

SCHOOL SPORT AUSTRALIA

SPORTS MANAGEMENT COMMITTEE OPERATING PROCEDURES

[This document replaces the previous School Sport Australia “Standard Sports Association Constitution” and is applicable to all School Sport Australia events]

1. NAME

All School Sport Australia events shall be managed by a “Sports Management Committee.”

2. MEMBERSHIP

A Sports Management Committee shall consist of the team management from each School Sport Australia member body.

3. MANAGEMENT

3.1 School Sport Australia shall appoint a National Secretary for each sport who shall manage the operation of the Sports Management Committee for their sport.

Where a National Secretary is not in attendance at an event, the host state shall accept responsibility for the management of the Sports Management Committee.

3.2 Election of the National Secretary:

The election of the National Secretary will occur by postal ballot. Applications calling for the filling of vacancies will be advertised in August of each year and appointments confirmed prior to that year’s School Sport Australia Annual General Meeting.

Nominations must be accompanied by the consent of the State member body of which the nominee is a member and on the condition that agreement regarding funding for the nominee has been reached between the member bodies in that state.

In the event of only one applicant, member bodies shall be asked to determine the suitability of the applicant for the position.

On the occasions when a new National Secretary is appointed, every effort should be made to ensure that both the outgoing and incoming National Secretary are able to attend one School Sport Australia Conference together.

4. CHAIRPERSON

The Chairperson of the Sports Management Committee shall be the President or his/her nominee of the host state member body where the meeting is being convened

5. RESPONSIBILITIES OF THE SPORTS MANAGEMENT COMMITTEE

5.1 It shall be responsible for preparing and monitoring the Rules and Guidelines pertaining to the conduct of the sport.

- 5.2 It shall be responsible for recommending any changes to its Rules and Guidelines for ratification by the School Sport Australia Primary and/or Secondary Management Committee. Any such recommendations which are approved may then be included in the School Sport Australia Handbook.
- 5.3 Where appropriate, it shall be responsible for the planning of International events.

6. MEETINGS

The Sports Management Committee shall conduct two (2) meetings during the period of the Exchange/Championship.

- 6.1 **Pre-event Meeting:**
It shall meet prior to the commencement of the competition. The agenda for this meeting shall be prepared by the host state. Invited persons, including members of the School Sport Australia Executive Committee may attend and speak but cannot move or second a motion, or vote.
- 6.2 **Post-event Meeting:**
It shall meet during the concluding period of the Championship. The agenda for this meeting shall be prepared by the National Secretary, or, where the National Secretary is unable to attend, by the host state. This agenda shall be distributed to member bodies a minimum of four (4) weeks prior to the event. Invited persons, including members of the School Sport Australia Executive Committee may attend and speak but cannot move or second a motion, or vote.
- 6.3 The quorum for any Sports Management Committee meeting shall be at least one (1) delegate from every competing member body.

7. VOTING

- 7.1 **Eligibility to Vote:**
Each School Sport Australia member body shall be entitled to one (1) vote. Any non-affiliated organisation participating under the "Participation in School Sport Australia Events by Non-affiliated Organisations" policy shall also be entitled to one (1) vote.
- 7.2 **Method of Voting:**
- 7.2.1 All voting shall be by a show of hands unless a voting delegate demands a secret ballot.
- 7.2.2 All motions at Sports Management Committee Meetings shall be decided by a majority vote.
- 7.2.3 A division may be called for by at least two (2) delegates from two (2) different States, with the names of those who voted for and against the motion recorded in the minutes.
- 7.2.4 No person shall exercise more than one (1) vote on any motion.
- 7.2.5 In the event of an equal vote on any motion, the Chairperson shall declare the motion not carried.
- 7.2.6 Any voting delegate from a participating State, unable to attend a Sports Management Committee Meeting may submit in writing prior to the meeting, the name of a proxy who may attend and vote on the delegate's behalf.

8 POSTAL BALLOTS (Except for Rules and Guidelines)

- 8.1 Any State member body may request a Postal Ballot on any matter not relating to a sport's Rules and Guidelines. No postal ballot may be held during the twelve (12) weeks prior to the Exchange/Championship.

- 8.2 Matters decided by postal ballot shall become applicable forthwith.
- 8.3 The National Secretary shall distribute the ballot papers to member bodies within fourteen (14) days of receipt. The date of the final return of the ballot papers shall be specified and this date must not be earlier than six (6) weeks after posting to member bodies.
- 8.4 Voting in a postal ballot will be as per Section 7.1.
- 8.5 The Ballot will have deemed to be carried if a majority of the States eligible to vote have voted in the affirmative.

9. FINANCE

All financial matters relating to the conduct of the event shall be the responsibility of the host state.

Where a School Sport Australia National Secretary operates a bank account on behalf of their sport, particularly in relation to international tours, true and accurate accounts must be kept of all monies received and expended. Such accounts must be kept according to the School Sport Australia accounting procedures.

An audited financial statement of such accounts must be presented to the School Sport Australia Annual General Meeting.

10. EVENT REPORTS

Host states must forward an event report to all member bodies and to the School Sport Australia office within six (6) weeks of the conclusion of the event.

Recommendations from the Post-event Meeting must be forwarded to the School Sport Australia office by the National Secretary or the host state within two (2) weeks of the conclusion of the event.

11. ALTERATIONS TO RULES AND GUIDELINES

- 11.1 Recommendations to alter the Rules and Guidelines pertaining to any sport may only be approved by resolution passed by more than half of the delegates present entitled to vote, and voting thereon at Post-event Meeting. Such changes must be ratified by School Sport Australia prior to implementation and can only be made in the year preceding the Championships except by Postal ballot.

All such recommendations must be submitted on the official School Sport Australia "Event Recommendation Form."

- 11.2 Any member body or their representative/s shall have the right to propose alterations to the Rules and/or Guidelines.
- 11.3 All sports Rules and Guidelines changes must be ratified by a School Sport Australia meeting in order to be implemented in the following year.

12. ALTERATIONS TO MANAGEMENT PROCEDURES

Alterations to these Management Procedures can only be made by a School Sport Australia meeting.