their own sporting programs
10. Maintain and enhance the quality of those teachers and other volunteers who deliver sporting programs to students
11. Ensure that the Australian Education Systems Officials Committee is kept informed of developments in school sport and make recommendations to the Australian Education Systems Officials Committee regarding policy and new initiatives
12. To promote and publicise the range of sporting activities conducted in schools to the wider community

3. **DEFINITION OF TERMS**

1. Council shall mean the Australian Schools Sports Council (ASSC) Inc.
2. Australian Education Systems Officials Committee (AESOC) shall mean the Executive Officer or the Permanent Head of the Ministry or Department of Education in each state and territory of Australia.
3. States shall mean all six Australian states and the Australian Capital Territory and the Northern Territory.
4. State Presidents' Committee Shall mean State Presidents, Chairpersons or their nominee.

4. **LIMITATIONS**

The operation of the Council and its members shall be subject to decisions made by the AESOC

5. **THE MEMBERSHIP**

1. Membership of the Council shall be open to the major controlling body of primary and/or secondary school sport in each state that is responsible to the Education Department/ Australian Education Systems' Officials Committee.
2. Each state shall be entitled to two votes each at General Meetings and one vote each at Management Committee Meetings.
3. Each state shall be eligible to be represented by two (2) delegates at Council General Meetings.
4. Observers nominated by member bodies and guests invited by the Council Executive Committee shall be eligible to attend Council meetings, may speak when invited by the President, however shall not move, second or vote on any motion.

6. **POWERS OF THE COUNCIL**

1. School Sport Australia (SSA) is managed by the Australian Schools Sports Council.
2. The Council shall, through the endorsement of AESOC, provide recommendations to AESOC on policy and decision making matters relating to school sport.
3. It shall have the power to arbitrate in matters of dispute referred to it by member bodies.
4. It shall have the power to make financial grants to member bodies, school sport associations and National Secretaries.
5. The Australian Schools Sports Council Constitution takes precedence over any Sports Association By-Laws.

7. **PATRONS**

The Council may invite a suitable person to be patron.

8. **MANAGEMENT OF THE COUNCIL**

8.1 **Executive Committee**

8.1.1 **Office Bearers**

1. President
2. Vice President (Secondary)
3. Vice President (Primary)
4. Members (Secondary) - 2 positions
5. Members (Primary) - 2 positions
6. Executive Officer
7. National Secretaries' Committee Chairperson
8. State Presidents' Committee Chairperson

8.1.2 **Election of Officers**

1. **President**

The President of the Australian Schools Sports Council shall be appointed by the Australian Education Systems Officials Committee and is expected to:

- i) Provide leadership to the Council and its member bodies.
- ii) Have a commitment to all Council programs.
- iii) Act as the spokesperson of the ASSC and represent the Council on official occasions.
- iv) Liaise with the Australian Education Systems Officials Committee.
- v) Preside at Australian Schools Sports Council General and Executive Committee meetings.
- vi) Where appropriate, undertake a consultative/intermediary role in any issue resolution.
- vii) Maintain regular contact with and accept responsibility for the Executive Officer

2. a) **Members**

Eight (8) members, three (3) representing the Primary Management Committee, three (3) representing the Secondary Management Committee, one (1) representing the National Secretaries' Committee and one (1) representing the State Presidents' Committee shall be elected by the respective Management Committees by postal ballot using a preferential voting system. These elections to be held during the last three months of each odd numbered year and confirmed by the Council.

b) **Vice Presidents**

Two (2) Vice Presidents, shall be elected, one representing the Primary Management Committee and one representing the Secondary Management Committee.

This election to be carried out at the respective management committee meetings at the Annual General Meeting immediately following the postal ballot.

The Vice Presidents shall chair the respective management committee meetings.

c) **National Secretaries' Committee Chairperson**

The Chairperson of the National Secretaries' Committee shall be elected at the same time and using the same procedures as the election of members to the Executive Committee.

d) **State Presidents' Committee**

The Chairperson of the State Presidents' Committee shall be elected at the same time and using the same procedures as the election of members of the Executive Committee.

3. **Executive Officer**

- a) The Australian Education Systems Officials Committee, in collaboration with the Council, shall appoint a person to be Executive Officer.
- b) The Selection Panel to handle the appointment process shall consist of a representative of the Australian Education Systems Officials Committee, the President of the Council and one representative of the Council's Executive Committee.
- c) The term of office of the Executive Officer shall be three (3) years with an option of a two year extension.
- d) Where the successful applicant is an employee of an education system, secondment from that system is to be negotiated.

8.1.3 **The Executive Committee**

The Executive Committee may appoint such other administrative staff as is necessary and such appointment shall be confirmed at the next General Meeting of the Council. Such staff shall work under the control of the Executive Officer.

8.1.4 **Casual Vacancies**

Should a casual vacancy involving an elected delegate from either the Primary Management Committee or Secondary Management Committee occur on the Executive Committee, it shall be filled as soon as practicable by ballot by the Management Committee concerned.

8.1.5 The Executive Committee shall meet at least three (3) times a year.

8.1.6 **Powers and Duties of the Executive Committee**

Subject to the Constitution and the directions and resolutions of the Council in General Meetings, the affairs of the Council shall be managed by the Executive Committee between such meetings.

The Executive Committee shall have the power to make rules, regulations and by-laws to carry out any of the objectives of the Council and the directions and resolutions of the Council at General Meetings.

