TERMS OF REFERENCE
CLACTON AND DISTRICT PRIMARY SCHOOL SPORTS ASSOCIATION

1. AIMS AND VISION

Clacton and District Primary School Sport Association (CDPSSA) aims to give young people in the Clacton and Tendring area the opportunity to access high quality physical education and school sport.

The association is comprised of member schools which work in partnership to inspire, educate and empower children and young people through sport, so that all young people have opportunities to reach their full sporting potential.

The association's vision is to work in partnership, through a network, to encourage all pupils to be physically literate and provide them with the knowledge, skills and motivation necessary to create a sporting legacy.

2. MEMBERSHIP AND CONDUCT

2a. Membership and Fees

Membership shall be open to all schools in the Clacton and Tendring District.
Any school who becomes a member of the association shall have to pay annual subscription which is agreed at the Annual General Meeting each year.

2b. Misconduct:

The association may reprimand, suspend or terminate the membership of any person or school who is found to be responsible for performing; directly or indirectly acts harmful to the interests, ideals and reputation of the association. Cases of misconduct will be dealt with by the Chair of the association in the first instance. Complaints or allegations should be made in writing to Mrs Karen Jones, C/O Great Clacton C of E Junior School, and an initial response will be made as soon as possible and within 14 working days. The Chair will oversee any investigations of misconduct and reserves the right to delegate this responsibility to an alternative committee member.
Repercussions of cases of misconduct which are upheld may include a verbal or written warning, temporary removal from the association or in serious cases; permanent removal from the association.

3. RIGHTS AND RESPONSIBILITIES

Members shall have the right to nominate and vote for the key organisational roles of Chair, Vice-Chair, Secretary and Treasurer at the Annual General Meeting in the summer term of each academic year.
All members and member schools will have equal opportunity to apply for places to take part in events and activities organised by the association, including places in the sports leagues.
All members shall observe good behaviour on and off the court in any dealings with regards to the association and request all members to show respect to all players, officials and spectators.
Members to abide by any rules and regulation of individual sporting events set up by, or affiliated with, the sports association.
The association is responsible for arranging various sporting activities for its members; the Chair and the committee may appoint suitable members for organising and facilitating such activities.

4. REGISTER OF MEMBERS

The committee shall keep and maintain a register of member schools of the association.
All schools in the Clacton and Tendring District are eligible for membership to the association. Applications from new schools should be made in writing to the Chair for consideration and agreement.

4a. SUBSCRIPTION

Any school admitted to be a member of the association shall pay the subscription fee. Subscription fees are non-refundable.
Invoices for payment will be sent to schools in the first half of the autumn term each year. All member schools are required to pay the annual subscription by the end of the autumn term each year. The amount of the subscription shall be fixed by the members at the general meeting.
All member schools shall be required to pay the set subscription amount, regardless of number of pupils on school roll.
Any member school who has not paid their subscription by the 31st January of said subscription year, will cease to be a member of the association and will not be eligible to enter competitions, activities and sporting leagues organised by the association.
Any member school who has been disqualified from membership and wishes to join again will be required to apply in writing to the Chair, as per new schools, as set out in **4. Register of Members**.

5. THE EXECUTIVE COMMITTEE

The committee shall consist of the following:
Chair
Vice Chair
Secretary
Treasurer

Executive committee positions shall be elected by members at the Annual General meeting. The committee may appoint such other sub-committees either for general or specific nature as they may from time to time consider necessary. All decisions of the sub-committee must be ratified by a consultation of the committee.

The committee shall have the power to fill any vacancy arising from resignation. Appointed Executive committee members shall then hold office until the next Annual General Meeting.

All members of the Executive Committee should have an enhanced DBS check as carried out by the school at which the member is employed. DBS numbers must be provided to the Chair upon appointment.

Executive Committee members shall complete a Business Declaration of Interests form upon commencement of their position and update this annually.

6. FINANCE

The financial year of the sports club shall commence on the first of September each year in line with the school academic year.

The committee shall keep records of all financial transactions of the sports club.

A copy of the accounts approved by the committee shall be presented for approval at the Annual General Meeting.

The committee shall have the power to incur reasonable expenses for association business only after agreement from all members of the Executive committee.

7A. ANNUAL GENERAL MEETING

The Annual General Meeting of the sports association shall be held in the summer term of each academic year.

A 2 week notice of the Annual General Meeting shall be given to all members in writing or verbally by the association Secretary.

The Annual General Meeting shall be the supreme and final authority over all the affairs of the sports club and it shall have the power of resolution passed by the majority to confirm, reverse, alter or defer the decision of the committee.

At all Annual General Meetings 10 members of the sports association shall constitute a quorum.

7B. GENERAL MEETINGS

General Meetings shall be called as and when necessary.

At all General Meetings (not including the Annual General Meeting), 8 members of the sports association shall constitute a quorum for the purposes of decision making.

Notice of General Meetings shall be given at least 7 days prior to the meeting.

7C. ATTENDANCE AT MEETINGS

Member schools shall be responsible for ensuring that there is representation at meetings to ensure regular communication both to and from the association.

As a minimum, all schools must ensure that a member of staff attends one general meeting per term. Member schools who do not adhere to this will be referred to the Executive Committee and a written reminder will be given. If, following this, attendance does not improve, the Executive Committee will inform the relevant member school that they will be ineligible for league and event participation in the following academic year.

All member schools attending the annual Garrison Athletics competition must attend the Garrison Athletics meeting prior to the event. Non-attendance at this meeting will make the member school ineligible for participation at this event.

All decisions regarding eligibility for league and event participation will be ratified by a consultation of the Executive Committee and communicated to relevant member schools in writing.

8A. MATTERS NOT PROVIDED FOR IN THIS DOCUMENT

The Executive Committee shall decide on any matters not provided in this document as they arise from time to time. Such decisions of the committee shall be shared with members in advance where reasonably possible.

8B. ALTERATIONS AND AMENDMENTS TO THIS DOCUMENT

A member wanting to propose any amendments to this document shall give notice in writing to the committee, enclosing a copy of their proposed amendment at least 1 week before the Annual General Meeting.

A resolution for an amendment to this document shall not be passed unless it is voted upon by a majority of the members present.

9. DISSOLUTION

The association shall not be dissolved except by a resolution passed at an Annual General Meeting by a unanimous voice of all members present. The quorum for such meeting shall be representations from 75% of the registered member schools.

If upon the winding up or dissolution of the sports association there remains any financial assets, after settling all liabilities, these will be shared equally amongst all fully subscribed member schools.