

Appendix 3A

COLLEGE SPORT WELLINGTON PROCEDURES - PRIMARY CAREGIVER RELOCATION EXEMPTION (PCRE)

As per Section 4 of the these Bylaws and Clause 2 of the School Sport NZ School 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 for exemption from the quota of new to school students for College Sport Wellington and/or School Sport NZ sanctioned events:

Where the family or primary caregiver of a student has changed address and, *as a consequence of this relocation*, the student could not reasonably have been expected to remain at their previous school, an application for exemption may be submitted to the Regional Sports Director responsible for the region of the new school. The application must be on the official Application for Exemption form available at www.nzsssc.org.nz, be signed by the principal and parent/primary caregiver and have evidence of the address change attached as outlined on the application form. Any appeal must be lodged in writing with the executive director of CEO of School Sport NZ.

The process for determining exemption is outlined here:

1. Exemption for a student should only be sought if a school finds it has exceeded the quota of new to school/non-domestic students as specified in the School Team Eligibility Criteria **and** has a student/s eligible for PCRE under clause 2. One exemption will cover all sports for that student.
2. Applications will only be accepted on the Primary Caregiver Relocation Application for Exemption form contained herein.
3. Applications should be received by the Regional Sports Director (RSD) of the **new** school region or in Auckland, College Sport Auckland (CSA) and in Wellington, College Sport Wellington (CSW) at least 4 weeks prior to the first event for which exemption is sought. Applications will be considered by the Regional Exemption Committee (REC) which will consist of a minimum of 3 people including at least 1 principal from the region and the School Sport NZ Event Manager
4. Applications must include the declaration signed by the exit school principal, new school principal, primary caregiver and the student attesting that the **primary caregiver** has relocated as specified in the application.
5. 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.
Suitable documents include:
 - Telephone accounts
 - Power accounts
 - Bank Statements
 - other documentary evidence deemed suitable by the Regional Exemption Committee
6. The RSD will notify the decision to the school by returning the signed exemption. The RSD will also notify School Sport NZ of decisions by way of a monthly return.
7. The **Principal** of the applicant school may appeal the decision by notifying the CEO of School Sport NZ in writing. The appeal will be considered by the National Exemption Committee (NEC) which will review the decision of the REC. The NEC will consist of a minimum of 3 people including a principal and RSD from outside the region (and not a School Sport NZ Board member). The CEO will notify the decision of the NEC to the principal in writing.

Appendix 3B

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

Where the primary caregiver of a student has changed address and, *as a consequence of this relocation*, 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 at www.schoolsportnz.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 School Sport NZ by the Principal of the new school.

ONLY USE THIS FORM to seek exemption for a student if a school finds it has exceeded the quota of new to school/non-domestic students as specified in the School Team Eligibility Criteria for a College Sport Wellington and/or School Sport NZ sanctioned event and has a student/s that are eligible for PCRE under clause 2 above. This exemption applies to all sports for the student concerned.

The completed Application for Exemption form must be received by Executive Director of, College Sport Wellington (CSW) at least 4 weeks prior to the first event for which exemption is sought.

PREVIOUS SCHOOL: _____	Date signed out: _____
CURRENT SCHOOL: _____	Date Enrolled: _____
STUDENT: Surname _____ First name _____	Date of Birth _____
SCHOOL SPORT NZ sanctioned event/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)	_____

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: _____ Regional Sports Director