

Terms of Reference

Queensland Representative School Sport Management Committee (QRSS-MC)

Purpose

The Queensland Representative School Sport – Management Committee (QRSS-MC) manages and implements the day-to-day operations of representative school sport competition across Queensland.

Guiding principles



Performance-based outcomes

Ensure safe, affordable and equitable representative school sport pathways with an unrelenting focus on excellence, engagement and wellbeing for staff and students. Monitor the performance, efficiency and effectiveness of the representative school sport program.



Evidence-based

Provide evidence based strategic advice and ensure alignment of decision-making processes across the statewide program.



Fit-for-purpose

Ensure inclusive and equitable opportunities and access for all Queensland students at all levels of representative school sport, being responsive to community needs and departmental priorities.



Trust and transparency

Through clear and transparent governance arrangements, make impartial and ethical decisions that uphold human rights, promote confidence, demonstrate accountability, and withstand legal and public scrutiny of the representative school sport program.



Risk-based

Make decisions for representative school sport that balance opportunity and risk to achieve the strategic priorities and objectives of Queensland Representative School Sport.

Responsibilities

- exercise the general control and management of operational matters of the Queensland Representative School Sport (QRSS) program ensuring all Department policies, procedures and directives are adhered to;
- endorse and, where relevant, approve or direct the activities of the Queensland Representative School Sport – Sport Executives (QRSS-SE);
- report to and provide operational recommendations to the QRSS-B on all key issues;
- manage operational risks and issues, and escalate issues to the Queensland Representative School Sport – Board (QRSS-B) or delegated authority as appropriate;
- provide sport specific advice to support the development and application of policies and competition procedures for all representative school sports;
- endorse expenditure of funds held by QRSS-MC in line with department policy and processes;
- establish sub-committees of the QRSS-MC to coordinate, investigate and report on any activity or matter deemed necessary; and
- consider human rights in all actions and decision making.



Membership

Information about the QRSS-MC selection processes can be found in the QRSS Business Practices Handbook – *Selection of Committee members*.

| Role | Position | Division/organisation |
|-------------|--|--|
| Chair: | Principal, School | Region, DoE* |
| Members: | Director Regional Services | Region, DoE |
| | Manager, QRSS | Schools and Student Support, DoE |
| | Representative | QRSS-SE executive member |
| | Representative | QRSS-SE executive member |
| | Chair, QRSS-SE x 3 | QRSS-SE |
| | Queensland Regional School Sport Officer x 3 | QRSS, DoE |
| | Queensland School Sport Officer x 3 | QRSS, DoE |
| | Principal, School | DoE |
| | Principal, School | Queensland Catholic Education Commission |
| | Principal, School | Independent Schools Queensland |
| | Inclusion Advisory representative | State School, DoE |
| | Chair, Queensland QRSS-DC | QRSS-DC |
| Guests | Invited and presenting guests as determined by the Chair | Various: e.g. DoE, Queensland Health |
| Secretariat | QRSSO | Project Officer |

Elected Principals to ensure representation of primary, secondary and special schools
*Two-year tenure

Committee operations

The Queensland Representative School Sport – Management Committee is an operational decision-making body. All committee decisions are underpinned by legislation, policies and procedures applicable to the Department of Education.



Parent entity

The parent entity is the Queensland Representative School Sport – Board.

Subordinate groups

Queensland Representative School Sport – Sport Executives

- | | |
|------------------------|---------------------|
| 1. Australian Football | 12. Softball |
| 2. Basketball | 13. Squash |
| 3. Baseball | 14. Surfing |
| 4. Cricket | 15. Swimming |
| 5. Cross Country | 16. Tennis |
| 6. Football | 17. Touch |
| 7. Golf | 18. Track and Field |
| 8. Hockey | 19. Triathlon |
| 9. Netball | 20. Volleyball |
| 10. Rugby League | 21. Water polo |
| 11. Rugby Union | |

