

SCHOOL SPORT GUIDELINES – DIOCESE OF WOLLONGONG SPORTS COUNCIL

The Wollongong Diocesan Sports Council is a body representative of the Catholic Education Office, Principals and Sports Coordinators from all Diocesan secondary schools. The Sports Council meets five times per year to coordinate inter-school sports activities and facilitate the representative pathways open to our students and teachers. All schools should be represented at these meetings as important decisions effecting policy and distribution of information may impact on individual school participation.

Meeting dates for 2015:	Wednesday 4 February	2 – 4pm
	Thursday 30 April	2 – 4pm
	Wednesday 15 July	2 – 4pm
	Monday 10 August	9.00 – 3pm
	Friday 16 October	9.00 – 3pm

Secondary schools in the Wollongong Diocese are listed below along with invitational schools.

SYSTEMIC
1. St Joseph's Catholic High, Albion Park
2. Holy Spirit College, Bellambi
3. Magdalene Catholic High, Narellan
4. St. John the Evangelist, Nowra
5. John Therry Catholic High, Rosemeadow
6. Mt Carmel High, Varroville
7. Corpus Christi Catholic High School, Oak Flats
8. St Benedict's, Oran Park
CONGREGATIONAL
1. St. Patrick's College, Campbelltown
2. Edmund Rice College, Wollongong
3. St. Mary Star of the Sea College, Wollongong

REPRESENTATIVE SPORT

In the Diocese of Wollongong, secondary schools are invited to participate in annual carnivals for Swimming, Cross Country and Athletics. These major events also serve as a selection process for Wollongong Diocesan teams. Students may progress from school level, to Diocesan, to Combined Catholic Colleges, to NSW All Schools and ultimately National Level in selected sports. (See pathways and information on CEO sports homepage - <http://www.dow.catholic.edu.au/sport.htm>)

Secondary schools are also invited to send teams to Championship days in a number of team sports. Some of these days double up as selection trials for Wollongong Diocesan teams who will then go onto compete at the NSW CCC level. Individual trials for positions in some sports may be called at a local Diocesan level or CCC level.

CARNIVAL ORGANISATION / ALLOCATION OF RELEASE DAYS

The following arrangements need consideration:

- The suggested number of officials (parents / teachers / students) required to facilitate the running of carnivals are as follows:

- | | |
|---------------------|-----|
| ○ Swimming | 28 |
| ○ Cross Country | 20 |
| ○ Athletics | 40 |
| ○ Championship Days | 1-2 |
- Parent volunteers and teachers released from schools are essential for the smooth running and success of the carnivals. Assistance is also sought from Local Swimming Clubs, Amateur Athletics Association, Sport Specific Development Officers and University Students in supplying officials.
 - Casual relief for teachers to be conveners and team managers are distributed as follows:

Swimming

2 days for Diocesan Carnival	2 days
1 day each for team manager/official for diocesan teams	4 days
	<u>6 days</u>

Athletics

3 days for Diocesan Carnival	3 days
1 day each for team manager/official for diocesan teams	5 days
	<u>6 days</u>

Cross Country

3 days for diocesan carnival	3 days
1 day each for team manager/official for diocesan teams	4 days
	<u>6 days</u>

Championship / Gala Days

- 1 day for each carnival
- 2 days where Diocesan Teams are selected

Note: At times, the NSW Combined Catholic Colleges event organisers, require the Diocese to provide teacher officials. Under these circumstances, extra teacher relief provisions may be allocated.

School teams attending carnivals need to be accompanied by a supervising teacher. Schools are asked to send a teacher / parent to act as an official to facilitate the running of the major carnivals in swimming, cross country and athletics. Individual schools must make their own arrangements for teacher release. Release is only paid for teachers who are conveners of diocesan events, selection coordinators, managers of diocesan teams and officials at NSWCCC events.

DIOCESAN TEAM MANAGERS - ALLOCATION OF RELEASE DAYS

- The number of days necessary for each diocesan team manager may vary according to the location of the event as overnight travel may be necessary. Eg. If the Combined Catholic College Championships – are being hosted by Dioceses where a greater distance is involved such as Wagga, Lismore or Bathurst, paid relief will include a full day travel prior to the carnival and the carnival day itself.
 - are being hosted by Canberra/Goulburn, paid relief will include 1/2 day travel prior to the carnival and the carnival day itself.
 - are being hosted in Sydney / Parramatta, paid relief will include 1 days release for the carnival day only.