The Council in General Meetings may disallow the making, alteration or appeal of a rule, regulation or by-law made by the Executive Committee

Where this occurs, the action of the Executive Committee shall be void and have no effect as from the date of the meeting at which the original decision was made.

8.2 **MANAGEMENT COMMITTEES**

There shall be four (4) committees:

One Management Committee comprising of state representatives responsible for primary school sport

One Management Committee comprising of state representatives responsible for secondary school sport

One Committee comprising of the National Sports Secretaries

One Committee comprising of the State President responsible for primary and secondary school sport in each state

8.2.1 **Primary Management Committee**

Shall comprise

- i) One (1) delegate from each state
- ii) The National Sports Secretary of each sport.
- iii) One (1) representative from each affiliated organisation.
- iv) Observers shall be permitted.

8.2.2 **Secondary Management Committee**

Shall comprise:

- i) One (1) delegate from each state
- ii) The National Sports Secretary of each sport.
- iii) One (1) representative from each affiliated organisation
- iv) Observers shall be permitted.

8.2.3 The Primary Management Committee and the Secondary Management Committee shall be chaired by the relevant Vice Presidents.

8.2.4 A Minute Secretary shall be appointed to each Management Committee meeting by the host state.

8.2.5 **Powers of Management Committees**

- i) The Management Committees shall be responsible for the co-ordination and management of all interstate and international school sporting activities
- ii) It shall be the final arbiter on rules and guidelines for all approved sports (not affiliated organisation's Championships)
- iii) For all other matters it shall make recommendations to the Council.

8.2.6 **Voting**

One state representative from each of the Primary Management Committee and the Secondary Management Committee shall be entitled to one vote. The Chairperson of the National Secretaries Committee shall also be entitled to one vote at Management Committee meetings.

8.3 **National Secretaries' Committee**

8.3.1 Where possible, National Secretaries' Committee Meetings shall be held prior to Secondary Management Committee Meetings.

8.3.2 All National Secretaries and representatives of affiliated organisations shall be entitled to vote at National Secretaries' Committee Meetings.

8.3.3 The Chairperson of the National Secretaries' Committee or his/her proxy shall have full voting rights at Management Committee Meetings.

8.3.4 The National Secretaries' Committee shall advise and make recommendations to the Management Committees on matters pertaining to Australian Schools Sports Council Approved Sports.

8.3.5 The National Secretaries' Committee Chairperson shall be a member of the Council's Executive Committee.

8.4 **The State Presidents' Committee**

8.3.1 Where possible, the State Presidents' Committee Meetings shall be held prior to the Primary and Secondary Management Committee Meetings.

8.3.2 All Presidents shall be entitled to vote at the State Presidents' Committee Meetings.

8.3.3 The State Presidents' Committee shall advise and make recommendations to the General Meeting on matters pertaining to the Australian Schools Sports Council.

8.3.4 The State Presidents' Committee Chairperson shall be a member of the Council's Executive Committee.

9. **MEETINGS**

9.1 **Council**

9.1.1 **Council Annual General Meetings**

Council Annual General Meetings shall be held during the last three months of each year. Office Bearers shall be confirmed at this meeting in each odd numbered year.

9.1.2 A General Meeting may be held in the May-June period of each year.

9.1.3 Special General Meetings, stating the specific purpose for the meeting, may be called by either -

- i) the Executive Committee or
- ii) on a written request signed by at least eight (8) member bodies.

9.2 **Management Committees**

9.2.1 The Management Committees will meet prior to and/or after Council General Meetings.

9.2.2 The Management Committees may meet at other times as decided by a majority of delegates or member bodies.

9.3 **Meetings Procedures and Requirements**

9.3.1 All meetings shall operate under the Australian Schools Sports Council Standing Orders.

9.3.2 Annual, General and Management Committee meetings shall be notified in writing not less than sixty (60) days prior to the date of the meeting.

9.3.3 Special General Meetings shall require twenty eight (28) days notice.

9.3.4 The agenda for the meeting shall be circulated not less than twenty eight (28) days prior to the meeting.

9.3.5 No business shall be transacted unless at least two-thirds of the delegates eligible to vote are present.

9.3.6 At any meeting, a resolution put to the vote shall be decided by a show of hands unless a request for a secret ballot is made by at least two thirds of the delegates present.

9.3.7 Business other than that notified may be considered if at least two thirds of those members eligible to vote so agree.

9.3.8 All motions shall be decided by a majority vote except where stated in the rules.

9.3.9 In the event of an equal vote on any motion, the President, in the case of a Council General meeting or Executive Committee meeting, the respective Vice- Presidents in the case of Management Committee meetings, the Chairperson in the case of National Secretaries' Committee meetings and the Chairperson in the case of the State Presidents' Committee meetings, shall have a casting vote.

9.3.9.1 Any member body may request a postal ballot. Alterations to the constitution and/or Section A By-Laws cannot be made by a postal ballot. No postal ballot is to be held during the twelve weeks preceding the relevant meeting.

9.3.9.2 The Executive Officer shall distribute the ballot papers to the member bodies within fourteen (14) days of receipt. The date of the final return of ballot papers shall be specified and this date must not be earlier than six (6) weeks after posting to member bodies.

9.3.9.3 Voting in a postal ballot will be one (1) vote per member body.

9.3.9.4 The ballot will have deemed to have been carried if a majority of the member bodies eligible to vote have voted in the affirmative.

