

SCHOOL SPORT CANTERBURY INCORPORATED

COMPETITION BYLAWS: Reviewed January 2022

PREAMBLE

This booklet details all policy statements which have been endorsed by the Management Committee. These policies are binding on all member schools as defined in the School Sport Canterbury incorporated constitution. Ultimately the Principals of member schools shall be responsible and accountable for exercising due diligence in the application of them.

The booklet also includes established procedural documents. In the first instance, changes to these documents should be directed through the regular meetings of Heads of Sport/Management Committee. Ultimately, the Management Committee is responsible for policy changes, but it will always take account of the views of the Regional Sports Director, Heads of Sport, and the Canterbury West Coast Principals' Association.

Specific opportunities are provided for interest groups to influence change (e.g., the "post event" meeting of athletics teachers, regular meetings of Heads of Sport). It is the expectation that these forums are first used so that the opinions of other present partner schools are taken into account.

Each partner school is required to have a designated Head of Sport who is responsible for all communication with the Sports Director's Office. The Head of Sport is responsible for the school sports programme.

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1. INTERPRETATION OF TERMINOLOGY

- 1.1 **'SSC'** shall mean School Sport Canterbury Incorporated
- 1.2 **'RSD'** shall mean Regional Sports Director
- 1.3 **'SSNZ'** shall mean School Sport New Zealand (formerly NZSSSC)
- 1.4 **'NSO'** shall mean National Sports Organisation.
- 1.5 **'RSO'** shall mean Regional Sports Organisation.
- 1.6 **'MOE'** shall mean the Ministry of Education
- 1.7 **'Management committee'** shall mean the members of the SSC Management committee appointed under Rule 7.1 of the SSC constitution
- 1.8 **'Chairperson'** refers to the appointed Chair of the Management committee prescribed in Rule 1.5
- 1.9 **'Year'** means the financial year of SSC, which shall extend from 1 January in any year until 31 December of that same year.
- 1.10 **'Partner School'** means any secondary school in the Canterbury West Coast region bounded by and including Kaikoura in the north and the Rakaia River in the south on the east coast and Karamea in the north and Hari Hari in the south, on the west coast, that is registered with the MOE as an accredited secondary school and who has paid the annual levy due to SSC. This interpretation shall include state, integrated and private secondary schools.
- 1.11 **'Home School'** refers to students who are school / educated at home and who are not registered or enrolled at a recognised MOE school.
- 1.12 **'SSC Sport'** refers to a sport that is totally administered and delivered under the jurisdiction of SSC.
- 1.13 **'Affiliate Sport'**
- 1.14 **'Sanctioned Sport'** refers to a sport administered and delivered by a regional sports body or its appointee; which may be so administered in partnership with SSC and which preferably but not necessarily exclusively meets the requirements of these policies.
- 1.15 **'First Team'** level refers to a Partner School's registered first (top) team squad playing in any of the sports listed in rule 4.1 irrespective of the division that they play in. A squad shall be the maximum number of players eligible to be registered in that code at a SSNZ sanctioned competition or tournament.
- 1.16 **'Commissioner'** refers to a person appointed annually by the Canterbury West Coast Principals' Association, charged with arbitrating any dispute or appeal that may from time to time be referred to them by the Chairperson of SSC Management or its committee.
- 1.17 **The Ministry of Education's 20 day rule'** means the MOE 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

ELIGIBILITY POLICY

2 ELIGIBILITY GENERAL

- 2.1 Unless a written exemption is otherwise granted by SSC, in order to be eligible to participate in activity under the jurisdiction of SSC, students must meet all of the following criteria
- a. Be under the age of 18 years on 1 January in the year of competition
 - b. Be enrolled as a bona fide student at the school of representation and studying at least 80% of a full time approved programme
 - c. Have continuous regular attendance at the school of enrolment or conform to the official attendance policy of that school. The MOE '20 day rule' shall apply.
 - d. Where required as a condition of entry, be registered on the schools' official team list for their teams representation – (see Rule 15)
- 2.2 Student registration in teams at their new school can only be initiated from the first date of full time attendance at the new school.
- 2.3 Year 7 & 8 students from those partner schools that provide for such levels, will not be eligible to participate in SSC or other sanctioned activity, unless this has been approved by SSC. CCHS Championships and tournaments administered by SSC may be exempt from this policy.
- 2.4 To be eligible to play in a code semi final or final a student must have played a minimum of four (4) competition games for that team within the regular season of the same competition.

3. ELIGIBILITY FIRST TEAMS, THE QUOTA and EXEMPTIONS

- 3.1 Additional to the protocols described in Rule 2, as they are also SSNZ requirements, all first teams must, irrespective of whether they play in SSC or SSC sanctioned competitions, also conform to the 'New to School' and 'Non-Domestic Students' quota numbers within Rule 4
- 3.2 The 'Quota' (Rule 4) refers to the number of 'New to School' or 'Non-Domestic Students' students that can be registered as a member of any first team.
- 3.3 Within this quota, teams are limited to a maximum of two Non-Domestic Students in any code.
- 3.4 A 'New to School' student is a student who enrolls at a partner school at any level above year 9 during the two years prior to the commencement of any school calendar year. For the purposes of SSC Weekly Sport or Sanctioned Sport, Canterbury Championships, Island or National events, "New to School" refers to students who enroll at a partner school at any stage in the two years preceding the first day of competition.
- 3.5 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 & Nuie)
 - e. a dependent of a work permit holder
 - f. or as further prescribed by the Ministry of Education.