DIOCESAN TEAM MANAGERS – REIMBURSEMENT FOR PRIVATE VEHICLE USE & OTHER EXPENSES

- Where managers travel, reimbursement for the use of private vehicles and related meal expenses will be covered. Overnight accommodation will be covered for team managers who travel outside the Sydney metropolitan areas such as Coffs Harbour, Port Macquarie, Wagga, or Canberra/Goulburn hosted events. Any variations to the above guidelines will need to be discussed with the executive officer. Team managers will be required to complete the private vehicle travel claim form (available on CEO infopoint) and provide receipts for any meal expenses. The travel form will be submitted to the school Principal, the meal receipts to the executive officer.
- Release will also be paid to teachers facilitating Diocesan selection trials. The length of trials will vary from sport to sport, some trials may need to run over a full day, others may only need a half day. Requirements will vary depending on the number of nominated students. There is no allocation for diocesan team managers, above that stated in the Carnival Organisation / Allocation of Release Days, to attend diocesan carnivals. Carnival/Trial convenors have the first option to manage selected diocesan teams.
- The majority of CCC events occur in or around Sydney in 2015. The exception to this touch which is to be held in Port Macquarie and Rugby League which is to be held in Wagga. Team managers will need to contact the executive officer if accommodation is required in Sydney the evening prior to the event. Football (soccer) at CCC level will involve a two day carnival in 2015 and will therefore may involve accommodation for team management and players. Carnival convenors have the first option to manage selected diocesan teams, other team manager positions are by application.
- No paid release is provided for teachers who manage their own school teams at Diocesan events.
- To nominate for a team managers position, teachers will be required to fill in the appropriate paper work from the journal. This paperwork must be signed by the relevant Principal and returned to the Executive Officer.

DIOCESAN SPORT SUPERVISORS – ALLOCATION OF RELEASE DAYS

At major diocesan sporting events a teacher will be employed as a sport supervisor to monitor and supervise both student and adult behaviour outside competition areas. The sport supervisor will also be responsible for venue risk assessment and work closely with the carnival convener and executive officer of the Diocesan Sports Council.

SCHOOL AFFILIATION FEES

An Affiliation fee for secondary school sport has been struck by the Catholic Schools Sports Services (CSSS), a body representative of the council of Diocesan Directors and the Association of Catholic Schools Principals.

The levy is a means of financing the activities of NSW Combined Catholic Colleges Sport which allows the access of our students and teachers into representative teams that compete at CCC, NSW All Schools and Australian levels.

The fee for 2015 affiliation has been set at \$3.77 per student in years 3 – 12 (this includes the Director's contribution) Schools will be invoiced mid-February for this CSSS levy based on the August, 2014 census.

A levy of \$8.00 per student for Wollongong Diocesan events in the swimming, cross country and athletics carnivals and \$40.00 per team in carnivals (except for basketball and rugby league where the charge is \$80 per team) will be charged to contribute to the cost of venue hire, equipment, ribbons, trophies, first aid, officials, convener relief and administration. Schools will be invoiced for activities

they participate in at the end of each school term. Schools and team managers will not be required to bring money to carnivals. All school levies paid to the Catholic Education Office are GST free as indicated on the invoice sent to schools.

SPORT PAYMENT CLAIMS/INVOICES TO CEO

Conveners hosting carnivals will be required to send any invoices directly to the CEO for payment. These invoices must be **Tax Invoices** and clearly list:

- The companies Australian Business Number (ABN)
- The GST component of the total bill.

First aid providers (including St. John Ambulance) will be paid on receipt of an invoice. Payment of accredited officials (eg. NSW Athletics, NSW Swimming, approved UOW students etc) will occur only when each individual official has completed a Statement of Supplier form (These forms should be given to the Executive Officer after the carnival).

Outside providers of sporting services will be required to send an invoice for payment.

REPRESENTATIVE STUDENT LEVIES

Students selected in Diocesan teams will receive a permission note containing carnival information and consent forms. All cheques returned by individual students are to be made payable to the school. Schools will then arrange a transfer through the Catholic Development Fund/Catholic Education Office for the total amount. Within this transfer schools are requested to indicate the amount that is for the student levy (no GST) and the amount that is for uniform (GST applicable).

It is envisaged that students who are selected in teams will soon be required to register online, complete any gear orders and make payments online (to cover levies and any ordered gear). It is hoped the roll out of this online ordering and payment will take place mid 2015.