10. **SPORTS MANAGEMENT COMMITTEES (See Sports Management Committee Operating Procedures)**

11. **ACCOUNTS**

11.1 **Accounts**

11.1.1 True and accurate accounts shall be kept by the Executive Officer of all sums of money received and expended. Accounts must be kept according to the Australian Schools Sports Council Accounting Procedures.

11.1.2 All payments, except petty cash items, shall be made by cheque and signed by any two (2) of the approved signatories. The Executive Officer will be one of the signatories with the others being determined by the Council.

11.1.3 All general records, account books and records of receipt and expenditure connected with the business of the Council shall be open to the inspection of any member body, provided permission has been granted by the Executive Committee.

11.1.4 The funds of the Council shall be used only for the carrying out of the aims as stated in Section 2.

11.1.5 A financial statement will be presented to each meeting and an audited financial statement will be presented to the Annual General Meeting.

11.2 **Financial year**

The financial year of the Council shall commence on the first day of July each year.

11.3 **Auditor**

The Executive Committee shall each year appoint an Auditor to hold office until the conclusion of the next financial year.

11.4 **Audit of Accounts**

At least once in each financial year, the books of the Council shall be examined by the Auditor.

11.5 **Expenses**

The Council and its Executive Committee shall have the authority to grant officers of the Council expenses in conjunction with the performance of duties when representing the Council.

11.6 **State Grants**

Prior to the start of each financial year, the Executive Officer shall invoice each state Education Department for their annual grant to the Australian Schools Sports Council according to the formula agreed to by the Australian Education Systems Officials Committee.

12. **NATIONAL COMPETITIONS**

12.1 State team officials and students participating in any Australian Schools Sports Council activity are the direct responsibility of the Chief Executive Officer or equivalent, of their respective state.

12.2 State team officials to an Australian Schools Sports Council Championship, , shall abide by the Rules and Guidelines as detailed in the relevant sections of the Council's documentation.

13. **INTERNATIONAL COMPETITIONS**

Any Sports Management Committee intending to participate in an international competition whether it be within Australia or an overseas tour, must seek endorsement from the Council and abide by the International Competition Guidelines as detailed in the By-Laws.

All tours must be approved by the Australian Education Systems Officials Committee.

14. **ALTERATIONS TO THE CONSTITUTION AND BY-LAWS**

14.1 The Constitution and By-Laws may be altered by resolution passed by two thirds (2/3) majority of delegates present and entitled to vote at a General Meeting.

14.2 Notice of the proposed alteration to the Constitution and By-Laws must be forwarded to the Executive Officer six (6) weeks prior to the date set for the General Meeting. The Executive Officer shall distribute the Notice of Motion to all member bodies not less than twenty eight (28) days prior to the meeting.

14.3 No amendment to a motion to alter, to add or to amend the Constitution and By-Laws may be introduced at the General Meeting.

15. **AFFILIATION WITH OTHER BODIES**

The Council may affiliate with or grant affiliation to any organisation controlling a sport or representing sport, providing such affiliation will be of benefit to the Australian Schools Sports Council and its member bodies.

16. **LIFE MEMBERSHIP (See School Sport Australia Awards Policy)**

17. **LIFE MEMBERS**

Theo Leonard	(VIC)	-	1977
Betty Bennett	(VIC)	-	1977
Bob Hall	(SA)	-	1977
Sandra Sheedy	(VIC)	-	1982
Ian Thomas	(NSW)	-	1982
Frank Murphy	(SA)	-	1982
Margaret Daly	(SA)	-	1983
Frank Killorn	(QLD)	-	1984
Geoff Sinclair	(WA)	-	1985
Geoff Hornibrook	(QLD)	-	1985
Neville Wagner	(QLD)	-	1986
Joe Johnson	(WA)	-	1986
Ron Burns	(ACT)	-	1986
Steve Kalend	(ACT)	-	1987
Colin Steinert	(SA)	-	1988
Les Rauert	(NT)	-	1989
David Probert	(TAS)	-	1990
Brian Deslandes	(NT)	-	1992
David Woods	(NSW)	-	1992
Barry Moore	(VIC)	-	1994
George Hay	(QLD)	-	1994
Mary Summerson	(QLD)	-	1996
Fred Lake	(NSW)	-	1998
Ian McMahon	(WA)	-	1998
Jill George	(SA)	-	1998
Neil Brook	(SA)	-	1999
Mike Murray	(VIC)	-	1999
Peter Waterman	(NSW)	-	1999
Peter Burgan	(SA)	-	2000
Grant Parker	(NSW)	-	2001
Ian Temby	(WA)	-	2001
Lance Regnier	(VIC)	-	2002
Helen Taylor	(NT)	-	2003
Helen Fraser	(VIC)	-	2004
Neil Sherring	(NSW)	-	2006
David Barclay	(VIC)	-	2007
Luke Soulos	(VIC)	-	2008
Murray Farr	(WA)	-	2008

18. **DISSOLUTION**

This Council shall not be dissolved except by three quarters (3/4) of those eligible and attending a General Meeting and upon acceptance of this resolution by the Australian Education Systems Officials Committee. Should dissolution occur, Council funds shall be disbursed equally to all member bodies.

