

## **COLLEGE SPORT WELLINGTON INCORPORATED BYLAWS**

Reviewed and Updated – November 2025

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 Bylaws 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 BYLAWS**

*Within these Bylaws the following interpretations shall apply.*

- 1.1 'CSW' means College Sport Wellington Incorporated.
- 1.2 'School Sport NZ' means the body formerly named 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 special 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 those sports who meet the criteria set out in Appendix 7a of the CSW Bylaws and have been approved by the Board of CSW. At their sole discretion, CSW may on a trial basis sanction a sport that does not meet all these requirements.
  - 1.12.1 Tier 1 Competitions – those team sport competitions where the full set of rules in Bylaw Sections 2 to 8 apply. These competitions are noted in Appendix 7b
  - 1.12.2 Tier 2 Competitions – those team sport competitions where some rules in Bylaw Sections 2 to 8 have been relaxed. These competitions and their respective Bylaw amendments are noted in Appendix 7b
  - 1.12.3 Tier 3 Competitions – those team sport competitions where a number of rules in Bylaw Sections 2 to 8 have been relaxed. These competitions and their respective Bylaw amendments are noted in Appendix 7b.
- 1.13 'Commissioner' means a person or persons appointed annually by the Board of College Sport Wellington, 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.
- 1.14 '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.

- 1.15 The following definitions apply in regard to the division of CSW competitions:
- 1.15.1 Junior: Years 9 and 10 only (including Years 7 & 8 where applicable – see 2.4);
  - 1.15.2 Senior: Years 11 – 14 primarily, but may include Years 9 & 10 and those students covered in 2.7
  - 1.15.3 Boys: Grades are open to male students and by dispensation, covered in 2.5.
  - 1.15.4 Girls: Grades are open to female students and by dispensation, covered in 2.5.
  - 1.15.5 Open: Grades are open to all student regardless of gender and sex.
  - 1.15.6 Mixed: Grades that have a set quota of male and female participants within teams.

## **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 similar programmes.
  - 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. Agree to abide by the College Sport Wellington Bylaws and judiciary processes;
  - f. Agree to the use of their information for the purposes of competition management, communication and related purposes, in line with College Sport Wellington's Privacy Statement (Appendix 10)
  - g. On a case by case basis, CSW will consider applications from Principals for exemptions of students with Flexible Partnership Learning Agreements that are completing less than 80% of a course as offered by the school.
  - h. On a case by case basis in non-Tier One competitions, CSW may consider applications from Principals for exemption of a school leaver, to see out the remainder of the season with their school team. College Sport Wellington's consideration will take into account the following (but not be limited to); number of games remaining in the season, alternative participation options available and any specific safety consideration relevant to that sport. Where exemption is granted, the student is still subject to all College Sport Wellington Bylaws (including judicial processes) and the school takes full responsibility in this regard.
- 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 Tier One Competition 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, may be eligible to participate in CSW sanctioned activity, conditional upon them being appropriately identified by the school and approved by College Sport Wellington prior to their first match. College Sport Wellington's decision will take into account feedback from the relevant Regional Sports Organisation. Furthermore 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 Gender and Sex
- a. College Sport Wellington will provide equal opportunities to all students, regardless of sex, gender identity and gender expression.
  - b. Unless by exception specified by any CSW or NSO protocol, CSW competitions, tournaments and events shall be either male, female, open or mixed, as per the interpretations covered in Rule 1.15.
  - c. Schools may, on behalf of an individual, make a written submission requesting a variation to Rule 2.5b. This may for example be on behalf of an elite level athlete or a gender diverse student.
  - d. All cases will be considered by CSW and any other appropriate parties on their individual merit. Decisions will take into account fairness, inclusivity and safety considerations relevant to the student and those they will be competing with and against. Furthermore, relevant policy advice from Sport NZ, NSO's, School Sport NZ or any other agency will be taken into account.
  - e. The communication and decision making process will respect the privacy of the student.
- 2.6 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 19 on 1 January in the year of competition will be eligible to play in any Tier One Competition, 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 as domestic students, but are classified as 'new to school', and while then in the quota, will be eligible to apply for a Primary Caregiver Relocation Exemption (PCRE) – see rule 4.7
  - d. However at a local level only and with the Tier One Competition exclusion; CSW will accommodate those students over 19 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.
- 2.7 Students with Disabilities
- a. College Sport Wellington will provide participation opportunities to all students. This may be as

part of mainstream events or through the dedicated disability sports programme.

b. Regardless of age, all enrolled students may participate in dedicated disability sports programmes.

2.8 If a student's eligibility is challenged, then it shall be investigated through the CSW complaint process.

2.9 At all times, CSW reserves the right to exercise discretion in granting special dispensations on a case by case basis. To apply for a special dispensation schools need to apply in writing to the Executive Director, setting out the circumstances that they believe are relevant to the application. The Executive Director will then respond in writing within seven days of the application, setting out the reasons for the approval or decline of the application.

### **3 ELIGIBILITY - CODE ENTRY, STUDENT REGISTRATION AND TEAM LIST REQUIREMENTS**

3.1 A Student may only be registered in one team per code.

3.2 In Tier One and Two Competitions, no registered player can play for a lower graded team than that they are registered in.

3.3 In Tier One and Two competitions, 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 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 In Tier Three competitions, students can be regraded if they move between teams and there are no minimum or maximum game restrictions. CSW still needs to be advised of these movements.

3.5 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 1/3 of the CSW sanctioned competition games for that team.

3.6 A school may through unforeseen circumstance, make written application to CSW seeking a waiver to 3.5 - CSW's determination will be final.

3.7 Schools are required to register all of their code entries through the prescribed CSW on-line registration process.

3.8 Tier One Competition team lists must be provided 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' (4.2) must be identified [NTS]; 'Non Domestic' (4.4) must be identified [ND].