TEACHER RELEASE CLAIMS TO CEO AND NSW COMBINED CATHOLIC COLLEGES

Claim forms for payment of teacher release at diocesan level must be sent into the finance section at CEO. Claims should **only** be made where teachers are conveners of a sporting carnival/trial or are acting as a team manager of a diocesan team or as an official at a CCC event.

Claims for release at CCC level must also be sent into the finance section at CEO. Once again **only** conveners and team managers of CCC events or teams should claim for release. Schools are requested to have teacher claims for the sporting event processed within the next pay period as claims to NSW Catholic sporting bodies must be reconciled prior to the end of each term.

CHILD PROTECTION REQUIREMENTS/CONSIDERATIONS

The Diocesan Sports Council in organising events will on occasions use volunteers to assist as officials at carnivals or sporting trials. Schools are also required to supply officials at Diocesan events. These officials may be parents or come from sporting associations such as NSW Swimming, NSW Athletics or sporting organisations such as the AFL, Soccer, Rugby League or Basketball. The use of university students to assist at carnivals is also applicable in this instance.

Our sporting activities are enhanced by the valuable role of parents who volunteer to help in various ways. Parents and schools have high expectations of how children will be dealt with and have certain rules that must apply. Schools are encouraged to talk with parents involved as volunteers in all diocesan events and highlight the following points:

When assisting the school with students –

- Always act in the best interest of children

- Take all reasonable steps to protect children

If a student misbehaves –

- Refer the problem to the teacher or a school staff member who will take appropriate action
- Always speak calmly to the student
- Never take matters into your own hands and physically discipline a student

Volunteers should be suitable for child-related work (it is not appropriate for a person who has been barred from working with children to volunteer). Volunteers should treat children with respect, maintain personal boundaries and cooperate, at all times, with supervising teaching staff.

ONLINE REGISTRATION FOR INDIVIDUAL NSWCCC EVENTS & DIOCESAN REPRESENTATIVE TEAMS

Students wishing to register for individual events in tennis, hockey, baseball, softball, golf, triathlon & rugby union **MUST** visit the new CSSS website (<https://www.csss.nsw.edu.au>) to register student details online. The same process will apply for students who gain selection in Wollongong teams for swimming, cross country, athletics, touch, football and rugby league. This registration process will require you to log on, receive a password then enter relevant details. Once on the website listed above click into the HELP icon for instructions on how to register.

For all individual and team sports, Wollongong athletes will participate at a NSWCCC trial or championship day. The NSWCCC is comprised 10 Dioceses including: Armidale, Bathurst, Broken Bay, Canberra/Goulburn, Lismore, Maitland/Newcastle, Parramatta, Wagga, Wilcannia/Forbes and Wollongong. The Arch Diocese of Sydney is represented by 6 Association teams including: Catholic Girls Secondary Sports Association (CGSSSA), Christian Brothers Sports Association (CBSA), Metropolitan Catholic Schools (MCS), Metropolitan Catholic Colleges (MCC), Southern Sydney and Sydney Catholic Colleges (SCC).

Teams representing NSWCCC will compete against the Independent and Government Schools sectors at the NSW All Schools selections. To facilitate the efficient organisation of such trials and to enable the best team to be selected to represent the Wollongong Diocese, it is vital that the school sports coordinator promote events adequately and ensure that nominations are sent to the relevant convener by the proposed date.

Students representing the Diocese as part of a sporting team must fill in and return relevant permission forms and have these signed by the school Sports Coordinator and Principal or complete the online requirements for team participation.

All students need to be given a fair and equitable trial with equal time to display their talents. Selected teams will generally be announced on the day with distribution of an information letter. A convener / manager may decide to announce the team at a later stage if deemed necessary.

Students selected to represent the Wollongong Diocese at the CCC sports fixtures are generally required to travel to venues using their own private transport. Where a team travels by coach all team members are required to travel with the team. Team members are required to pay a levy to cover the cost of team travel, uniform and carnival administration. An information and consent form signed by the student's parents and school Principal or online consent must be completed and returned to the team manager for the student to be included in the team.

Students representing the Wollongong Diocese are expected to behave appropriately at all times. Any breaches of an acceptable code of conduct are treated seriously and may result in the child's exclusion from any further team selections.

