



## CREATING A STUDENT SPORTS COUNCIL - STEP BY STEP

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Creating a Sports Council may seem daunting at the start but using this template should make it a bit easier!

A student sports council is responsible for:

- Working with the staff, Board of Management and Parents' Association in the school
- Communicating and consulting with all the students in the school
- Involving as many students as possible in the activities of the Council
- Planning and managing the Council's programme of activities for the year
- Managing and accounting for any funds raised by the Council

### Step 1: Set up support for council

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Person	Role	Email
Kylie	Regional Sports Director	kyliem@harboursport.co.nz
	Director of Sport/Sport co-ordinator	

Support may also include local sports clubs, facility managers etc.

## Step 2: Choose you sports council leaders.

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### The leaders should be:

- Year 12 or 13 students
- Passionate about sport – do not need to be good at sport though!
- Focused and purpose driven
- Confident and brave
- Respectful and approachable
- Awareness and knowledge of students and sporting opportunities
- Optimistic and able to ‘think outside the box’
- Authentic

**Our leaders are:**

### Sports Council Leader job description:

- Organise student sports council meetings.
- To prepare an agenda for the meetings (*see sample agenda in step 4*)
- To make notes for each meeting and email them to the council within a short time-frame post meeting.
- To attend the ‘Harbour Sports Council’ meetings.  
*2020 dates for Harbour Sport Council meetings -*  
*Wednesday 18th March 12:30 – 2:30*  
*Tuesday 19th May 12:30-2:30*  
*Wednesday 5th August 12:30-2:30*  
*Friday 16th October 12:30-2:30*
- To work closely with the leader of each portfolio helping support their ideas and solve any problems which may arise.
- To listen to the council and never dismiss any idea – no idea is a wrong idea – but it may need to be adapted and developed.

## Step 3: Choose your sports council members

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The size of your sports council will vary depending on the size of your school. It should be made up of pupils from years 9-13 with a range of backgrounds.

## Step 4: The First Meeting of the Student Sports Council

*It may take a couple of meetings to work through the below*

“The admin”

**Define your:**

1. **Purpose** – One line that best describes your school’s student sports council overall intention
2. **Mission** – This should align with your schools Sports Plan. It should be used to communicate the purpose and direction to senior management, staff and other students.
3. **Objective** – Define 3 objectives your sports council wish to achieve this year.

<b>Purpose</b>	
<b>Mission</b>	
<b>Objective</b>	1. 2. 3.

Decide **when and where** will you meet.

<b>When:</b>
<b>Where:</b>

Choose a **communication method**

Split into **subcommittees** – within each sub-committee there should be a lead



**Social Media Committee** – attract followers to your sports council social media accounts and post regularly informing people of upcoming sessions and how previous sessions went.

**Spokesperson Team** – This team should have individuals who are confident with public speaking and at least student from each year group. Their job is to do assembly announcements, propose ideas to staff in the staff and give notices at tutorials.

**Location & Set Up Team** – Ensure you have got somewhere booked for each event/activity and get there early to set up for the activity.

**What & How Team** – Decide what your sports council is going to do & how it will work. This may involve surveying students to see what your school has a need for. You will probably need to work closely with the sports department staff.

**Stats & Facts Team** – Your job is to record how many people are attending events, social sport etc., apply for KiwiSport Funding (see information at bottom of document) and create reports to show the work of the Sport Council

*Above is just an example of sub-committees you may have – you can change/adapt/remove as you see fit for your school.*

Another example of sub-committees can be based around the sports that are offered at your school.

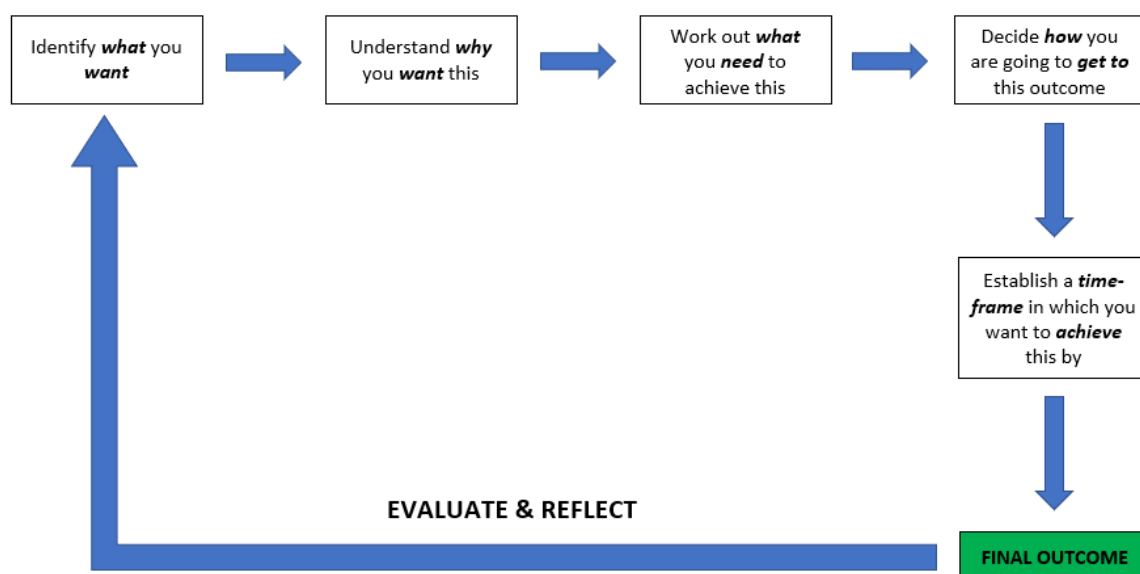
## Step 5: Regular Sports Council Meetings

*\*Regular is the key word here!\**

Decide who should meet and how often – Example of how this may work is below:

Who	Frequency	When (Day & Time)	Where
Sports Council Leaders & Harbour Sport	Quarterly	See Step 2	Harbour Sport
Sports Council Leaders and Teacher	Monthly	Eg. First Monday of each month	
Entire Sports Council	Monthly	Eg. First Wednesday of each month	
Sports Council Leaders & Subcommittee Leaders	Fortnightly	Eg. Every other Thursday	
Subcommittees	Weekly	Eg. Every Tuesday	

Each meeting should follow the structure and discussion points shown below illustrated below:



### Sample Agenda:

Date, Time and location
Go over last meetings minutes
Update from xxxxx event
Report upon meeting with xxxx
Items for inclusion in newsletter
Proposals for new activities
Any other business/action points

## Step 6: Communication methods

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- Does your school have a student newsletter you can communicate through?
- Does your school use social media eg. Facebook, Instagram?
- Designate some to feedback to teaching staff eg. In staff meetings
- Announce upcoming events at assemblies
- Provide an end of year report for the principal

## Step 7: Design and plan events

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*Refer to the event planning matrix from term 1 2020 meeting*

<b>What?</b>	<b>Where?</b>	<b>When?</b>	<b>Who? (organiser/aimed at)</b>	<b>Feedback</b>