

## 2018 COLLEGE FOOTBALL SCHEDULE

Day /Date	General	Boys Youth Grade			Boys Junior Grade		Girls
Wed 5 April	<b>Entries close</b>						
Wed 11 April		Youth Div 1/2 pro/rel to be played by this date					Playoff games to be played by this date
14 Apr-29 April	Term 1 Holidays						
		Prem Youth & Div 1	Youth Div 2 & 3	Youth Div 4-14	Junior Prem & Jnr Div 1	Jnr Divisions 2-6	Girls Div 3 plays Tuesdays
Tues 1 May							
Wed 2 May							Round 1
Sat 5 May		GRADING 1	GRADING 1	GRADING 1	GRADING 1	GRADING 1	
Tues 8 May							
Wed 9 May							Round 2
Sat 12 May		GRADING 2	GRADING 2	GRADING 2	GRADING 2	GRADING 2	
Tues 15 May							
Wed 16 May							Round 3
Sat 19 May		GRADING 3	GRADING 3	GRADING 3	GRADING 3	GRADING 3	
Tues 22 May							
Wed 23 May							Round 4
Sat 27 May		GRADING 4	GRADING 4	GRADING 4	GRADING 4	GRADING 4	
Tues 29 May							
Wed 30 May							Round 5
Sat 2 June		GRADING 5	GRADING 5	GRADING 5	GRADING 5	GRADING 5	
<b>Mon 4 June</b>	<b>Queen's Birthday</b>	Pro/Rel game	Pro/Rel game		Pro/Rel game		
Tues 5 June							
Wed 6 June							Prem Zone Playoffs / Rd 6
Sat 9 June		CHAMP 1/1	CHAMP 1/1	CHAMP 1/1	CHAMP 1/1	CHAMP 1/1	
Tues 12 June							
Wed 13 June							Round 1/ Round 7
Sat 16 June		CHAMP 1/2	CHAMP 1/2	CHAMP 1/2	CHAMP 1/2	CHAMP 1/2	
Tues 19 June							
Wed 20 June							Round 2 / Round 8
Sat 23 June		CHAMP 1/3	CHAMP 1/3	CHAMP 1/3	CHAMP 1/3	CHAMP 1/3	
Tues 26 June							
Wed 27 June							Round 3 / Round 9
Sat 30 June		CHAMP 1/4	CHAMP 1/4	CHAMP 1/4	CHAMP 1/4	CHAMP 1/4	
Tues 3 July							
Wed 4 July							Round 4 / Round 10
Sat 7 July		CHAMP 1/5	CHAMP 1/5	CHAMP 1/5	CHAMP 1/5	CHAMP 1/5	
<b>9 – 20 July</b>	<b>HOLIDAYS</b>						
<b>Sat 21 July</b>	<b>Last Sat holidays</b>	CHAMP 1/6					
Tues 24 July							
Wed 25 July							Round 5 / Zone catch up
Sat 28 July		CHAMP 1/7	CHAMP 1/6	CHAMP 1/6	CHAMP 1/6	CHAMP 1/6	
Tues 31 July							
Wed 1 Aug							Round 6 / Zone semi's
Sat 4 Aug		CHAMP 2/1	CHAMP 1/7	CHAMP 1/7	CHAMP 1/7	CHAMP 1/7	
Tues 7 Aug							
Wed 8 Aug							Round 7 / Zone Finals
Sat 11 Aug		CHAMP 2/2	CHAMP 2/1	CHAMP 2/1	CHAMP 2/1	CHAMP 2/1	
Tues 14 Aug							
Wed 15 Aug							Prem 1 & 2 Semi's/ Zone playoffs
Sat 18 Aug		CHAMP 2/3	CHAMP 2/2	CHAMP 2/2	CHAMP 2/2	CHAMP 2/2	
Tues 21 Aug							
Wed 22 Aug		PY & Div 1 FINAL					Cancellation Day
Sat 25 Aug			CHAMP 2/3	CHAMP 2/3	CHAMP 2/3	CHAMP 2/3	
Tues 28 Aug							
Wed 29 Aug							REGIONAL FINALS
Sat 1 Sep			FINALS	FINALS	FINALS	FINALS	
3-7 Sep	<b>Winter Tourney Week</b>					3-7 Sep	<b>Winter Tourney Week</b>

## CANCELLATIONS DEFAULTS & TRANSFERS

1. Midweek ground closures must be advised to Tracey at College Sport Wellington (Tel 939 1102, Mobile 027 2477 578 or Email [tracey@collegesport.org.nz](mailto:tracey@collegesport.org.nz) ), no later than 12.00pm on the day of play and on Saturday's no later than 7.30am (or Friday by 1.00pm if possible).
2. **Defaults must be advised to both College Sport Wellington and the opposing school no later than 1.00pm on the day before play if it is a Saturday fixture or 1.00pm on the day of play if it is a midweek fixture.**  
Unnotified or late defaults will incur a fine - see note 13.
3. Details of defaults, cancellations and any resultant transfers will for midweek games be e-mailed to schools by 2.00pm and will be available on [www.collegesport.org.nz](http://www.collegesport.org.nz) & the CSW app (downloadable from Google play & the App Store), & on Saturdays' changes will be advised to schools by 3pm Friday & can be accessed through the College Sport website – [www.collegesport.org.nz](http://www.collegesport.org.nz) or the CSW app. Any late on the day cancellations/transfers will also be text to the Sports Coordinator & Football Convenor of the schools concerned on Saturday morning.

## RESULTS

Schools Convenors are responsible for entering their results through the College Sport on line facility at [www.collegesport.org.nz](http://www.collegesport.org.nz) no later than **11.00am on the day following play or by 11.00am on the Monday if it is a weekend game.** *No results = no points.*

## CAPITAL FOOTBALL

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Bracken St, Petone

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# COMPETITION INFORMATION & PLAYING CONDITIONS

The By Laws of College Sport Wellington shall apply to any situations not covered within the Football playing conditions. In particular the eligibility criteria contained within the CSW By Laws should be noted. These By Laws are copied at the conclusion of this section.

## 1. COMPETITION, GRADE NAMES, AGES

Wellington Secondary Schools Football operates under the umbrella of College Sport Wellington and Capital Football to provide Football for secondary school age students of the Wellington region.

The College Sport Wellington Grades shall be:

- Boys: (Open) Premier Youth Premier Reserve Division 1 Division 2 Division 3, etc  
(U15\*) Junior Premier Division 1 Division 2 Division 3 Division 4, etc

\*Please note that for Junior Boys Football the age is Under 15 therefore a player can be in Year 11 as long as they are Under 15 as at the 1<sup>st</sup> of January in the year of play – for this season it is Under 15 as at 01.01.2018

- Girls Wellington Division 1 Division 2 Division 3 Junior\*  
Northern Division 1 Division 2 Junior\* \*(Regional Yr 9/10)  
Hutt Valley Division 1 Division 2 Division 3 Junior\*

## 2. REGISTRATION FEES

Registration to College Sport Boys Premier & Division 1 \$450 per team (includes referees)  
Girls Premier \$500 per team (includes referees & artificial turf hire)  
All other Boys & Girls grades \$60 per team (plus any artificial use)  
If no field provided additional \$300 per school

## 3. TEAM & PLAYER REGISTRATION

Refer to By Law 3 – note the variance to 3.3 below\*

All Colleges are to forward to College Sport Wellington, by the due date, their registered team lists. The intent of this is to facilitate the monitoring of team personnel and to preclude the “stacking” of lower grade teams.

**\*Once a player starts 3 games for a team, he/she may not play for a lower ranked team without a dispensation/regrading from College Sport Wellington. Schools may on written request to College Sport Wellington seek such a regrading for any player. Until such a request is approved players are ineligible to play at a lower level. A player may only be “regraded” once during the season. (NOTE: this differs to the CSW By Laws).**

An injured player may, on application, be given dispensation to play in a lower grade team after their comeback from injury.

## 4. PLAYER ELIGIBILITY & TEAM REGISTRATION

- All players must be declared by the Principal as bona fide students of the school they represent. In this respect enrolled attendance for a minimum of 20 hours per week is required.  
In the case of Intermediate school players playing for College teams, the player’s school of origin should be supplied to College Sport Wellington on the team registration sheet.

- (ii) All players must be under 19 on 1 January in the year of competition. Dispensations will be considered by the Executive.
- (iii) Before they can play new enrolments must be registered with College Sport Wellington.
- (iv) In the event of any objection to a player's eligibility, the matter should, through the school convenor, be referred to College Sport Wellington on the official complaint form, a copy of which appears in this handbook.
- (v) Any team playing an ineligible player shall forfeit all competition points from that match.
- (vi) In exceptional circumstances on written application from parent/caregiver and school, College Sport Wellington will consider and **may** grant a clearance for a girl to play for a boys' team.
- (vii) Boys Junior Grades – players must be Under 15 as at 1 January in the year of play. They can therefore turn 15 during the year so this may include Year 11 players. Please note this is a variance to the College Sport By Laws.
- (viii) A School may register with CSW a team squad of up to 18 players, but only 16 players can be named on the team card on the day\*.