3.9 Tier Two and Three Competition team lists are not required to be provided to CSW. However,

schools must still maintain a copy of all Tier Two and Three Competition team lists via their student management system, or other method. These lists must be made available to CSW if requested. If requested, the team list must include at a minimum the following information:

- a. student's full name;
- b. date of birth;
- c. year level;

- 3.10 Failure to supply such lists may result in the forfeiture of competition points from games played where no team lists have been registered.
- 3.11 Corrections, additions and deletions to team lists for Tier One Competitions are to be advised to CSW BEFORE such players can play for their new team.

#### **4. ELIGIBILITY- TIER ONE COMPETITIONS, NEW TO SCHOOL, NON DOMESTICS and EXEMPTIONS**

- 4.1 Additional to the protocols prescribed in Rule 2; all Tier One Competition Teams must conform to the 'Squad', 'PCRE', 'New to School', and 'Non Domestic' quota numbers outlined in Appendix 7b.
- 4.2 A 'New to School' student (NTS) 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 enroll at a Member School at any stage in the 2 years preceding the first day of a National or Island event.
- 4.3 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. Exchange Students on MOE approved Exchange Organiser Programmes ( [www.minedu.govt.nz/EPO](http://www.minedu.govt.nz/EPO) )
  - g. or as further prescribed by the Ministry of Education.
- 4.4 A 'Non-Domestic' student refers to any other student outside of the classifications in Rule 4.3. 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.
- 4.5 Within the quota for any code, teams are limited to a maximum of two only Non Domestic students to be registered in a team.
- 4.6 Apart from the exclusion in 4.4 all other Non-Domestic students remain part of the quota throughout their time at any school.
- 4.7 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 Notwithstanding the above, the approval of a student's PCRE application will cover all sports that the student may choose to participate. Therefore an application needs to outline all sports that the student is expected to participate in and the decision to approve will take that into account.
- 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 student's 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 School Sport NZ for their filing.
- 4.12 Any appeal of CSW's determination of any application must be lodged in writing with the Executive Director of School Sport NZ 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 schedule outlined in Appendix 7b prescribes the number of 'New to School', 'Primary Caregiver' and 'Non-Domestic' students permitted in any Tier One Competition team participating in a CSW sanctioned sport over a two-year period as in Rule 4.2.
- 5.2 Tier One Competition squad lists shall at the start of the season note those students that are New to School, PCRE and Non-Domestic. Only under exceptional circumstances, such as a season ending injury, will CSW consider changes to the New to School students listed in a squad.
- 5.3 Schools that allow entry for some students only at some time from Year 11 onwards (i.e. by Gender) as per Rule 4.2, will not be bound by the numbers outlined Appendix 7b. They will instead be restricted to the maximum numbers for each code when enrolling those particular students who had previously represented another school in that code's First Team.
- 5.4 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.

- 5.5 For specific sports, there may be some discrepancies between the CSW and School Sport NZ quotas. Schools should double check this when considering entry into National and North Island events and recognize that squad makeups may need to change.

## **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 School Sport NZ 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 School Sport NZ via CSW no later than eight weeks prior to the event. School Sport NZ will make a recommendation to the NSO or organising committee which will consider, but is not bound to accept, the recommendation of School Sport NZ;
- 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, School Sport NZ 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 at the appropriate level, then the student(s) may, be considered by CSW (or an RSO) to play in a team from another school, below the Tier One Competition Level (see Appendix 7b). 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 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.
- 7.3 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.
- 7.4 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.
- 7.5 Composite teams are eligible to win Tier 2 and 3 competitions.
- 7.6 Please note these rules do not necessarily apply to School Sport NZ Sanctioned national events. Schools should ensure they are familiar with these requirements by checking the SSNZ website; <https://www.nzsssc.org.nz/>

## **8. HOME SCHOOLED STUDENTS**

### **8.1 Individual Sports.**

- (i) Where event organisers wish to do so, home-schooled students that provide current evidence of MoE approval for home schooling may participate in a CSW sanctioned event.
- (ii) Home-schooled students are not eligible for medal placings, however CSW may recognise a merit performance with a separate award/s.
- (iii) The parent of the home-schooled student must sign off a document with CSW accepting full responsibility for their student including the event health and safety plans.

### **8.2 Team Sports.**

- (i) For Tier 2 and 3 competitions (as outlined in Appendix 7b), and where agreement of the event organiser is given, Home-schooled students may be included in the Composite Team of a member school.
- (ii) 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.
- (iii) All other CSW regulations relating to Composite Teams will apply to such teams in (i) above, including the principal of the member school taking responsibility for all team members.
- (iv) Composite teams made up entirely of home-schooled students, i.e. not part of a member school team, will not be permitted in CSW sanctioned events.

## **9. COMPETITIONS, TOURNAMENTS and EVENTS**

- 9.1 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 Bylaws, which will take precedence in the event of any absence, conflict or ambiguity.
- 9.2 All sanctioned sports under the jurisdiction of CSW, an RSO or other agreed provider should always give priority to school and student interests and welfare.
- 9.3 Subject to the conditions described in Appendix 2, Wairarapa school first teams may enter CSW competitions.
- 9.4 Requests from any other school to participate in any CSW competition tournament or event will be treated on a case by case basis.
- 9.5 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.
- 9.6 Those sports not classified as 'sanctioned' 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.
- 9.7 All teams or individuals participating in any CSW sanctioned activity must be under the 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.

## **10 PLAYING SEASONS**

- 10.1 In order to protect the welfare of students and in line with the 'Balance is Better' principles, CSW sanctioned competitions and events will align with the secondary school Term Dates, as defined and gazetted by the Ministry of Education.
- (i) Summer Season: Terms 1 and 4
- (ii) Winter Season: Terms 2 and 3
- 10.2 Where circumstances, such as venue availability, dictate a competition must fall outside of those parameters, College Sport Wellington will ensure the season length is no greater than other comparable competitions.
- 10.3 Regular weekly competition should as far as possible not encroach into school time nor Sundays.
- 10.4 Outside of the sanctioned Summer, Winter and Junior Tournament Weeks, at the regional level, no one sport should seek more than two school days for CSW approved regional championships or regional tournaments.
- 10.5 Where possible, any CSW championships, tournaments and finals should be scheduled as a preparation for Island or National secondary school championships or tournaments.