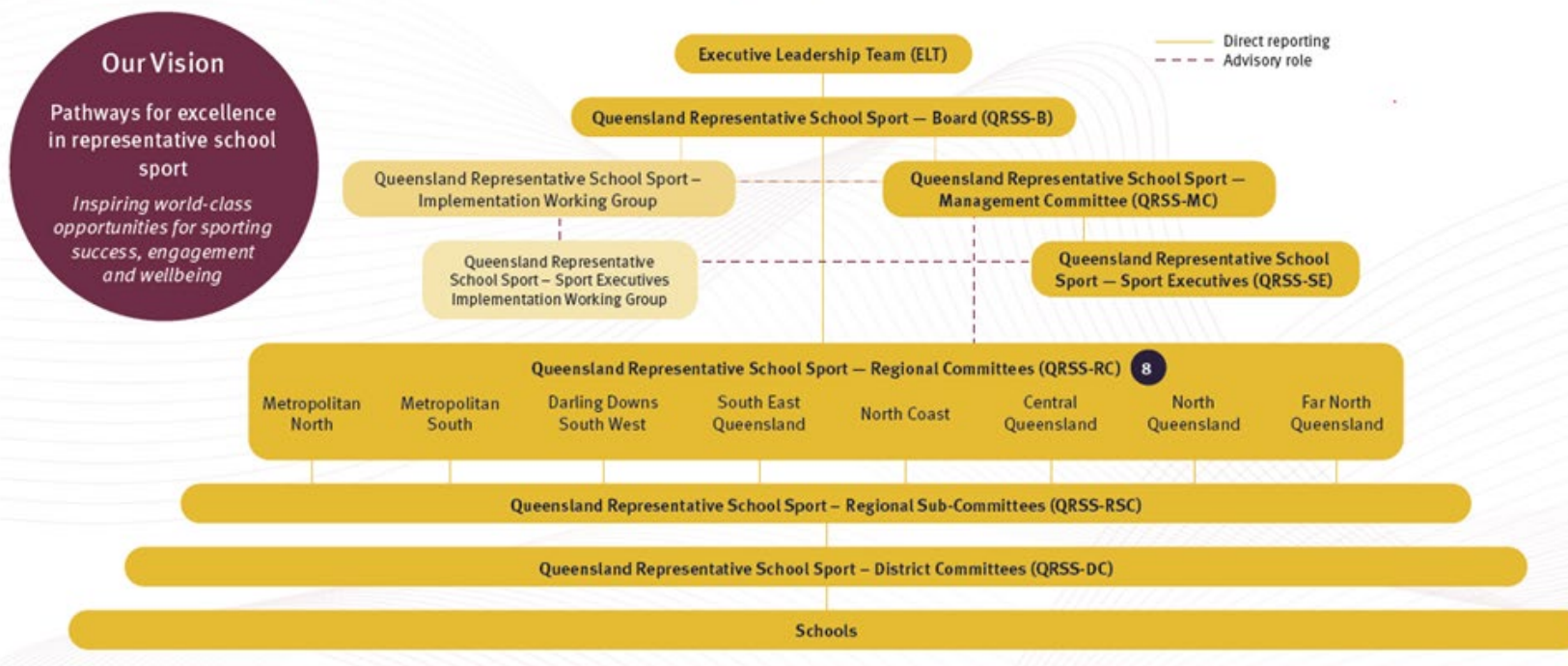
Meeting frequency

The Queensland Representative School Sport – Management Committee meets its responsibilities through regular meetings and specific purpose meetings focussed on strategic direction, performance and governance accountability.

The Queensland Representative School Sport – Management Committee will meet in accordance with the annual activity plan [*template available [here](#)*], at least once each school term, or as determined by the Chair.



Queensland Representative School Sport governance model



Naming Conventions and Acronyms

| Name | Acronym |
|---|----------|
| Queensland Representative School Sport | QRSS |
| Queensland Representative School Sport – Board | QRSS-B |
| Queensland Representative School Sport – Management Committee | QRSS-MC |
| Queensland Representative School Sport – Sport Executive | QRSS-SE |
| Queensland Representative School Sport – Regional Committee | QRSS-RC |
| Queensland Representative School Sport – Regional Sub-Committee | QRSS-RSC |
| Queensland Representative School Sport – Districts | QRSS-D |
| Queensland Representative School Sport Officer | QRSSO |

Reporting and referral relationships

The Queensland Representative School Sport – Management Committee through the Chair, prepares and submits the following to the QRSS-Board:

- QRSS – MC Annual Implementation Plan, with a culminating Annual Report 12 months later.

All reports are endorsed by the Chair prior to submission to the QRSS-Board.

Regular reports to this Management Committee include:

- QRSS – Sport Executive Action Plans are prepared and submitted, with a culminating Annual Report 12 months later.
- QRSS-SE budgets and other planned financial expenditure.

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