## 5. SUPERVISION

- (i) All teams must be under the control of a coach/manager responsible to the school for the teams appearance, behaviour and safety.
- (ii) Coaches/Managers are responsible for ensuring that any injured player is cared for until such time that medical attention is provided or until a parent/caregiver can take over.  
In this respect, and as a guide, a concussed player should be stood down for a minimum of 3 weeks, and then assessed by a medical practitioner before playing again.
- (iii) Schools should ensure that access to a telephone is available and that ambulance access is facilitated when necessary.

## 6. PLAYING FIELDS

- (i) Individual schools are responsible for ensuring that safe playing fields are provided.
- (ii) All fields must be appropriately marked and flagged i.e - corner flags must be provided.
- (iii) In Girls Premier/Division 1, Boys Premier Youth & Premier Reserve, Junior Premier & Division 1 grades at least, goal nets must be provided.
- (iv) All other grades are urged to provide nets.
- (v) If games are at a council or neutral ground then the **team named first on the draw** will be required to provide nets & flags where necessary.
- (vi) Schools must advise College Sport of any limits on grounds or closures as soon as possible – for Saturday games preferably by 1pm on the Friday.

## 7. DRESS & REGISTERED COLOURS

All schools should ensure their teams are correctly and appropriately presented in their registered school playing colours. Schools wishing to change their registered playing colours should first seek approval from College Sport Wellington to ensure that there are no clashes with other schools.

*In the event of a colour clash it is the responsibility of the **AWAY team** to change strips.*

Numbers on shirts are mandatory in the top grades (names optional). In the lower grades numbers are not mandatory, although preferable.

**8. CHANGING FACILITIES**

Schools should ensure their changing and shower facilities are open and available to visiting players and referees.

**9. GAME TIMES & DURATION OF GAMES**

Generally mid-week games should start no later than 4.00pm but on occasions there will be a need to give consideration to the distances the opposing school has to travel.

A variance to this will be games played on artificial turfs & the start times for these will be dependent on ground availability.

Boys Youth (Saturday) 45 minute halves (5 minutes half time) Start times 10.45/11.00am or 1.00pm

Boys Junior (Saturday) 40 minute halves (5 minutes half time) Start times 9.00am or 10.45am

\*With the use of artificial fields game times & playing day may differ from above

Girls mid-week 30 minute halves (5 minutes half time) Start time 4.00pm (& later if on artificial fields as per draw)

*Please note that if a game is called off two-thirds of the way through then the result will stand: this being*

60 minutes for 90 minute games – Youth Grades

55 minutes for 80 minute games – Junior Grades

40 minutes for 60 minute games – Girls Grades

**10. DEFERRED MATCHES**

Refer to College Sport By Law 19

**11. MINIMUM NUMBER OF PLAYERS**

Any team presenting itself for play with less than 8 players, shall forfeit any competition points from that match which will be accorded to the opposition 2-0

**12. SUBSTITUTIONS – note changes to previous years**

Boys Premier Youth Grade – you can name 5 substitutes and you can use these 5 substitutes – once a player is subbed off they can not take the field again. This is also to apply in Premier Youth grading games.

All Youth grades below this (including Premier Reserve), and ALL Junior Boys and ALL Girls grades are to play rolling subs up to 5 players.

A substitution can be made when there is a stoppage in play and the referee needs to be advised before a substitution can take place - there is to be no stoppage of the clock.

**13. DEFAULTS AND WITHDRAWALS**

Refer to College Sport By Law 20

**14. CANCELLATIONS & TRANSFERS**

Schools wishing to close their grounds should advise College Sport by 12.00pm on the day of play. Midweek competition cancellations will be e-mail advised to schools as early as possible and can be seen on the College Sport website – [www.collegesport.org.nz](http://www.collegesport.org.nz), but may be dependant on late Council ground closure decisions.

Saturday cancellations and transfers will be on the College Sport website – [www.collegesport.org.nz](http://www.collegesport.org.nz), CSW Facebook page & CSW app.

**15. TEAM CARDS**

These will be issued to all Boys Youth Grades, Boys Junior Grades and Girls Divisions 1, 2 and Junior Grade.

All coaches are to hand to the referee, PRIOR to the start of play, an official team card listing the Surname & Initial of all players presenting themselves for the match.

No other players are eligible to play. The referee should identify on this card any goal scorers and players booked or sent off. At the conclusion of the game these cards should be handed back to the coach for sending in to College Sport.

**It is mandatory for schools to send in to College Sport the team cards for Boys Premier Youth & Premier Reserve teams in the week following play. These can be scanned & emailed to CSW if that is preferable. This is to keep track of yellow & red cards as a back up to the current system of Capital Football sending in the referees' misconduct reports.**

**16. REFEREES**

Referees must be strongly supported by schools and coaches – they are fulfilling the role voluntarily and because of their love of the game.

It is unlikely that official referees will be available for any grades apart from Boys Premier Youth and Premier Reserve and Girls Regional Premier 1 when available. Accordingly this then becomes an unfortunate additional responsibility of each coach or their appointee.

The home team should provide a referee for the first half of the match and the visiting team a referee for the second half unless there is mutual agreement between the two teams for a variance to this.

Schools are encouraged to promote refereeing amongst their senior students, both players and non players. All referees must sign the official match cards and hand to the coaches at the conclusion of the game.

**If official referees are provided for Youth Grade games the cost will be \$45 +GST per game, therefore \$22.50 +GST per school per game which will be invoiced at the end of the season.**

**Midweek games will be \$30 +GST per game so will therefore cost \$15 +GST per school per game.**

**17. RESULTS**

Refer to College Sport By Law 15

**18. COMPETITION POINTS**

Win = 3 points

Draw = 1 point

Loss = 0 points

Points will be awarded to the team winning any completed match & points shared for matches abandoned/cancelled.

*Please note that if a game is called off two-thirds of the way through then the result will stand – refer #9.*

**19. TROPHIES**

**Boys**

Premier Youth	Trevor Rigby Trophy	winner of Grand Final
Premier Youth	Champs Sports Cup	winner of Round Robin
Premier Reserve	Players Trophy	winner of Grand Final
Junior Premier	Vaughan Coveny Cup	winner of Grand Final

**Girls**

Premier 1	Capital Soccer Trophy	winner of Grand Final
Premier 2	Onslow Cup	winner of Grand Final

### **Challenge Trophy – Premier Youth**

- Premier Youth Challenge Trophy – Wynton Rufer Trophy - for challenge in all holders' **HOME** competition matches.

#### **Playing Conditions for the Challenge Trophy**

- i. Any home game in the CSW competition between the holder and another team in that grade will be a challenge.
- ii. To win the trophy, the challenger must beat the holder.
- iii. The holder is responsible for the care and maintenance of the trophy and for taking it to all such fixtures.

## **20. SEMI FINALS & FINALS**

The semi final draw will be seeded on the basis of: team 1 v team 4, and team 2 v team 3; in each case the highest seeded team being accorded the home match where possible. The Wellington Secondary Schools Executive shall determine the venue for finals.

In the case of teams being equal on competition points they will be differentiated firstly on goal difference in all competition games. If this is the same then goals for will be looked at and if teams are still tied then the result of the game between the teams will be looked at, i.e: who beat who.

If any of the three [or more] tied teams that defaulted a game(s) in the round robin competition being considered for differentiation, they shall automatically be disqualified from consideration.

In the case of a drawn semi final or final match, a Penalty Shoot out shall be used to determine the winner.

## **21. COMPLAINTS & INCIDENT REPORTS**

Refer to College Sport By Law 27

## **22. DISCIPLINE & CODE OF CONDUCT**

**Coaches should make it quite clear to their players that behaviour on the field should be nothing less than impeccable and having done that set the standard themselves.**

Referees have a responsibility to complete the match card and on it to identify:

- (i) any player sent from the field of play or
- (ii) any player given a yellow card.

All players sent from the field will be subject to Wellington Schools Football judicial process – the determinations of this judiciary are independent of individual school based discipline.

### **PLAYER SENT FROM THE FIELD**

The player is automatically suspended from all football until the team he/she was sent off from plays another game. The suspension can be added to if the offence is of a serious nature, i.e: violent conduct.

- (i) If a player is playing in the Youth League run by College Sport and is sent from the field for misconduct, he is immediately suspended from all College Football until his Youth League team has played its' next game.

Traditionals will not count as a stand down game, unless it is being played for points as part of the Youth Grade competition. However schools are encouraged to not let that player play in the traditional fixture if it falls in the week of their suspension.