## **11. AGE and YEAR LEVELS**

- 11.1 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 (including Years 7 & 8 where applicable – see 2.4);
  - b. Senior: Years 11 – 14 primarily, but may include Years 7 – 10 (see 2.4).
- 11.2 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 (including Years 7 & 8 where applicable – see 2.4)
  - b. Senior Tournaments: are open to students from any year level;
  - c. A junior student may play in both the senior and junior individual championship/tournament for any code.
- 11.3 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.
- 11.4 In consultation with CSW, other age, year level or weight groupings may be specified by some codes.

## **12. COMPETITION STRUCTURE, GRADING, PROMOTION and RELEGATION**

- 12.1 CSW considers grading matches as the most appropriate means to determine the composition of 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 Tier One grade quota are not met, CSW reserves the right to invite teams from the next listed grade to fill any vacancies;
  - c. A school may have only one team playing in each Tier One Competition, unless there are exceptional circumstances demonstrated and CSW at its sole discretion may approve a waiver. Factors that CSW will take into account include (but not be limited to); size of the player base relative to other schools for that sport; historical success/strength of the team seeking a waiver; ability to maintain separate and sufficiently strong playing squads for the duration of the competition (players cannot transfer between teams); the relative playing strength of the team seeking a waiver compared to other teams in the Tier One Competition and grade below. Any school seeking a waiver must do so in writing to CSW at least four weeks prior to the season beginning, including grading games. Any waiver granted must be re-assessed and re-confirmed for subsequent seasons;
  - d. 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;
  - e. CSW reserves the right, in consultation with schools, to consider any application for a variation to these protocols.

### **13. RESULTS**

- 13.1 Schools are responsible for entering the results of all their CSW competition matches through the CSW online results portal.
- 13.2 Individual schools are responsible for ensuring they have a process in place to ensure that this occurs.
- 13.4 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.
- 13.5 If any score is not entered within the time frame in 13.4 and CSW has made a further request for it and it remains un-entered, 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.

### **14. DIFFERENTIATION OF TIED TEAMS**

#### **Unless prescribed otherwise by any specific code convention:**

- 14.1 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 defaults a game; they will automatically be disqualified from the differentiation process and given the lowest ranking.
- 14.2 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.
- 14.3 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.

### **15. ABANDONED MATCHES**

- 15.1 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.
- 15.2 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.
- 15.3 All of the above may be annulled by any formal Judicial Process and resultant sanctioning or any other CSW determination.

## **16. CANCELLATIONS**

- 16.1 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.
- 16.2 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.
- 16.3 At the Tier One Competition level at least, every endeavour will be made to have all round-robin games completed before any Semi-Finals or Finals. If not 16.4 shall apply.
- 16.4 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
- 16.5 In all other grades (and if necessary Tier One Competitions) 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.
- 16.6 Given particular circumstances that may prevail, CSW reserves the right in consultation with schools, to vary any of these conditions.

## **17. DEFERRALS**

- 17.1 Any competition match may only be deferred if all of 17.1 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.
- 17.2 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.
- 17.3 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.
- 17.4 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.
- 17.5 Unless there are mitigating circumstances, Semi-Final and Final matches shall not be deferred. CSW shall be the sole judge on this matter.
- 17.6 If there are any extenuating circumstances relating to any request, then CSW will rule – its decision being final.

## **18. DEFAULTS AND WITHDRAWALS**

- 18.1 Any school wishing to default a match must make every endeavour to contact the opposing school code convenor or Sports Director 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 Director. If this is not possible, relay the message in person to someone at reception. AVOID LEAVING MESSAGES ON VOICE MAIL.*
- 18.2 If you receive a late or no notification of a default, advise the CSW within 24 hours.
- 18.3 If a late or no notification is received, a mandatory CSW \$40 default fee will be applied, half of which will be passed onto the opposing school.
- 18.4 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.
- 18.5 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 could have attained in that round.
- 18.6 Unless a deferral has been approved under rule 19, or there are in the opinion of CSW exceptional

circumstances; any default in the Tier One Competition of any code will incur an automatic sanction against the team defaulting.

- 18.7 The minimum sanction for a Tier One Competition default (notified or not) shall be a loss recorded for that match, 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 \$75 fine. At CSW's discretion, other sanctions could include (but not limited to); loss of all remaining home games, bottom seeding for the following year, loss of all home games during grading and default of all lower grade teams in that round.
- 18.8 If any Tier One Competition 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 Tier One status in that code the following year.
- 18.9 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.
- 18.10 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.

## **19. OFFICIATING**

- 19.1 CSW will endeavour to have officials appointed to at least the top divisions of any code.
- 19.2 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.
- 19.3 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.
- 19.3 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.
- 19.4 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.

## **20 FEES**

- 20.1 All Member Schools accept that a pre-condition to CSW membership or continuing membership is the fee structure established and communicated prior to the season commencing.
- 20.2 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).

- 20.3 For 2025 this is \$7.50 (+GST) per student. Such fees will be invoiced to schools in two annual installments in February and June.
- 20.4 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.
- 20.5 Schools may also be liable for default or withdrawal fees as in Rule 18.
- 20.6 CSW code fees will recognise and reflect the annual membership fees that schools pay.
- 20.7 Non-payment of membership or code fees may result in disqualification or exclusion of that school's team(s).
- 20.8 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.

## **21. UNIFORMS**

- 21.1 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.
- 21.2 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.
- 21.3 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.
- 21.4 Unless prescribed in a code specific convention, playing in school day uniform or any other casual type clothing in any CSW sanctioned code is not acceptable and players will be defaulted.
- 21.5 Schools are responsible for ensuring their teams comply with the uniform numbering conventions of individual codes on their playing uniform.
- 21.6 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.

## **22. HEALTH AND SAFETY**

- 22.1 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 - PCBU's).

