

Te Kowhai Sporting Body – Constitution



Motto: To be our very best

Vision: Where involvement leads to success

Purpose: The Sports Body is a group within the community who oversee Te Kowhai School sporting teams who participate in afterschool or weekend sport. As a group we are responsible to the Board of Trustees.

Aims:

- a) To provide pupils with the opportunity to participate in a wide range of sporting activities at a level matching their competence & confidence
- b) To develop attitudes & skills that will encourage future involvement for Te Kowhai School
- c) Encourage school parents to be proactively involved in their child's growth through the medium of sport

Objectives:

1. Maintain the sports club internal & external relationships, with representation at BOT meetings.
2. Maintain the unique sporting identity for Te Kowhai School
3. Present sport to students in a way which maximises participation to ensure their fun & enjoyment
4. Provide opportunities for students to experience personal & group achievement & success in sport
5. Provide appropriate facilities & resources for the safe & effective delivery of junior sport

Section 1. Structure

- a) Each code is represented by a 'code convenor' on the sporting body. This person oversees the sporting code and liaises with the coaches and players within their respective codes.
- b) Each code convenor, coach and manager has a brief job description to support them in their role. *(Please refer to job description sheets)*
- c) Code convenors liaise with Managers to ensure that all teams have their fees paid on time using the 'no pay, no play' policy as of the second competition game.
- d) Each code convenor is responsible for the allocation of the set up funds which were provided by the Top School committee during the initial stages of term 2 2009. Following this set up fund each code is responsible for their equipment and resources.
- e) Each code will need to be self-sustaining. The main income of finances for each code will be through the collection of player fees. Therefore careful deliberation of what these will be at the beginning of each season must be considered as these will need to be enough to sustain the overall code.

Section 2. Sponsorship & Fundraising:

- a) At the beginning of the year each sub-committee must decide upon any major fundraising ventures or possible sponsorship opportunities that will be organised so that a plan can be presented to the sports body and possibly BOT.
- b) Fundraising efforts and sponsorships must be taken through the code committee so that the process is followed (refer to flowchart of responsibility and information sharing), so as not to clash with other school fundraising efforts. From here the principal needs to be consulted. The principal can either approve the fundraising/sponsorship immediately or refer onto the next BOT meeting for board approval.

Section 3. Membership:

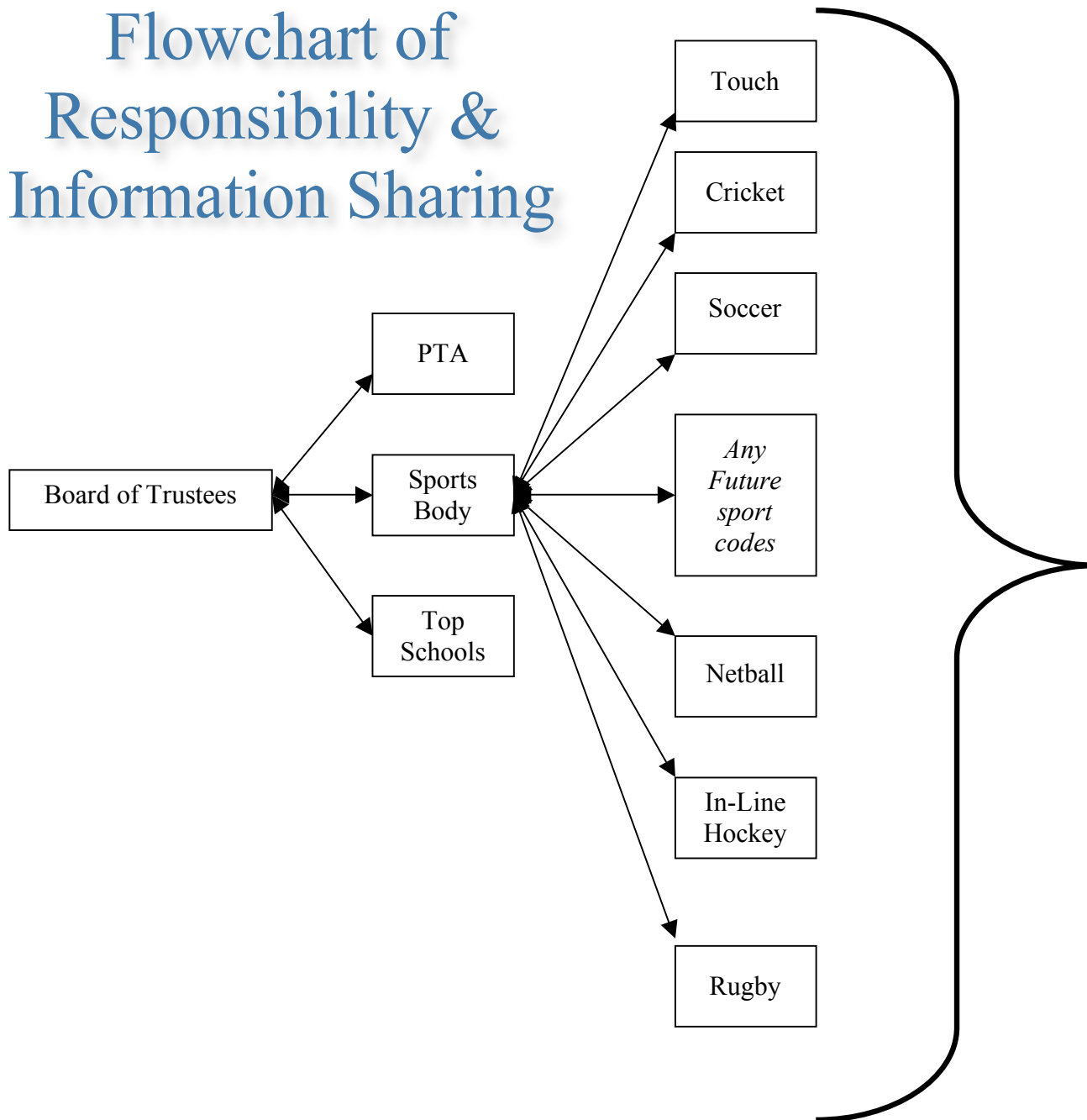
- a) Any parent, caregiver, or interested adult may become a member of this organisation by volunteering to be involved in a code sub-committee. This usually takes place at the Annual General Meeting; however as the year progresses parents can also join a sub-committee.
- b) Each member of this organisation must complete a code of conduct and grumble procedure which they will adhere to.
- c) Each code sub-committee will nominate and elect their ‘code convenor’ who will represent that code at the Sport Body meetings.
- d) Each sub-committee will need to elect a Treasurer to oversee the finances of their code.
- e) The Sporting body is represented by a teacher rep and ‘code convenors’ who represent every code of sport played within Te Kowhai School. The ‘Flowchart of responsibility and information sharing’ outlines the process in which issues and ideas must be made.
- f) The Sports Body is ultimately responsible to the Board of Trustees and works as an extension of their governance and thus will occasionally report to the BOT.
- g) Voting rights will be given to new members once they have signed and returned the code of conduct & Grumble procedure to their code convenor, as well as having attended two meetings (Either sub-committee or Sports body)
- h) New sports introduced will have the opportunity to establish a new code sub-committee. *(Please refer to ‘procedure for code establishment’ flowchart)*