3.6 A 'Non-Domestic' student refers to any other student outside of the classifications in Rule

3.5. This includes Foreign Fee- paying students (FFPS) and those on MOE recognised exchange programmes such as AFS and Rotary.

3.7 An exemption from the quota, Primary Caregiver Relocation Exemption (PCRE) need only be sought if the inclusion of specific student as results in a schools' first team exceeding the stipulated quota for a sport. Any PCRE must be lodged with the accompanying parental declaration to the RSD four weeks prior to the event or start of weekly competition. No student will be eligible to play while exemptions are being considered.

3.8 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 SSC and will be considered by the RSD and Management Committee. The application must be on the official PCRE form, available from SSC's website or SSNZ's website, have evidence of the address change attached as outlined on the application form and be fully completed and signed by:

- a. The student
- b. The Principals of both the Exit and New School
- c. The student's parent/primary caregiver.

Any PCRE must be lodged with the accompanying parental declaration to the RSD four weeks prior to the event or start of weekly competition. No student will be eligible to play while exemptions are being considered. As approved by the SSC Management Committee, December 2020 the following regional requirements for PCRE approval will also include.

- i) The Parent /Caregiver must provide a written assurance that the enrolment in the new school is as a consequence of the Primary Caregiver's relocation
- ii) The Parent/Caregiver must provide a written explanation that the student could not reasonably have been expected to remain at his/her previous school.
- iii) The Parent/Caregiver is required to advise the Regional Sports Director should the circumstances upon which the PCRE has been granted have changed. The Management Committee reserves the right to review the original application.

3.9 Any appeal from the SSC decision must be lodged in writing with the Executive Director of SSNZ within 7 days of any SSC decision being received by the student's new school.

4. THE QUOTA SCHEDULE OF MAXIMUM NUMBERS IN FIRST TEAMS

4.1 The following schedule prescribes the number of 'New to School' or 'Non-Domestic' students permitted in any first team participating in a SSC or SSC sanctioned sport (or any SSNZ sanctioned event) over a two year period as prescribed in Rule 3.4

These numbers exclude students in Year 9

Code	Quota	Squad Size	Code	Quota	Squad Size
Badminton	2	6	Rugby 15's	4	24
Basketball	2	12	Rugby 7's	2	12
Cricket	3	14	Softball	4	12
Football	3	16	Squash	2	6
Golf	2	6	Table Tennis	2	6
Hockey	3	16	Tennis	2	6
Netball	3	12	Touch	3	12
Rowing (8)	3	8	Volleyball	3	12
Rowing	1	4 / 2	Water Polo	3	12
Rugby League	4	20			

*Revised numbers from 1 January 2021

4.2 Any breach relating to exceeding the quota may result in SSC or the sanctioned sport partner imposing sanctions on the player, team, coach or school. This may include the loss of competition points, player suspension or the players/teams exclusion for the competition or any other sanction the judicial committee deems appropriate.

4.3 The sanctioned sport partners will be responsible for presiding over any eligibility breach for the premier competition they convene. With matters regarding School Sport eligibility, they may wish to consult the RSD.

4.4 The New to School quotas identified for each sport, pertain to the whole squad for the duration of the tournament or competition. The rotation of different new to school players taking to the field of play for different games is not permitted.

5. HOST SCHOOL – ATTACHED SCHOOLS

- 5.1 A partner school (Host School) may offer sporting opportunities to students who attend community secondary schools (attached schools) not, by themselves, capable of entering normal secondary school events. These schools may enter teams of students from both Host and Attached schools in SSC and SSC sanctioned activity (and with the prior approval from SSNZ 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 the students from the 'attached' school to play for a team of the 'host' school. The terms to include agreement that the students from the attached school will be part of the team for the season and not selected only for certain fixtures.
 - c. No later than three weeks prior to the implementation of the proposed shared participation, the agreement will be provided to SSC.
 - d. In the case of any application for a Host School/Attached School arrangement to be promulgated at any level beyond SSC, the appropriate documentation must be processed through to SSNZ via SSC no later than eight weeks prior to the event. The SSNZ will make a recommendation to the NSO or organising committee, which will consider, but is not bound to accept the recommendation of SSNZ.
 - 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. Students will be named as representatives of the Host school.
 - h. An attached school will have only one Host school (gender specific where necessary) for any/all of its students who participate in SSC, SSC sanctioned, or SSNZ sanctioned Island or National events. This does not prevent the attached school entering students under its own name in sports where numbers may be viable.
- 5.2 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 SSC.
- 5.3 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 the application is made.

6. HOME SCHOOLED STUDENTS (Revised 2019)

Individual sports

- (1) Where event organisers wish to do so, home-schooled students that provide current evidence of MoE approval for home schooling may participate in a School Sport Canterbury sanctioned event provided that the home-schooled students have been a part of the member school team for the season and not simply joining for the event.
- (2) Home schooled students are not eligible for medal placings however organisers may recognise a merit performance with a separate award/s.

- (3) The parent of the home- schooled student must sign off a document with the event organiser accepting full responsibility for their student including the event health and safety plans.

