

Appendix 3A

COLLEGE SPORT WELLINGTON

PROCEDURES - PRIMARY CAREGIVER RELOCATION EXEMPTION (PCRE)

Procedures for Quota Exemption Applications

As within Rule 3 of the College Sport Wellington By Laws [and Rule 2 of the NZSSSC By Laws] relating to first team eligibility criteria, students for whom relocation of their primary caregiver means that they could not reasonably have remained at their previous school, may apply to the CSW Executive for exemption from the quota of new to school students for CSW [or NZSSSC] sanctioned events.

Any such application must be on the official Application for Exemption form (Appendix 3B) available from College Sport Wellington, its website, www.collegesport.org.nz or any of its member schools and will only be considered when it is signed by:

- (i) the student
- (ii) the Principals of the students Exit and New School
- (iii) the student's parent/primary caregiver
- (iv) and have attached evidence as prescribed in note 6 below of the address change.

Any appeal to the determination of the CSW Executive must be lodged in writing with the Executive Director of NZSSSC within 7 days of the CSW notification.

The process for determining exemption is outlined below:

1. Exemption for a student should only be sought if a school finds it has exceeded the quota of new to school/non-resident students as specified in the Rule 3 of the CSW By Laws **and** has a student/s eligible for PCRE under clause 3. One exemption will cover all sports for that student.
2. Applications will only be accepted on the Primary Caregiver Relocation 'Application for Exemption' form available from CSW, its Member schools or downloaded from the CSW website: www.collegesport.org.nz
3. Applications should be received by CSW at least 2 weeks prior to the first occasion that student seeks to represent their 'new' school.
4. Any student seeking an exemption is ineligible to represent their 'new' school until any CSW Executive approval is received
5. Applications will be considered by the Executive Director of CSW and 3 Principals from its Executive.
6. Applications must include evidence of the relocation as specified below. Documents must be in the **primary caregivers name** at **both** the original address **and** the new address as specified in the application. All documents must be originals or copies verified by a Justice of the Peace. Suitable documents include Telephone accounts; Power accounts; Bank Statements or other documentary evidence deemed suitable by the College Sport Wellington Executive.
7. CSW will notify the decision to the 'new' school by returning the signed exemption and also advise the Executive Director of NZSSSC of decisions by way of a monthly return.
8. The Principal/s of the applicant's school/s may appeal the CSW decision by notifying the Executive Director of NZSSSC in writing. The appeal will be considered by the National Exemption Committee (NEC) which will review the CSW decision. No new evidence will be considered. The NEC will consist of a minimum of 3 people and advise its decision to the principal in writing.

Appendix 3B

**COLLEGE SPORT WELLINGTON
PRIMARY CAREGIVER RELOCATION EXEMPTION (PCRE)
APPLICATION FOR EXEMPTION**

ONLY USE THIS FORM to seek exemption for a student if their inclusion in their new school's first team has that team then **EXCEED THE QUOTA** of new to school/non-domestic students as specified in the CSW By Laws – clauses 3 & 4 for that code. If this exemption is approved then it applies to that student for all codes listed in 5.4.

Where the primary caregiver of a student has changed address and the student could not reasonably have been expected to remain at their previous school, an application for exemption may be submitted. The application must be on this official Application for Exemption form available from CSW, any of its member schools or its website www.collegesport.org.nz, be signed by the exit school principal, new school Principal, primary caregiver and student and have evidence of the address change attached.

Any appeal must be lodged in writing with the Executive Director of NZSSSC by the Principal of the new school.

EXIT SCHOOL: _____		NEW SCHOOL: _____	
STUDENT: Surname _____		First name _____	Date of Birth _____
Sport/s for which exemption requested: _____			
Full Name of Primary Caregiver: _____			
Original Address of Primary Caregiver		New Address of Primary Caregiver	
_____		_____	
_____		_____	
_____		_____	
I hereby attest that the primary caregiver and student named in this application have relocated as stated			
Signed:	Primary Caregiver	_____	
	Student	_____	
	Principal (Exit School)	_____	
	Principal (New School)	_____	

The completed Application for Exemption form must be received by College Sport Wellington at least 2 weeks prior to the first occasion that student seeks to represent their "new" school.

Please attach at least one of the following sets of documents which **MUST be in the name of the primary caregiver at each of the old and the new addresses**. All documents must be originals or copies certified by a Justice of the Peace.

- Telephone Account Power or Gas Account Bank Statement Other (please state)

For Office Use Only: Date Received: _____ Approved Not Approved

School Informed of decision:

Signed: _____ Executive Director - College Sport Wellington