- 22.2 It is a requirement of each school and College Sport Wellington to put in place responsible measures to ensure the safety and welfare of students both at the playing venue and in transit to and from that venue.
- 22.3 College Sport each year requires from each member school a Health and Safety Plan outlining the appropriate measures put in place to ensure it meets the requirements of the above referenced legislation, regulations and guidelines. This will include but not be limited to venue suitability for hosting of College Sport Wellington events and competitions.
- 22.4 Concussion – All participants in CSW events and competitions (players, managers, coaches, officials or otherwise) will follow the guidelines set out in CSW's Concussion Policy (see Appendix 9). Failure to do so will be investigated by CSW with assistance from the relevant RSO. If it has been determined a school and/or individual has failed to follow the guidelines appropriately, sanctions may be imposed.

## **23 SPONSORSHIP**

- 23.1 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.
- 23.2 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.
- 23.3 Sponsorship should be for the purpose of supporting and developing a school's sports programme.
- 23.4 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.
- 23.5 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.
- 23.6 Schools should discourage sponsorship or association with companies, retailers or outlets associated with products or services, which could be considered objectionable or inappropriate.
- 23.7 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.

## **24 INDUCEMENT TO TRANSFER SCHOOLS FOR SPORTING PURPOSES (POACHING)**

- 24.1 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.
- 24.2 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.

- 24.3 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 School Sport NZ) Bylaws, then the Executive Director shall refer it to the CSW Board or Commissioner for their consideration and resolution.
- 24.4 Should for whatever reason the issue not be resolved by the CSW Board or Commissioner, it may be referred to the School Sport NZ for their determination.

## **25 MISCONDUCT COMPLAINTS (see Appendices 8a and 8b)**

- 25.1 **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.
- 25.2 **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.
- 25.3 Any complaint relating to any alleged breach of the CSW Bylaws 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.
- 25.4 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.
- 25.5 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.

## **26. MISCONDUCT COMPLAINTS REVIEW PROCESS**

- 26.1 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 Misconduct Complaints Review Committee;
  - c. refer it to the RSO;

- 26.2 Whichever, the following guidelines will be observed but with license 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;

## **27 MISCONDUCT COMPLAINTS REVIEW COMMITTEE**

- 27.1 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.

## **28. MISCONDUCT COMPLAINTS HEARING**

- 28.1 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.
- 28.2 The hearing
- a. the Misconduct 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.
- 28.3 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

## **29 MISCONDUCT APPEAL PROCESS**

- 29.1 Any school wishing to appeal any Misconduct 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 may be refund in whole or part pending the appeal outcome.
- 29.2 An appeal will deemed to have been lodged when all of 31.1 a-d inclusive have been received by the CSW Executive Director. Upon receipt of the above, the CSW Executive Director will then engage a CSW Commissioner to review and consider the appeal.
- 29.3 Ordinarily, appeals will be heard based on the record of the decision of the Misconduct Complaints Review Committee and the evidence received and considered by it.
- 29.4 The CSW Commissioner 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.

## **30 MISCONDUCT APPEAL HEARING**

- 30.1 Pre Hearing
- a. the Commissioner 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.
- 30.2 The hearing
- a. the Commissioner 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 Commissioner has the opportunity to ask questions of them;
  - d. the Commissioner will sum up.
- 30.3 Finding and Sanction
- a. the Commissioner will deliberate and may give an oral finding or reserve their decision to be

- conveyed in writing to the parties along with any sanction within 48 hours of the hearing;
- b. the Commissioner 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.

30.4 The decisions of the Commissioner are absolute and binding on all parties.

**31 OTHER COMPLAINTS (see Flowchart on Appendix 8b)**

31.1 All other complaints (not related to misconduct) should in the first instance be directed to the CSW Sport Manager responsible for that particular sport. If the complaint does not relate to a particular sport, or relates to CSW's own actions or policies, the complaint should be lodged with the CSW Executive Director. All complaints should be in writing with supporting information and via the school's Head of Sport and/or Principal.

31.2 CSW will consider all such complaints and depending on the nature of them shall either:

- a. refer it to the RSO;
- b. deal with the complaint itself in consultation with the principal(s) and parties of the school(s) concerned;
- c. refer it to the CSW Board

31.3 Whichever, the following guidelines will be observed but with license to go beyond if deemed appropriate/necessary:

- a. CSW will gather any additional evidence deemed appropriate to the complaint;
- b. representatives of the involved parties will be notified in writing of the details of the complaint including the school, organisation or person bringing the complaint and the details of information provided;
- c. on reception of the complaint notification, a 72 hour window is opened for written responses to the complaint.
- 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;

31.4 Any school wishing to appeal a 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:

- c. written substantiated grounds for the appeal;
- d. the Principal's signed endorsement of the appeal;
- e. an undertaking that the Principal will attend any appeal hearing;
- f. a \$500 bond which CSW may refund in whole or part pending the appeal outcome.

Appeals will be heard by a CSW Commissioner, as appointed by the CSW Board. The process for reviewing the appeal will be at the discretion of the Commissioner.

31.5 The decisions of the CSW Commissioner are absolute and binding on all parties.

## 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 Bylaws 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 Bylaws
  - 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 Bylaws, 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. There is no appropriate competition for that team in Wairarapa.
3. 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.
4. The Wairarapa school agrees to accept all appropriate clauses within the College Sport Bylaws along with the Playing Conditions of any code and the associated financial requirements.
5. 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;
6. Wairarapa Schools will continue to qualify for Island & National events as they currently do.

#### **On acceptance:**

7. 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.

8. The Wairarapa school team will be eligible to play in any Tier One Competition for which it qualifies.
9. Conditional on appropriate playing facilities and appropriately qualified officials being assured, Wairarapa schools will get a proportional share of home games.
10. 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.
11. A Wairarapa school may win outright any CSW trophies and will be awarded any CSW medals and pennants associated with this.

**Financials:**

12. 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 \$7.50/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  $16 \times \$7.50 = \$120$  + team entry fee. All charges plus GST. A schedule of the squad sizes is prescribed in the College Bylaws 5.5.