Team Sports

- (1) For events below the premier level of a School Sport Canterbury sport and where agreement of the event organiser is given, home-schooled students may be included in the Composite Team of a member school.
- (2) The member school principal of such teams is responsible for providing to the event organiser current evidence of MoE approval for home-schooling for each home-schooled student included in the Composite Team.
- (3) All other School sport Canterbury regulations relating to Composite teams will apply to such teams in (1) above, including the principal of the member school taking responsibility for all team members.
- (4) Composite Teams made up entirely of home-schooled students i.e. not part of a member school team, will not be permitted in School Sport Canterbury sanctioned events.

7. CORRESPONDENCE SCHOOL STUDENTS

- 7.1 The correspondence school is affiliated to SSNZ and as such this establishes a partnership with SSC.
- 7.2 Correspondence school students will accordingly be accepted as individuals in regional championship events and may form a Correspondence School team for team events. Should Correspondence school students participate as part of another school team, then this will constitute a composite team. Rule 8 will then apply

8. COMPOSITE TEAMS and STUDENTS PLAYING FOR OTHER SCHOOLS

- 8.1 If a student's school does not provide for a code that a student wishes to play, the student may, on a case by case basis, be considered by SSC or an RSO to play in a team from another school, apart from in any first team. In doing so however schools should recognize that they will be displacing one of their own students.
- 8.2 Any such request must, in the first instance be made to SSC with endorsement of the Principal of the student's own school and the Principal of the school for whom they wish to play. This should include a written acceptance by the student to pay all code fees to that school and whilst representing them, accept all the authorities of that school.
- 8.3 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 SSC for final endorsement.
- 8.4 While SSC does not allow composite teams at a first team level in any competitions they deliver, those RSO's who deliver competitions to schools do have the authority to 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 in South 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

- 8.5 Unless otherwise approved by SSC or the event organizer, with the approval of SSC, composite teams are not eligible to participate in post pool play nor win a title or trophy.

9. SCHOOL LEAVERS

- 9.1 Unless an exemption is approved under Rule 9.2, 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 MOE '20 Day Rule' shall apply

- 9.2 SSC may however 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, their written affirmation.

- 9.3 Any such exemption shall apply to SSC and SSC sanctioned activity only and exclude such a student playing for a school's first team in any code.

10. SCHOOL SPORT CANTERBURY, SANCTIONED AND AFFILIATE SPORTS

- 10.1 A SSC or sanctioned sport shall actively involve the participation of at least 4 teams from Partner schools in either regular inter-school competition or a one-off championship event or tournament in any calendar year.

- 10.2 Unless by gender exception specified by any code, all member schools should be eligible to compete.

- 10.3 Competition for all SSC and sanctioned sports shall only be inter- school and operate under the jurisdiction of SSC and/or the appropriate RSO.

- 10.4 Unless an invitation has been extended by SSC, such completion shall only be for partner schools.

- 10.5 Competition in Affiliate Sports is at the discretion of the affiliate, but should where possible be inter-school.

- 10.6 Safe and appropriate venues as prescribed by individual codes must be available. SSC retains the right not to use any venues that do not meet such minimum code, or health and safety requirements.

- 10.7 The administration of sport in Partner schools must be under the direct control of the school or an appointee responsible to the school.

- 10.8 Levies must be a true reflection of the actual delivery costs and not a source of revenue to sustain the activity of that or any other body.

- 10.9 All SSC sanctioned or affiliate sports promoted in conjunction with or by a parent body or association or appointee, should always give priority to the school and student interests.

11. OTHER SPORTS

- 11.1 Those sports not classified as SSC, sanctioned or affiliate will only be considered for inclusion in the SSC calendar either annually or on a one-off trial basis, subject to them being approved by the RSD in liaison with the deliverer and according to Rule 10.

12 COMPETITIONS, REGULATIONS, CONDUCT AND JUDICIAL

- 12.1 Competition will be according to the rules or code of conduct of the particular sport subject to the provisions of these policies, which will take precedence in the event of any conflict or ambiguity.
- 12.2 All teams or individuals participating in in any SSC, sanctioned or affiliate activity must be under the direct supervision of a coach, or manager authorized by the principal, (or appointee) of their school of representation and responsible to the school for the welfare and behavior of those students in transit to, from and during any such activity.
- 12.3 In any of the codes listed in Rule 4.1, with SSC sanction, a school can have only one team playing in the top grade/division of that code, unless there are exceptional circumstances demonstrated and SSC or an affiliate approve a waiver.
- 12.4 When a male coach is assigned to a girl's team or a female coach to a boy's team, an adult (non-student) of the opposite gender should be present at any activity. *Individual schools should address this through their own school policies.*
- 12.5 All participants and teams must observe the highest standards of sportsmanship.
- 12.6 All participants must accept and respect the referee/umpire as the sole adjudicator and appropriately acknowledge their contribution to any fixture.
- 12.7 Judicial matters shall in the first instance be dealt with according to the conventions of the code in question; otherwise at the discretion of a SSC appointed committee.
- 12.8 SSC has the authority to deal with any matters referred to it that may fall outside of any particular code convention or related environment or which that code invites to investigate on its behalf.
- 12.9 SSC shall as necessary, appoint judicial committees to act in its name in SSC, Sanctioned or Affiliate codes its partner schools are engaged with.
- 12.10 Unless otherwise stated judicial matters should be dealt with by the organisation or sport managing the competition.