AUSTRALIAN SCHOOLS SPORTS COUNCIL Inc

SECTION A - BY-LAWS

1. **MEMBER BODIES**

Australian Capital Territory

Australian Capital Territory Secondary Schools Sports Association

Australian Capital Territory Primary schools Sports Association

New South Wales

New South Wales Combined High Schools' Sports Association

New South Wales Primary Schools Sports Association

Northern Territory

School Sport NT – One Primary / One Secondary

Queensland

Queensland School Sport – One Primary / One Secondary

South Australia

Secondary School SA

SAPSASA – Primary School Sport

Victoria

Victorian Secondary Schools Sports Association

Victorian Primary Schools Sports Association

Western Australia

School Sport Western Australia – One Primary / One Secondary

2. **DUTIES OF OFFICERS**

2.1 **Executive Officer**

Subject to the decision of the Executive Committee and ratification by a Council General Meeting the Executive Officer shall:

2.1.1 Carry out the instructions of the Executive and Management Committees and control all correspondence.

2.1.2 Exercise general control over the affairs of the Council.

2.1.3 Keep minutes showing the business transacted at all meetings.

- 2.1.4 Maintain the Council's financial books and accounts.
- 2.1.5 Prepare reports for the Council and the Australian Education Systems Officials Committee as required.
- 2.1.6 Liaise with other relevant agencies.
- 2.1.7 Supervise other Council employees.

2.2 **Auditor**

2.2.1 In the report for the Annual General Meeting and in certifying the accounts, the Auditor shall state:

- . whether the information required was obtained.
- . whether, in his opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Council according to the information at his disposal and the explanations given as shown by the books.
- . whether the accounts have been kept in accordance with the Council's Accounting Procedures.

3.1 **APPROVED SPORTS**

The Council conducts Championships in the following sports:

13-19 Years Championships	12Years & under Championships
Australian Football	Australian Football
Baseball	Basketball
Basketball	Cricket
Cricket	Cross Country
Cross Country	Diving
Diving	Football
Football	Golf
Golf	Hockey
Hockey	Netball
Netball	Softball
Orienteering	Swimming
Softball	Tennis
Swimming	Touch Football
Surfing	Track & Field
Tennis	
Touch Football	
Triathlon	
Volleyball	
Water Polo	

3.2 **AFFILIATED ORGANISATIONS**

Australian Schoolboys Rugby League Council

3.3 **CALENDAR**

The Australian Schools Sports Council Calendar of Championships shall be confirmed at the Annual General Meeting of the Council in the year prior to the event and forwarded to the Australian Education Systems Officials Committee for approval.

4. **MEETINGS**

4.1 The order of business at the Annual and at a General Meeting will be:

- . Registration of delegates
- . Confirmation of the minutes of the previous General Meeting
- . Presentation of the Annual Report, Financial Statement and Balance Sheet and any Business Arising.
- . Other Reports and Business Arising.
- . Motions for alteration to Constitution and Rules.
- . Recommendation of outgoing Management Committees.
- . Election of Officers (when required).

4.2 The order of business at Management Committee meetings will be -

- . Registration of delegates.
- . Confirmation of the minutes from the previous Management Committee Meeting and Business Arising.
- . Championship Reports and Business Arising (including the financial reports from host associations, the sport associations and approval of the minutes from the Championship meetings).
- . Other reports and Business Arising.
- . Notices of Motion.
- . Topics as set out on the agenda.
- . General Business.

4.3 The General Meeting rotation shall where possible be held in the following order:

NT, QLD,NSW, SA, VIC, ACT, WA

Dates and venue to be confirmed at the mid-year meeting of the Council for the following year.

5. **INTERNATIONAL COMPETITIONS**

5.1 **Introduction**

5.1.1 Before any International event can proceed it must have the endorsement of the ASSC and the approval of AESOC.

Any proposal for an international tour program must reflect its capacity to achieve the Australian Schools Sports Council's stated educational outcomes for students.

5.1.2 (a) Any Sports Management Committee must provide notice of intent to conduct any International event to the Council Executive Committee at least twelve (12) months in advance. This notice must include a preliminary planning report containing proposed dates, venues, prospective opponents and approximate costs.

The Executive Committee will then make a recommendation to be ratified by the Council at its next meeting.

b) **Election of Tour Officials/Organising Committees**

- See relevant ASSC Policy

(c) It is strongly recommended that any tours should be scheduled for a common school vacation time.

- 5.1.3 All potential players should be informed of their commitments with regards to payment dates of the levy, the full cost and the time involved **prior** to selection.
- 5.1.4 The National Sports Organisation should be consulted, and kept informed of the progress of the tour/visit.
- 5.1.5 Where possible, the greater part of a tour's accommodation should be by billet so as to minimise costs and to benefit the students educationally, socially and culturally.
- 5.1.6 Each student and official shall be levied an extra \$100.00 to be set aside as an emergency fund, refundable at completion of tour. This levy on players and officials selected is to be included in preliminary budgets and set at a sufficient amount with respect to exchange rates and costs overseas. An audited statement is to be presented in the report.
- 5.1.7 Selected students shall be given, at the time of selection, a "Suggested Tour Requisites" that includes:
 - Dress (official functions, playing and casual wear etc)
 - General items (toiletries, camera etc)
 - Information on spending money
 - Gifts for hosts
 - Details of itinerary
 - Australian Schools Sports Council Codes of Behaviour
 - Detailed costing

5.2 **Officials**

- 5.2.1 The number of officials to be appointed for any overseas tour shall be determined by the Council's Executive Committee in consultation with the National Secretary of that sport. Officials to be elected at least six (6) months prior to tour by postal ballot conducted by the Executive Officer.
- 5.2.2 For visits to Australia, an organising committee shall be appointed, and shall be subject to Australian Schools Sports Council policies and procedures. The organiser/convenor of the event should be appointed twelve (12) months prior to tour.

