

## SCHOOL SPORT AUSTRALIA GENERAL POLICIES AND GUIDELINES

### 1. Eligibility

#### A) Ages

- a) Age Eligibility shall be the only criteria for participation in School Sport Australia events provided students attend an affiliated school of a School Sport Australia member body.

Age Eligibility for all events shall be as follows:

- i) **For the Primary Management Committee** – 12 years and under in the year of competition and a minimum of 10 years of age in the year of competition.
- ii) **For the Secondary Management Committee** – 19 years and under in the year of competition except where other specific age eligibility is applied.
- iii) The minimum age for participation in any School Sport Australia event shall be 10 years of age in the year of competition.
- b) School Sport Australia member bodies retain the right to decide the appropriate method of team selection that best meets the educational needs of the students in their state/territory, in accordance with School Sport Australia Rules and Guidelines.
- c) **School Sport Australia member bodies may select teams as follows:**

**Primary Management** - Students 12 years and under in the year of competition  
**OR**  
- Bona-fide students 12 years and under in the year of competition who attend schools affiliated to the respective School Sport Australia Primary member body.

**Secondary Management** - Students 19 years and under in the year of competition except where other specific age eligibility is applied  
**OR**  
- Bona-fide students 19 years and under who attend schools affiliated to the respective School Sport Australia Secondary member body.

In any calendar year students may only participate in one School Sport Australia sport specific championship, at either the **12 years and under** age group, or the **19 years & under** age group. Students are not able to participate in two age divisions in one sport, in the same calendar year.

#### B) Students

- i) Students representing state teams must attend schools or other educational institutions affiliated to the School Sport Australia member body in that state.
- ii) If a student has been selected in a state team, and he/she is required to transfer to an interstate school before the conduct of the School Sport Australia event, he/she shall retain the right to be part of his/her original state team for that year only, provided:
- a) Written consent is obtained from the parents.
- b) The original member body is prepared to accept responsibility for the student.

- iii) Students selected in teams attending a School Sport Australia event must attend for the duration of the event.
- iv) Students must participate in all programmed activities during the event unless:
  - (a) A medical certificate is provided which confirms their inability to participate or
  - (b) The appointed judiciary approves their non-participation

## 2. **Approved Events**

A minimum of four teams representing member bodies or entered as invitation teams from non affiliated organisations must participate for any Championship to be a “School Sport Australia Approved Event”. For any event, the majority of participating teams must be fielded by a School Sport Australia member body.

## 3. **Communication**

All member bodies of School Sport Australia must channel all communications from National Sports Secretaries and Event Organisers through the State Secretaries/Executive Officers of the School Sport Australia member bodies.

## 4. **Conduct of School Sport Australia Events**

The conduct of School Sport Australia events and the travel to and from such events must be conducted over a period of time including no more than five (5) school days.

## 5. **Event Terminology**

- a) All School Sport Australia **12 Yrs & Under Championships** are to be officially referred to in all correspondence and event programs as the “**School Sport Australia 12 Yrs & Under (Sport) Championships**”
- b) All School Sport Australia **13 + Yrs Championships** are to be officially referred to in all correspondence and event programs as the “**School Sport Australia (Sport) Championships.**”
- c) All School Sport Australia **Combined Events** are to be officially referred to in all correspondence and event programs as the **School Sport Australia (Sport) Championships.**
- d) All School Sport Australia **Combined Events** incorporating individual age groups are to be officially referred to in all correspondence and event programs as the **School Sport Australia (Sport) Championships.**

(Unless otherwise decided by School Sport Australia)

## 6. **Exchange Round Robins**

In all School Sport Australia Exchanges involving a Round Robin, where two or more teams finish on equal points, joint winners will be declared and percentages **will not** be used to determine outright winners.

## 7. **Excursions**

An educational excursion must be incorporated as a compulsory component of all School Sport Australia events and must be scheduled prior to the last day of competition.

## 8. **Gender Equity**

School Sport Australia vigorously pursues a policy of equality of opportunity for both genders in accordance with state/territory Education Department regulations.

9. **Implementing Changes to Championship Rules and Guidelines**

For all approved School Sport Australia **Events**, any changes to the rules and guidelines must be approved in the year prior to the competition except for those events held later than the School Sport Australia Annual General Meeting in that year. Changes to the rules and guidelines for these sports must be approved at the June School Sport Australia conference in the year of competition.

10. **National Sporting Organisation Liaison**

School Sport Australia recognises the role of the National Sporting Organisations in determining development plans for their sport to ensure a coordinated and comprehensive Junior Sporting Program for all Australian school students. School Sport Australia will work with all the relevant National Sporting Organisations to place School Sport Australia programs within these plans.

