

2025 Inala Cluster Gala Day Handbook

Preamble

This Inala Cluster aims to facilitate the organization and operation of interschool Sport Gala Days in 2025. Our goal is to provide a high-quality interschool sporting competition for students from our schools. The Gala Days promote sportsmanship, inclusivity, and camaraderie among students from participating schools while providing a structured and enjoyable sporting experience.

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2025 Member Schools

School	Contact	Contact email
Acacia Ridge State School	Drew Millar Michael Lobb	dmill24@eq.edu.au mlobb1@eq.edu.au
Durack State School	Michael Weldon	mweld24@eq.edu.au
Immaculate Heart Leichardt	Brendan O'Reilly Neil Morrison	boreilly@bne.catholic.edu.au neil.morrison@bne.catholic.edu.au
Inala State School	Blake McGregor Gayle Healey	bmcgr135@eq.edu.au gheal4@eq.edu.au admin@inalass.eq.edu.au
Murri School	Bradley Fitzgerald	bradleyf@murrishool.qld.edu.au
Our Lady of the Sacred Heart Darra	Michelle Hanlon	michelle.hanlon@bne.catholic.edu.au
Richlands East State School	Roger Holt	rholt5@eq.edu.au
Serviceton South State School	Alison Prendergast	apren10@eq.edu.au
St Joseph's North Ipswich	Nic Constable	nic.constable@bne.catholic.edu.au
St Mark's	Bozo Biddulph	bbiddulph@bne.catholic.edu.au
St Mary's Primary School Ipswich	Makarla Gallagher	mecraiggallagher@bne.catholic.edu.au pipswich@bne.catholic.edu.au

2025 Inala Cluster Gala Day Calendar

Date	Event	Venue
Thurs 3 rd Oct 2024	2025 Start-up Planning Meeting	Acacia Ridge SS
Thurs 14 th Nov 2024	2025 Pre planning meeting	Acacia Ridge SS
Thurs 28 th Nov 2024	2025 Membership approval meeting	Acacia Ridge SS
Fri 24 th Jan 2025	2025 Invoices sent to schools	Acacia Ridge SS
Thurs 13 th Feb 2025	2025 Committee Meeting	Acacia Ridge SS
Thurs 27 th Feb 2025	Term 2 Gala Day Convenors meeting	
Thurs 8 th May 2025	Committee/Convenor's meeting	
Fri 23rd May 2025	Term 2 Gala Day 1 (Week 5)	TBA Various
Fri 30th May 2025	Term 2 Gala Day 2 (Week 6)	TBA Various
<i>Fri 6th Jun 2025</i>	<i>Term 2 Gala Day make up day (Week 7)</i>	
Thurs 12 th Jun 2025	Committee meeting	Acacia Ridge SS
Thurs 19 th Jun 2025	Convenor's meeting	Acacia Ridge SS
Thurs 31 st Jul 2025	Committee/Convenor's Meeting	Acacia Ridge SS
Fri 15th Aug 2025	Term 3 Gala Day 1 (Week 5)	TBA Various
Fri 22nd Aug 2025	Term 3 Gala Day 2(Week 6)	TBA Various
<i>Fri 29th Aug 2025</i>	<i>Term 2 Gala Day make up day (Week 7)</i>	
Thurs 9 th Oct 2025	2026 Start-up Planning Meeting	Acacia Ridge SS

Membership

1. **Eligibility:** Membership is open to primary schools in Inala Cluster interested in participating in the interschool sport gala days.
2. **Participation:** Schools must commit to sending teams, adhering to the rules and guidelines, and participating in the planning meetings.
3. **Registration:** Schools must register their interest each school year and be willing to pay a contribution, and commit a staff member to contribute to the organisation of the days.

Governance

1. **Committee Structure:**
 - **2 Principals/delegate from member schools (1 from hosting school)**
 - **2 BMs from member schools**
 - **2 PE Teachers member schools**
 - **High School representatives**
 - **Host school DP's and teachers as required**

2. Committee Executive

- **Chairperson Principal's Delegate Responsible School:** Responsible for overall coordination, presiding over meetings, and representing the committee in external matters.
- **Vice-Chairperson (Committee member) :** Assists the Chairperson and assumes their duties in their absence.
- **Secretary (BM Hosting School) :** Manages documentation, records meeting minutes, and handles correspondence.
- **Treasurer (BM Hosting School):** Oversees the budget, manages funds, and provides financial reports.
- **Event Coordinators (Teachers from member schools):** Plan and execute the gala days, including scheduling, venue arrangements, and liaising with schools to arrange officiating and supervision.
- **Safety Officer:** Ensures that all activities comply with safety standards and addresses any concerns related to student welfare.
- **Other roles:** To be determined at convenor's meeting (eg Transport coordinator)

3. Meetings:

- Regular meetings shall be held as per calendar, with additional meetings scheduled as necessary.

Gala Days:

The interschool sport gala days will be held twice a year, once in Term 2 and once in Term 3.

Term 2 Sports

- Football
- Rugby League
- Netball

Term 3 Sports

- Touch
- Basketball
- Volleyball

Scheduling and Venues:

- The dates and venues for the gala days will be determined and communicated at least two months in advance.
- Venues will be selected based on accessibility, facilities, and suitability for the sports being played.

Rules and Regulations:

- Sports will be played according to standard rules with modifications as necessary for primary school students.
- Each participating school is responsible for ensuring their teams adhere to the rules and maintain good sportsmanship.
- The committee aims to partner with Sporting associations and Local High Schools for assistance in running of the Gala Day competitions.

Communication and Sharing of Information

Email List:

Secretary to create yearly contact list from member schools in Term 1 of each year. This information will be gathered from the membership process.

Cluster Website

Gala Day information will be uploaded to a page associated with the [Host School Website](#).

Cancellation Protocols Due to weather

Understanding that the weather is never an exact science, cancellation will be made by committee chair following consultation with venues referring to the general guidelines in table below:

	<20 mm of rain	>20 mm of rain
>80% chance of rain	Morning of Gala Day	Day before Gala Day
50-80% chance of rain	Morning of Gala Day	Day before Gala Day
<50% chance of rain	Morning of Gala Day	Morning of Gala Day
Fields unplayable	As soon as possible	

Finance

Budget:

- The committee will prepare an annual budget covering event expenses, including venue costs, equipment, and administrative fees.
- Each participating school will be required to contribute a fee of \$2.00 per student based on their Yr 5/6 enrolment to cover shared costs. This fee will be reviewed in the annual Term 4 meeting based on operational costs.
- Invoices to be generated based **Jan 24 2025** membership process.

Financial Management:

- Funds will be held in organising school account (Acacia Ridge SS) under a specific Gala Day cost centre.
- The Treasurer will manage all financial transactions and keep accurate records.
- All financial activity will be reported at each committee meeting.

Annual operational review

- Each Term 4 Committee meeting will make amendments to this handbook based on feedback from that year to improve operations for the next year.