CONVENERS, TEAM MANAGERS (DIOCESAN AND COMBINED CATHOLIC COLLEGES)

Teachers holding appropriate experience and qualifications are encouraged to apply to be trial convenors, managers, coaches or selectors of the above listed representative teams. Development officers from community clubs may be involved in team selection.

To nominate for a team managers position, teachers will be required to fill in the appropriate paperwork from the journal. This paperwork must be signed by the relevant Principal and returned to the Executive Officer.

Diocesan convener, manager, official and selector positions for each year will be advertised on the sports web and to all sports coordinators. Combined Catholic College positions are advertised on the CSSS site (<https://www.csss.nsw.edu.au>)

All applications need to be supported by respective school Principal's.

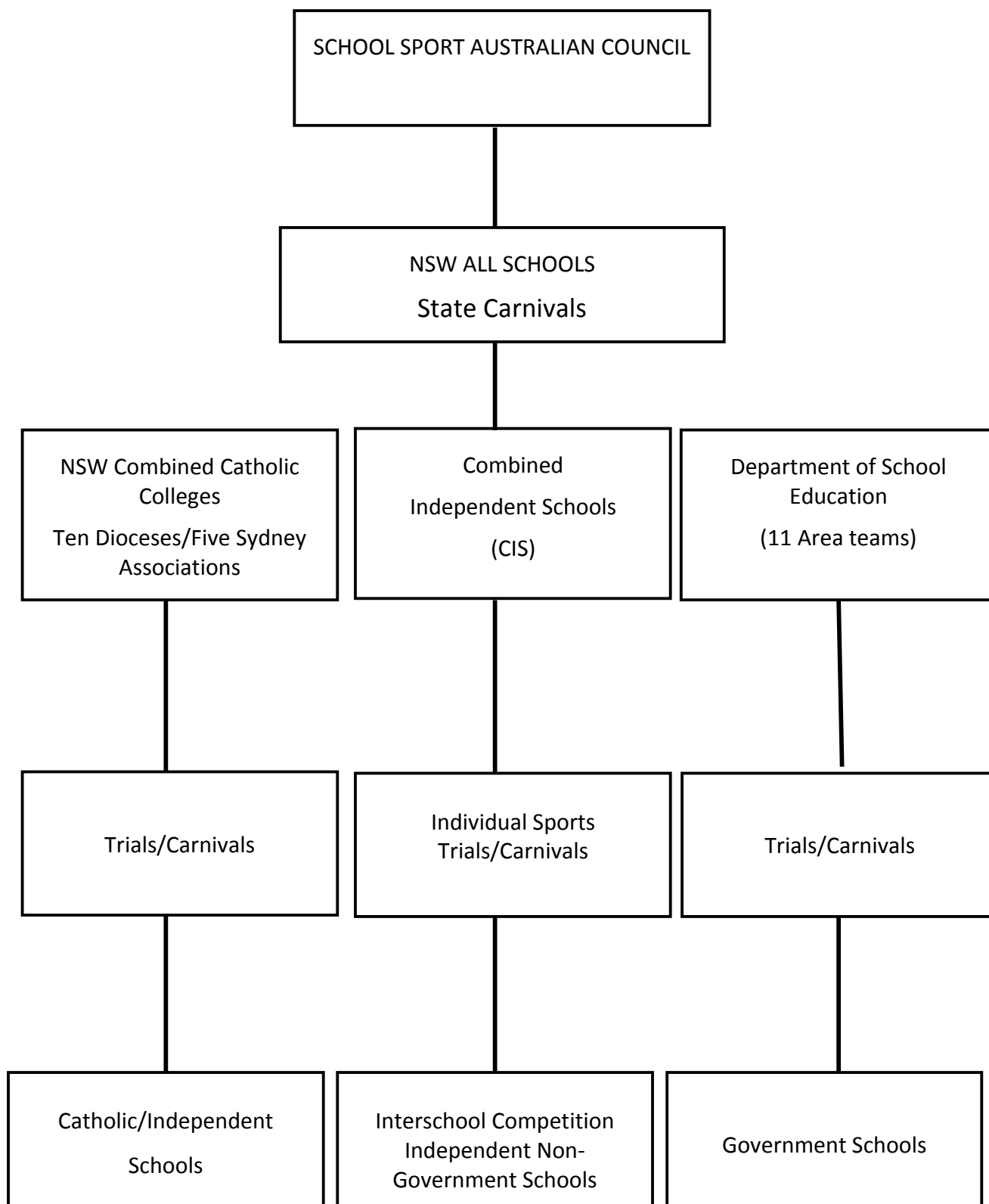
WOLLONGONG CEO SPORT HOMEPAGE (<http://www.dow.catholic.edu.au/sport.htm>)