- (ii) If a game is cancelled through weather, or any other reason, the suspension will carry through to the following week. Again, the player is suspended for a "playing day", and a cancellation nullifies the "playing day". \*\*

(iii) Last game of season suspensions: If a player receives a red card on the last playing day of the season and they return to school next year they will miss the first College Youth Grade game

If a player is sent off for offences relating to:

- A. EXCEPTIONAL MISCONDUCT (Any physical assault on an official)**
  - **Wellington Schools Football Judicial hearing.**
- B. VIOLENT CONDUCT (Striking, Kicking, Punching Elbowing)**
  - Automatic and immediate two (2) match day suspension
- C. MISCONDUCT (foul and abusive language or serious foul play)**
  - Automatic one (1) match day suspension

Any player sent off a second time during the season for any offence shall be required to appear before the Wellington Secondary Schools Football Judiciary in the week following their transgression, and shall be ineligible to play in any game until such time that they have appeared.

*\*\*If for some reason games are cancelled which affects a players stand down period College Sport Wellington reserve the right to adjust this where they see fit in fairness to the player.*

#### **PLAYER BOOKED**

Any player booked (yellow card) shall be identified on the match card.

Two (2) yellow cards in the same match will result in that player being sent off and therefore incur an automatic 1 match suspension.

If a player receives 4 yellow cards while playing for their school team during the season they will incur a 1 match suspension effective immediately (if they play for a Club also this does not include any yellow cards received while playing for their Club)

*The application of all suspensions relates to any match under the jurisdiction of Wellington Schools Football and is to be served immediately. They shall not be reliant on any referees report. However, referees shall furnish a report and these shall be used as evidence in the case of appeal.*

**College Sport Wellington reserves the right to apply any sanction handed down by Capital Football to a Club player that also plays for their school, i.e: the player could also be stood down from their School team.**



## **COLLEGE SPORT WELLINGTON INCORPORATED BY LAWS**

Reviewed and Updated – December 2017

College Sport Wellington is an incorporated society and registered charitable entity established in 1989 to foster, provide, manage and support the delivery of sporting programmes and physical activity related initiatives in its member schools.

By annual subscription, the members of College Sport Wellington are the secondary schools within the greater Wellington region, north to include Otaki, but excluding Wairarapa.

These By Laws are the specific protocols and rules developed by College Sport Wellington to provide for and deal with operational day to day matters primarily relating to schools, school sport and related activities amongst its member schools. They are therefore binding on all member, affiliate and any other schools who participate in competitions, tournaments, events or any other activity organised, recognised or sanctioned by College Sport Wellington.

While responsibility may be delegated, ultimately, the Principal of any member, affiliate or other school shall be accountable for exercising due diligence in the application of them.

### **Schedule of By Laws**

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## 1. INTERPRETATION OF BY LAWS

*Within these By Laws the following interpretations shall apply.*

- 1.1 'CSW' means College Sport Wellington Incorporated.
- 1.2 'NZSSSC' means the New Zealand Secondary Schools Sports Council Incorporated.
- 1.3 'NSO' means National Sports Organisation.
- 1.4 'RSO' means Regional Sports Organisation.
- 1.5 'Board' means the members of the Principals Board appointed under Rule 10.1 of the CSW Constitution.
- 1.6 'Chairperson' means the appointed Chairperson of the Board prescribed in Rule 1.5.
- 1.7 'Year' means the financial year of CSW, which shall extend from 1 January in any year until 31 December of that same year.
- 1.8 'Member School' means any state, integrated or independent secondary schools in the Greater Wellington region, bounded by and including Otaki in the northwest, across to and including Upper Hutt in the northeast [but excluding Wairarapa] and south to Cook Strait] that is registered with the Ministry of Education as an accredited secondary school and who has paid the annual membership dues required by CSW.
- 1.9 'Affiliate School' means any school who although not a full member has an arrangement with CSW to from time to time participate in CSW competitions, tournament and events (Appendix 2).
- 1.10 'Other School' means any school who is not a member or affiliate school but who may in a circumstance participate in a CSW activity
- 1.11 'Home School' means students who are schooled/educated at home and who are not registered or enrolled at a recognised Ministry of Education secondary school.
- 1.12 'Sanctioned Sport' means any sport that involves at least 25% of the member schools, is managed and delivered under the jurisdiction of CSW and conforms to CSW's By Laws. At their sole discretion, CSW may on a trial basis sanction a sport that does not meet all these requirements.
- 1.13 'Affiliate Sport' means a sport managed and delivered by a regional sports body or its appointee; and which meet all the requirements of these By Laws.
- 1.14 'First Team' level means a Member School's registered first [top] team **squad** playing in any of the sports listed in Rule 4.1 irrespective of the division they play in. A 'squad' shall be the maximum number of players' eligible to be registered in that code at an NZSSSC sanctioned competition or tournament.
- 1.15 'Commissioner' means a person appointed annually by the Greater Wellington Secondary Schools Principals Association, charged with arbitrating any dispute or appeal that may from time to time be referred to them by the Executive Director of CSW or its Board.
- 1.16 'The Ministry of Education's 20 day rule' means the Ministry's rule under which a student is deemed to have left school when that student has been absent for any period of 20 consecutive school days.

## 2. ELIGIBILITY - GENERAL

- 2.1 Unless a written exemption is otherwise granted by CSW, in order to be eligible to participate in activity under the jurisdiction of CSW, a student must meet all of the following criteria:
  - a. Be under the age of 19 on 1 January in the year of competition and in this respect the school must be able to authenticate their students' birth dates;
  - b. Be enrolled as a bona fide student at the school of representation and studying at least 80% of a programme that is part of a timetable provided for by the school - this includes Trades Academies and students under the Central Regional Health umbrella;
  - c. Have continuous regular attendance at the school of enrolment or conform to the official attendance policy of that school. The Ministry of Education's '20 Day rule' shall apply;
  - d. Be registered on the school's official team list for their team of representation – [see Rule 14];
  - e. On a case by case basis, CSW will consider applications from principals for exemptions of Year 13 students with Flexible Partnership Learning Agreements (3/2 dual enrolments) that are completing less than 80% of a course as offered by the school. The school MUST supply a fully completed MoE template - Flexible Partnership Learning Agreement - to be eligible for exemption consideration. The student must not be classified as New to School under CSW eligibility criteria.
- 2.2 Unless by special CSW exemption and the team is under the jurisdiction of a member school, there is no provision for community clubs (non-members) to enter teams into CSW competition.
- 2.3 Student registration in first teams at their new school can only be initiated from the first date of full time attendance (rather than enrolment) at the new school.
- 2.4 Year 7 and Year 8 students from those Member Schools who provide for such levels, will be eligible to participate in CSW sanctioned activity conditional on them being appropriately identified [Y7 or Y8] on team registration lists. This can only be advanced to North Island or National events if the organising body provides for it and the school makes such a request of that body.
- 2.5 If a student's eligibility is challenged, then it shall be investigated through the CSW complaint process.

## 3. ELIGIBILITY - TEAM AND PLAYER REGISTRATION REQUIREMENTS

- 3.1 A Student may only be registered in one team per code.
- 3.2 No registered player can play for a lower graded team than that they are registered in.

3.3 Any student who plays in whatever capacity, as a starting player or substitute, three matches for a higher graded team than the one they are officially registered in, is deemed to have moved teams and should then be re-registered in the new team. If they wish to return to their original team, the school convenor of that code must on the student's behalf, apply to CSW and have approved a regrading before the student can return. Any such regrading requests must be received at least 4 competition matches prior to any Semi Final or Final.

3.4 To be eligible to play in any CSW administered code Semi-Final or Final, unless they are being promoted from a lower team, or returning from injury, a student must have played a minimum of four (4) CSW sanctioned competition games for that team.

3.5 A school may through unforeseen circumstance, make written application to CSW seeking a waiver to 3.4 - CSW's determination will be final.

3.6 Schools are required to register all of their code squads through the CSW on-line registration process. Where codes are managed or delivered by a body other than CSW, then schools should register their first teams only on to the CSW portal no later than one week after being required by that body.

3.7 First Team registrations (this includes teams playing in both sanctioned and affiliate codes) must be completed through the CSW on-line registration process no later than two weeks after the commencement of the competition. The schedule must include:

- a. student's full name;
- b. photo ID where required;
- c. date of birth;
- d. year level;
- e. the year they enrolled at that school;
- f. 'New to School' (4.3) must be identified [NS]; 'Non Domestic' (4.5) must be identified [ND].

3.8 All other team registrations (for those teams playing in CSW delivered codes only) must be completed through the CSW on-line registration process no later than three weeks after the commencement of the competition. The schedule must include:

- a. student's full name;
- b. date of birth;
- c. year level;
- d. year they commenced at their current school.

3.9 Failure to supply such lists by the required date may result in the forfeiture of competition points from games played where no team lists have been registered.

3.10 Corrections, additions and deletions to team lists are to be advised to CSW BEFORE such players can play for their new team.

#### **4. ELIGIBILITY- FIRST TEAMS, NEW TO SCHOOL, NON DOMESTICS and EXEMPTIONS**

4.1 Additional to the protocols prescribed in Rule 2; as they are also NZSSSC requirements, all first teams must, irrespective of whether they play in CSW or affiliate competitions, also conform to the 'New to School', and 'Non Domestic' quota numbers within Rule 5.4.