Section 4. General Meetings:

“General Meetings” refers to both the Annual General Meeting, Sports Body meetings and sub-committee meetings.

- a) The AGM will take place early August each year. This is to capitalise on the transition from Winter to Summer sports. The AGM will be an opportunity to elect the secretary, treasurer, and any required roles. The teacher rep will be chairperson.
- b) Each code must have a representative at a sports body meeting, thus the code convenor needs to organise someone to attend in their absence.
- c) Sports Body meetings will be held at least twice a term. All organisation members, parents, community members are welcome to attend meetings; however final decisions will be made by sports body members.
- d) Non-members are welcome to attend meetings and are free to put items on the agenda.
- e) Issues which have been resolved at a sub-committee level may be minute at sports body meeting but will not be placed on the agenda for discussion.
- f) Sub-committees will determine when to hold their code AGM so as to suit each respective codes ‘season’. The elected code convenor will remain in that role until the next code AGM where the role is elected again. At the code AGM the secretary and treasurer will also be elected. The code convenor assumes the role of chairperson. Sub-committees will determine the times and regularity of their ‘general meetings’ as this is subject to the size of that code and respective sub-committee.
- g) 4-5 weeks prior to a code AGM an ‘expression of interest’ will be placed every week within the school newsletter for coaches/managers/members who are interested in making up that codes sub-committee. The organisation of this will be done by the teacher rep and the existing code convenor.

Flowchart of Responsibility & Information Sharing



Each code within the sports body will consist of a sub-committee which may be made up of the coaches, managers and other members.

Each code will hold their own AGM where they will elect their code convenor, decide how they will organise their code, run their year in regards to frequency of meetings, any major events which need to be considered, sponsorship and fundraising proposals, election of code secretary and treasurer.

From the sub-committee meetings any issues, concerns and ideas will be brought to the next Sports Body meeting. From the sports body meeting any issues, concerns and ideas that can not be answered or need further approval will be taken to the next BOT meeting.

This 'process' is to ensure that the BOT are aware of any initiatives that are happening within the sports body which will help to ensure fundraising and sponsorship efforts support and complement other areas of the school and their respective efforts for financial support.

Sports Body code of conduct

Sports body members are charged with a vital responsibility in ensuring the quality sporting endeavours of the adults of the future. Professionalism must be paramount. To ensure a professional approach to this role all members are expected to:

1) Adopt a **"We, not me!"** approach by working **collegially**. This includes **speaking positively** of each other, showing **respect** and being **supportive**.

2) Be **open and honest** discussing issues (not personalities) so as to maintain high levels of team spirit and collegiality. It is ok to disagree....without becoming disagreeable.

3) Maintain **loyalty** to the school, staff members and fellow sports body members

*This requires all parties to keep issues in-house for resolution and to promote the school in a positive and professional light. At no time should discussions about negative aspects pertaining to the sports body or specific members be held with parents or members of the public or in an open forum. **This would be unprofessional.***

4) Perform in a **professional** manner by meeting **deadlines**, being **prompt**, and maintaining **high quality** records
(Finances, team names, etc).

5) **Positive people** achieve **positive results**, when **expectations** are consistently applied.

Coming together, sharing together, working together, succeeding together - anonymous

Signed: _____ Date: _____