

ST JOSEPH'S SCHOOL SPORTS CLUB PROCEDURE



The St Joseph's hockey and basketball clubs are committed to fostering participation and success.

PURPOSES

1. To foster participation and success by providing high quality opportunities in a positive competitive environment and contributing proactively to our sports community.
2. To undertake fundraising which will allow the purchase of designated items of equipment along with other arising needs identified by the club.

GUIDELINES

1. The committee for each club will decide the process for selecting teams and develop a code of conduct to promote sportsmanship and participation. These should be promoted to and adopted by everyone concerned.
2. A club representative will report to the Principal regularly to ensure that the school is well informed and school procedures are followed.
3. The sports club will consult and seek approval from the Board of Trustees through the Principal for all fundraising ventures.
4. Subs will be set based on the subscriptions requested by the sporting code and any other reasonable costs involved e.g. turf costs for practices.
5. All financial transactions of either club will be entered through the HERO financial system and follow the Board of Trustees Financial Management Procedure including:
 - All parents are to be charged through the office for any subscriptions or fundraising activities.
 - All cash received must be paid into the school office and properly receipted. This includes trading income, other local funds receipts and reimbursements for learning materials.
 - All electronic payments are to be receipted and coded appropriately as soon as possible, preferably within one working day of receipt.
 - Clubs will request an order number or order through the school office when making purchases of resources .

6. The Board of Trustees will provide a statement of accounts to the hockey and basketball clubs on a regular basis. The Board will also ensure that hockey and basketball funds are accounted for in the budget for the following year.
7. The sporting clubs will follow the Concerns and Complaints Procedure of St Joseph's School.

CONCLUSION

The hockey and basketball clubs play an integral role in the sporting and social life of the school. This procedure aims to provide support for their role in developing a sport and recreation culture in the school.

Procedure Adoption: August 2021

Next Review Date: 2024