4.2 The 'Quota' refers to the number of 'New to School' or 'Non Domestic' students that can be registered as a member of any first team.

4.3 A 'New to School' student (NS) is a student who enrolls at a Member School at any level above Year 9 during the two years prior to the commencement of any school calendar year; that two year period commencing from the first day of the student's official attendance (not enrolment) at their new school. However, for the purposes of National or Island events; 'New to School' refers to students who enrol at a Member School at any stage in the 2 years preceding the first day of a National or Island event.

4.4 A 'Domestic' student refers to:

- a. a New Zealand citizen;
- b. a holder of a residence permit;
- c. an Australian citizen;
- d. a New Zealand passport holder (Cook Islands, Tokelau & Niue);
- e. a dependent of a work permit holder;
- f. any student on a New Zealand Government approved Exchange Programme or school to school exchange where the school is a Code signatory School, approved to operate such an exchange programme;
- g. or as further prescribed by the Ministry of Education.

4.5 A 'Non-Domestic' student refers to any other student outside of the classifications in Rule 4.4. This includes Foreign Fee-paying students (FFPS) and those on exchange programmes not recognised or endorsed by the New Zealand Government. Any non-domestic student who enrolls in a school in year 9 before the first day of term 3 is in a sporting context exempt from any quota limitations.

4.6 Within the quota for any code, teams are limited to a maximum of two only Non Domestic students to be registered in a team.

4.7 Apart from the exclusion in 4.5 all other Non-Domestic students remain part of the quota throughout their time at any school.

4.8 Primary Caregiver Relocation Exemption - (PCRE). An exemption from the quota (Rule 5) is available for consideration and need only be sought if the inclusion of a specific student(s) results in a school's first team exceeding the stipulated NTS quota for a code. No team that has a quota limit may have more than two PCRE's

4.9 Where the family or primary caregiver of a student has changed address and the student cannot reasonably be expected to remain at their previous school, an application for exemption may be submitted to CSW and will be considered by the CSW Board and Executive Director. The application, initiated by the student's new school, must be on the official PCRE (Appendix 3) form also available from CSW or its

website; providing formal evidence of the address change as outlined on the application form, and be completed and signed by:

- a. the student;
- b. the principals of the student's Exit and New School;
- c. the student's parent or authorised primary caregiver.

4.10 Any student who has applied for a PCRE is ineligible to play for a team at their new school until their school has been notified of the outcome of the application.

4.11 The outcome from any PCRE application will be forwarded to the student's new school and if approved forwarded to the NZSSSC for their filing.

4.12 Any appeal of CSW's determination of any application must be lodged in writing with the Executive Director of NZSSSC within 7 days of any CSW decision being received by the student's new school.

4.13 If a student is proven to have been ineligible to participate in any CSW sanctioned activity which is part of any Island or National qualification or elimination, then CSW shall have the right to revoke that school's qualification and advise the appropriate organising body.

## 5. THE QUOTA – SCHEDULE OF MAXIMUM NUMBERS

5.1 The following schedule (5.4) prescribes the number of 'New to School' students permitted in any first team participating in a CSW sanctioned sport [or any NZSSSC sanctioned event] over a two year period as in Rule 4.3.

5.2 Irrespective, there shall be no more than two Non Domestic students in any registered squad. The squad size listed is based on that which teams can generally register for a NZSSSC sanctioned tournament or a CSW competition.

5.3 Any breach related to exceeding the quota numbers may result in CSW imposing sanctions on the player, team, coach or school. This may include loss of all or a portion of competition points, player or coach suspension, exclusion from the competition or any other sanction the judicial committee deems appropriate.

5.4 These numbers exclude students in Year 9.

Code	Quota	Squad Size	Code	Quota	Squad Size
Badminton	2	6	Rugby League	5	20
Basketball	3	12	Rugby 15's	6	24
Basketball 3x3	2	9	Rugby Sevens	3	12
Cricket	4	14	Softball	4	12
Football	4	16	Squash	2	6
Golf	2	6	Table Tennis	2	6
Hockey	4	16	Tennis	2	6
Netball	4	12	Touch	4	12
Rowing [8/Octuples]	3	8	Volleyball	4	12
Rowing [any other boat]	1	4/2	Water Polo	3	11

## 6. HOST SCHOOL and ATTACHED SCHOOLS

6.1 A Member School [Host School] may offer sporting opportunities to students who attend any secondary school [attached school] not, by themselves, capable of entering normal secondary school events [e.g. special character schools] and with a secondary roll less than 50 in each gender. These schools may enter combined teams of students from both Host and Attached schools in CSW sanctioned activity, [and with the prior approval from NZSSSC and the appropriate NSO, in Island and National school events], provided that before any participation occurs:

- a. All other eligibility rules regarding age and attendance of the students are met;
- b. The Principals of the schools complete a written agreement on the terms that allow students from the 'attached' school[s] to play for a team[s] of the 'Host' School, the terms to include agreement that the student[s] from the 'attached' school will be part of the team[s] for the season and not selected for only certain fixtures;  
No later than four weeks prior to the implementation of the proposed shared participation, the agreement[s] will be provided to CSW;
- c. For any Host School - Attached School arrangement to be promulgated at any level beyond CSW, the appropriate documentation must be processed through to NZSSSC via CSW no later than **eight weeks** prior to the event. The NZSSSC will make a recommendation to the NSO or organising committee which will consider, but is not bound to accept, the recommendation of NZSSSC;

- d. The Principal of the Host School accepts responsibility for the team;
- e. The team[s] will compete under the name of the 'Host School';
- f. An 'attached' school will have only one 'Host School' (gender specific where necessary) for its students who participate in CSW, NZSSSC Island or National sanctioned events.

6.2 This does not prevent the attached school entering students under its own name in sports where numbers may be viable [e.g. individual sporting codes].

6.3 Any such agreements will only be effected when the appropriate documentation is signed by the Principals of both (Host and Attached) Schools, sighted and approved by CSW.

6.4 All such Host – Attached School agreements are valid only for the calendar year in which they are made and at an Island or National level for the event for which application is made.

## **7. COMPOSITE TEAMS and STUDENTS PLAYING FOR OTHER SCHOOLS**

7.1 If a student's school does not provide for a code that a student wishes to play, or there are insufficient numbers to establish a team, then the student(s) may, on a 'case by case' basis, be considered by CSW (or an RSO) to play in a team from another school, apart from in any First Team (see 7.2). In accepting this, schools should recognise that the player(s) from another school will potentially be displacing one of their own students and this can cause disgruntlement.

7.2 CSW shall however where a school only has one team, have the discretion to exercise a first team dispensation to provide for a school being able to field a team. This however shall only apply in CSW sanctioned competitions and will exclude playing in any team involved in island or national school qualification competitions or tournaments.

7.3 Unless some other mutual agreement is reached, the team will be known under the name of either the 'host' school or that with the most representation and wear that school's uniform.

7.4 Any such request must, in the first instance, be made on the appropriate CSW template (Appendix 4) with the endorsement of the Principal of the student's own school to the Principal of the school for whom they wish to play. This should include a written acceptance by the student to pay all code dues to that school and whilst representing them, accept all the authorities of that school.

7.5 If there is an acceptance by the Principal of the school for whom the student wishes to play, a copy of this signed acknowledgement should then be forwarded to CSW for final endorsement.

7.6 While CSW does not allow composite teams at a first team level in competitions they deliver; those RSO's who deliver competitions to schools may allow composite teams to be included. However in doing so, it should be recognised that as a general rule, composite teams are not eligible to play at North Island and/or National Secondary School tournaments and they should not be allowed in competitions where there is Island or National qualifying involved. Schools should ensure they check this before entering.

## **8. HOME SCHOOLED STUDENTS**

8.1 Home Schooled students [who are not on the roll of any Member or MoE registered School] are ineligible to participate in any CSW sanctioned competition unless an exemption is granted as prescribed in Rule 8.2.

8.2 CSW may consider a written request from the parent/caregiver of a student for an exemption if it receives written affirmation from the Principal of the school for whom the student wishes to play.

8.3 Any such exemption shall apply to CSW sanctioned activity only and exclude such a student playing for a school's first team in any code or in any NZSSSC sanctioned activity where Home Schooled students are, under NZSSSC rules, specifically excluded.

## **9. SCHOOL LEAVERS**

9.1 Unless an exemption is approved under Rule 9.2 or 9.3, no student who leaves the school in which they are enrolled is eligible to play for that school at any level. To this end, the Ministry of Education's '20 Day rule' shall apply.

9.2 CSW may at its sole discretion consider a written request from the parent/caregiver of a student for an exemption if it receives from the Principal of the student's most recent school that they are requesting to represent, their written affirmation.