5.3 **Role of Officials**

Introduction

Tour officials need to be aware of the Child Protection Act and their duty of care as a team official and as a representative of School Sport Australia.

- i) It is most unwise for any tour official to be in a situation where the official is alone with a team member without the knowledge of the team management.
- ii) At least two (2) tour officials should always be in attendance in team change rooms.
- iii) No tour official of the opposite gender should enter team change rooms until all team members have completed changing.
- iv) A tour official should always be in attendance during the treatment of injuries to team members.

5.3.1 **General Manager**

The General Manager shall:

- a) Be responsible for the overall organisation of the tour.
- b) Have the ultimate responsibility for all matters relating to the tour. The General Manager shall represent the Council and shall be empowered to interpret Council policy as it affects the team.

- c) Be responsible for the establishment and enforcement of discipline and rules as they affect the team as a whole and have the power to discipline any member of the team.
- d) Be responsible for seeking sponsorships and merchandise pertaining to the tour.
- e) Upon completion of the tour produce a report in detail on all matters on the tour. This report will also include reports from teams manager, coaches and team captains. The report shall be tabled at the next annual championships of the sport and at the next General Meeting of the Australian Schools Sports Council.
- f) Write letters of appreciation to all involved in aiding the tour and send a copy of the tour report to:
 - the hosting school sporting association/organisations
 - the hosting sport association
 - the Australian Schools Sports Council
 - all sponsors.

5.3.2 **Team/s Manager**

- a) Shall assist the General Manager as required.
- b) In conjunction with team coaches be responsible for formulating and enforcing discipline of their respective teams.
- c) Shall be responsible for the welfare and well being of the team.
- d) Shall keep the General Manager informed of any proposed actions relating to team members.
- e) Shall deal with and report to the General Manager any incidents which may affect team members, injuries, sickness, breaches of discipline etc.
- f) Shall be responsible for all "off game" activities of the teams.
- g) In conjunction with the General Manager shall prepare a tour program comprising of individual photographs, pen pictures and team photographs, a copy of the itinerary and any other necessary inclusions.
- h) Be responsible for the ordering of all team uniforms and necessary equipment for the tour in consultation with General Manager.
- i) Shall assist coaches as required during the progress of matches.
- j) Shall keep team members fully informed of their responsibilities.
- k) Shall be in charge of team uniforms and refreshments.
- l) Shall submit to the General Manager within one month of the completion of the tour a typewritten report for inclusion in the Tour Report.
- m) In the absence of a General Manager the Teams Manager will also undertake those responsibilities.

5.3.3 **Coaches**

Team coaches shall be responsible to the General Manager for the following duties:

- a) The submission of a training program for team players prior to the meeting of the team.
- b) Shall have full control of teams during the progress of matches and training sessions.
- c) Shall formulate and enforce team discipline in cooperation with teams manager.

- d) Shall secure through the manager any requirements, training facilities etc.
- e) Shall submit to the General Manager within one (1) month of the completion of the tour a typewritten report for inclusion in the Tour Report.

5.3.4 **Players**

- a) Shall abide by any rules or regulations stipulated by team officials both on and off the field of play.
- b) Shall consult team officials on any personal problem, injury, sickness etc.
- c) Shall at all times act in a manner befitting an Australian representative at an International Tournament.

5.3.5 **Reports, Recommendations, Evaluation**

It will be the National Secretary's responsibility to ensure that detailed, adequate reporting is undertaken by tour officials and presented to the Secondary Management Committee along with audited financial statement in full detail no later than six (6) weeks after the conclusion of the tour.

5.3.6 **Tour Officials' Responsibilities of Supervision**

- Tour Officials must display exemplary conduct as models for students at all times.
- When students are in the Tour Officials' care, ensure that they are supervised to a level that would satisfy a prudent parent/carer.
- When students are being billeted, Tour Officials are to be responsible for the supervision and duty of care of the students until the appropriate time negotiated with the respective billets. There is an expectation the Tour Officials will be responsible for the majority of the day.
- If Tour Officials are attending other functions or activities during the tour, at least one of the officials must at all times be available to attend to students in case of an emergency. A telephone contact at all times is essential.
- Ensure that billeting family and team members have a telephone contact for Tour Officials.
- When Tour Officials are responsible for student accommodation, (eg. Motel) the following rules must be adopted:
 - i) Tour Officials are to supervise to such a level that a prudent parent/carer would be completely satisfied. (eg. dress, appropriate behaviour, mixed boy/girl activities.)
 - ii) Sleeping arrangements should ensure that the girls are completely separate from the boys and that Tour Officials, where possible, are to situate themselves between the two groups.
 - iii) Tour Officials must ensure that all students are accounted for before retiring themselves.
 - iv) A supervision roster for Tour Officials should be drawn up and adhered to.
- When travelling, Tour Officials should be positioned so that they can supervise their team.
- The ASSC Codes of Behaviour must be disseminated, explained and implemented by all Tour Officials.
- The Tour Officials' expectations must be outlined to the students prior to the tour and the School Sport Australia Student Behaviour – Team Management Procedures must be followed if there is any infringement of the Codes of Behaviour.