13 PLAYING SEASON

- 13.1 In order to protect the interests and welfare of students, all SSC , Sanctioned sports competitions will be defined by a start date and completion date.
- a. Summer Season: Term 1 and Term 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)
- b. Winter Season: Term 2 and 3 (from week 1 in term 2 until the end of the first week in September)
- 13.2 When exceptional circumstances arise, SSC may grant a variation to any of the start or completion dates prescribed.
- 13.3 Regular weekly competition should not as far as possible encroach into school time nor Sundays.

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

13.5 Where possible any SSC championships or tournament should be scheduled as a preparation for Island or National secondary school championships or tournaments.

14 AGE AND YEAR LEVELS

14.1 Age eligibility for regular event competitions will be determined as at 1 January in the year of competition and unless otherwise prescribed by an individual code, the levels shall be

Year 9	Students enrolled in year 9 only Junior Students enrolled in year 9 & 10 only
Intermediate	Students enrolled in year 9, 10 & 11 only
Senior	Students enrolled in year 11, 12, 13 only
Open	Students enrolled in Year 9 – 13

14.2 In SSC and SSC sanctioned Championships or tournament events, unless specified otherwise in the entry conditions, Junior tournaments are for Year 9 & 10 students only. Senior tournaments are for Year 11, 12, 13 only. Open Tournaments are open to students from any level.

14.2 Unless otherwise approved no student may play in both Junior and Senior Championship events, but may play in Junior and Open Championship events as defined above

14.3 Unless otherwise specified in the entry conditions, (CCHS events) students enrolled in Year 7 & 8 are not permitted to participate in SSC and SSC sanctioned competitions, championships or tournaments.

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

15. TEAM REGISTRATION LIST REQUIREMENTS

15.1 Where required as a condition of entry, squad registration lists must be submitted electronically by the prescribed closing date.

15.2 Squad entry lists are required for all SSC and SSC sanctioned Premier Grade competitions and regional championship events. These must be submitted electronically to SSC no later than three days prior to the first day of competition. The schedule must include; the students full name, date of birth, year level and the year that they enrolled at that school. As defined in Rule 3, all 'Non- Domestic' students should be identified (ND) and students 'New to School' identified as (NS). As identified in 4.4 New to School quotas pertain to the squad for the duration of the competition or event.

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

15.4 Corrections, additions and deletions to team lists are to be advised to SSC before such players can play for their new team.

15.5 Students may only be registered in one team per code.

- 15.6 Players cannot play for a lower graded team than that they are registered in.
- 15.7 Any student who plays in whatever capacity, as a starting player, or substitute, three matches for a higher graded team than the one that 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 convenor of that code must on the student's behalf, apply to SSC for a re-grading before the student can return. Any such re-grading requests must be received at least 4 competition matches prior to any semi final or final.
- 15.8 Unless specified otherwise or under written exemption granted by SSC, the composition of all SSC and SSC sanctioned codes shall be gender based.
- 15.9 Schools may, on behalf of an individual, make a written submission with supporting evidence requesting a variation to Rule 15.8. In this respect the determination of SSC shall be final.

16. GRADING & PROMOTION-RELEGATION

- 16.1 SSC considers grading matches in the year of competition as the most appropriate means to determine the composition of Premier grades each year. Unless prescribed otherwise by any SSC or SSC sanctioned code, the protocols for this shall be:
- a. No more than 50% of the teams from the previous year to retain automatic entry
 - b. Pools for qualifying matches at the start of the season shall be constituted based on rankings at the end of the previous season.
 - c. If, through whatever circumstance, the number of teams required to fill any Premier grade quota are not met, SSC reserves the right to promote teams from the next listed grade to fill these vacancies. B teams from schools already represented, will only be considered for inclusion if no other school first teams are willing to be included.
 - d. SSC reserves the right, in consultation with schools, to consider any application for a variation to these protocols.

17. DIFFERENTIATION OF TIED TEAMS

- 17.1 Unless prescribed otherwise by any code, the process for differentiating two teams tied on round robin competition points shall be:
- The team who won the most recent competition match between those two tied teams shall be afforded the higher rank.
- If that match was drawn or no result is available, then the team with the better points differential or ratio (as prescribed by that sport) in all competition matches in that particular round shall be afforded the higher ranking.
- 17.2 The process of differentiating three or more teams tied on round robin competition points shall be :
1. The team who won the most recent competition match between those tied teams shall be afforded the higher rank.
 2. If each of these teams has beaten the others then the team with the better points differential or ratio (as prescribed by that sport) in games played only between the tied

teams, shall be afforded the higher ranking.

3. If two or more of these teams remain tied then a coin toss will be used to determine the ranking.

18 SEMI FINALS AND FINAL

- 18.1 Where time and space permits, all quarter and semi final games where a winner is required to determine which team progresses to the next round, should apply the commonly accepted 'tie-breaker' for that sport, to determine the winner.
- 18.2 If a tie-breaker is to be used to determine a winner in any game, this and the method to be Used, must be clearly stated and agreed by both teams and the officials prior to the game starting.
- 18.3 Where time and space (e.g. Hockey Turf) do not permit additional time, the higher ranked team prior to the game being played, will progress. This too must be clearly established prior to the game starting.
- 18.4 In a final a winner does not have to be found, titles can be shared. However if time and space permits a tie-breaker can be used to determine a winner. This and the format to be used should be clearly established by all parties prior to the game starting.