9.3 Any such exemption shall apply to CSW sanctioned activity only and exclude:

- (i) the top two divisions in any code and
- (ii) any individual event or tournament

## **10 GENDER**

10.1 Unless by gender exception specified by any CSW or NSO protocol; all CSW competitions, tournaments and events shall be gender specific.

10.2 Schools may, on behalf of an individual, make a written submission with supporting evidence requesting a variation to Rule 10.1. This may for example be on behalf of an elite level athlete or a transgender student.

10.3 All cases will be considered by CSW and any other appropriate parties on their individual merit which shall include the health and safety of all participants, unfair advantage - perceived or otherwise, and any policy advice from an NSO, NZSSSC or any other agency.

## **11. COMPETITIONS, TOURNAMENTS and EVENTS**

11.1 All competitions, tournaments and events will be played according to the rules and code of conduct of the particular sport subject to the provisions of these By Laws, which will take precedence in the event of any absence,

conflict or ambiguity.

11.2 All sanctioned or affiliate sports under the jurisdiction of CSW, an RSO or other agreed provider should always give priority to school and student interests and welfare.

11.3 In the eventuality of a competition, tournament or event being oversubscribed, priority will always be given to member schools in any balloting required, thereafter at CSW's discretion.

11.4 Any request from any other school to participate in any CSW competition tournament or event will be treated on a case by case basis; but apart from the Wairarapa Schools Exemption (see Appendix 2) will specifically exclude participation in the Premier grade of any CSW competition.

11.5 Those sports not classified as 'sanctioned' or 'affiliate' will only be considered for inclusion in the CSW Calendar on trial basis, subject to them being approved by the Executive Director in consultation with the provider.

11.6 All teams or individuals participating in any CSW sanctioned or affiliate activity must be under the direct supervision of a Coach or Manager authorised by the Principal [or appointee] of their school of representation and responsible to the school for the welfare and behaviour of those students in transit to, from and during any such activity.

11.7 In any of the codes listed in Rule 5.4 with CSW sanction, a school may have only one team playing in the top grade/division of that code; unless there are exceptional circumstances demonstrated and CSW or an affiliate at their sole discretion may approve a waiver.

## 12 PLAYING SEASONS

12.1 In order to protect the interests and welfare of students, all CSW sanctioned sports competitions will be defined by a seasonal start date and completion date:

(i) Summer Season: Terms 1 and 4 [from week 1 in Term 1 until the end of March and from week 2 in September until the last school week in December]

(ii) Winter Season: Terms 2 and 3 [from week 1 in Term 2 until the end of week 1 in September]

12.2 When exceptional circumstances arise, CSW may grant a variation to the dates in 12.1.

12.3 Regular weekly competition should as far as possible not encroach into school time nor Sundays.

12.4 At the regional level, no one sport should seek more than two school days for CSW approved Regional championships or regional tournaments.

12.5 Where possible, any CSW championships, tournaments and finals should be scheduled as a preparation for Island or National secondary school championships or tournaments.

## 13. AGE and YEAR LEVELS

13.1 Age eligibility for all CSW competitions, tournaments and events will be determined as at 1 January (i.e. midnight) on 31 December/1 January) in the year of competition and unless otherwise prescribed by an individual code, the levels shall be:

- a. Junior: Years 9 and 10 only (but including Years 7 & 8) where applicable – see 13.3;
- b. Senior: Years 11 – 14 primarily, but may include Years 9 & 10.

13.2 In CSW sanctioned individual Championship or Tournament events, unless specified otherwise in the entry conditions:

- a. Junior Tournaments: are for Year 9 and 10 students only (plus the Year 7 and 8 waiver as in 13.3);
- b. Senior Tournaments: are open to students from any level;
- c. A student may play in both the senior and junior championship/tournament for any code.

13.3 Composite Schools with Year 7 and 8 students may include students from those year levels in any Junior CSW sanctioned event or competition. Such students must be identified on that school's team entry as Y7 or Y8 and if balloting for any event is required then Year 7 and 8 students will be those first balloted out.

13.4 Schools should note that not all NSOs or bodies delivering a secondary school event at an Island or National level allow Year 7 and 8 student involvement. Unless they are eligible at the Island or National level; Year 7 and 8 students are excluded from any qualifying play for these tournaments or events.

13.5 In consultation with CSW, other age, year level or weight groupings may be specified by some codes.

## 14. COMPETITION STRUCTURE, GRADING, PROMOTION and RELEGATION

14.1 CSW considers grading matches as the most appropriate means to determine the composition of Premier (and other) grades each year. Unless prescribed otherwise by any CSW sanctioned code convention, the protocols will be:

- a. Pools for grading matches at the start of a season shall be formulated based on rankings at the end of the previous season;
- b. If, through whatever circumstance, the number of teams required to fill any Premier grade quota are not met, CSW reserves the right to invite teams from the next listed grade to fill any vacancies;
- c. Any team who for whatever reason in their grading matches defaults a game shall at the conclusion of grading be automatically relegated to the lowest grade of those they are contesting and all grading games involving that team shall become null and void and recorded as a 'no result' and no points awarded;
- d. If any team, who through their ranking qualifies for any promotion-relegation playoff then does not wish to exercise that option; then there shall be no offer to another team to replace them in those playoffs unless one of the teams originally offered promotion is the 2<sup>nd</sup> team of a school who are ineligible to play in any Premier grade. In this eventuality, the next ranked team may at CSW's discretion be offered the position;

- e. CSW reserves the right, in consultation with schools, to consider any application for a variation to these protocols.

## 15. RESULTS

- 15.1 Schools are responsible for entering the results of all their CSW competition matches through the CSW on line results portal - <http://www.collegesport.org.nz/data-entry-parent/>
- 15.2 Individual schools are responsible for ensuring they have a process in place to ensure that this occurs.
- 15.3 This process is password protected for individual schools and the password is held by the Head of Sport – if at all, it should only be shared only with code convenors.
- 15.4 To ensure accurate tables are available and subsequent draws promulgated, all competition results must be entered no later than midday on the day following play, apart from weekend sport when all results must be entered no later than midday on the Monday immediately following play.
- 15.5 If any score is not entered within the time frame in 15.4 and CSW has made a further request for it and it remains unentered, then CSW at their discretion will have licence to record that score as a 'No Result' and no competition points will be awarded to either team for that fixture.

## 16. DIFFERENTIATION OF TIED TEAMS

### Unless prescribed otherwise by any specific code convention:

- 16.1 The process for differentiating two teams tied on round robin competition points shall be:
- a. The team who won the most recent competition match between those two teams shall be afforded the higher rank;
  - b. If that match was cancelled, drawn or no result is entered within the required period, then the team with the better point's differential [match points or goals or sets scored for v match points or goals or sets scored against] in all rounds of that grade's competition shall be afforded the higher ranking;
  - c. If any tied team has during the round robin competition defaults a game; they will automatically be disqualified from the differentiation process and given the lowest ranking.
- 16.2 The process for differentiating more than two teams tied on round robin points shall be:
- a. The team with the best win/loss ratio in matches between the tied teams shall be afforded the higher ranking;
  - b. If more than two teams are still tied, then the team with the better point's differential in all competition matches between those tied teams in the most recent round shall be afforded the higher ranking;
  - c. If any tied team has during the round robin competition defaulted a game; they will automatically be disqualified from the differentiation process and given the lowest ranking.
- 16.3 In the case of Semi-Finals and Finals not scheduled at neutral venues [as prescribed by that code], pending the provision of appropriate facilities, the higher seeded team shall be afforded the home venue.

## 17. ABANDONED MATCHES

- 17.1 Unless a code has its own convention; if for whatever reason a game once started is abandoned or called off, the following protocols will be applied:
- a. If a game is abandoned or called off before the second half of a match starts, the competition points will be shared between the two teams;
  - b. If a game is abandoned or called off after the second half has started, then the score at the time of the abandonment shall stand and competition points be awarded accordingly.
- 17.2 The above shall be applied unless there is mutual agreement between the management of each team at the time of the abandonment/calling off, to reschedule the match within seven days, at a date, time and venue determined and agreed by the teams. This shall exclude any semifinal where (a) and (b) above will be applied.
- 17.3 All of the above may be annulled by any formal Judicial Process and resultant sanctioning or any other CSW determination.

## 18. CANCELLATIONS

- 18.1 Where, through weather or other intervention prior to the commencement, CSW determines to cancel games; to maintain some grade equity, CSW will generally cancel all of a grade and endeavour to re-schedule such games within the competition window available.
- 18.2 In the circumstance where a game(s) within a grade is cancelled and others played, the protocols shall be that the competition points for any cancelled games (less any bonus points) are shared between the two teams.
- 18.3 At the Premier level at least, every endeavour will be made to have all round-robin games completed before any Semi-Finals or Finals. If not 18.4 shall apply.
- 18.4 Where CSW has factored in a cancellation day(s) in a season's draw, then that will be used to play any catch up rounds as follows:
- (i) the earliest dated whole round cancellation will be played on the first cancellation day
  - (ii) others based sequentially on the number of cancellation days available
  - (iii) In the case of any grading match (formulation of a grade), quarter/semi-final match or other match deemed by College Sport to be of significance and not provided for above, then CSW shall determine any process
- 18.5 In all other grades (and if necessary Premier grades) if, after cancellations, there are insufficient playing days to play Semi-Finals or complete round-robin play, then the top two ranked teams at the end date of the last completed round shall contest the Final.