6. **CONDUCT OF SCHOOL SPORT AUSTRALIA CHAMPIONSHIPS**

6.1 **General**

The following points are fundamental to the conduct of any School Sport Australia Championships:

6.1.1 The main objective is to promote the achievement of educational outcomes through sport. School Sport Australia Championships should not be simply sporting contests, but a combination of experiences in sport and education.

6.1.2 The host state is responsible for the Championship organisation.

6.1.3 In planning School Sport Australia Championships the host state should be prepared to liaise with and seek support from the National Sports Secretary, the Executive Officer, the previous host state and both the National and State Sporting Organisations..

6.1.4 Each sport should provide in its Rules and Guidelines sufficient information for the host state to conduct the Championship.

6.1.5 National Sports Secretaries should:

- . ensure the successful conduct/operation of their sport from year to year.
- . provide advice to the host state.
- . assist with event continuity (e.g. records, results, minutes) from year to year.
- . Attend each School Sport Australia 12 Years & Under and or 13+ Years & Under Championships at least every second year.

6.1.6 It will be the responsibility of the host state to keep all states fully informed of the progress of the organisation of the Championships , and it will be the responsibility of competing states to meet all deadlines as requested by the host state.

6.1.7 **Team Levies:**

All Australian Schools Sports Council event levies must be approved by the Executive Committee as per the Council's Levies Policy.

6.1.8 **Reports**

- . The host state shall be responsible for the production of a report of the Championships. for circulation to all states. Where possible National Secretaries should have input into the report.
- . The host state (and/or National Secretary) may decide to produce a more public report, particularly where sponsorship is involved.
- . Reports must be forwarded to the Executive Officer no later than eight (8) weeks from the conclusion of the Championships. .

6.2 **Specific**

6.2.1 Each National Sports Secretary should develop an information package or letter to be sent to the host state each year.

6.2.2 All School Sport Australia Championships should have certain elements:

- . Pre and Post Championship meetings.
- . a draw, based on some set procedures.
- . a planned educational experience aspect for students.
- . adequate information to be sent to states competing prior to the event.
- . provision of billets. Participating students should be informed of the names of billets prior to their departure for the event.

- 6.2.3 Optional items which host states should not feel obliged to provide at their expense include:
- courtesy cars
 - official dinner for team officials
 - competitors/officials dinner

Charges may be made to cover these costs. Host states should advise competing states as early as possible of those items for which charges will be made.

- 6.2.4 All sponsorship monies for School Sport Australia Championships must be paid directly to the host state, unless otherwise authorised by the Executive Committee.

- 6.2.5 Receptions may be arranged (e.g. Mayoral/Civic) but should not be seen as mandatory.

7. **DUTIES OF NATIONAL SPORT SECRETARIES**

7.1 **The National Secretary**

- 7.1.1 There shall be a National Secretary for each approved sport.

7.1.2 **Appointment**

- 7.1.2.1 The term of appointment shall be for a period of three (3) calendar years.
- 7.1.2.2 Elections shall be in accordance with the procedure set out in the Sports Management Committee Operating Procedures.
- 7.1.2.3 Where appropriate, the Council shall have the right to replace a National Secretary.

7.1.3 **National Sports Organisation Liaison**

The National Secretary will cooperatively liaise with the relevant National Sporting Organisation.

7.1.4 **Sponsorship**

The National Secretary is encouraged to actively seek sponsorships for his/her sport, however all sponsorship agreements must receive endorsement from the Council

7.1.5 **Championships**

The responsibility for all aspects of the conduct and organisation of School Sport Australia Championships is delegated to the member body in that state where the event is being conducted.

The National Secretary shall carry out the duties and responsibilities as outlined in the rest of this document.

7.1.6 **Other s**

Where appropriate, the National Secretary may liaise with host states conducting other events in that sport.

7.2 **School Sport Australia Championships**

7.2.1 **Information from National Secretary**

- 7.2.1.1 The National Secretary should have a detailed Information Booklet or letter available for use by the host state as basic guidelines.
- 7.2.1.2 The National Secretary should have available a check list of things to be done by the host state.
- 7.2.1.3 A standard format document for use by the host state as a guideline for the Pre-Championship meeting should also be made available.

7.2.2 **Host State Information**

The National Secretary should ensure that adequate information is forwarded to all states by the host state.

7.3 **School Sport Australia Championships Time Line**

7.3.1 **November Conference - previous year.**

National Secretary to be available to discuss with host state next year's Championship arrangements, budgets, sponsorship etc.

7.3.2 **Pre-Championship Contact**

7.3.2.1 Once the host state has appointed the Championship Convenor, he/she should contact the National Secretary for advice.

7.3.2.2 The National Secretary is to forward Information Package to the Championship Convenor.

7.3.3 **Four (4) months Pre-Championship (at least)**

The National Secretary is to circularise all states inviting states to submit any nominations for School Sport Australia Service Awards.

7.3.4 **Three (3) months Pre-Championship**

7

7.3.4.2 The National Secretary is to forward to all state Executive Officers a request for any agenda items for the Post Championship Meeting to be held during the Championships and request that names of team managers/coaches be forwarded to the National Secretary as soon as available.

7.3.5 **Two (2) months Pre-Championship**

7.3.5.1 The National Secretary to forward detailed Post Championship Meeting agenda (including items forwarded by states) to all state Executive Officers for consideration by states.