**11. Participation at School Sport Australia Events**

a) **Member Bodies**

At any School Sport Australia Championship, each School Sport Australia member body shall be entitled to enter one team unless alternative arrangements are agreed to as specified below.

b) **Invitation Teams**

Where a School Sport Australia Championship draw has a bye, as determined by the sport, it shall be the prerogative of the host state to:

- Field an invitation team from their own state or**
- Issue an invitation to another competing state to field an invitation team or**
- Arrange to field a composite team or**
- Leave the bye intact.**

**Any decision to field an invitation team must be approved by the School Sport Australia Executive Committee and where possible, advised to all other competing states a minimum of three (3) months prior to the Championship.**

All teams accepted to participate at any School Sport Australia event shall be considered to be an official team, eligible to win the event, with students in that team eligible for merit team selection and/or awards. Each participating state/territory shall be entitled to one vote.

Where composite teams are selected to participate, the officials for these teams shall be appointed by the host state in consultation with the National Secretary. The duty of care for students in composite teams shall remain with their own state team officials.

c) **Multiple Team Participation**

Any decision to admit more than one team from any member body to participate at a School Sport Australia Event should only be considered if it is felt that it will encourage the development of the sport in a state/territory and/or provide more students of suitable ability, with an opportunity to participate in higher level competition.

1. At any School Sport Australia Event, the first participation priority must always be the participation of all states and territories.
2. The maximum number of teams participating at any School Sport Australia Event shall be eight (8).

3. If it is considered that the event will be enhanced through the participation of additional teams, more than one team from any state/territory may be invited to participate. Such teams and its members will participate on the same basis as all other teams.
4. Any decision to allow more than one team from any state/territory to participate will be made by the relevant School Sport Australia Management Committee upon receipt of a proposal from the National Secretary after consultation with all participating states/territories. Such decision must be made in the preceding year.
5. Any decision to allow multiple team participation shall apply for a maximum of three (3) years and shall be subject to an annual review/evaluation by the respective Sports Management Committee.
6. Any recommendation from the Sports Management Committee to rescind the decision prior to the end of the three (3) year period must be submitted to the relevant School Sport Australia Management Committee and if agreed upon shall take effect in the following year.

**d) Participation by International Teams**

Consideration may be given to inviting international teams to participate in School Sport Australia events where a sport considers that its event would be enhanced by their participation provided it does not compromise existing competition formats. (eg. Create a bye) Such teams must be endorsed by their national school sport body.

Any recommendation to invite an international team to participate must be made by the relevant School Sport Australia Sports Management Committee at the post event meeting of the preceding year and must be approved by the School Sport Australia Executive Committee and advised to all other competing states in the preceding year.

International teams accepted to participate at any School Sport Australia event shall be considered to be an official team, eligible to win the event and with students eligible for any awards (but not for merit or touring team selection). The team shall be entitled to one vote at event meetings.

12. **Postponement of Events**

Where due to unforeseen circumstances, consideration has to be given to postponing, transferring or cancelling a Championship, such decision is to be made by the host state after consultation with all other participating states and the School Sport Australia Executive Officer.

If a decision to transfer a Championship is made, all participating states should be offered the opportunity to host the event. If necessary, a ballot may be conducted.

13. **Provision of Lunches for Event/Team Officials**

- a) **Event Officials:** It is acknowledged that in some events, (eg. Swimming, Diving, Track & Field, Cross Country) it is necessary to provide lunch for event officials. **These costs can be included in the event levy.**
- b) **Team Officials:** There is no obligation on host states to provide lunches for **team officials** as their own state/territory travel allowances provide for this. If a host state is intending to provide lunches for team officials during an event they must advise this in the first information bulletin and may then include this cost in their tax invoice to participating states. **These costs cannot be included in the event levy.**
- c) **Students:** Host states are not obliged to supply lunches for billeted students

14. **School Sport Australia National Secretary Grants**

Each National Secretary shall be able to claim out-of-pocket expenses which are incurred in fulfilling their duties.

The maximum for each National Secretary shall be set by School Sport Australia. Any amount, to the maximum, unclaimed by the National Secretary, shall be available to the member body to which the National Secretary belongs.

**Note:** Appropriate documentation and verification of expenses must be provided.

15. **School Sport Australia Medallions**

- i) For **team sports**, Gold and Silver and Bronze medals shall be awarded at all School Sport Australia events. All nominated team officials shall also receive the appropriate medals.
- ii) For **individual sports**, Gold, Silver and Bronze medals shall be presented to individual and relay placegetters.
- iii) School Sport Australia strongly supports the recognition by host states of student officials who participate in School Sport Australia events.
- iv) Medallions or mementos presented to School Sport Australia Honour Teams should be different to placegetters' medallions.

16. **Sponsorship**

- i) School Sport Australia shall abide by the Australian Education Council's "National Code of Practice for Sponsorship and Promotion in School Education".
- ii) All sponsorship matters are to be considered on their merits, however, sponsorship from tobacco and alcohol companies will not be acceptable.

All monies from any ongoing sponsorship of School Sport Australia events shall be paid to School Sport Australia to be forwarded to the host state unless otherwise agreed to by the School Sport Australia Executive Committee.

iii) **Granting of Naming Rights to School Sport Australia Events**

School Sport Australia may grant Naming Rights for its events to prospective sponsors provided:

- i) The prospective sponsor is approved by the School Sport Australia Executive Committee and does not contravene any of the rules and regulations of the relevant state member body and education department.
- ii) The amount of sponsorship covers a minimum of 75% of the anticipated total "event levy" expenditure budget of hosting the event. (Not including any accommodation costs.)