**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: whatever the CSW entry fee is plus \$7.50/student.

## 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](http://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](http://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     Other (please state) \_\_\_\_\_

**For Office Use Only:** Date Received: \_\_\_\_\_

Approved

Not Approved

School Informed of decision:

Signed: \_\_\_\_\_ Regional Sports Director

## 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)) by the Host School for approval before any change effected.

Dear *[Principal of Host School]*

*[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 the appropriate grade for them.

College Sport Wellington allows students, by agreement between Principals, to play for another school in Tier Two and Three competitions.

Accordingly, as required by the College Sport Bylaws, *[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.

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 [Host School]*

## Appendix 5

### HOST SCHOOL - ATTACHED SCHOOL RELATIONSHIPS

For sporting purposes, College Sport Wellington has 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 Bylaws (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 School Sport NZ. ***Such requests need to be made to the School Sport NZ 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 School Sport NZ in support of any applications made by Host Schools to School Sport NZ and National Sports Bodies for Island or National events.

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

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

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

Agree that:

In reference to sporting pursuits for 2025

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 School Sport New Zealand Directory and those requirements of Rule 5 of the College Sport Wellington Bylaws.
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 School Sport NZ, 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)

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

## **Appendix 6**

### **School Health and Safety Plans**

#### **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 PCBU's to take all reasonable steps to ensure the environment they provide for any College Sport competition, tournament or event is safe, 'fit for purpose', conforms to any relevant government legislation and to the needs of any individual code; as prescribed in any individual College Sport code regulations, its Bylaws 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 these requirements are met.

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 common sense 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.

#### **School Health and Safety Plan**

We therefore ask the Principal to sign on behalf of their school as their attestation that these requirements are being met by their school and return to the Executive Director by 7 February 2025.



## Appendix 7a

### SPORT SANCTIONING PROCESS

In accordance with the College Sport Wellington Bylaws, any sporting activities offered in 2025 to member schools must be either administered or sanctioned by College Sport Wellington.

1. All Sanctioned Sports must:
  - (a) show positive evidence of the development of sport within the schools;
  - (b) Have a sufficient number of participants to make it viable
  - (c) adhere to the philosophy and objects of College Sport and comply with these Bylaws;
  - (d) have a Sport Advisory Group and/or opportunity for Participating Schools to provide feedback into the College Sport Competition structure;
  - (e) have competitions held in the school terms as defined by College Sport and a season and/or tournament structure that fits into the College Sport calendar, being cognizant of other sporting codes and player/student welfare. Dates and venues for events must be approved by College Sport;
  - (f) be available to all Participating Schools;
  - (g) demonstrate a system of discipline and penalties acceptable to College Sport;
  - (h) submit health and safety plans to College Sport for approval using the College Sport template or otherwise as agreed, at least 3 weeks prior to the season/event;
  - (i) submit an event/competition budget to College Sport for approval
  - (j) have public liability insurance cover for the season/event;
  - (k) be constituted, and have rules and/or a code of conduct acceptable to College Sport and updated copies of them shall be lodged with the College Sport.
2. Where College Sport does not have a partnership with an RSO/NSO in the delivery of a sanctioned sport, the overall jurisdiction of that sport is the responsibility of College Sport.
3. College Sport will communicate competition entry fees to members schools, following consultation with the RSO/NSO and/or Sport Advisory Groups.
4. Application to become a Sanctioned Sport shall first be made to College Sport. The CEO shall at his/her discretion determine annually whether a sport will be sanctioned
5. At its sole discretion, CSW may on a trial basis sanction a sport that does not meet all these requirements.

Appendix 7b

Appendix 7b - Sanctioned Sport Schedule 2025 (Team Sports)

Application of Bylaws to Competitions																		
Bylaw Section 2 - Eligibility (General)	Bylaw Section 3 - Team and Player Registration Requirements	Bylaw Section 4 - Eligibility: Premier Competitions, New To School, Non Domestic and Exemptions	Bylaw Section 5 - The Quota (Schedule of Maximum Numbers)		Bylaw Section 6 - Host School and Attached Schools	Bylaw Section 7 - Composite Teams and Students Playing for Other Schools	Bylaw Section 8 - Home Schooled Students	Bylaw Sections 9 to 34										
			Maximum Playing Day Squad Size	NTS, PCRE and Non-Domestic Quotas will be applied (as below)														
Bylaw Section 2 - Eligibility (General)		Bylaw Section 4 - Eligibility: First Teams, New To School, Non Domestic and Exemptions		Bylaw Section 5 - The Quota (Schedule of Maximum Numbers)		Bylaw Section 7 - Composite Teams and Students Playing for Other Schools		Bylaw Sections 9 to 34										
<p><b>Tier 1 Competitions - Full Application of the CSW Bylaws (unless specifically stated, the below list refers to seniors only, all junior grades fall under Tier 2 or 3)</b></p> <p>Badminton - Boys and Girls Premier                      Basketball - Boys and Girls Premier                      Cricket - Boys Premier                      Cross Country - Teams                      Football - Boys and Girls Premier                      Football - Boys Premier (incl Grading)                      Football - Girls Premier                      Futsal - Boys and Girls Premier (incl Tournament)                      Golf - Division One                      Hockey - Boys and Girls P1                      Netball - RSSL and Senior Tournament                      Rowing - Boys and Girls                      Rugby - Boys Premiership and Premier Grading                      Rugby Sevens - Boys and Girls, Championship Rounds                      Volleyball - Boys and Girls Premier and Division One</p>							All rules apply (school leavers not permitted)		All Rules Apply		Host/Attached schools permitted on application		Composite teams not permitted		Home School Students not permitted		All rules apply	
<p><b>Tier 2 Competitions</b></p> <p>Badminton - Boys and Girls Division One and Two                      Basketball - Boys and Girls Division One and Below                      Cricket - Boys Premier Reserve and Below                      Cycling - Road, Track and MTB                      Football - Boys Youth Divisions and Below                      Football - Girls Zonal and Junior                      Golf - Division Two                      Handball - Boys and Girls                      Hockey - Boys and Girls P2 and Below                      Ki o Raui - Seniors                      Lawn Bowls Tournament and Team Finals                      Netball - HWSN Prem Two and Below                      Roller Sports                      Rugby - Boys Premier Two and Below                      Rugby - Girls                      Rugby League - Boys and Girls                      Smallbore Shooting                      Softball - Boys and Girls                      Table Tennis Regional Championships                      Touch - Boys and Girls                      Underwater Hockey - Boys and Girls                      Volleyball - Boys and Girls Division Two and Below                      Waka Ama                      Waterpolo - Boys and Girls                      Rugby Sevens - Boys and Girls Plate and Below</p>							All rules apply		NTS, PCRE and Non-Domestic Quotas will not be applied		Host/Attached schools permitted on application		Composite teams permitted on application		Home School Students permitted		All rules apply	
<p><b>Tier 3 Competitions</b></p> <p>AWD Programme                      Badminton Social Grades                      Football - Boys and Girls Graded                      Indoor Bowls                      Futsal - Senior Boys and Girls Division Two and Below                      Futsal - Junior                      Indoor Bowls                      Ki o Raui - Juniors                      Lawn Bowls weekly competition                      Table Tennis weekly competition                      Ultimate</p>							Students can be regraded easily, in consultation with CSW All other rules apply		NTS, PCRE and Non-Domestic Quotas will not be applied		Host/Attached schools permitted on application		Composite teams permitted on application		Home School Students permitted		All rules apply	