7.3.5.2 **Pre-Championship Agenda**

The National Secretary to prepare a Pre-Championship meeting agenda based on standard format, and after consultation with Championship Convenor.

7.3.6 **One (1) month Pre-Championship**

7.3.6.1 The National Secretary is to provide any final advice to the Championship Convenor.

7.3.6.2 The National Secretary to make sure that all states have received adequate information re Championship.

7.3.6.3 The National Secretary shall prepare the following documents for presentation at the Post Championship Meeting;

- A list of correspondence for the past year.
- A report on activities for the past year, including Australian Schools Sports Council conferences.
- An audited financial statement
- Minutes of previous year's meeting.

7.4 **At the Championship**

- 7.4.1 The National Secretary shall ensure that the Championship is conducted in accordance with the relevant Australian Schools Sports Council Policies and the Sport's Rules and Guidelines.
- 7.4.2 The National Secretary shall act as an adviser to the host state organisers, particularly in regard to the interpretation of rules of competition for that sport.
- 7.4.3 **The National Secretary** shall check all official forms and documentation relevant to the Championship. In the event of the National Secretary not being present at the event, he/she may delegate this responsibility. These documents to be tabled at the Pre-Championship meeting. In the event of any team manager failing to lodge correct documents, the National Secretary shall report this matter to that state's Executive Officer and the Council's Executive Officer. In the event of dispute over documentation at the Pre-Championship meeting, the meeting shall be empowered to make an appropriate ruling after seeking advice from the National Secretary.
- 7.4.4 The National Secretary shall take the minutes of both meetings. He/she shall ensure that recommendations made at the meetings comply with the procedures as set out in the Rules/By-Laws of the Council and are presented to the respective Management Committee for decision.
- 7.4.5 The National Secretary shall act as adviser to the Selection Panel for the All Australian Team (where applicable).
- 7.4.6 The National Secretary may act as Secretary of any Tribunal, Appeals or Discipline Committee.
- 7.4.7 The National Secretary shall be responsible for the recording and compilation of votes where Best Player awards etc are part of Championships.
- 7.4.8 The National Secretary shall assist, where requested, the Championship organisers in the compilation of daily results, ladders etc.

7.5 **Post Championship**

7.5.1 **Two (2) Weeks**

- 7.5.1.1 Prepare a summary of key points and recommendations arising out of the Post Championship Meeting for circulation to member bodies and the Executive Officer.
- 7.5.1.2 States shall be asked to vote on all recommendations at the next Management Committee meeting unless a Postal Ballot is necessary.

7.5.2 **Two (2) Months (no later)**

- 7.5.2.1 Host association should have compiled and circulated the Championship report to:
- team officials
 - other Championship officials
 - state member bodies
 - National Secretary (including copies for circulation to sponsors and National Sporting Organisation).

7.5.2.2 **Report Contents**

- Report should include:
- summary of conference minutes
 - all results of matches
 - team placings
 - Australian Team
 - best player details
 - other awards

- list of all officials
- organising committee
- National Secretary's report
- Championship Convenor's report
- sponsor's name and advertising
- acknowledgements
- team lists
- any other relevant information.
- financial statement

Note: a) **Financial Report** - could be included if available at the time. This should not be the cause for late publication of the report. For all Championships, an acquitted Championship budget must be presented to the School Sport Australia Executive Committee as soon as possible after the conclusion of the Championship.

b) The Championship Report is a public document, and as a consequence should not contain any specific criticisms or complaints. Minutes containing specific criticisms or complaints should be sent separately to the report. A draft copy of the report should be sent to the National Secretary and the Executive Officer no later than two (2) months after the Championships for comment before it is distributed to all states.

7.6 **November Conference**

7.6.1 The National Secretary shall present his/her audited financial report, if applicable.

7.6.2 The National Secretary shall ensure that the host state has its financial report audited and ready for tabling, in accordance with 7.5.2 Note a).

7.7 **Finance and Sponsorship**

7.7.1 **Budgets**

At the November conference of the previous year, the National Secretary should advise host state that they should prepare a budget for forthcoming Championship

7.7.2 **Final Budget**

Copy of budget should be forwarded to the School Sport Australia Executive Committee as per the (Championship) Levies Policy for approval.

7.7.3 **Book Keeping**

7.7.3.1 If relevant, the National Secretary shall be responsible for the banking of all monies and the issuing of receipts, the keeping of accurate books of accounts, as per the Council's Accounting Procedures Booklet, and presenting an audited financial statement to the Annual General Meeting and to the next Management Committee Meeting.

7.7.3.2 The National Secretary together with one other person nominated at the sport's Annual General Meeting, shall sign all cheques chargeable to the funds of the sport.

7.7.4 **Sponsorship**

7.7.4.1 All sponsorship monies for Championships are payable directly to the host state organisation unless otherwise directed or agreed to by the Council's Executive Committee.

7.7.4.2 The National Secretary shall advise host state as soon as possible as to the availability of sponsorship funds.

7.7.4.3 Where sponsors have had specific input into the use of funds, the National Secretary must advise and ensure that host states comply with these requests.

7.7.4.4 The National Secretary shall forward copies of Championship report and letter of thanks to sponsors after Championship.

