



ST PATRICK'S COLLEGE
Shorncliffe

**GUIDING PRINCIPLES
for
SPORTS SUPPORT GROUPS
at
ST PATRICK'S COLLEGE
SHORNCLIFFE**

RATIONALE

St Patrick's College Shorncliffe is a Catholic School *in the Edmund Rice Tradition*. It was established in 1952 and offers an excellent holistic education to young men from Year 5 to Year 12.

The Mission of the College is to form young *Men of Action* who will make a positive difference throughout their lives.

The St Patrick's community values:

Faith

- Engaging wholeheartedly in the Gospel messages of love, justice, solidarity, peace, compassion and service of others.

Learning

- Pursuing excellence in learning and teaching that develops a passion for lifelong learning.

Humility

- Building right relationships that respect the dignity, diversity and uniqueness of each individual.

These values consolidate our priorities to be:

- Commitment to the Gospel values in the Charism of Edmund and our Catholic faith;
- Excellence in teaching and learning in a diversity of settings;
- Building right relationships built on the respect for each individual.

St Patrick's College has always offered its students in a range of sports and sporting opportunities as a part of our holistic education. The College has always valued the role that sport has played in the development and formation of the young men entrusted into its care.

The key purposes for students participating in the College sporting programs include:

- Promoting school spirit;
- Developing resilience and humility through sportsmanship;
- Having fun;
- Fitness and Health;
- Developing competence, confidence, character and connection.

The role of sport at St Patrick's has never been viewed in opposition to the classroom teaching and learning but rather a means to extend, support and compliment teaching and learning outside of the classroom. It is also recognised that for both of these dimensions to exist well together, they need to be appropriately planned and balanced.

St Patrick's College values the role that an organized sports program can play in the formation of the young men of the College, subsequently they are encouraged to participate in sporting activities and to develop the required skills to assist them to compete at a level appropriate to their ability and stage of development. High rates of student participation and achievement are encouraged and expected. St Patrick's strives to provide quality programs and coaching structures that promote high levels of skill development, participation, enjoyment, and sporting achievement. The programs also recognize and develop the diversity of skills that are associated with large student participation. St Patrick's recognizes that sport can be a crucial forum for young men to express their individual talents and this is an important ingredient in the formation of their identity and self-esteem.

The College has also recognised and appreciated the role that the many parents/guardians and other community members play in assisting us to offer so many co-curricular opportunities to the young men. They can be involved in the sporting program through many varying roles.

The following *Guiding Principles for the Sports Support Group* is a framework for engaging parents in a collaborative relationship with the College through the avenue of the SPC sports program.

FUNCTION OF THE SPORTS SUPPORT GROUP

Since its inception, the Sports Support Group has provided the College with an extraordinary level of support. This has led to the high quality of sporting programs offered by the College. The group aims to value add to the co-curricular sporting program, community involvement and support of the College. The Sports Support Group endeavours to assist all students to maximize their sporting potential and to assist the College further enhance its position as a competitive and leading school in the AIC competition.

The purpose of the Sports Support Group is to assist and work in partnership and collaboration with the College (Principal) and Head of Sport to enhance the sporting skills and experiences of students through the support it offers.

The Sports Support Group is vital in fostering parental participation and encouraging and fostering the pursuit of excellence in all sporting activities within the College. It is a consultative and advisory body to the key personnel that direct and organise the sporting programs offered by the College.

It will foster strong community involvement and support which assists the College in providing sporting programs that are inclusive and integral to the holistic education of its students.

RULES

The rules governing the establishment, conduct and activity of Parent Support Groups as defined by EREA are attached in Appendix One of this document.

KEY ASPECTS OF THE SPORT SUPPORT GROUP

The College Sports Support Group is involved in the following aspects.

(i) Assisting the College to reach its potential within AIC sporting competitions.

The Sports Support group supports and assists the College to reach its potential in this competition through financial assistance with developing coaches and the facilitation of camps and clinics for various sports as requested by the Head of Sport.

This aspect of the Sports Support Group role will generally involve:

- Funding coaching qualification courses;
- Financially assist students (and their families) who cannot afford to attend College sporting camps and clinics;
- Providing logistical support for the camps and clinics as requested by the Head of Sport;
- Funding specialist coaching sessions for various sports;
- Assisting with marketing sport within College and community.

(ii) Community Building

The Sports Support Group plays a crucial role in building the College community. It works with staff to provide practical assistance for the safe, efficient and enjoyable operation of sport and the sporting programs throughout the year. It will work in close collaboration with the Head of Sport and provide assistance by assisting with organization of home games, collaboration with the College staff and parent body and the sharing of expertise (when applicable).

This aspect of the Sports Support Group role will generally involve:

- Assisting with various roles and responsibilities at home and away fixtures;
- Engaging in opportunities to build community through inclusive functions and gatherings when appropriate;
- Promoting the College sporting program to the parent body.

