**Thanet Primary Association for School Sport (Passport)**

**Constitution**

**Purpose**

Thanet Primary Association for School Sport (Passport) will plan and deliver an annual calendar of inter-school festivals and tournaments across the whole primary age range and across a wide range of different sports to encourage maximum participation.

**Management**

Thanet Primary Association for School Sport will be managed by a committee of professionals employed at, or associated with, Thanet schools, with a majority from primary education. The committee will consist of a minimum of 5 members and a maximum of 9, plus the administrator. There will be no maximum term for serving on the committee. Any vacancies can be filled by nomination from any member school of Passport and must be approved by the committee. The School Games Organiser (SGO) is also entitled to attend and vote at meetings.

Each year the committee will elect a chairperson, a vice chairperson and appoint an administrator. The administrator may act as chairman but is not entitled to vote.

The administrator will be responsible for the day-to-day running of Passport, including co-ordinating events, ordering medals and trophies, organising meetings, liaising with partners and sponsors, maintaining the website, overseeing income and expenditure and producing an annual report. The committee will decide the level of remuneration (honorarium) for the administrator and review this annually. The administrator must withdraw from the meeting whilst this is being discussed. The agreed honorarium will include all expenses, such as travel, phone and stationery costs. The administrator will be responsible for their own tax and national insurance contributions.

No major decisions will be made, financial or otherwise, without the agreement of a minimum of three committee members. In voting matters, committee members from the same school will only be entitled to one vote *per school*.

The committee will agree the calendar of fixtures for the following year in Term 6 and may delegate the organisation of fixtures to individuals or other organisations.

The administrator, in consultation with the SGO, will be the main point of contact between primary and secondary schools and clubs for brokering the use of facilities and accessing coaching.

**Schedule of Meetings**

The committee will meet at least twice each year, with the main meetings as follows:

* Term 2 – Finance review, Constitution review, determination of affiliation fees
* Term 6 (AGM) - election of officers, draft calendar approval, determination of administrator remuneration

**Resources**

Each year the committee will decide on the annual affiliation fee. Passport Members are automatically affiliated to all local school sports organisations and no further affiliation fees to these bodies are payable.

Non-Passport members may be invited to attend Passport events for an additional one-off fee which will be determined annually by the Committee.

Funds will be held at The Ursuline College and will be used to pay for the following - venue hire, medals and trophies, equipment, transport, coaching, first aid, officials, administration costs and affiliation fees to regional associations and national governing bodies. The SGO will monitor income and expenditure. This will ensure that there is a clear separation of responsibilities between the administrator and finance.

Sponsorship, financial or in kind, will also be sought where appropriate.

In the event of Thanet Passport being dissolved, any remaining monies will be returned to member schools *pro rata* after all outstanding debts have been settled. Equipment will be retained by The Ursuline College.

**Success factors**

The success of the Thanet Primary Association for School Sport will be measured by the number of schools affiliating, the number of events organised and the number of children participating. These will be reported each year at the AGM and in the annual report to schools.

Revised October 2023