18.6 Given particular circumstances that may prevail, CSW reserves the right in consultation with schools, to vary any of these conditions.

## 19. DEFERRALS

19.1 Any competition match may only be deferred if all of 19.1 a - e inclusive are agreed and in the listed order.

- a. The request is made to CSW at least 2 weeks prior to the originally scheduled fixture;
- b. CSW approves the reasoning for such a request being asked of another school;
- c. There is mutual agreement between the two schools;
- d. The rescheduled game is to be played within one week of the originally scheduled match. If for whatever reason the 'deferred' match is not played, then neither team will be awarded any competition points;
- e. The school requesting the deferral must advise CSW no later than 48 hours before the match of all changes including the revised match date, time, venue and the name of any officials involved.

19.2 If approval is not granted by CSW or there is no mutual agreement on a rescheduled date/time/venue, then the school seeking to reschedule the fixture can either play as per the original draw or default the fixture.

19.3 If any two or more students from a team are required to play in the same code in a representative fixture/tournament (this excludes trials/trainings and the like) that clashes with any CSW fixture, then a deferral can be sought through CSW. Any such deferred matches must then be played within one week of the originally scheduled date or if there are other circumstances, at CSW's direction.

19.4 Schools' who have vacations outside of the gazetted school holidays should advise CSW of such no later than the end of February in that year. In such cases, CSW will then endeavour to accommodate but this may not be practical. While we urge schools to be accepting of deferral requests in such circumstances, ultimately 19.1 & 19.2 apply.

19.5 Unless there are mitigating circumstances, Semi-Final and Final matches shall not be deferred. CSW shall be the sole judge on this matter.

19.6 If there are any extenuating circumstances relating to any request, then CSW will rule – its decision being final.

## 20. DEFAULTS AND WITHDRAWALS

20.1 Any school wishing to default a match must make every endeavour to contact the opposing school code convenor or Sports Coordinator and CSW – by telephone or txt no later than 1.00pm on the day of the default or in the case of weekend sport no later than 1.00pm on the preceding Friday. *Ensure you actually speak with the person directly – if uncertain who that is, then ask for the Sports Coordinator. If this is not possible, relay the message in person to someone at reception. AVOID LEAVING MESSAGES ON VOICE MAIL.*

20.2 If you receive a late or no notification of a default, advise the CSW within 24 hours.

20.3 If a late or no notification is received, a mandatory CSW \$20 default fee will be applied.

20.4 If a late or no notification occurs a second time for any team, the default fee will again apply and CSW will reassess the offending team's place in that competition and reserves the right to withdraw it or impose some other sanction which may include loss of competition points or relegation from a grade.

20.5 Unless any code prescribes another convention, then any team defaulted too shall receive the maximum number of competition points any other team in that grade/division could have attained in that round.

20.6 Unless a deferral has been approved under rule 19, or there are in the opinion of CSW exceptional circumstances; any default in the Premier (top) grade of any code will incur an automatic sanction against the team defaulting.

20.7 The minimum sanction for a Premier grade default (notified or not) shall be the loss of the maximum competition points that team would have received had it won the match, loss of venue of its next home game, plus unless in CSW's view there are extenuating circumstances, a \$50 fine.

20.8 If any Premier team defaults on a second occasion in the same season then additional to the sanctions in 20.7; at CSW's discretion, the school may forfeit any Premier status in that code the following year.

20.9 If at any time after entry closure a team withdraws from a competition or tournament, they will forfeit the entry fee for that competition or tournament and further, unless there are exceptional circumstances and then at the sole discretion of CSW, that school may be excluded from entry into any other tournament in that code for the remainder of that year.

20.10 In the case of a team withdrawing, then all its games in that competition will be recorded as a 'No Result' and no points awarded to either team.

## 21. OFFICIATING

21.1 CSW will endeavour to have officials appointed to at least the top divisions of any code.

21.2 Except where any code has a different officiating convention specified in its playing conditions, at any level where there are no officials appointed, unless there is mutual agreement to the contrary between the captains of each team prior to the commencement of any match, then each team is required to provide a match official; the 'home' team - that team playing at its own venue - shall provide the necessary official for the first half, the visiting team for the second half of the match.

21.3 In the case of codes that require two match officials (eg Basketball, Netball), unless there is mutual agreement to the contrary between the captains of each team prior to the commencement of any match, each team is required to provide a match official for the entire game.



- 21.3 Where the match is played at a 'neutral' venue - that is a venue that is not the 'home' of either team - then the first named team on the official College Sport draw shall be considered the 'home' team.
- 21.4 If in any instance where any team cannot or declines to provide the required official(s), then the opposing team may apply to CSW to claim the match by default.

## **22 FEES**

- 22.1 All Member Schools accept that a pre-condition to CSW membership or continuing membership is the fee structure established and referred to in Rule 22 of these By Laws.
- 22.2 In this respect, each Member School shall pay an annual membership fee as determined annually by the CSW Board. Such fee shall be in the form of a per student levy and based on each school's Year 9 – 15 RS40 [or equivalent] Ministry of Education roll return and inclusive of Foreign Fee Paying Students (FFPS's).
- 22.3 For 2017 this is \$6.00 (+GST) per student. Such fees will be invoiced to schools in two annual installments in February and June.
- 22.4 Additional to the annual membership fee, schools are required to pay the individual code or athlete fees (+GST) levied by CSW or any affiliate code in whose activity they participate. These are prescribed in the College Sport handbook and are reviewed annually.
- 22.5 Schools may also be liable for default or withdrawal fees as in Rule 20.
- 22.6 CSW code fees will recognise and reflect the annual membership fees that schools pay.
- 22.7 Non-payment of membership or code fees may result in disqualification or exclusion of that school's team(s).
- 22.8 National and/or Regional Sports Organisations, team or individual affiliation fees and/or levies are additional to this and are the responsibility of individual Member Schools.

## **23. UNIFORMS**

- 23.1 All schools must provide at the commencement of each year in their annual return to CSW, a registry of their school's sport uniform colours. Any variation or change of colours being considered should first be signaled to CSW to ensure there is no clash with another member school.
- 23.2 It is a requirement that all team members in any code present themselves in an appropriate sports uniform as prescribed by that code and in the officially registered colours of their school.
- 23.3 Where there is a uniform colour clash there is a requirement to change at least the playing top. To this effect:
- the 'home' team shall retain its own uniform and the visiting team change to an alternate uniform;
  - where the match is at a neutral venue, then the first named team in the draw shall be considered the home team and retain its own uniform and the second named team changes to an alternate uniform.
- 23.4 Tracksuits are not deemed appropriate for competition play.
- 23.5 Playing in school day uniform or any other casual type clothing in any CSW sanctioned code is not acceptable and players will be defaulted.
- 23.6 Schools are responsible for ensuring their teams comply with the uniform numbering conventions of individual codes on their playing uniform.
- 23.7 Failure to comply with the required uniform standards may result in: [i] the player being defaulted [ii] the team being defaulted or [iii] team points being forfeited.

## **24. HEALTH AND SAFETY**

- 24.1 This is everybody's responsibility and is informed by various legislation, regulations and guidelines, including the Health & Safety at Work Act (2015), Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, the Vulnerable Children's Act (2014) and the Ministry of Education Health and Safety Guidelines (2016). In the secondary school sport environment this is a complex matter and often involves multiple partners (Persons Conducting Business Undertakings - PCBUs).
- 24.2 It is a requirement of each school to put in place responsible measures to ensure the safety and welfare of their students both at the playing venue and in transit to and from that venue.
- 24.2 College Sport will additionally at the commencement of each year require from each member school through a Principal sign off; a declaration that their courts (indoor and outdoor), playing fields and any other space they provide for CSW related sporting activity is 'fit for purpose' and meets the minimum standards College Sport requires.
- This includes:
- An appointee of the school present and responsible for the general oversight and accessibility to facility(s) being used, including;
  - Minimum standards listed being presented;
  - Availability and accessibility of changing rooms and toilets;
  - Emergency vehicle access to any facility being used and the capacity to unlock any chained or gated off access ways when required CSW reserves the right in consultation with the principal, to not use any venues who in their opinion do not meet the prescribed minimum codes, or any other health and safety expectations.

## **25 SPONSORSHIP**

- 25.1 CSW is from time to time in support of its own partners, positioned to provide product or resources to schools. Where such product

or resource is in conflict with that a school may already partner, then CSW may elect to not offer such to that school.