19. DEFERRALS

- 19.1 Any competition match may only be deferred if all of a-d inclusive are agreed
 - a. SSC approves such a request being asked of another school
 - b. There is mutual agreement between the two schools
 - c. The request is made at least two weeks prior to the originally scheduled fixture
 - d. The rescheduled game is to be played within a week of the originally re scheduled match
- 19.2 If approval is not granted by SSC or there is no mutual agreement on a re-scheduled date, then the school seeking to re-schedule the fixture can either play at the time published in the draw or default the fixture
- 19.3 If there are any extenuating circumstances relating to any request, then SSC will rule – its decision being final
- 19.4 Unless there are extenuating circumstances, semi final and final matches shall not be deferred, and then only with prior approval of SSC.

20. DEFAULTS

Procedure to default

- 20.1 Any school wishing to default a match must make every endeavor to contact the opposing school teacher- in -charge or HOS and SSC and if necessary the venue controller, by telephone, email or SMS, no later than 1pm on the day of the default. If emailing ask for a confirmation receipt. Avoid leaving messages on voicemail as they may not be cleared.

Procedure if defaulted against

- 20.2 If you receive late notification (later than 1pm) or no notification of default, advise SSC office by email within 24 hours.

Consequences

- 20.3 If late or no notification is received from a school, the mandatory SSC fee of \$20 will be applied and the defaulting school may be liable for any travel expenses incurred by the opposition school.
- 20.4 If non-notification occurs a second time, the default fee will apply and SSC will reassess the offending team's place in that competition and reserves the right to withdraw it or impose some other sanction.
- 20.5 Unless any code prescribes another convention, then any team defaulted to shall receive the maximum number of competition points any other team in that grade/division received in that round.

21. CANCELLATIONS

- 21.1 Where through weather or other intervention, games are cancelled or postponed, SSC will endeavour to re-schedule such games within the competition window available, preferably on the same playing day.
- 21.2 At Premier level every endeavor will be made to have all round-robin games completed before any semi-finals or finals are played
- 21.3 In all other 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 competition shall contest the final.
- 21.4 Given particular circumstances that may prevail, SSC reserves the right in consultation with schools to vary any of these cancellation conditions and the subsequent pathway to finals.

22. RESULTS

- 22.1 Schools are responsible for entering the results of all of their SSC competitions through the SSC website – www.canterbury.schoolsport.org.nz
- 22.2 This process is password protected for individual schools and the password is held by the Head of Sport. It should only be shared with code teachers –in-charge.
- 22.3 Individual schools are responsible for ensuring that they have a process in place to ensure that this occurs.
- 22.4 To ensure that accurate tables are available and subsequent draws promulgated, all competition results should be entered no later than 1pm, on the day following play, apart from Friday night or weekend sport when all results must be entered no later than 1pm on the Monday immediately following play.
- 22.5 If results are not entered within a week of any fixture being played, then the score will be recorded as a 'No Result' and no competition points will be awarded to either team for that fixture
- 22.6 Where an incorrect result has been entered for a match played, SSC should be advised of this within 48 hours of the incorrect result being entered. SSC will consult with both schools to confirm the correct result.

22.7 Where the result of any fixture is in dispute between two schools, the RSD will attempt to **mediate** the dispute to achieve an acceptable resolution. If this is not possible the Sports Director's Office will adopt an **arbitration** role making a decision that takes into account the views of both parties.

23. FEES

23.1 All member schools accept that a pre-condition to SSC partnership or continuing partnership is the fee structure established under the constitution.

23.2 In this respect, each partner school shall pay an annual membership fee as determined by the Management Committee's recommendation to the AGM. Such fee shall be in the form of a per student levy based on each school's Year 9 – 13 March, MOE roll return. Currently this fee is \$5.50 per student. Such fees will be invoiced annually in April.

23.3 Schools will be invoiced quarterly, usually at the end of each term, for all payments due.

23.4 Additional to the annual levy, schools are required to pay the individual code or athlete fees levied by SSC or any affiliate code in whose activity they participate.

23.5 SSC code fees will recognize and reflect the annual partnership fees that schools pay.

23.6 Non-payment of the partnership fee or code fees may result in disqualification or exclusion of that school's team/s.

23.7 National and or Regional sports associations, team of affiliation fees and/or levies are additional to this and are the responsibility of individual partner schools.

24 UNIFORM

24.1 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. This includes any safety equipment as prescribed by that code.

24.2 In the case of any uniform colour clash the 'home' team shall retain its own uniform and the visiting team changes to an alternate strip. Where the match is played at a neutral venue, then the first named team in the draw shall be deemed the 'home' team and retain its own strip and the second named team changes to an alternate strip.

24.3 Playing in school day uniform or any other casual clothing is not acceptable.

24.4 Tracksuits are not deemed appropriate for competition play.

24.6 Failure to comply with uniform standards may result in:

1. The player being defaulted
2. The team being defaulted
3. Team points being forfeited.

25. SPONSORSHIP

25.1 Sponsorship arrangements for partner schools are the responsibility of the school and should be signed off by the Principal.