**Appendix 8a**

**COLLEGE SPORT WELLINGTON MISCONDUCT COMPLAINT FORM TEMPLATE**

**All complaints must be lodged through the School Head of Sport**

School: .....

Person lodging complaint: .....

**Match detail**

Grade: ..... Venue: ..... Date: .....

Teams: ..... vs .....

Complaint: (add additional page if appropriate)

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

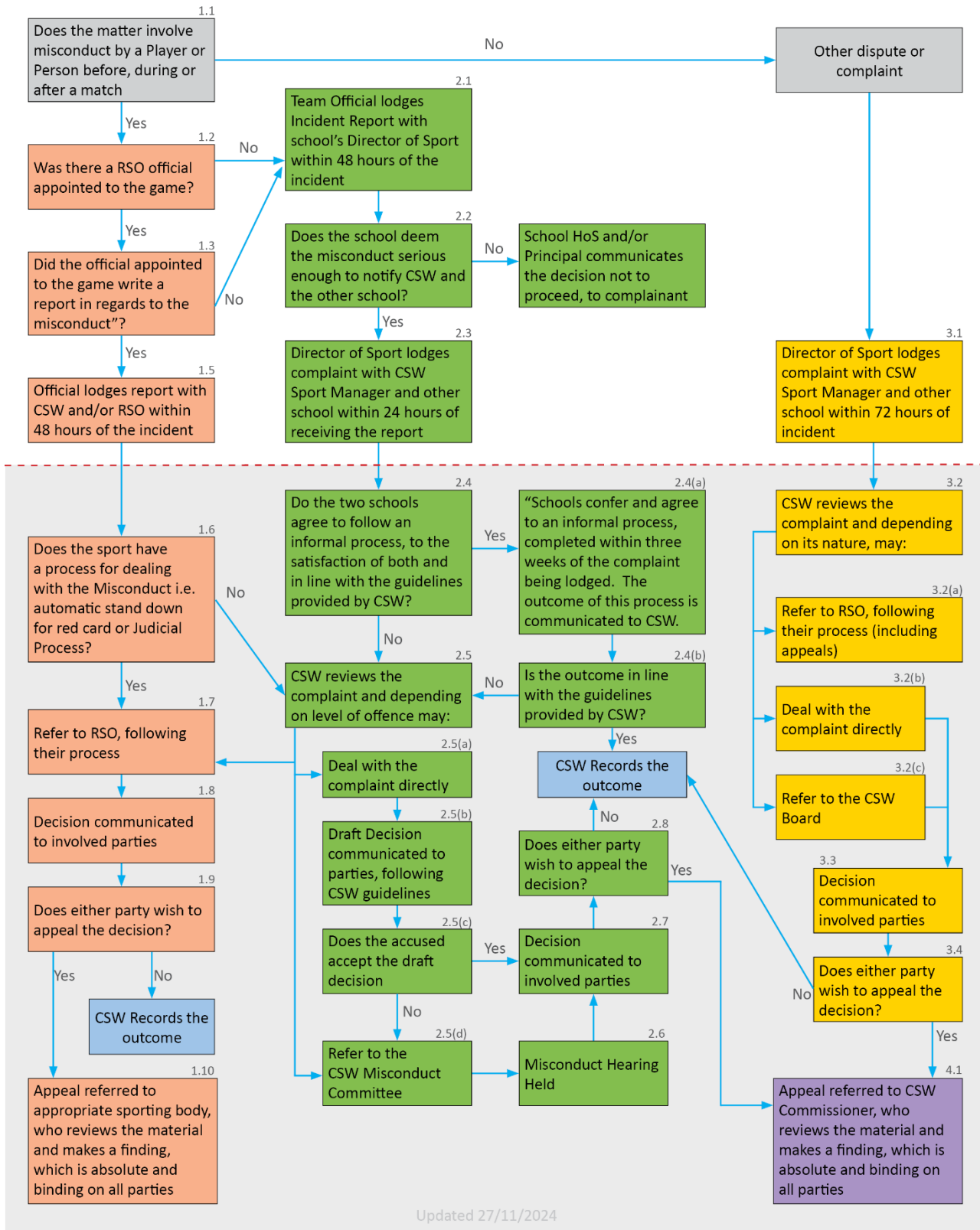
Coach: .....

School TIC/Convenor .....

Head of Sport: .....



# Complaints Flow Chart



## Appendix 9

### Concussion Policy and Procedure

Concussion is a brain injury that affects the function of the brain and the person and may, or may not, result in a loss of consciousness.

