

Rarotonga School's Sports Committee Policy

Tuatua akakite (Rationale):

To clearly delegate appropriate authority to the Rarotonga Sports Committee to act on behalf of the Rarotonga school principals and to guide the committee in effectively and transparently organising interschool sports events.

Tuatua akamarama (Purpose):

- To encourage participation in sports for all schools as part of the P.E. and Health Curriculum
- To provide effective oversight of, and support for the Sports Committee
- To ensure effective management of interschool sports events on behalf of the Rarotonga School Principals
- To enable the Sports Committee to create policies, procedures and guidelines for effective operation which meet the principles of this policy and are subject to approval by the Rarotonga School Principals
- To ensure effective, efficient and transparent dispute resolution systems are in place.
- To establish guidelines around the election of offices and membership of the Sports Committee
- To ensure effective lines of communication are established between the Sports Committee, schools, the Rarotonga School Principals, Ministry of Education and Sports codes where appropriate.

Tuatua akano'o'anga (Guidelines):

Membership

- The Sports Committee President will be a bi-annually elected representative from the Rarotonga School Principals. This will be decided by anonymous ballot of those Rarotonga School Principals (or their representative) who attend the Rarotonga schools Principals meeting immediately following the term 3 sports event.
- The remainder of the Committee will consist of one representative from each Rarotonga School.
- In accordance with the principles of this policy, the Sports Committee shall be able to create additional roles and responsibilities and fill them from the existing members to aid in the execution of their duties.

Meetings and Decisions

- A sports Committee meeting can only be called by the president and must be called should 50% member schools call for a meeting. A quorum for a meeting is 50% of member schools.
- Notice of a Sports Committee meeting must be made in writing to each school, where email is the usual method of communication and must be made with at least one week's notice. Emergency meetings may be called with a minimum of one days notice.
- The purpose of an emergency meeting and any issue requiring a vote must be included in the notification and all Committee members must be allowed to vote on any motion or decision either in person or proxy, at the meeting.
- All decisions of the Committee will be by general consensus of the school representatives present (in person or by proxy). The Sports Committee President will only cast a vote in the case of a tied issue.
- The Sports Committee will annually review their performance, internal policies and any issues which have arisen throughout the year in a term 4 meeting, and will bi-annually include the outgoing and incoming president for the purposes of continuity and hand over.
- The Sports Committee will ensure minutes are taken at each meeting and these minutes and any new policies are circulated to schools in a timely fashion.
- In accordance with the principles of this policy, the Sports Committee shall be able to create additional meeting guidelines to aid in the execution of their duties.

Sports Events

- Participation in interschool sports events is encouraged, but the decision remains entirely at each school's own discretion.
- There shall be no more than one interschool sports fixture each term excluding term 4.
- The events for each term will be decided by the Committee and provided to the Ministry of Education and Schools before the end of the previous year, for inclusion in the Ministry of Education Year Planner
- When considering the sports to be included each year, special attention will be paid to the sporting code's commitment to providing, training, appropriate equipment, tournament organisation, and the ability to include all schools who wish to participate.
- New sports codes will be encouraged to be included in the interschool events.
- Once the sports have been selected and tournament dates set, any sports who missed inclusion will be encouraged to contact schools to negotiate involvement in individual school programmes. The decision to participate in these events, remain entirely at each school's own discretion.
- In accordance with the principles of this policy, the Sports Committee shall be able to create additional sport selection and notification guidelines to aid in the execution of their duties.

Dispute resolution

- In all cases, real or perceived conflicts of interest should be minimised or avoided.
- The Sports Committee will ensure clear guidelines are provided in writing to each school in a timely fashion, in regards to eligibility criteria and tournament rules for each interschool event.
- The Sports Committee will ensure a clear procedure for lodging a formal complaint (in writing) is communicated to each school prior to each tournament.
- The Sports Committee will ensure each formal complaint (in writing) is heard at a full Sports Committee meeting and a decision if required is voted upon (as per regular meeting procedures) and recorded. The Sports Committee decision is final.
- The consequences of each decision must be weighed carefully to consider the following:
 - Individual human error is a reality in sport and no one person should ordinarily be held accountable for errors in act or omission.
 - The principles of natural justice
 - The principles of sportspersonship and fair play
 - Minimising the likelihood of the issue reoccurring
 - The standing of all Rarotonga Schools, Principals and the Sports Committee
 - The purpose of the tournament being participation or competition
 - The likelihood the event would have seriously altered the outcome of the tournament
- In accordance with the principles of this policy, the Sports Committee shall be able to create additional dispute resolution guidelines to aid in the execution of their duties.

Formulated: 2010

Reviewed:

Rarotonga Principal's Rep: _____

Sports Committee President: _____