

# TERMS OF REFERENCE

<b>TITLE</b>	North West District Sport
<b>PARENT ENTITY</b>	Metropolitan North School Sport Management Group
<b>SUBORDINATE COMMITTEES</b>	<p>Primary Schools</p> <p>Ashgrove State School  Bardon State School  Ferry Grove State School  Ferry Hills State School  Grovely State School  Hilder Road State School  Ithaca Creek State School  Marist College Ashgrove  Mater Dei Catholic Primary School  Mitchelton State School  Oakleigh State School  Our Lady of Dolours School  Patricks Road State School  Payne Road State School  Rainworth State School  Samford State School  St Andrew's Catholic School (Ferry Grove)  St Finbarr's School (Ashgrove)  St Joseph's School (Bardon)  St Peter Chanel School (The Gap)  St Williams School (Grovely)  The Gap State School</p> <p>Secondary Schools</p> <p>Ferry Grove State High School  Hillbrook Anglican School  Marist College Ashgrove  Mitchelton State High School  Mt Maria College (Mitchelton)  Mt St Michael's College (Ashgrove)  The Gap State High School</p>
<b>PURPOSE</b>	North West District Sport is an operational unit within Education Queensland. Its core purpose is to focus on children and schools within the various education systems. North West 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.
<b>SCOPE</b>	To co-ordinate and support appropriate quality sporting opportunities for all students in North West District Schools

<b>Aims and objectives</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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</li> <li>• 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.</li> <li>• Sport can play a valuable role in delivering a total education for the child.</li> </ul>
<b>MEMBERSHIP</b>	Membership is determined by the district boundary and includes a service fee.
<b>FREQUENCY AND CONDUCT OF MEETINGS</b>	North West District Sport conducts a minimum of one & a maximum of two meetings in every school term.
<b>ROLES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• District Chair (Richenda Wagener, Rainworth SS) <ul style="list-style-type: none"> <li>Chair Meetings</li> <li>End of year report to MNMB</li> </ul> </li> <li>• District Treasurer (Samantha Sutton DSO, Katrina Greenwood, Rainworth SS) <ul style="list-style-type: none"> <li>Financial Reports</li> </ul> </li> <li>• District Sports Officer (Samantha Sutton) <ol style="list-style-type: none"> <li>1. District meetings – quarterly + AGM - schedule meetings &amp; reminders, prepare agendas &amp; minutes for District meetings in consultation with District Chair, guest speakers, correspondence in &amp; out, prepare financial statement &amp; table</li> <li>2. MNMG meetings – 3 per year - prepare report to in terms 1 &amp; 3 (chair to prepare end of year report), prepare &amp; present financial statement to group, feedback to district with information from meeting.</li> <li>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</li> <li>4. School Shop Online website – maintain products, daily student payments, weekly reports downloaded &amp; emailed to BSM at base school to advise money coming in &amp; break up of sports, cross check trial &amp; team payments with trial &amp; team lists, manage refunds</li> <li>5. Website - maintain district page on Met North website (upload yearly calendars, trial notices, carnival programs &amp; results)</li> <li>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 &amp; manager regarding requirements for trial &amp; nominations list</li> <li>7. District teams – cross check SSO payments against team list, pack</li> </ol> </li> </ul>

	<p>uniform items, liaise with team manager for distribution of uniform items &amp; team kit</p> <p>8. Friday sport – book venues, prepare nomination grid, distribute to schools, collate nominations from schools &amp; email to individual convenors for draw preparation, distribute draws &amp; general information to schools. Organise for pick up/drop off of any district items that are required at the venues</p> <p>9. General Administration – yearly calendar planning, promotion of district sport, update district documents such as trial notices, Management Policies &amp; Procedures document, maintain risk assessment register, update of contact lists for schools (PE or sports teachers, BSM for finance, Principals &amp; Deputy Principals), yearly recruitment of team coach &amp; managers &amp; carnival convenors every 2 years, venue bookings, first aid bookings, correspondence in &amp; out, customer support &amp; enquiries via phone email (both schools &amp; public), apparel procurement &amp; stock control, assist convenors with running of main 3 carnivals (Swimming, Cross Country &amp; Track &amp; Field, maintenance &amp; purchase of playing kits</p>					
<b>MEETING OPERATIONS</b>	Standing orders					
<b>REVIEW ARRANGEMENTS</b>	Policy and Procedures Manual is under constant updates.					
<b>STATUS OF THIS ToR</b>	<b>Draft</b>	<input type="checkbox"/>	<b>Final</b>	<input type="checkbox"/>	<b>TRIM reference</b>	
	<b>Approving body</b>	Regional Director		<b>Date approved</b>		