

## **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.

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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 Refugee students – quota refugees, asylum seekers or family reunification immigrants, are classified as domestic students.
- a. By their age, they often sit beyond CSW's junior and senior age/year level groupings.
  - b. No refugee student who is over 18 on 1 January in the year of competition will be eligible to play in any school first team, nor compete in any individual event that has a 1 January under 19 age limit.
  - c. Those who sit within the CSW age protocol will be eligible to play in first teams as domestic students, but are classified as 'new to school', and while then in the quota, will be eligible to apply for a PCRE.
  - d. However at a local level only and with the first team exclusion (4); CSW will accommodate those students over 18 on 1 January and will rely on individual schools to place the student in a team that is best for the student and their integration.

- e. If then a student is placed in a team outside of where they would usually participate e.g. a 17 year old is placed in a junior team; or a 20 year old in a senior team, the school should advise CSW in writing of the student's name, year level and age/dob before they play.

2.6 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 students 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	Code	Quota	Squad
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	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;
- c. No later than four weeks prior to the implementation of the proposed shared participation, the agreement[s] will be provided to CSW;
- d. 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;
- e. The Principal of the Host School accepts responsibility for the team;
- f. The team[s] will compete under the name of the 'Host School';
- g. 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 defaulted 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:

- a. the 'home' team shall retain its own uniform and the visiting team change to an alternate uniform;
- b. 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:

- a. An appointee of the school present and responsible for the general oversight and accessibility to facility(s) being used, including;
- b. Minimum standards listed being presented;
- c. Availability and accessibility of changing rooms and toilets;
- d. 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 themself 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

## **Appendix 2**

### **Protocols for Wairarapa Schools' involvement in CSW competitions and events**

#### **Introduction**

College Sport Wellington (CSW) is an incorporated charitable entity responsible for delivering sporting opportunities to its member schools. Regular seasonal competitions and one off events and tournaments form part of this delivery. The provision of these opportunities is governed by a set of By Laws, binding on all member schools.

From time to time, schools from outside of the membership approach CSW seeking to be involved in competitions, events and tournaments it manages and delivers. Generally these come from the Wairarapa where schools cannot always engage in appropriate levels of competition – specifically at the first team level. While CSW has a responsibility to protect and manage the best interests and opportunities of its membership; it will where appropriate, endeavour to accommodate Wairarapa Schools' requests. It is with this in mind that the following protocols have been established.

**A. Competitions** – that are seasonal, regular and at least four weeks in duration.

At CSW's discretion, it will accept entries from Wairarapa Schools, conditional on the following requisites:

1. That the request is for a school's first team only – 1<sup>st</sup> XV, 1<sup>st</sup> XI etc.
2. That the request is to play in the Premier Grades only of a code - in whatever division is appropriate or where they may qualify.
3. There is no appropriate competition for that team in Wairarapa.



4. That this request to play in CSW competitions has been discussed and agreed by the individual school's Principal, then approved by the Wairarapa Secondary Schools Regional Sports Director and/or Regional Sports Organisation and ultimately without prejudice, by the Wairarapa Secondary Schools Principals Association.
5. The Wairarapa school agrees to accept all appropriate clauses within the College Sport By Laws along with the Playing Conditions of any code and the associated financial requirements.
6. That unless by agreement to the contrary where Wairarapa Schools consent to playing all their games in Wellington, this excludes sporting competitions scheduled Monday – Thursday inclusive;
7. Wairarapa Schools will continue to qualify for Island & National events as they currently do.

**On acceptance:**

8. Any Wairarapa school team should commence their entry into a competition through any annual grading structure for that code at a level beneath the lowest ranked CSW first team. CSW can exercise a variation here if it considers appropriate.
9. The Wairarapa school team will be eligible to play in any Premier grade for which it qualifies – this includes Premier 1/Premierships.
10. Conditional on appropriate playing facilities and appropriately qualified officials being assured, Wairarapa schools will get a proportional share of home games.
11. No CSW member school will be required to travel more than once a season to play at a Wairarapa School unless the second occasion is for a quarter or semifinal, but then no more than twice.
12. A Wairarapa school may win outright any CSW trophies and will be awarded any CSW medals associated with this.