Budget

The Sports Support Group plays an integral role in assisting the College to ensure that the sporting programs are financially viable. The Sports Support Group uses various means available to raise funds to ensure that it is self-funding. As stipulated in the EREA Rules of Operations for Supporter Groups, the Sports Support Group will not have a separate bank account and all funds raised by the group will be forwarded to the College and held by the College for the Sports Support Group in trust.

The process of developing the annual budget will be led by the Treasurer and the Chair in consultation with the College Director of Sport. The budget will, in association with the College budget, cover the costs of running the sports program in any particular year. This budget will be submitted to the College Principal. The use of the funds held for and on behalf of the College Sports Support Group shall in the normal course of business be subject to the control of the Sports Support Group in consultation with the College Principal. In the event of some extraordinary expenditure in excess of the approved budget, consent must be received from the College Principal or his delegate. An annual audit of the Sports Support Group accounts will be conducted, as part of the school's audit process. Monies raised by the Sports Support Group are owned by the College.

This aspect of the Sport Supporter Group role will generally involve:

- Appointing a Treasurer to oversee the Sports Support Group finances;
- Developing and monitoring an annual budget according to the protocols established by the group;
- Liaise closely with the Head of Sport to ensure expenditure is aligned to the Sports Support Group Budget and the vision and strategic directions for Sport at St Patrick's College.

Financial Support

In order to provide financial assistance to the sporting programs offered by the College, the Sports Support Group will, in accordance EREA and College policy and with the approval of the Principal or delegate, develop strategies to raise funds from appropriate sources to support the on-going development of sport at the College. These funds may be utilised for both recurrent and capital expenditure but major capital development funds must be aligned with the College's strategic and master plans and approved by the College Principal.

The raising of revenue is designed to assist the College in the funding of:

- Specialist coaching;
- Purchase of equipment as requested by the College Head of Sport;
- Enhancing and development of current facilities and equipment used by the sports program as requested by the College Principal and Head of Sport;
- Development camps, tours and other relevant sports development programs;
- Accreditation courses for coaches, managers and officials.

This aspect of the Sports Support Group role will generally involve:

- Home game activities such program production, facilitating the BBQ and canteen, raffles and catering;
- Sports program functions.

Hospitality

A key aspect of the Sports Support Group is the provision of hospitality at home games and other sports related functions. This hospitality is valued by our College community and students and staff of the visiting teams. Whilst all members of the St Patrick's community have a role to play in providing this important aspect of the sports program, the Sports Support Group plays a vital facilitating role in ensuring that visiting Colleges experience the warm hospitality for which the College is renowned.

This aspect of the Sports Support Group role will generally involve:

- Organisation of parental support where needed at various "Home" sporting events;
- Provision of catering (as requested by the Head of Sport) at training or at home game days.

Meetings

In dealing with the many operations of a season, the Sports Support Group will meet at least once a term. Meetings dates, times and venues are notified in the Calendar, and on the College Website.

Meetings will be chaired by the Chair of the Group. The College will be represented at these meetings by the Director of Sport and/or the Principal or their delegate.

This aspect of the Sports Support Group role will generally involve:

- Holding meetings which are open to parents, coaches and the Individual and the College Head of Sport as per College calendar;
- Keeping accurate minutes of all meetings;
- Sending minutes of each meeting to the Principal and Head of Sport;
- Holding an AGM at the conclusion of each year where new Office Bearers are nominated and forwarded to the Principal for confirmation;
- Conducting business related to the key aspects of the Sports Support Group functions.

Selections

The Sports Support Group does not play any role in the selections of teams, team coaches or coaching staff. Members of the group are required to support the College's selection and grievance procedures in relation to team selections.

APPENDIX ONE

St Patrick's College, Shorncliffe Rules for Supporter Groups

Preamble

A key element in the life of St Patrick's College, Shorncliffe is the extent of the support the College receives from parents and the wider community especially through its organised Supporter Groups. The College is grateful for this support which contributes significantly to its spirit and life, and assists it in the provision of the comprehensive education it endeavours to offer its students. At the College there are currently two separate groups referred to as Supporter Groups as listed in the Schedule attached hereto. These groups include (1) Sports Support Group and (2) Cultural Support Group. The College needs to establish a regulatory framework within which all of these groups operate.

An important basic principle to bear in mind is that all the Catholic Schools *in the Edmund Rice Tradition* exist under one incorporated entity which is Edmund Rice Education Australia (EREA). Thus, St Patrick's College, Shorncliffe is not itself a separate legal entity, nor are any of its associated Supporter Groups, so the overall ultimate responsibility for both the College and its Supporter Groups is borne by Edmund Rice Education Australia (EREA). The following *Rules for Supporter Groups* are based on this premise. Each Supporter Group endorsed by the College and listed in the schedule attached hereto will adopt these rules. Any proposed amendments to these rules must be submitted to the Regional Administrator, Edmund Rice Education Australia to ensure the necessary approvals can be gained. These rules do not apply to groups operating in the College which are separately incorporated.