- 25.2 Sponsorship should be for the purpose of supporting and developing the school's sports programme.
- 25.3 School's sports uniforms may display the official manufacturer's logo, the official school crest and team name/level or emblem, numbers and any sponsors logo as outlined in Rule 25.4
- 25.4 The size of any sponsor's advertising logo, while needing to be visual, should not become excessively dominant on the playing strip and must not interfere or impose on any uniform numbering required by the rules or requirements of any code.
- 25.5 Schools should discourage sponsorship or association with companies, retailers or outlets associated with products or services, which could be considered objectionable or inappropriate.
- 25.6 SSC reserves the right to sanction or request a change to any partner 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 REASONS (POACHING)

- 26.1 SSC does not condone any inducement of students to transfer from one school to another.
- 26.2 No person or persons officially associated with a school may approach students from another school and induce them to [*enrol or*] transfer schools for sporting purposes. This includes staff and team officials. (School Sport NZ Integrity Framework Code of Conduct and Disputes Procedures). (Revised January 2021)
- 26.3 No employee or other person associated with coaching or managing sport in a partner school shall offer any prospective student any inducements other than those which are publically available by application to all students.
- 26.4 If it is established that an employee or other person associated with coaching or managing sport in a partner school knew or ought to have known that a person associated with their school suggested to, or used undue influence on a student to transfer schools for sporting reasons, it may cause the student or any first team in which they play to be ineligible upon transfer and could further result in the management committee imposing sanctions on that school or an individual associated with the school.
- 26.5 Any such allegation should be referred in writing with substantiated evidence of the allegation to the RSD, who shall then, if appropriate, refer to the management committee chairperson for determination.
- 26.6 In the event that the RSD considers there is insufficient evidence to refer it to the chairperson, but the complainant insists that it be considered, then the complainant shall forward a \$500 bond, upon receipt of which the RSD will refer the allegation to the chairperson for consideration.
- 26.7 Where a complaint is upheld then
- a. Any bond shall be refunded in full
 - b. all costs associated with the investigation shall be charged to the transgressing school

- c. The investigator of complaints may recommend sanctions to the management committee
 - d. The management committee may place sanctions it deems appropriate on the player, or any individual from the school who initiated such, or the school.
- 26.8 Such sanctions may include, but not exclusively, suspension of player, suspension of the team, suspension from local school competition of the teacher, coach, manager or administrator associated with the transgression, forfeiture of premier grade status, deduction of competition points or any other action the management committee deems appropriate.

SSNZ

Where a Regional Principal's Association advises SSNZ in writing that it has investigated and is satisfied that inducement has taken place, SSNZ may in support of the regional principal's association, impose a penalty which may include exclusion of a student(s), team or other personnel (coach manager etc.) from SSNZ sanctioned events.

27. RECOGNITION OF ACHIEVEMENT

- 27.1 SSC will recognise student participation, achievement and excellence of sporting endeavor by an appropriate, cost effective, equitable and uniform set of awards
- 27.2 SSC will seek media coverage of results of all significant secondary school competitions and events. It will also publish all regional competitions and championship results on its website.
- 27.3 SSC will recognize achievement at four levels
- a. Certificate
 - b. Trophy
 - c. Champions Lapel badge
 - d. Regional award functions
- 27.4 Certificates will be printed for individuals and individual team members in all SSC run championship events and if requested by the event organisers, for other SSC sanctioned championship events.
- 27.5 Certificates will be printed for individual members of all teams placed 1st, 2nd or 3rd in all SSC run competitions if team member names are forwarded to SSC on the template provided.
- 27.6 Trophies will be presented to winners of competitions/championships as they are available. Trophies are held for one year on a returnable basis. The school is responsible for appropriate storage/display of any trophy and its engraving. SSC will maintain a register of trophies. This will be published in the annual report directory and the SSC website.
- 27.7 Champions lapel badges will be presented in accordance with the prescribed criteria as set by the management committee
- 27.8 SSC will support Zonta in the conduct of the annual regional secondary school sports awards. That support may be financial, administrative, and/or consultative, but it is not appropriate for the RSD office personnel to be involved as judges.

- 27.9 SSC will not actively seek material awards because such awards are rarely equitable in their application and value. However where these are made available through the supporter of a school they may be utilized at the discretion of the RSD(s)
- 27.10 In all activities, SSC recognises that immediacy of recognition is most important to recipients of awards and it, and its partner schools, will take all practical steps to ensure that recipients receive awards as soon as possible after each event.
- 27.11 SSC recognizes that South Island and National championship events generally operate at a higher level than its regional activities and believes that the award of medals is appropriate at this level and not appropriate at regional level.

28. ENTRY

For some competitions and championship events it is often necessary to restrict the number of teams/individuals that can be accepted into a competition.