**Financials:**

13. As a 'non-member school', the fees associated with any Wairarapa school team playing in a CSW competition will be 'different' to that of member schools. There will be 2 components to the fee:
  - (a) The standard member school fee for any code/competition as prescribed in the CSW Handbook
  - (b) Additionally a fee of \$6.00/team member based, irrespective of the number in the team, on the maximum squad size prescribed for that code. E.g. Football – squad size is 16 x \$6.00 = \$96 + team entry fee. All charges plus GST. A schedule of the squad sizes is prescribed in the College By Laws 5.4.

**B. Individual Events/Tournaments** – those of a one or two day nature

1. CSW will accept entries into such events conditional on students/teams from its member schools not being displaced and there being space available within the tournament structure.

2. The cost for Wairarapa schools to enter such events will be: \$10/athlete entry for individual events or for team events, whatever the CSW entry fee is plus \$6.00/student.

## 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](http://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](http://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 4.1.

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](http://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.

<b>EXIT SCHOOL:</b> _____		<b>NEW SCHOOL:</b> _____	
<b>STUDENT:</b> 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

## Appendix 4

### College Sport Wellington Request for Student to play for another School

To be returned to College Sport ([csw@collegesport.org.nz](mailto:csw@collegesport.org.nz)) for approval before any change effected

Dear *[Principal of School request being made of]*

*[Student's name]* is enrolled at our school as a full time student and wishes to play *[Code]*. Our school has insufficient student numbers to make up a team in this code.

College Sport Wellington has By Laws [#7,] that allow students, by agreement between Principals, to play for another school.

Accordingly, as required by the College Sport By Laws, *[Student's name]* and *his/her* parents have approached me and sought a request to play *[Code]* for your school.

In doing so *he/she* would guarantee to meet the dues your school levy for that sport, attend trainings required of them and accept whilst in the sporting arena, your school's behavioural expectations.

Unless an exemption has been granted by College Sport, *he/she* also understands that as per the College Sport By Laws, they will be ineligible to play for your school's first team.

Would you please consider this request and unless you have an objection, return a signed copy of this to me at your earliest convenience so this can proceed. I will then also send an email copy to College Sport Wellington.

Yours sincerely

---

*Principal of Student's School]*

---

*Student*

---

*Parent/Caregiver*

---

Dear XYZ *[Principal of student's school]*

We are happy to have *[Student's name]* play *[Code]* for our school.

Your Sports Coordinator should now liaise with our Sports Coordinator to make these arrangements.

Yours sincerely

*Principal signature [of school the student will be playing for]*

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## Appendix 5

### HOST SCHOOL - ATTACHED SCHOOL RELATIONSHIPS

For sporting purposes, College Sport Wellington has over recent years formalised “**Host School – Attached School**” relationships between member schools and “other” schools (community or special character schools who are also members of College Sport Wellington) and who because of their size, may not by themselves be capable of entering local (or national) secondary school events or competitions. These arrangements have in the past worked well, but Principals should be aware that in doing so, they may be displacing one of their own students from play.

This Host School – Attached School relationship falls under the umbrella of the College Sport Wellington By Laws (Rule 6) and is also a precursor to students from attached schools involvement at North Island and NZ Secondary School events – the latter for which there are additional applications required. This is the host school responsibility.

Within Wellington, alignment of students from an attached school to a host school is by agreement between Principals of the schools and there can be no variation to this. **Students wishing to play in College Sport sanctioned activity may only play for their nominated host school & not another school [apart from their own if numbers permit].**

Students from Attached schools will be required to pay all fees and any other dues required by the Host School and abide by the sports policy & protocols of that school.

At an Island or National level the ultimate sanction would, on the host school's application, come from the National Sports Organisation via a recommendation from the New Zealand Secondary Schools Sports Council [NZSSSC]. ***Such requests need to be made to the NZSSSC at least 2 months prior to any Island or National event or qualifying event associated with these.*** These relationships with College Sport member schools or any variation of them need to be reconfirmed annually.