Rules

- 1 The Supporter Groups named in the Schedule are approved by the College as approved Supporter Groups.

- 2 A Supporter Group cannot be created without approval of the College Principal.
- 3 The name of a Supporter Group must be approved by the College Principal.
- 4 The Supporter Group does not exist as a separate legal entity from Edmund Rice Education Australia (EREA) and any assets acquired or owned by the Supporter Group are the property of Edmund Rice Education Australia (EREA).
- 5 No separate bank accounts shall be held by any of the Supporter Groups and all monies shall be paid to the College and held by the College for the Supporter Group.
- 6 The Supporter Group will develop an annual budget for the operation of the Supporter Group. This budget will be submitted to the College Principal for approval. The use of the funds held for and on behalf of the Supporter Group shall in the normal course of business be subject to the control of the Supporter Group. In the event of some extraordinary expenditure in excess of the approved budget this shall require the consent of the College Principal which may be delegated by the Principal to another person. An annual audit of Supporter Group accounts will be conducted, as part of the school's audit process.
- 7 Supporter Groups must be self-funding. Supporter Groups that are not self-funding will be wound up by the Principal.
- 8 The Principal may at any time, for any reason, and at his/her sole discretion, wind up any Supporter Group and deal with any assets controlled by that Supporter Group, including any monies.
- 9 Each Supporter Group must have a Management Committee and the Management Committee must have a Chairperson, Deputy Chairperson or Chairpersons, Treasurer and Secretary. It is desirable but not mandatory that the Treasurer has some accounting or business qualification.
- 10 The Management Committee will be appointed each year by the College Principal. The Supporter Group shall call for nominations for Management Committee positions and all nominations shall be submitted to the College

Principal for appointment of the Committee irrespective of whether there is one (1) or more nominations for the position. Members of the Management Committee for a Supporter Group will be required to declare any conflict of interest prior to taking up a position on the committee.

- 11 Each Supporter Group must determine and advise the College Principal of when it proposes to appoint its Management Committee for the next year. It is recognised that different Supporter Groups work on different calendars of events and therefore Management Committees of different Supporter Groups may commence at different times of the school year. A Management Committee has a maximum term of 12 months.
- 12 The College Principal is an ex officio member of each Supporter Group Management Committee and the College Principal may delegate this authority to any person.
- 13 If any dispute arises between any Supporter Groups or within any particular Supporter Group the determination made by the College Principal shall be final and binding on all parties.
- 14 Each Supporter Group will document a clear statement of purpose, structure and activities. This statement will require the approval of the Principal.
15. The Supporter Group shall meet on a regular basis as determined by the Supporter Group and as approved by the Principal.
- 16 A meeting agenda will be prepared prior to each meeting. Minutes of all meetings shall be taken and a copy submitted to the Principal within 14 days of the meeting.
- 17 Chairpersons of the Supporter Groups, or their nominees, are required to attend meetings as determined from time to time by the Principal.
- 18 Any fundraising activities or events organised by the Supporter Groups must have the prior approval of the College Principal.

- 19 The Supporter Group shall not distribute any written material (hard copy or electronic) to staff, students, parents, past pupils or members of the wider community without the prior consent of the Principal.
- 20 The design of stationery (letterhead etc), logos and slogans used by the Supporter Group shall be approved by the College Principal prior to its use. Use of the College name or crest or any College logo or symbol in any form (eg in correspondence or on any apparel) must have the prior approval of the Principal.
- 21 No Supporter Group or member of a Supporter Group has the authority to speak for or on behalf of the College or issue a press statement, media release or be interviewed without the express written consent and approval of the Principal. (As required by the Province Media Policy).
- 22 No Supporter Group has authority to contract or bind the College or Edmund Rice Education Australia.
- 23 Supporter Groups are not legal entities and therefore are not legally able to enter into any contract, agreement or commercial arrangement.
- 24 The Supporter Groups have no authority to give a direction to any employee of the College. All Supporter Groups will, in the normal course of events, communicate with designated employees of the College (including teachers) and may make reasonable requests and recommendations to them in the course of the activities conducted by the Supporter Group.
- 25 The Principal may at any time remove any person from the Management Committee position of any Supporter Group without any requirement to provide a reason and at his/her sole discretion by giving written notice to the person and the Supporter Group.



ST PATRICK'S COLLEGE

SHORNCLIFFE

SCHEDULE OF SUPPORTER GROUPS

Appendix Two

College policies in relation to Supporter Groups include:

- Gifts that are offered to group members, coaches or others for their service have a limit of \$300;
- Assistance to the College in providing specialist coaching for the programs is done financially. The Sports Support Group do not employ any coaching staff – this is the sole responsibility of the College;
- The Sports Support Group will support the College Head of Sport by supporting the College's Selection Procedure and Grievance Procedure to students and parents if necessary;
- The Sports Support Group will support the College by supporting and advertising at home games, the expected conduct of parents, players and visitors.