There are several important features to highlight including:

- a. A concussion is not always caused by a direct hit to the head. It may be caused by a direct hit to the head, face, neck, or elsewhere on the body with an 'impulse' force transmitted to the head.
- b. Only 10% of concussions present with a loss of consciousness.
- c. A concussion typically results in the rapid onset of short-lived impairment of neurological (brain cognition) function that resolves spontaneously.

#### GENERAL PRINCIPLES:

- Early removal and early access to care reduces recovery time.
- Extra caution is required for child, adolescent and female athletes as they take longer to recover.
- Everyone has a role to play in supporting the recognition and management of concussion.

#### RECOGNIZE AND REMOVE:

- If a suspected concussion occurs, after checking for neck injury, remove the athlete from play/ activity immediately and seek assessment by a qualified medical professional (doctor).
- Members of the player's and athlete's whānau and wider community (parents, coaches, team- mates, sporting organisations) have an important role to play in recognising the signs and symptoms of concussion.
- Individuals must NOT return to sport/activity on the day of suspected concussion.

#### REFER:

- Individuals suspected of suffering a concussion must have an assessment with a qualified medical professional (doctor) for confirmation or exclusion of a concussion and consideration of other diagnoses.
- Those with 'RED FLAGS' must seek urgent medical help (go to Accident & Emergency clinic or hospital).
- If there is significant concern about the degree of severity of the injury it may be necessary to call an ambulance (111).

### **RED FLAGS (REQUIRE URGENT REVIEW):**

- Complaint of neck pain.
- Increasing confusion or irritability.
- Repeated vomiting.
- Weakness or tingling/burning in arms or legs.
- Deteriorating after being injured – increased drowsiness, headache or vomiting.
- History of bleeding disorder.
- Loss of consciousness or seizures.
- Severe or increasing headache.
- Unusual behaviour (different from normal).
- Double vision.
- Anyone who has inadequate supervision post-injury.
- Visible skull deformity.
- History of regular medication use that could result in prolonged bleeding (e.g Warfarin, Aspirin).

### **RECOVER:**

- Treatment is most effective when initiated early.
- The effects of concussion can interfere with an individual's ability to learn or to function well at work.
- Return to education/work needs to be graduated and work activities altered to reflect the level of function. This should be guided by a healthcare professional (e.g. Doctor, Physiotherapist or Occupational Therapist) experienced in ongoing concussion management.
- Typical management includes physical and cognitive rest for 24-48 hours (including reduced electronic screen use), prior to initiating a graduated programme of progressive physical and cognitive activity.
- Strong evidence supports the benefits of aerobic exercise at a level that does not worsen symptoms during the activity as an early intervention treatment Within a recovery plan.
- Return to competitive sport must only occur after progressive physical activity (see later stage explanation) and return to education/work and social activities.
- Where symptoms are prolonged (e.g. >4 weeks) or graduated activity has not been tolerated, the person must have further evaluation by a medical professional (doctor) to review the diagnosis. You should ensure the person has registered with ACC for support.
- The medical professional (doctor) may refer the person to ACC concussion services if they meet certain criteria, this is a service that offers comprehensive support (specialist physiotherapy, Occupational Therapy, Neuropsychologist) to guide symptom management and return to activity.

## RETURN TO SPORT:

- Concussion management should be guided by a healthcare professional (e.g. Doctor, Physiotherapist or Occupational Therapist) experienced in ongoing concussion management. This includes the timing of progressions and clearance to return to sport.
- A conservative approach to return to sport is recommended for adoption across sports codes in New Zealand. Return to sports related activity should be progressed more slowly with children, adolescents and females. This approach is aligned with international literature that now recognises more time is needed to recover from concussion than earlier statements had indicated. Safe return to sport following a concussion typically occurs within 1 month of injury in children, adolescents and female adults.
- All athletes diagnosed with concussion should go through a graduated return to education/ work and sport programme (Appendix 1), guided by a healthcare professional experienced in the management of concussion (e.g. doctor, physiotherapist or occupational therapist) and implemented by those involved with the team/sport (e.g. coaches, physical trainer, teacher, parent etc.). Athletes should have fully returned to school or work and social activities before returning to contact-based training or sport specific competition.
- Members of the player's and athlete's whānau and wider community (parents, coaches, team-mates, sporting organisations) all have a role in facilitating the comprehensive return to sport process by providing support.
- It is suggested that any (player) who has sustained multiple concussions (defined as  $\geq 3$  in one season or  $>5$  during their sporting career) have a review from a clinician with expertise in managing sports-related concussion (for example a Sport and Exercise Medicine Physician, Neurologist, or Neuropsychologist) before returning to sport.
- Clearance by a medical doctor is strongly recommended before returning to contact-based and sports specific training (i.e Stage 5), or full competition (Stage 6).
- The following requirements must be met for an individual to return to sport specific training (i.e stage 5). The individual
  - a. has returned to and is tolerating full time work or learning.
  - b. is symptom free and has completed up to and including Stage 4.
  - c. is a minimum of 14 days post-injury (Day 0 = Day of injury).
- The following factors should be satisfied for a return to competitive sport/play (Stage 6):
  - a. The individual remains symptom free having completed 7 days at Stage 5 of the graduated return to education/work and sport protocol.
  - b. The individual is a minimum of 21 days post-injury.
  - c. The individual has received medical clearance from a qualified medical professional (doctor).