While this should be incumbent on the existing Attached School, the reality is that the Host School Head of Sport probably needs to drive this if it is a renewal of an ongoing relationship subsequently then sign off by Principals. This will then formalise local arrangements and we will advise NZSSSC in support of any applications made by Host Schools to NZSSSC and National Sports Bodies for Island or National events.

**Host School – Attached School Relationship Agreement 2018**  
**Pursuant to Rule 6 of the College Sport Wellington By Laws**

We, (A) \_\_\_\_\_ Host School Name and

(B) \_\_\_\_\_ Attached School Name

Agree that:

In reference to sporting pursuits for 2018

1. School A will be the [hereafter referred to as the 'Host School'] for students from School B [hereafter referred to as the 'Attached School'].
2. In doing so, the teams representing this combination will be known as by the Host School's name and be under the jurisdiction of that school's Principal and sporting protocols.
3. Students from the Attached School will play for the Host School in a team in a particular sport(s) throughout a season rather than for a certain event – i.e. they are registered and participate as a regular member of the team.
4. All registered team members will conform to the eligibility criteria outlined in the current New Zealand Secondary Schools Sports Council Directory and those requirements of Rule 5 of the College Sport Wellington By Laws.
5. Students from the Attached School will, unless a special application is made to the New Zealand Secondary Schools Sports Council [via College Sport Wellington 2 months prior to an event], play for only the named Host School. This however, where numbers are viable, does not preclude students from the Attached School participating in Regional, Island or National events under their own school's name – this may apply in particular to individual events.
6. If the Host School wishes to include students from the Attached School at National or Island competitions in any code, application must be made, on a code-by-code basis, to the New Zealand Secondary Schools Sports Council [via College Sport Wellington] **2 months prior to an event**. The application(s) will be forwarded, with a recommendation from NZSSSC, to the relevant National Sporting Organisation that may or may not, at its sole discretion, approve the application.

\_\_\_\_\_  
Signature - Principal School A (Host)

\_\_\_\_\_  
Signature - Principal School B (Attached)

\_\_\_\_\_  
Signature - Head of Sport Signature School A (Host)

\_\_\_\_\_  
Signature - Head of Sport Signature School B (Attached)

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

## Appendix 6

### Minimum School Requirements - Sport Court and Field Facilities

#### Introduction

Across most days of a week, College Sport Wellington as a PCBU ('person conducting a business or undertaking'); delivers a variety of sporting codes to its member schools. These may be ongoing weekly code competitions, or a one day tournament or event.

Generally they involve students from the member schools of College Sport Wellington, accompanied by their coaches, managers, volunteer helpers and often their school's Head of Sport. Matches are officiated by either appointed accredited officials (higher graded matches) or volunteer officials - coaches, students or others. These competitions, tournaments and events are normally held at any combination of an individual school, local authority or community club venue(s). College Sport Wellington then shares roles and associated responsibilities with schools and those other bodies that provide their facilities and any other entity engaged in the delivery of the event/tournament, who by definition are also PCBU's. This then results in multiple PCBU's with possibly overlapping standards and expectations.

As a matter of ensuring the well-being of its participants, College Sport Wellington requires the various venue providers for activities it manages and delivers to take all reasonable steps to ensure the environment they provide for any College Sport competition, tournament or event is safe, 'fit for purpose' and conforms to the needs of any individual code; as prescribed in any individual College Sport code regulations, its by-laws or in that absence, the official requirements or laws of that code adopted by the National Sports Organisation.

Accordingly, to enable College Sport Wellington to confidently schedule matches, events or tournaments at member schools, local authority or independently managed community venues, it requires an annual surety that its partner PCBU's have taken all reasonable steps to ensure that the facilities it provides meet the minimum sport specific guidelines prescribed below and that any equipment used to provide for a particular sport (e.g. goalposts) and playing surfaces are from time to time checked to ensure they are safe for play.

This accepted, we acknowledge that there will be incidents and interventions that may not be planned for. College Sport expects that in any such instance, a commonsense approach and response will be adopted by those best positioned at the time to lead.

If a school, local authority or other independently managed facility cannot provide that surety, then for its own protection, College Sport Wellington will not be positioned to schedule matches, events or tournaments at that venue.