In certain circumstances, the School Sport Australia Executive Committee may still negotiate naming rights where the amount offered by the prospective sponsor is less than 75% of the event costs if it believes it to be in the best interests of the event.

There are no restrictions on the number of minor or associated sponsorships that a host state may obtain for any event provided that such sponsors are aware that naming rights for the event have been granted to a "major" sponsor.

iv) **National and State Sponsorship**

Where sponsorships are to be organised for School Sport Australia events, or for events under its auspices, School Sport Australia must establish overall general terms of agreement with the sponsor. These terms are to be negotiated before the sponsor commences negotiations with each state/territory.

Where applicable, individual states/territories may then negotiate their own conditions for the sponsorship. School Sport Australia must monitor these conditions in order that all states/territories are aware of the variations to the general agreement that individual states/territories have established. This is to ensure that when states/territories establish additional conditions for their own state/territory, they do so from an informed position.

17. **Sports Trainers**

Suitably qualified and accredited personnel must be appointed for all School Sport Australia events and be in attendance for the duration of the event.

18. **Transport**

a) **Team Officials**

It shall be the host state/territory's responsibility to arrange for the transport of team officials to and from the designated accommodation and the playing venue at the commencement and conclusion of each day's play. The cost for such transport, if used, to be included in the event budget.

b) **Students**

Where students are billeted and daily transport is organised to and from the event venue, appropriate adult supervision must be arranged by the host state for each bus/journey.

This supervision may be organised using teachers from the host state or rostering visiting team officials.

All such supervision rosters must be confirmed at the pre-event meeting

19. **Photography at School Sport Australia Events**

- ◆ School Sport Australia is conscious of the situation regarding the photography of students participating at sporting events.
- ◆ School Sport Australia abides by any state education department duty of care and child protection policies.
- ◆ School Sport Australia also adheres to any regulations imposed by the management at all venues which are used for its events, including the photography of participants.
- ◆ School Sport Australia believes that there needs to be a balance between the rights of parents and any concerns associated with the photography of students.
- ◆ The taking of photographs is therefore permitted at School Sport Australia events except where an event is held at a venue which prohibits such photography.

20. **Student Accommodation**

All students at School Sport Australia events should be accommodated in a safe and supporting environment with an emphasis on student well-being and child protection according to the National Safe Schools Framework March 2011.

Accommodation of students at School Sport Australia events can be organized in a variety of ways including team accommodation, parent accommodation and billeting.

Billeting is encouraged as an option for student accommodation at School Sport Australia events.

Each School Sport Australia member body is responsible for the accommodation of students at School Sport Australia events. School Sport Australia's expectation is that all accommodation arrangements follow the National Safe Schools Framework March 2011.

### **Other relevant School Sport Australia Policy / Guideline Documents**

<b>Policies / Guidelines</b>	
1.	<b>Affiliation with other Organisations Conducting School Sporting Events</b>
2.	<b>Age Dispensation Policy</b>
3.	<b>Alternative Forms of Competition</b>
4.	<b>Appointment of Team Officials for International Tours</b>
5.	<b>Billeting Information Booklet</b>
6.	<b>Codes of Behaviour</b>
7.	<b>Communication Protocols</b>
8.	<b>Competition Position Statement</b>
9.	<b>Drugs in Sport Position Statement</b>
10.	<b>Event Excursion Guidelines</b>
11.	<b>Event Levies Policy</b>
12.	<b>Event Program / Report Contents</b>
13.	<b>General Exchange Rules and Guidelines</b>
14.	<b>Hydration Guidelines</b>
15.	<b>Insurance Position Statement</b>
16.	<b>International Tours – Financial Protocols</b>
17.	<b>Introduction of New Events/Sports to the School Sport Australia Program</b>
18.	<b>National Secretaries – Appointment / Roles and Responsibilities</b>
19.	<b>Participation in School Sport Australia Events by Non-Affiliated Organisations</b>
20.	<b>Pacific School Games Event Rules and Guidelines</b>
21.	<b>Role of National Secretaries within the Primary Management Committee</b>
22.	<b>School Sport Australia Awards</b>
23.	<b>School Sport Australia Constitution</b>
24.	<b>School Sport Australia Event Philosophy</b>
25.	<b>School Sport Australia General Policies and Guidelines</b>
26.	<b>School Sport Australia Roster by Sport</b>
27.	<b>School Sport Australia Roster by State</b>
28.	<b>School Sport Australia Strategic Plan 2006-2009</b>
29.	<b>Spectator Behaviour Guidelines</b>
30.	<b>Sports Management Committee Operating Procedures</b>
31.	<b>Sportsmanship / Fair Play Award Criteria</b>
32.	<b>Student Accommodation Framework</b>
33.	<b>Student Behaviour – Team Management Procedures</b>
34.	<b>Student Officials at School Sport Australia Events</b>
35.	<b>Sun Protection Guidelines</b>
36.	<b>Team Documentation Policy</b>