

TERMS OF REFERENCE

TITLE	City District Sport
PARENT ENTITY	Metropolitan North School Sport Management Group
SUBORDINATE COMMITTEES	<p>Primary Schools – Prep to 6</p> <ul style="list-style-type: none"> Ascot State School Brisbane Central State School Clayfield College Eagle Junction State School Enoggera State School Hamilton State School Hendra State School Holy Cross School Holy Spirit New Farm Kedron State School Milton State School Mt Nebo State School Northgate State School Nundah State School New Farm State School Our Lady of the Angels (Wavell Heights) Petrie Terrace State School St Agatha's (Clayfield) St Ambrose's (Newmarket) St Anthony's (Kedron) St Columba's (Wilston) St Joseph's College Gregory Terrace Wavell Heights State School Wilston State School Windsor State School Wooloowin State School <p>Secondary Schools – 7 to 12</p> <ul style="list-style-type: none"> Aviation State High School Brisbane Girls Grammar School Kedron State High School Mary MacKillop College St Rita's College Wavell State High School <p>P to 12 – Schools</p> <ul style="list-style-type: none"> Clayfield College Kelvin Grove State School <p>5 to 12 – Schools</p> <ul style="list-style-type: none"> Brisbane Grammar School St Joseph's College Gregory Terrace St Margaret's AGS

PURPOSE	City District Sport is an operational unit within Education Queensland. Its core purpose is to focus on children and schools within the various education systems. City District supports the development of physical and sporting activities of young people within the schooling community. The District facilitates, supports and leads the schools and sport committees in their development of sport education.
SCOPE Aims and objectives	To co-ordinate and support appropriate quality sporting opportunities for all students in City District Schools <ul style="list-style-type: none"> • School sport programs and competitions provide opportunities for all students to participate in sport, at whatever level they are played and add value to individuals by giving the opportunity to all, irrespective of background and circumstances. • School sport programs and competitions provide opportunities for all students to participate in sport appropriate to their fitness, skill and interest level within a safe and supportive learning environment • School sport provides for the child's physical, social and emotional needs in order to assist them to achieve their individual potential and to become capable, active members of their communities. • Sport can play a valuable role in delivering a total education for the child.
MEMBERSHIP	Membership is determined by the district boundary and includes a service fee.
FREQUENCY AND CONDUCT OF MEETINGS	City District Sport conducts a minimum of one and a maximum of two meetings in every school term.
ROLES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • District Chair (Andrew Rhule, KGSC, 2019/2020) <ul style="list-style-type: none"> Chair Meetings End of year report to MNMB • District Treasurer (Carol Fitzmaurice DSO, Kristy Boyd BM KGSC) <ul style="list-style-type: none"> Financial Reports • District Sports Officer (Carol Fitzmaurice DSO) <ol style="list-style-type: none"> 1. District meetings – quarterly + AGM - schedule meetings & reminders, prepare agendas & minutes for District meetings in consultation with District Chair, guest speakers, correspondence in & out, prepare financial statement & table 2. MNMG meetings – 3 per year - prepare report to in terms 1 & 3 (chair to prepare end of year report), prepare & present financial statement to group, feedback to district with information from meeting. 3. Finance – maintain cashbook in consultation with BSM at base school, procurement, send invoices to BSM to be paid, maintain TRS register for allowable/claimable days, prepare financial reports for meetings quarterly, School Shop Online maintenance, district budget, aged debtors 4. School Shop Online website – maintain products, daily student payments, weekly reports downloaded & emailed to BSM at base school to advise money coming in & break up of sports, cross check trial & team payments with trial & team lists, manage refunds 5. Website - maintain district page on Met North website (upload yearly

	<p>calendars, trial notices, carnival programs & results)</p> <ol style="list-style-type: none"> 6. District Trials, jobs include but are not limited to: booking field/venues, booking first aid officer, preparation of trial notices, cross checking trial nominations with School Shop Online trial fee payments, liaise with district coach & manager regarding requirements for trial & nominations list 7. District teams – cross check SSO payments against team list, pack uniform items, liaise with team manager for distribution of uniform items & team kit 8. Interschool Gala Days – book venues & first aid officer, prepare nomination grid, distribute to schools, collate nominations from schools & email to individual convenors for draw preparation, distribute draws & general information to schools. Organise for pick up/drop off of any district items that are required at the venues 9. General Administration – yearly calendar planning, promotion of district sport, update district documents such as trial notices, Management Policies & Procedures document, maintain risk assessment register, update of contact lists for schools (PE or sports teachers, BSM for finance, Principals & Deputy Principals), yearly recruitment of team coach & managers & carnival convenors every 2 years, venue bookings, first aid bookings, correspondence in & out, customer support & enquiries via phone email (both schools & public), apparel procurement & stock control, assist convenors with running of main 3 carnivals (Swimming, Cross Country & Track & Field, maintenance & purchase of playing kits 					
MEETING OPERATIONS	Standing orders					
REVIEW ARRANGEMENTS	Policy and Procedures Manual is under constant updates.					
STATUS OF THIS ToR	Draft	<input type="checkbox"/>	Final	<input type="checkbox"/>	TRIM reference	
	Approving body	Regional Director		Date approved		