25.2 Sponsorship arrangements for Member Schools are the property and responsibility of the school and should be signed off by the Principal. College Sport respects this but suggests some guidelines that should be considered when branding up such property.

25.3 Sponsorship should be for the purpose of supporting and developing a school's sports programme.

25.4 School sports uniforms may display the official manufacturer's logo, the official school crest and team name/level or emblem, number(s) and any sponsor's logo as outlined in Rule 25.5.

25.5 The size of any sponsor's advertising or logo, while needing to be 'visual', should not become excessively dominant on the playing strip and should not interfere or impose on any uniform numbering required by the rules or requirements of any code.

25.6 Schools should discourage sponsorship or association with companies, retailers or outlets associated with products or services, which could be considered objectionable or inappropriate.

25.7 CSW reserves the right to request a change to any Member School uniform if the sponsorship or proposed sponsorship is unsuited to the secondary school environment or is in any other way deemed inappropriate.

## **26 INDUCEMENT TO TRANSFER SCHOOLS FOR SPORTING PURPOSES (POACHING)**

26.1 CSW does not condone any inducement of students to transfer from one school to another for sporting reasons, other than by way of application by publicly advertised scholarships.

26.2 No employee of a Member School or other person associated with coaching or managing sport in a Member School shall initiate any communication, written or verbal, with a student, their parent or guardian from another Member School that may be considered an enticement to change schools.

26.3 If a written complaint with supporting evidence is received about an improper inducement that an employee or other person associated with coaching or managing sport in a Member School suggested to, or used influence on a student to transfer schools' for sporting purposes, it shall be referred in the first instance to the Executive Director for substantiating. If it is then established that the allegation is not frivolous and may be in breach of the CSW (and NZSSSC) by laws, then the Executive Director shall refer it to the CSW Board or Commissioner for their consideration and resolution.

26.4 Should for whatever reason the issue not be resolved by the CSW Board or Commissioner, it may be referred to the NZSSSC for their determination.

## **27 COMPLAINTS**

27.1 **Match Official** - any report from a match official against a player, team management or spectator involved in a CSW sanctioned match, tournament or event must within 72 hours of the completion of that match, tournament or event, lodge their written report with their RSO and CSW who will then deal with it in accordance with any RSO process or at the RSO request, by a CSW process.

27.2 **Other person** - any complaint from any other person relating to a CSW sanctioned match, tournament or event must within 72 hours of the completion of that match, tournament or event lodge their written report with corroborating evidence initially to their school's Head of Sport. Then within this period, the Head of Sport should choose what action to take which may include dealing with it themselves or add their endorsement and forward it to CSW for resolution.

27.3 Any complaint relating to any alleged breach of the CSW By Laws or any other matter under the jurisdiction of CSW, must within 72 hours of the alleged breach be lodged in writing with corroborating evidence initially to their school's Head of Sport. Then within this period, the Head of Sport should choose what action to take which may include dealing with it themselves or add their endorsement and forward it to CSW for resolution.

27.4 Any complaint that is not lodged through the Head of Sport nor has the endorsement of the complainant school's Head of Sport will be dismissed.

27.5 It is the responsibility of each school's Head of Sport to ensure their Principal is aware of any formal complaint and the nature of it.

## **28. COMPLAINTS REVIEW PROCESS**

28.1 Apart from match official's reports, all other complaints should be directed in writing with corroborating evidence and the school's Head of Sport endorsement to the CSW Executive Director (and/or the organising RSO).

28.2 CSW will consider all such complaints and depending on the nature of them shall either:

- a. deal with the complaint itself in consultation with the principal(s) and parties of the school(s) concerned;
- b. refer it to the CSW Complaints Review Committee;
- c. refer it to the RSO;
- d. in the absence of any established RSO process or a request by the RSO that CSW deal with a complaint, then the CSW Executive Director may choose to deal with it himself in consultation with the Principal(s) of the school(s) involved or refer it to a CSW Complaints Review Committee for their consideration and determination.

28.3 Whichever, the following guidelines will be observed but with licence to go beyond if deemed appropriate/necessary:

- a. CSW will gather any additional evidence deemed appropriate to the complaint;
- b. the principal of the school or body against whom the complaint has been made will be notified in writing of the details of the complaint including the school, organisation or person bringing the complaint and the details of evidence provided;
- c. the principal receiving notice of the complaint will be asked to provide a written response to the CSW Executive Director within 72 hours of the complaint being transmitted;

- d. the Executive Director will then and where necessary in consultation with the CSW Chair, determine how the complaint is to be processed and advise the involved parties accordingly;

## **29 COMPLAINTS REVIEW COMMITTEE**

29.1 The Complaints Review Committee will consist of:

- a. The CSW Board Chair or in the case of any conflict, the deputy chair or a delegated board member who will chair the panel;
- b. A Head of Sport from a member school – appointed by CSW;
- c. Any other person(s) CSW deem appropriate – eg an appointee of the code involved;
- d. If considered appropriate, CSW's legal counsel.

## **30. COMPLAINTS HEARING**

30.1 Pre Hearing

- a. The principal(s) of schools involved and any person(s) involved with the complaint will be informed of the time, date and place of the hearing, supplied all evidence collected and invited to attend;
- b. All written material will be supplied to all parties above at least 48 hours prior to the hearing.

30.2 The hearing

- a. the Complaints Review Committee chair will present the complaint and the response received from the principal of the defendant school and any other evidence provided;
- b. the principal or any person delegated by the principal of the complainant school will be invited to speak;
- c. the principal or any person delegated by the principal of the defendant school will be invited to speak;
- d. the panel has the opportunity to ask questions of either party;
- e. if appropriate and agreed to by the Chairperson, either principal may seek leave to confidentially speak to the panel.

30.3 Finding and Sanction

- a. the panel will then deliberate and may give an oral finding or more likely will reserve its decision to be conveyed in writing to the parties along with any sanction within 48 hours of the hearing;
- b. Sanctions may include:
  - (i) no further action;
  - (ii) offer to arrange mediation to attempt to resolve the complaint;
  - (iii) present a resolution to the complaint
  - (iv) written warnings with or without conditions;
  - (v) individual person sanctions;
  - (vi) team sanction;
  - (vii) school sanction
  - (viii) any other sanction deemed appropriate

## **31 APPEAL PROCESS**

31.1 Any school wishing to appeal any Complaints Review Committee decision and/or sanction must do so through its principal, within 5 working days of any decision being formally notified and in doing so must include all of the following:

- a. written substantiated grounds for the appeal;
- b. the principal's signed endorsement of the appeal;
- c. an undertaking that the principal will attend the appeal hearing;
- d. a \$500 bond which the Appeal Committee may refund in whole or part pending the appeal outcome.

31.2 An appeal will be deemed to have been lodged when all of 31.1 a-d inclusive have been received by the CSW Executive Director.

31.3 Ordinarily, appeals will be heard based on the record of the decision of the Disciplinary Panel and the evidence received and considered by it.

31.4 The Appeal Committee will however have full discretionary authority to hear and receive such further evidence as it thinks fit although generally such evidence will only be admissible where it can be established that evidence was not available at the time of the original hearing.

## **32. APPEAL COMMITTEE**

32.1 The composition of the Appeal Committee shall exclude any person involved in the original Complaints Review Committee and shall consist of:

- a. two CSW Board members one of whom will Chair the committee;
- b. a Head of Sport from a member school – appointed by CSW;
- c. a management level employee of Sport Wellington;
- d. the CEO of NZSSSC or if unavailable the SportNZ Secondary School Manager;
- e. any other person(s) CSW may deem appropriate – eg an appointee from the code involved;
- f. CSW's legal counsel.

### **33 APPEAL HEARING**

#### **33.1 Pre Hearing**

- a. the appeal committee and principal(s) of the school(s) involved will be informed of the time, date and place of the hearing and advised of the appeal process;
- b. all written material will be supplied to all parties above at least 48 hours prior to the hearing.

#### **33.2 The hearing**

- a. the Appeal Committee chair will present the substantiated grounds for the appeal as lodged by the member school(s) and with that, the acceptance or otherwise of any other evidence that was not considered at the original hearing and reasoning for that;
- b. the principal of the appeal school and/or any person(s) delegated by them will be invited to speak;
- c. the committee has the opportunity to ask questions of them;
- d. the committee chair will sum up.

#### **33.3 Finding and Sanction**

- a. the committee will deliberate and may give an oral finding or reserve its decision to be conveyed in writing to the parties along with any sanction within 48 hours of the hearing;
- b. the committee may uphold the original decision and any sanction(s) applied by the Complaints Review Committee or alter the original decision and sanction(s) in any way.

33.4 The decisions of the Appeal Committee are absolute and binding on all parties.

33.5 Any further recourse on an appeal decision must be conducted through the Sports Tribunal.

## Appendix 1

### COLLEGE SPORT WELLINGTON INTEGRITY AND VALUES STATEMENT

As members of CSW, schools through their boards of trustees and principals, recognise and accept collective responsibility to act with integrity in protecting the heritage and values of school sport so that all students have the opportunity to experience school sport in a positive and safe environment. In recognition of this responsibility, all schools taking part in CSW sanctioned events agree to display **Honesty, Respect & Fairplay** in their own school and towards other schools and event organisers.