- 28.1 In SSC and SSC sanctioned, Premier and A grade competitions, where the number of teams in that grade is restricted e.g. SuperNet, SuperTouch, School A teams will have priority over B teams. B teams will only be permitted into these competitions if there are insufficient A team entries to fill the grade.
- 28.2 In some championship events e.g. Athletics, Swimming, an entry restriction may be applied per school per event.
- 28.3 While some sports have clearly established entry numbers e.g. Athletics and Swimming, it may from time to time be necessary for SSC or the event organizer to establish entry restrictions at the time entries are taken as a means of ensuring that the competition or event can be conducted within the prescribed time and venue availability. In all such situations the established hierarchy of entry acceptance will apply(see Rule 28.4)
- 28.4 In all SSC and sanctioned competitions and championship events, entry priority will be given to SSC partner schools. Entries from non- partner schools outside the region will be allowed, but only accepted where space and time permits. As a general rule the hierarchy for acceptance of teams into events will be:
- a. A teams from SSC partner schools
 - b. B teams from SSC partner schools
 - c. Composite teams from SSC partner schools
 - d. A teams from non partner schools
 - e. Composite teams from non partner schools
- 28.5 In regional championship events, no competitor or team from a non SSC partner school, is eligible to win a regional title or trophy. Any such competitors or teams will however be acknowledged in the results and in the awarding of certificates as gaining first place.

29. WEEKLY SPORT (ALSO BASKETBALL, HOCKEY, VOLLEYBALL, WATER POLO)

- 29.1 Entries will be accepted from all schools which are financial partners to SSC. Rule 28.4 may apply)

- 29.2 Students are to be enrolled in year 9 and above and participating in an approved course at the school. Students are to be under 19 years of age as at 1 January in the year of competition.
- 29.3 Weekly sport is competitive and all competitions will reflect this. The preferred competition model will involve ; round robin play followed by semi final and final. SSC reserves the right to amend this for any particular competition as is deemed necessary.
- 29.4 It is expected that team composition will remain constant throughout the season, including play-offs and finals (Refer Rule XX)
- 29.5 Unless otherwise allowed as stated in the competition rules, students may play for only one team per week in any code.
- 29.6 SSC accepts that from time to time players may be added to a team/squad to cover for injury/illness or other absence. In such cases no player from a higher grade or age group may play for a lower grade or age group team.
- 29.7 Any such player/s who has played more than three games for a higher grade team will be deemed to have changed grades and may not play for their lower grade team unless dispensation is granted/approved by the RSD competition manager.
- 29.8 To be eligible to play in a code semi final or final a student must have played a minimum of four (4) competition games for that team within the regular season of the same competition.

In the event of teams needing to add players to the squad (injury cover) dispensation may be provided from the RSD. Players being called on as cover should have been playing regularly for the school in lower grade competitions as should not be new to school with the last 2 years.

- 29.9 SSC will set such charges as are necessary to cover the costs of each competition if sponsorship or other funding money is not available.
- 29.10 Entry to all SSC and some non- SSC competitions will be by way of EnterNOW.
- 29.10 The school Head of Sport is responsible for authenticating all entries from the school.
- 29.11 With all entries schools will be asked to grade teams. The relevant SSC Competition Manager will use this grading to establish competition grades but will reserve the right to make adjustments to balance competition numbers as required.
- 29.12 Weekly competition draws for all SSC sports will be compiled and published on the SSC website at least two full days prior to competition. Schools will be advised by email if any subsequent changes are made to published draws.
- 29.13 Schools are responsible for in-putting all SSC competition results no later than 1pm on the day following competition (Monday for Friday Basketball) See Rule 22
- 29.14 Full competition results will be published as soon as practicable after the completion of a competition. These results will become final, one week after initial publication. (Rule 22.5 will apply)

- 29.15 SSC recognizes that the nature of schools means that from time to time some teams will not be available on any given week of a competition. Schools should advise SSC well in advance, if it is known that a team will be unavailable on a particular day. This information will also be sought at the time of entry.
- 29.16 All schools entering a competition must accept their fair share of travel involved. Country schools accept that competitions are town based and that the bulk of games will be drawn at town venues. When a school is unable to provide home venues sufficient for its teams to be drawn at home it must accept the need to travel. Particular and reasonable requests regarding coordination of travel will be met whenever possible.
- 29.17 All teams are required to be under the supervision of a teacher, adult or senior student who is responsible to a staff member. It is the responsibility of the school to ensure that supervision is adequate.
- 29.18 Players in all competitions are expected to wear correct school sports uniform (Rule 24) and appropriate safety equipment as determined by that sport.
- 29.19 The conduct of all players, teams, coaches, officials, supporters and spectators should reflect the Codes of Conduct.
- 29.20 Unless stated otherwise, all scheduled games should start by 3.15pm and finish no later than 5pm. In some sports where venues are limited, games are scheduled on a consecutive basis commencing at 3.15pm (Basketball, Netball, Volleyball Hockey & Water Polo variation).
- 29.21 Any team that has failed to report to a game 15mins after the scheduled start time and has made not communicated any pending lateness will be deemed to have defaulted and will forfeit the game.
- 29.22 If a team arrives 'late' (more than 15mins. after the scheduled start time) the game should still be played with the playing time adjusted to fit the remaining time available.

30. PPTA INDUSTRIAL ACTION

Policy Statement

The activities of the SSC office are likely to be affected by strike action and/or by a ban on its members involvement in activities. (Such a ban is not a ban on the activities themselves.)

The experience of 2002 demonstrated that there is no consensus amongst schools as to what is an appropriate action to take and schools adopted a wide variety of positions when faced with these two situations.

Accordingly SSC will continue to schedule competitions and events in accordance with its published calendar. In all such cases, the RSD will make an assessment as to whether the event can viably and safely proceed with an expected reduction in the number of participants and/or the expected absence of school- based officials/personnel.