#### Minimum Requirements – Schools

Without wanting to be overly prescriptive, these sport specific guidelines are what College Sport considers to be their minimum requirements. We therefore ask the Principal to sign on behalf of their school as their attestation where appropriate, of these requirements being provided at their school. Please rule a line through any codes that do not apply to your school, scan and return to Bryan Dickinson – [bryan@collegesport.org.nz](mailto:bryan@collegesport.org.nz) by 1 March

Bryan Dickinson  
Executive Director  
College Sport Wellington

Peter Leggat  
Chair  
College Sport Wellington Board

School: \_\_\_\_\_

Principal: \_\_\_\_\_

Date \_\_\_\_\_



## **All venue requirements**

An appointee of the school present and responsible for the general oversight and accessibility to facility(s) being used, including:

- ® Minimum standards below being presented
- ® Availability 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

## **Individual Code Minimum Standards**

### **Badminton**

<http://www.sportsknowhow.com/badminton/dimensions/badminton-court-dimensions.html>

- a clean court with all appropriate Badminton line markings
- secure posts and an appropriate Badminton net

### **Basketball**

<http://www.sportsknowhow.com/basketball/dimensions/basketball-court-dimensions-iagram.html>

- a clean court free of obstructions with all appropriate Basketball line markings
- secure and level goal rings with fixed nets on both
- a functional electronic scoreboard and 24 sec shot clock
- an appropriately set up scorebench
- appropriate courtside seating for both teams' substitute players
- designated scorers' table and chairs

### **Cricket**

<http://www.sportsknowhow.com/cricket/dimensions/cricket-pitch-field-dimension-diagram.html>

- appropriately prepared and marked playing wicket - grass or artificial
- to assist umpires and players with the application of the wide rule – a 'dotted' leg side line at 45cm and an unbroken off side line at 85cm - both measured from middle stump and on both sides of the wicket
- appropriately prepared outfield
- defined boundaries mown or marked in a visible manner and with flags, cones or other portable markers intermittently placed around the boundary
- boundary sizes – Juniors (Year 9 & 10) no more than 45 metres; Senior/Premier no more than 60 metres
- covers – mandatory for Premier Youth Grade only

### **Football**

<http://www.sportsknowhow.com/soccer/dimensions/soccer-dimensions.html>

- appropriately mown playing field with all required Football markings
- minimally 4 corner flags, plus if available, 2 on half way
- secure and appropriately sized goals with goal nets

## Netball

<http://netball.com.au/our-game/court-venue-specifications>

- a clean court free of any obstructions and with all necessary court markings
- secure posts and level goal rings both with appropriate protective pads

## Rugby Union/Sevens

<http://www.sportsknowhow.com/rugby/dimensions/rugby-field-dimensions.html>

- appropriately mown playing field with all required Rugby markings
- minimum of 10 flags at goal lines (in corner), 22m lines and half way (1m back from sideline)
- secure posts and cross bar with protective pads on all 4 posts
- both entire sides to be roped off at least 2m back from the sidelines – temporary fence pigtail standards are the preferred method
- if for this purpose metal waratahs or the like are used, they must have protection around them and the heads must have a yellow safety cap

## Rugby League

- appropriately mown playing field with all required Rugby League markings
- minimum of 10 flags at goal lines (in corner), 20m lines and half way (1m back from sideline)
- secure posts and cross bar with protective pads on all 4 posts
- both entire sides to be roped off at least 2m back from the sidelines – temporary fence pigtail standards are the preferred method
- if for this purpose metal waratahs or the like are used, they must have protection around them and the heads must have a yellow safety cap

## Tennis

<http://www.sportsknowhow.com/tennis/dimensions/tennis-court-dimensions.html>

- a clean court free of any obstructions and with all necessary court markings
- a secure, adjustable and tensionable net

## Volleyball

<http://www.sportsknowhow.com/volleyball/dimensions/volleyball-court-dimensions.html>

- a clean court with all appropriate Volleyball line markings
- a secure, adjustable and tensionable net with aerials and umpires stand
- appropriate courtside seating for both teams' substitute players
- designated scorers' table and chairs