Visit the CEO sport homepage will provide an up to date information including:

- Sports News
- Primary Sport – background, pathways and general information
- Secondary Sport – background, pathways and general information
- Calendars
- Diocesan Events – All event information
- Representatives – View lists of all representative students and teams
- Results – Major carnival results in swimming, cross country and athletics
- Archived Results – Previous event results for major carnivals
- Meetings – Minutes of sports council meetings
- Links – to major sites such as DET sport, CSSS sport and School Sport Australia
- Sports Awards – Criteria and nomination forms for the annual CDF sports Awards
- Documents – Sports risk assessments, representative letters, varied forms and instructions
- Sun Safety – Tips and resources around being safe in the sun

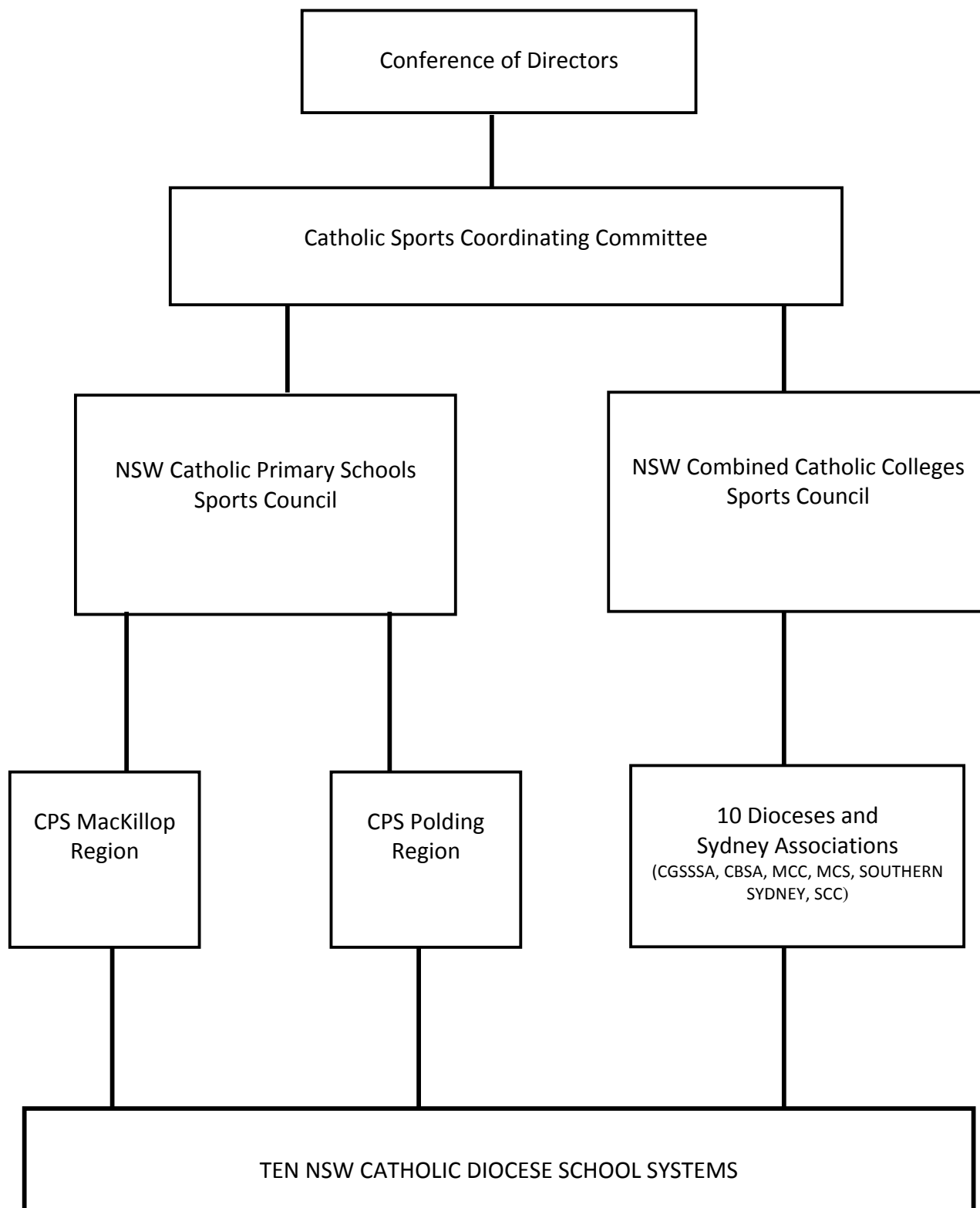
NSW All Schools Sport Structure

The following structure operates in NSW for secondary school students.