### COLLEGE SPORT WELLINGTON CODE OF CONDUCT

- 1.1 All CSW member and affiliate schools and other schools entering CSW sanctioned events are bound to abide by both the CSW By Laws and this Code of Conduct.
- 1.2 The principal of the school is ultimately responsible for all matters relating to CSW sanctioned sporting events in which their school is involved, including adherence of students and any other person associated with their school's sporting programme to the CSW Code of Conduct. This includes students, staff, team officials, parents and spectators.
- 1.3 **The principal will and through their delegate ensure that;**
  - a. All players representing their school meet the eligibility rules of CSW current at the time of the event and as published on the CSW website and handbook annually.
  - b. All code convenors, coaches and managers are familiar with the CSW By laws
  - c. All teams from their school are supervised at all times including travelling to and from an event by a responsible coaching and management team and that that all athletes and officials are aware of their responsibilities and commitments before they attend an event.
  - d. All students and team officials are aware of and are bound by the Smoke, Drug and Alcohol Free conditions under which all CSW events are sanctioned.
  - e. No person or persons associated with a school may act in a way that is likely to bring school sport into disrepute. This includes students, staff, team officials and spectators.
  - f. At all times, any person above associated with school sport will act in accordance with the principles of fair play to ensure that students have the right to enjoy their sport in a safe, positive environment.
- 1.4 **Players will**
  - a. Play to the best of their ability and within the rules of the game.
  - b. Show respect to other players - both team mates & opponents
  - c. Accept officials' decisions without gesture or argument.
  - d. Be humble in victory and gracious in defeat.
  - e. Support the coaches and their requests of them.
  - f. Thank and acknowledge the coach, officials and opponents.
- 1.5 **Coaches will**
  - a. Set affirmative and appropriate guidelines and behavioural standards for themselves and their athletes on and off the playing arena.
  - b. Give all players the same opportunity to play.
  - c. Assume responsibility for their players' conduct both on and off the playing arena.
  - d. Treat all players, including the opposition, with dignity and respect and demonstrate positive examples of sportsmanship at all times.
  - e. Respect and accept the judgement and decisions of officials without remonstrations.
- 1.6 **Parents and Spectators will**
  - a. Positively encourage and support the efforts of all players.
  - b. Make an effort to understand the rules of the game and refrain from any criticism or abuse directed at coaches or officials.
  - c. Put an emphasis on genuine effort ahead of victory and encourage players to accept the outcomes of all games, irrespective of the result.
  - d. Recognise good play by either team and never ridicule an individual player in either team.
  - e. Display self-control on the side-line - remember young people play sport for their satisfaction not parents or supporters.
  - f. Show appreciation to coaches and officials who facilitate the game – without them – no game

# COMPLAINT FORM

*All complaints must be lodged through the School Football Convenor*

Email to College Sport Wellington ([csw@collegesport.org.nz](mailto:csw@collegesport.org.nz)) within 72 hours of the match

From: \_\_\_\_\_(School)

Person lodging complaint: \_\_\_\_\_(Status)

**Complaint concerning**

- 1. Ineligible player
- 2. Playing Facilities
- 3. Changing Facilities
- 4. Player behaviour
- 5. Other (identify)

**Match detail**

Grade: \_\_\_\_\_

Teams: \_\_\_\_\_ v \_\_\_\_\_

Venue: \_\_\_\_\_ Date: \_\_\_\_\_

Complaint: (add additional page if appropriate)

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Coach: \_\_\_\_\_

School Football Convenor: \_\_\_\_\_







## FINAL FOOTBALL PLACINGS FOR 2017 - BOYS

### Youth Grades

PLACE	Premier Youth	Division 1	Division 2	Division 3	Division 4	Division 5	Division 6
1st	<b>St Pat's Town</b>	<b>Rongotai</b>	<b>Wgtn College 2</b>	<b>St Bernard's</b>	<b>Tawa 2</b>	<b>Onslow 2</b>	<b>Hutt Internat 3</b>
2nd	Hutt Internat	Silverstream	Hutt Internat 2	St Pat's Town 2	Wgtn College 5	Kapiti 2	Onslow 4
3rd	Scots	Kapiti	Paraparaumu	Wgtn College 3	Upper Hutt	Newlands 2	St Pat's Town 3
4th	Tawa	Onslow	Newlands	Wgtn High	Rongotai 2	St Bernard's 2	St Pat's Town 4
5th	Wgtn College	Wairarapa Coll	Scots 2	Naenae	Wgtn College 4	Wgtn College 7	Onslow 3
6th	Rathkeale	HVHS	Silverstream 2	Aotea	Silverstream 3	HVHS 2	Heretaunga

PLACE	Division 7	Division 8	Division 9	Division 10	Division 11	Division 12	Division 13
1st	<b>Wgtn College 8</b>	<b>Wgtn College 9</b>	<b>Otaki</b>	<b>Silverstream 4</b>	<b>Wgtn College 14</b>	<b>Wgtn College 15</b>	<b>Tawa 6</b>
2nd	Hutt Internat 4	Scots 3	Kapiti 4	St Pat's Town 6	St Pat's Town 7	St Pat's Town 8	Wgtn College 23
3rd	Hutt Internat 5	HVHS 3	Onslow 5	Silverstream 5	Marsden Whitby	Wgtn College 16	Wgtn College 18
4th	Wainui High	Tawa 4	Bishop Viard	Newlands 3	Wgtn College 11	Kapiti 5	Rongotai 4
5th	Paraparaumu 2	Raphael House	Wgtn College 10	Mana	Scots 4	St Bernard's 3	Upper Hutt 2
6th	Tawa 3	St Pat's Town 5	Rongotai 3	Taita	Wgtn College 12	Aotea 2	Wgtn College 17

### Junior Grades

PLACE	Junior Premier	Junior Division 1	Junior Division 2	Junior Division 3	Junior Division 4	Junior Division 5	
1st	<b>Scots</b>	<b>Onslow</b>	<b>Onslow 2</b>	<b>Rongotai 2</b>	<b>Hutt Internat 3</b>	<b>Naenae</b>	
2nd	Wgtn Coll 1	Rongotai	Hutt Internat 2	Raphael House	Onslow 3	Wgtn Coll 6	
3rd	Hutt Internat	Wgtn Coll 3	Wgtn Coll 4	St Pat's Town 2	St Pat's Town 3	Paraparaumu 2	
4th	Wgtn Coll 2	Tawa	Scots 2	Wgtn High	St Bernard's	Scots 3	
5th	Kapiti	HVHS	Newlands	Silverstream	Tawa 2	Aotea	
6th	St Pat's Town	Paraparaumu	Heretaunga	Wgtn Coll 5	Rongotai 3	Paraparaumu 3	
7th						Kapiti 2	

## FINAL FOOTBALL PLACINGS FOR 2017 - GIRLS

### Regional Competition

PLACE	Premier 1	Premier 2		Junior 1		PLACE
1st	<b>Wgtn Girls'</b>	<b>Heretaunga</b>		<b>Wgtn East 4</b>		1st
2nd	HVHS	Tawa		Tawa 3		2nd
3rd	St Mary's	Marsden		Wgtn Girls' 6		3rd
4th	St Oran's	Upper Hutt		Wgtn East 5		4th
5th	Onslow	Kapiti		Onslow 2		5th
6th	Wgtn East	Paraparaumu		Marsden 2		6th
7th	Sacred Heart	Newlands		Chilton 2		7th
8th	Queen Margaret	Wgtn High		Wgtn Girls' 5		8th
9th		Chilton		St Oran's 3		9th

### Wellington Zone

PLACE	Wgtn Division 2	Wgtn Division 3			PLACE
1st	<b>Wgtn Girls' 3</b>	<b>Wgtn Girls' 7</b>			1st
2nd	St Catherine's	Onslow 3			2nd
3rd	Wgtn Girls' 2	Newlands 2			3rd
4th	Wgtn Girls' 4	Marsden 4			4th
5th	Wgtn East 3	Wgtn Girls' 8			5th
6th	St Mary's 2	Qn Margaret 3			6th
7th	Qn Margaret 2				7th

### Hutt Valley Zone

PLACE	H.V Division 2	H.V Division 3		Nthn Division 2	PLACE
1st	<b>HVHS 2</b>	<b>Sacred Heart 2</b>		<b>Aotea</b>	1st
2nd	Wainui High	St Oran's 4		Tawa 2	2nd
3rd	Taita	Heretaunga 2		Otaki	3rd
4th	St Oran's 2	St Oran's 5		Kapiti 2	4th
5th	Naenae	Wainui High 2		Kapiti 4	5th
6th		HVHS 3		Paraparaumu 2	6th
7th				Kapiti 3	7th

### Northern Zone