7.8 **Meetings**

7.8.1 **School Sport Australia Meetings**

The National Secretary shall attend all Council meetings and be available to attend and answer questions regarding their sport at both the Primary and Secondary Management Committee meetings.

AUSTRALIAN SCHOOLS SPORTS COUNCIL

MEETING STANDING ORDERS

These Standing Orders shall be applicable to all Australian Schools Sports Council General and Annual General Meetings, Primary and Secondary Management Committee and National Secretaries' Committee meetings.

1. Order of Business

The order of business shall be:

1. Welcome
2. Attendance and apologies
3. Confirmation of minutes
4. Business arising from minutes
5. Correspondence
6. Reports
7. Financial statement and report
8. Receipt of Notices of Motion
9. General business

2. Suspension of Standing Orders

So that a matter of urgency may be discussed, any delegate present may move that Standing Orders be suspended for a stated period of time. Resumption of Standing Orders must be moved at the end of the time stated.

3. Meetings

Meetings shall start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the Agenda is disposed of.

4. Right to Speak

- 4.1 Any member desiring to speak shall stand and when called upon by the Chair shall address the Chair respectfully. If two or more members rise simultaneously, the Chair shall call upon the member who was noticed first.
- 4.2 Each speaker shall confine his/her remarks to the matter being discussed and if the speaker fails to do so, shall be called to order by the Chair.
- 4.3 When the Chair rises to speak, any member standing shall sit.
- 4.4 No member, other than the proposer of a motion or an amendment, shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the Minutes.
- 4.5 No member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right to reply which reply shall close the debate. An amendment shall constitute a separate question from the original motion and the mover of the original motion may exercise his/her right to reply before the first amendment is put.
- 4.6 A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it, may reserve his/her right to speak to it subsequently.
- 4.7 Speaking twice to a motion/amendment is permissible only after a request to the Chair has been granted and only in an explanation of his/her own previous statement which appears to be misunderstood.

- 4.8 *Observers are welcome to attend School Sport Australia General meetings, Primary and Secondary Management, National Secretaries' Committee, State Presidents' Committee meetings and Executive Committee meetings and may speak on matters within the agenda when invited by the meeting chairperson*

5. Motions/Amendments

- 5.1 The mover of any motion shall be allowed five minutes to introduce and three minutes to reply and other speakers three minutes unless two thirds of the delegates present agree to an extension of time.
- 5.2 A motion or amendment before the Chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment has been adopted.
- 5.3 If required to do so by the Chair, the proposer of any motion or amendment shall submit it in writing.
- 5.4 A motion or amendment before the Chair may be reworded by the mover subject to leave of the meeting.
- 5.5 If the first amendment is defeated (negated), the original motion again becomes open to amendment.
- 5.6 If the first amendment is carried, it becomes the substantive motion and is again open to amendment. No further amendment is possible once the substantive motion has been put to the meeting.
- 5.7 Only one amendment may be moved to a motion at a time, but further amendments may be foreshadowed without discussion. Amendments are voted upon before the motion. If an amendment is lost a further amendment MAY be moved.
- 5.8 An amendment must be relevant to the motion, and so framed that it forms, with the unamended part of the motion, a sensible and consistent proposal. It must not be a direct negation of the original motion.
- 5.9 The Chair shall, as far as practicable, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view or, in the case of a motion, to move an amendment, the motion or the amendment shall (subject, in the case of a motion, to the mover's right of reply) be put without further debate.
- 5.10 No person may speak on any motion after it has been put to the vote.

6. Point of Order

- 6.1 The Chair's ruling on all points of order and procedure shall be final unless it is moved and carried "that the Chair's ruling be disagreed with".

When a motion of dissent from the Chair's ruling is duly moved and seconded, the Chair shall be vacated and the Deputy Chair will take the Chair before such motion is discussed or voted upon.

When a motion of dissent with the ruling of the Chair has been duly proposed and seconded, the Chair shall be allowed three minutes to speak in explanation of his ruling. The mover of the motion shall then be allowed three minutes to speak in support of this motion. The question shall then be put to the vote. The Chair will then abide by the decision of the meeting.

- 6.2 Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred and should be stated concisely. An explanation or contradiction shall not constitute a point of order.

7. Closure of Motion

- 7.1 A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the question be now put", which motion, if accepted by the Chair, shall be put without amendment or debate. It needs no seconder. The Chair shall have absolute discretion to accept or refuse the motion. The Chair may also of his/her own volition put the question if he/she feels that adequate discussion has taken place. In either case, the mover of a motion shall retain right of reply. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.
- 7.2 A member may at any time move, "That the speaker be no longer heard" or, "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion except the closure motion or a motion dealing with the speaker's time shall be moved while a speaker has the floor.

8. Voting

- 8.1 All voting shall be by a show of hands unless a person present and entitled to vote, demands a secret ballot. Any delegate may demand a recount.
- 8.2 All motions at Council and Annual General Meetings shall be decided by a majority of votes and, in the case of a tied vote, the Chair shall have a casting vote.

9. Same Motions

No motion which is the same in effect as one already negated can be accepted by the Chair except on notice of motion.

10. Rescinding Resolutions

Resolutions may not be rescinded in less than twelve (12) months except on a notice of motion circulated with the agenda of the next meeting.

11. Call to Order

The Chair shall call to order any speaker who departs from the question, or who violates the courtesies or rules of debate.

12. Closure of Meeting

The Chair shall declare the meeting closed as soon as the agenda has been suitably disposed of.