

## SCC SUB-COMMITTEES

The Sports and Cultural Council consists of an Executive Committee together with Sub-committees whose role is to organise and run individual events or activities for the full-time students of the CDVEC. These committees are elected at the SCC AGM, for one academic year.

Whenever a new event/activity is proposed, by an individual teacher or group of teachers, in the first instance, this must be proposed and agreed at the AGM. Once agreed upon, this event/activity will initially run on a trial basis. If the event/activity is deemed successful, it may be formally adopted by the SCC at the next AGM. Thereafter, it can be included in the SCC calendar and become an official SCC event.

However, if an event/activity does not run, due to a lack of entries and/or other unforeseen circumstances, this event/activity may be continued or dropped from the SCC calendar by means of a vote of SCC members at the AGM.

Each sub-committee is obliged to submit a report of its event/activity to the SCC Hon. Sec.

## SUB-COMMITTEE MEMBERS ROLES

Each SCC Sub- Committees shall have a nominated Chairperson and Hon. Secretary. Some committees will also have additional committee members. The following list details the roles of the Chairperson and Hon. Secretaries of SCC sub-committees. The names, schools/colleges/centres, and contact details of all officers may be viewed on the SCC web site.

### CHAIRPERSON

***Oversee all matters regarding your sub-committee in a professional manner.***

- Ensure a planning meeting is held by the sub-committee prior to your event taking place.
- Agree with your sub-committee who will represent your sub-committee at the SCC meeting prior to your event.
- Encourage teachers in schools/colleges/centres to enter and participate in event.
- Ensure event venue(s) meet Health and Safety standards and has/have appropriate emergency plan in place.
- Arrange insurance cover (if required) and first aid cover (if required).
- Ensure proper standards and records are kept.
- Be present on the day of your event. Ensure that it runs smoothly.
- Ensure all event specific equipment, first aid, prizes etc are brought to the venue on the day.
- Ensure that venue is checked pre *and* post event for damage, graffiti etc.
- Meet officials/judges/guests/photographer/reporter at the event and confirm arrangements for the day.

- Greet teachers and students at event and confirm arrangements for the day.
- Encourage students at event.
- Present prizes or assist with presentations.
- Ensure payment of any expenses to judges, officials and guests.
- Seek and encourage feedback from competing students, accompanying staff and Principals thereby ensuring smooth running of future events.
- Should a dispute arise, ensure that the matter is resolved with the co-operation of your sub-committee. Where a matter cannot be resolved, submit a written report to the SCC Executive committee outlining the issue(s) to be resolved. Keep all records of disputes and resolutions.
- Recruit, encourage and support new sub-committee members.
- When handing over to new sub-committees ensure that all necessary materials/results/equipment/contact details are prepared for and passed on to incoming sub-committee members using the *Guide to Running an SCC Event* booklet procedures as a guide.
- Attend SCC AGM

#### HON. SECRETARY

##### *Responsible for the smooth running of event/activity.*

- Liaise with your event sub-committee Chairperson and committee members.
- Agree with your sub-committee who will represent your sub-committee at the SCC meeting prior to your event.
- Call a planning meeting of the sub-committee in consultation with your Chairperson.
- Keep records of meetings, competitions and events.
- Liaise with SCC Hon Secretary at the following times:
  - *-Early September confirming dates and venue(s).*
  - *-One month prior to event.*
  - *-One week prior to event.*
  - *-One week after event with written report and results.*
- Contact Hon Treasurer with an estimate of expenses, request float, if necessary, to cover expenses for event.
- Book event venue and make arrangements for officials, judges and guests.
- Confirm prizes and order medals with your sub-committee and SCC Hon. Treasurer.
- Liaise with schools/colleges/centres:
  - *One month prior to event with general details and entry forms.*

▪ *One week prior to event with specific event details.*

- Notify teachers regarding event rules and procedures.
- Ensure trophies are returned prior to event suitably engraved.
- Prepare, print and bring necessary paperwork.
- Be present and in plenty of time to run your event in a professional manner.
- Ensure that venue is checked pre *and* post event for damage, graffiti etc.
- Collect team sheets on day of event. Ensure they are correct and in order.
- Where trophies are not awarded at the event, ensure prompt delivery to the winning school/college/centre.
- Write-up report of your event (*See standard report form in event guide booklet*) and submit report and recommendations to SCC Hon Secretary.
- After the event submit your expenses, receipts and invoices to Hon. Treasurer.
- Attend SCC AGM.

## SUPERVISING TEACHER

- Obtain Calendar of SCC events in September and check updated calendar on the SCC website ([www.sccdublin.ie](http://www.sccdublin.ie)).
- Ensure that your contact details are on file with Hon Secretary and notify him/her of any changes.
- Liaise with your school authorities and other interested staff in your school/centre.
- Prepare students in advance of event.
- Encourage and be an example to your students.
- Reply promptly to the organising sub-committee with your expression of interest and/or entry forms.
- Ensure your students are supervised at event. **No teacher – no team** (at all levels of competition).
- Ensure your students are appropriately attired and equipped for event. School uniform/colours/kit where relevant.
- Arrive at event venue in plenty of time.
- Fill in team sheets with your students' names, programme and dates of birth (if required).
- Present Secretary of sub-committee with your team sheet on arrival.
- Give your feedback and recommendations re event to a member of the sub-committee.
- Notify one of the organising sub-committee of any issues/difficulties/disputes and try to reach a resolution. Where a matter cannot be resolved, submit a written report to the SCC executive committee.
- Supervise your students leaving event/venue.
- Notify your Principal/Head of Centre of any issues/accidents.