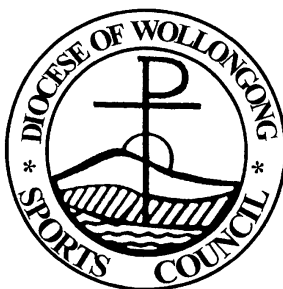


NSW CATHOLIC SCHOOLS SPORTS STRUCTURE

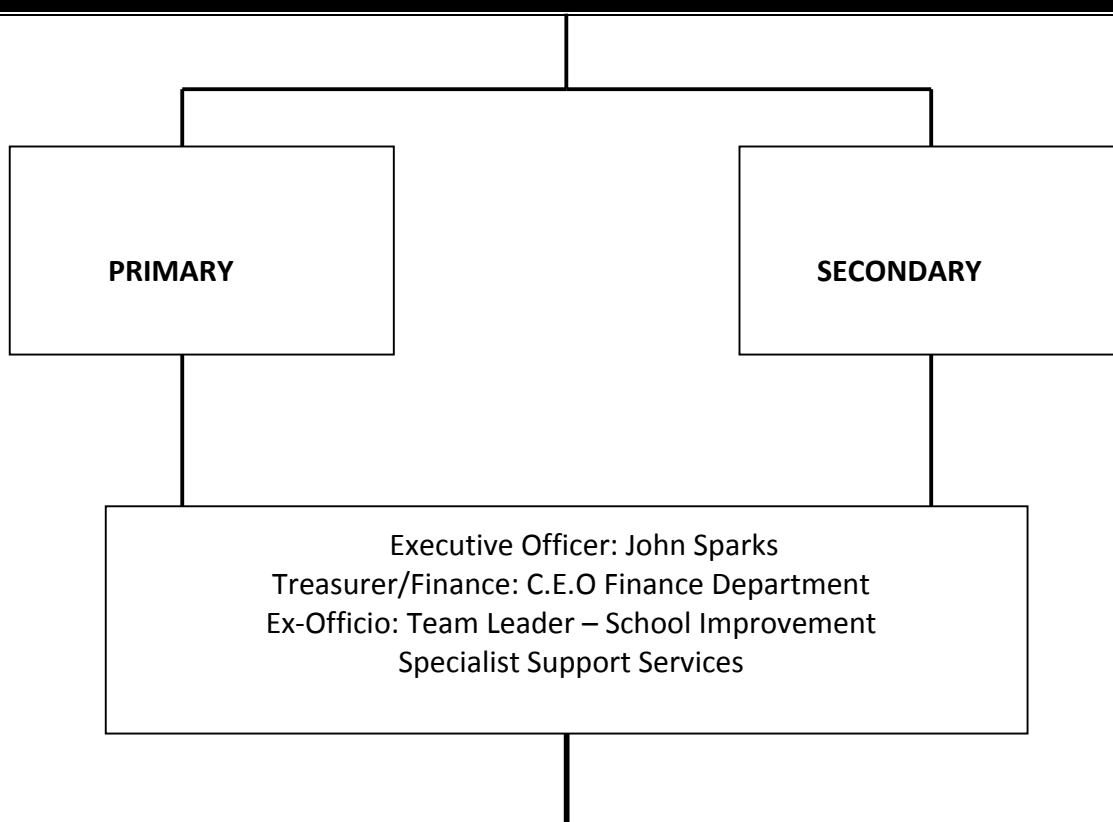
The following structure exists in NSW for Catholic schools.



WOLLONGONG DIOCESAN SPORTS COUNCIL



2015



A representative from each school and sport conveners make up the full membership of the sports council. Principals, school executive and additional staff are invited to attend all advertised meetings.

STUDENT REPRESENTATIVE PATHWAYS

School Based Carnivals/Trials



Diocesan Carnivals/Trials



NSW Combined Catholic College
Carnivals/Trials



NSW All Schools State Carnivals



Australian Championships
(School Sport Australia)