Normal SSC policy procedures will apply to events which conflict with Industrial Action

- 30.1 SSC recognizes that industrial action may be considered by some schools as a legitimate reason for withdrawing teams from competitions and events at affected times

- 30.2 This is considered to be a 'foreseeable' reason, and SSC should be advised in advance so that teams will not be included in draws, resulting in defaults to schools which wish to play as scheduled, and facilities not booked nor charged for unnecessarily.
- 30.3 In normal weekly competitions, teams which do not provide such advice will be considered to be in breach of Rule 20.3
- 30.4 In championship tournaments, the normal policy procedure of not allowing a team to participate further in the tournament if it fails to turn up for a game or duty will apply
- 30.5 SSC will, to the best of its ability, ensure that school teams that are withdrawn from competitions for reasons of industrial action, and which wish to subsequently re-enter those competitions, are not disadvantaged.

31. COMPLAINTS

- 31.1 SSC is owned by and accountable to its partner schools. It is a policy driven organization. On matters of substance, a complaint will only be recognised if it is lodged through a partner school (Head of sport and Principal) or by a partner sports organisation.
- 31.2 Complaints made by parents, students, staff, coaches or members of the public will not be recognised unless they are endorsed by the school Head of sport or Principal or Sports organization. All such unendorsed complaints will be referred back to the school or sports organization of the aggrieved party.
- 31.3 Accountability for the RSD Office, ultimately resides with the Canterbury West Coast Principals' Association. The Principals' Association delegates its responsibility to the management committee. The management committee employs a Regional Sports Director who is responsible for implementing management committee policy and programmes. The management committee is at all times receptive to opinions concerning the operation of the Sports Directors Office, but has the expectation that these will have been raised with the Sports Director.
- 31.4 Parties may feel aggrieved because:
- a. there is disagreement with established policy or procedure
 - b. there is disagreement by a partner school or partner organisation with the interpretation of established policy or procedure by another partner school or organisation.
 - c. there is disagreement by a school or partner sports organisation with the interpretation of established policy or procedure.
 - d. conduct of SSC office personnel.

32 School Sport New Zealand (SSNZ)

- 32.1 Canterbury Secondary Schools and SSC are supportive of the constitution of SSNZ
- 32.2 In general, the principles embodied in this constitution apply to all activities organized by SSC for its partner schools.
- 32.3 Unless otherwise specifically provided for in a particular activity, the principles embodied in this constitution apply to all activities organized by SSC for its partner schools

33 ISLAND AND NATIONAL EVENTS

33.1 The Canterbury West Coast Principals' Association is pleased to make the services of the RSD office available to the organisers of Island and National secondary school sporting events scheduled in the region provided that:

- a. The event has been sanctioned by SSNZ
- b. Participating schools are partners to a RSD office
- c. Office work load is capable of servicing the event.

33.2 Should a school which is not a partner school of an RSD office wish to participate in an event being organized by SSC, that school is required to make written application to the management committee, outlining its reasons for non affiliation. Participation is at the discretion of the management committee.

34 TRANSGENDER and GENDER NEUTRAL STUDENTS (Added 2019)

All school sports are different in their characteristics and this will affect the way in which individual sports consider this issue. To this end a School Sport Canterbury policy across all sports would be inappropriate and each sport is encouraged to develop a transgender policy for school sport which is appropriate to its own characteristics.

In doing so, School Sport Canterbury provides sport with the following guidelines. (As per SSNZ Policy)

- All cases should be considered on individual merit
- Including the student within the sporting competition with which they gender identify may be permitted provided event organisers are satisfied that due consideration of the issues prescribed here provide no cause for concern.
 - Health and safety of **all** participants- the physical contact nature of some sports may provide an unacceptable safety risk for some of the participants
 - Unfair advantage – the nature of sport means that the physical capabilities of some participants may advantage a particular group.
 - Current stage of the young person in the gender transformation process. Young people are generally not as advanced in their gender transformation pathway with regard to hormone therapy and reassignment procedures. While aimed at adult sport, the International Olympic committee (IOC) policy says only those who have:
 - *Undergone sex reassignment surgery*
 - *Had hormone treatments for at least two years, and*
 - *Received legal recognition of their transitioned sex*

May participate consistent with their gender identities

35 COVID -19

35.1 All students entering Schools Sport Canterbury delivered or sanctioned events and competitions will be required to be fully vaccinated. It will be the responsibility of the school to ensure only vaccinated students attend.

35.2 All involved must comply with current Covid Protection Framework guidelines, including the use of masks for all involved. Masks do not need to be worn when playing.

35.3 In the event of a school being closed by the Ministry of Health due to an outbreak of Covid -19 in the school community, any scheduled weekly round robin fixtures involving the impacted school will not go ahead. This game will not be rearranged, and points will be shared equally.

If a school closure by the Ministry of Health impacts on a semi final / final, best endeavors will be made to play games at a later date (within 10 days of the original fixture).

If a semifinal (or any knockout game) cannot be played within 10 days of the original fixture, the result of last head-to-head meeting of the same two teams within the competition will decide who progresses. If this does not provide a winner, (i.e teams from different pools) the highest qualifying team will progress.

If a final cannot be played within 10 days of the original fixture, both teams will be awarded 1st equal.

35.4 If a school is closed by the Ministry of Health in order to manage an outbreak of Covid -19, students from that school will not be permitted to participate in any events or championships for the duration of the school closure.