## GRADUATED RETURN TO EDUCATION/WORK & SPORT PROTOCOL

<b>Stage 1</b>	Day 1-2		Relative Rest for 24-48 hours (i.e light activities of daily living that do not provoke symptoms are ok)
			<ul style="list-style-type: none"> <li>• Minimize screen time</li> <li>• Gentle exercise (i.e. walking around the house)</li> </ul>
<b>Stage 2</b>		<i>Minimum</i> of 24 hours between stages before progressing	Gradually introduce daily activities
			<ul style="list-style-type: none"> <li>• Activities away from school/work (introduce TV, increase reading, games etc)</li> <li>• Exercise – light physical activity (e.g. short walks outside)</li> </ul>
<b>stage 3</b>	Day 2-13	Symptoms should be progressively <i>improving</i> .	Increase tolerance for mental & exercise activities
			<ul style="list-style-type: none"> <li>• Increase study/work-related activities with rest periods</li> <li>• Increase intensity of exercise guided by symptoms</li> </ul>
<b>Stage 4</b>		If symptoms worsen drop back a stage.	Return to work/study & sport training
			<ul style="list-style-type: none"> <li>• Part time return to work/education</li> <li>• Start training activity without risk of head impact</li> </ul>
<b>Stage 5</b>	Earliest Day 14	<i>Minimum</i> of 7 days at Stage 5 before progressing	Return to normal work/study & sport-specific training
			<ul style="list-style-type: none"> <li>• Completion of Stages 1-4 AND</li> <li>• Fully reintegrated into work or school AND</li> <li>• Symptom free</li> <li>• And <math>\geq</math> Day 14 post-injury reintegration into full sport-specific training can occur</li> </ul>
<b>Stage 6</b>	Earliest Day 21		Return to sports competition
			<ul style="list-style-type: none"> <li>• Completion of Stage 5 AND</li> <li>• Symptom free during sports training</li> <li>• AND <math>\geq</math> Day 21 post-injury</li> <li>• AND the (player) has received medical clearance from a qualified medical practitioner (doctor).</li> </ul>



## **Appendix 10a**

### **College Sport Wellington Privacy Statement**

College Sport Wellington collects personal information about participants (i.e. students, coaches, managers and officials) via our member schools, including some or all of the below:

- Name
- Photo ID (where required)
- Date of birth
- Year level
- The year they enrolled at that school
- If a student is 'New to School' and/or 'Non Domestic'
- Contact information

We collect that information in order to:

- Ensure the eligibility of participants to compete in our sports competitions and events, as set out in the College Sport Wellington Bylaws.
- Administer our sports competitions and events.
- Communicate information that is relevant to their involvement in our competitions and events.

We keep the information safe by storing it securely on 3<sup>rd</sup> party systems, who each have privacy policies and measures in place to protect the information.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at [csw@collegesport.org.nz](mailto:csw@collegesport.org.nz), or 04 939 1102, or PO Box 26042, Wellington 6442.

## Appendix 10b

### Charter for the Broadcast of Wellington Secondary School Sport

#### Introduction

As members of CSW, schools through their Boards of Trustees and Principals, recognise the potential for the broadcast of school sports to impact on students' opportunity to experience school sport in a positive and safe environment.

The broadcast of school sport can come in many forms, ranging from simple side line footage uploaded to social media accounts, through to commercial television arrangements. The term "Broadcast" is therefore an umbrella term for the recording and subsequent dissemination of content for a number of purposes. Furthermore, this Charter is cognizant of the role and scope of legislation governing this area, in particular the Privacy Act 2020. As such, this Charter concerns the broadcast of footage into the public domain, rather than the simple act of recording for private use.

The members of CSW further recognise that any decision to broadcast competitions, tournaments, events or other activities organised, recognised or sanctioned by CSW (CSW Sports) affects the membership of CSW as a whole. As such the members agree to the following principles and protocols for the broadcast of Wellington secondary school sport.

#### 1. Guiding Principles

The following principles must guide any decision regarding the broadcast of Wellington secondary school sport:

- (a) The interests of the students must always be paramount;
- (b) The promotion of participation in and enjoyment of school sports is a key objective of CSW and its members and as such, any broadcast should:
  - (i) Promote the best principles of sport, including enjoyment, competition, sportsmanship and teamwork;
  - (ii) Include fair representation between schools, genders, ethnicities and sports.
- (c) No student should be disadvantaged for refusing or being unable to provide consent to be included in the broadcast.

#### 2. Consent and Privacy

The consent and privacy of the participants must always be considerations before permission is given for broadcast. The members agree that any agreement with a broadcaster must include the following terms:

- (a) Informed consent must be obtained from schools, on behalf of their students and parents/caregivers, demonstrating an understanding of how the footage will be used.
- (b) Any broadcasted footage and commentary must respect the dignity of students including, but not limited to, portraying a fair depiction of what took place and excluding any material that could be interpreted as sexually suggestive.

- (c) Procedures to ensure that no identifying or personal details are broadcast that could facilitate contact with a child or could be used as grooming tools by a potential abuser.
- (d) Procedures to deal with concerns or complaints of inappropriate footage.
- (e) Procedures to moderate online comments. In particular on livestream broadcasts.
- (f) Alignment with Drug Free Sport NZ and Sport NZ's Integrity work, including the principles of 'Balance is Better' and 'Safe Sport'

### 3. Commercial Broadcasting

No member school or group of member schools may enter into a commercial broadcast agreement unless they adhere to the following process:

- (a) Any proposal to commercially broadcast, whether initiated by another party or member(s) should be directed in writing, with any supporting documentation, to the CSW Executive Director.
- (b) The CSW Executive Director will form a Review Committee which will consist of:
  - (i) The CSW Board Chair or in the case of any conflict, the deputy chair or a delegated board member who will chair the Committee;
  - (ii) A Principal from the proposing member school(s);
  - (iii) Any other person(s) CSW deems appropriate – eg a Head of Sport from additional member schools to provide for fair representation;
  - (iv) If considered appropriate, CSW's legal counsel.
- (c) The Committee must determine the following matters, taking into account the principles set out in paragraph 1 above:
  - (i) whether to enter into formal negotiations with a commercial broadcaster;
  - (ii) on what terms should negotiations proceed;
  - (iii) which person or persons will lead the negotiations with the other party(/ies);
  - (iv) whether to enter into the final agreement.

### 4. Complaints and Dispute Resolution

Any complaints relating to a broadcast and its adherence to the principles laid out in this charter, should be put in writing to the Executive Director of College Sport Wellington. Subject to the exact nature of the complaint, the Executive Director will then follow the process outlined in the College Sport Wellington Bylaws.

### 5. Review

The arrangements in this Charter will be reviewed every year. It is intended to be a document that can respond to the ongoing needs of schools, students and Regional Sports bodies as they evolve in the context of broadcast and sponsorship.