



**BAY OF PLENTY
SECONDARY SCHOOL SPORT
-Terms of Involvement**

Updated as of January 2023 – Review currently underway, amended version to be provided to schools in due course.

Sport Bay of Plenty

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1. Interpretation of terms

Within these “Terms of involvement” the following interpretations shall apply.

- 1.1. ‘Sport BOP’ shall mean Sport BOP Charitable Trust.
- 1.2. School Sport NZ formally known as NZSSS New Zealand Secondary Schools Sports Council
- 1.3. ‘NSO’ shall mean National Sports Organisation.
- 1.4. ‘RSO’ shall mean Regional Sports Organisation.
- 1.5. ‘PMG’ shall mean the members of the Bay of Plenty Principals Management group.
- 1.6. ‘Chairperson’ refers to the appointed Chair of the Executive prescribed in Rule 1.5
- 1.7. ‘Year’ means the financial year of Sport BOP, which shall extend from 1 July in any year until 30 June the following year.
- 1.8. ‘Member School’ [also referred to as ‘Host School’] means any secondary school in the Bay of Plenty region [bounded by and including Tongariro in the south, across to and including Whangaparoa in the east, west to Rotorua and north to Katikati that is registered with the Ministry of Education as an accredited secondary school and who has paid the annual financial dues required by the PMG and Sport BOP. This interpretation shall include state, integrated and private secondary schools.
- 1.9. ‘Affiliate School’ [also referred to as ‘Attached School’] means any secondary school who, while not a full member, has a relationship with a Member School [Host School] under the protocols of School Sport NZ’s Host School - Attached School guidelines [see Rule 5]. Such schools may not necessarily be Ministry of Education accredited.
- 1.10. ‘Home School’ refers to students who are schooled / educated at home and who are not registered or enrolled at a recognized Ministry of Education secondary school.
- 1.11. ‘Organising committee’ refers to the group responsible for hosting an event on the Sport BOP Secondary Schools Calendar.
- 1.12. ‘Sanctioned Sport’ refers to a sport that is totally administered and delivered under the jurisdiction of Sport BOP and the PMG.
- 1.13. ‘Affiliate Sport’ refers to a sport administered and delivered by a regional sports body or its appointee; which may be so administered in partnership with Sport BOP and which preferably but not necessarily exclusively meets the requirements of these terms of involvement.
- 1.14. ‘First Team’ level refers to a Member School’s registered first [top] team squad playing in any of the sports listed in Table 1 irrespective of the division they play in. A ‘squad’ shall be the maximum number of players’ eligible to be registered in that code at a School Sport NZ sanctioned competition or tournament.

- 1.15. 'Commissioner' refers to a person appointed annually by the Bay of Plenty Secondary Schools Principals Association, charged with arbitrating any dispute or appeal that may from time to time be referred to them by the PMG.
- 1.16. '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.

2. Sport BOP Conditions of Entry

All Bay of Plenty Secondary School events are guided by the constitution of the School Sport NZ. This constitution is the basis of the policy and guidelines below.

All those involved in secondary school sport (students, teachers, coaches, officials, spectators) have the right to enjoy their sport in a healthy positive environment which values above all else, respect for fair play principles in sport. Players, coaches and supporters are reminded that the highest level of sportsmanship, fair play and conduct are expected in relation to opposition players, coaches and officials.

Promotional Material

Sport Bay of Plenty has the unconditional right to use at its discretion any photographic and/or video images taken of any competitors/officials while participating at this event, and any information provided by you, in any form of media, art, advertising, trade, visual documentary, promotional material, merchandise or film coverage without any compensation to you or approval by you.

2.1. Behavior Guidelines

- 2.1.1. All teams/students participating in a sports tournament must be under the direct control of a school and have in charge a suitably qualified designated adult who is accountable to the principal. The designated adult must assume responsibility throughout the duration of the event.
- 2.1.2. Schools are encouraged to have teachers in managerial and/or coaching positions
- 2.1.3. All schools will be encouraged to have a policy for sport and recreation
- 2.1.4. All schools will be encouraged to adopt a Fair Play Charter and abide by the Integrity framework stipulated by School Sport NZ
- 2.1.5. All schools required when attending events to wear school logo or school colours.
- 2.1.6. All schools will be encouraged to have a Code of Conduct that includes disciplinary procedures.
- 2.1.7. All schools participating in competitions conducted by Regional Sporting Organisations must abide by any rules set down by that sporting association.

- 2.1.8. All events on the BOPSS Sport Calendar will be Smoke, Drug and Alcohol Free.

Sport BOP wishes to remind all players, coaches and supporters of the expectations around conduct and behavior at events on the calendar.

2.2.1 Exclusions

If a school is not contributing a levy to the RSD/Sport BOP they are not permitted to attend sanctioned events. Access to one off events is permitted provided those schools pay the non-member entry fee as determined by the PMG and or Secondary School Director. This fee will be added to the entry form affiliated member fee and non-affiliated fee.

2.2.2 Student Eligibility

A student eligible to compete in Bay of Plenty, National and Island Secondary School Events must:

1. be enrolled as a bona fide (Year 9 or above) student at the school of representation and studying at least 80% of a programme that is part of the timetable provided by the school for at least four weeks immediately prior to the event.
2. have a satisfactory attendance record at the school. The final decision will be at the Principal's discretion.
3. be under 19 years of age at the first of January in the year of the competition (unless specified otherwise for a particular competition).
 - b) The school must authenticate a student's birth date. Organising committees may require validation by a birth certificate or passport.
 - c) All teams and individuals participating in National or Island events must be declared at the date prescribed by the accredited sporting body.

Notes:

- (i) In addition to the 4-week requirement (i), any non-Domestic student must have been enrolled in and have commenced their attendance at the school of representation on or before the first day of the term in which the event or qualifier is held.
- (ii) If an allegation challenging the enrolment history of a student(s) is attested by the principal on the signed team entry material is provided in writing to the Sport BOP Regional Sport Director by a principal or a Sport BOP Delivery Partner, the principal of the team in question is responsible for providing to the Sport BOP Regional Sport Director the relevant ENROL record(s) for the student(s). The principal is responsible for attaining the consent of the student(s) or their caregiver to supply the ENROL record to Sport BOP. If an ENROL record is not provided by the principal the student(s) will be deemed to be ineligible.
- (iii) Other age divisions below the age of 19 are possible.
- (iv) Subject to the limits described in School Team Eligibility (1-6) below, students who otherwise meet the criteria in a) above and who transfer from one school to another are eligible to compete provided they are on the roll of the participating school and have attended classes

for at least four weeks immediately prior to the time of the event. (Dispensation for those who transfer within four weeks of the competition is at the discretion of the organising committee).

(v) Organising committees that want to allow Year 7 and 8 students to compete in their events or to compete in separate grade[s] associated with the secondary school event are encouraged to do so as long as this is made clear to all schools and to Sport BOP when entries are taken. For events that have not been previously notified, in special cases [e.g. to complete a school team], the organising committee may grant dispensation to allow Year 7 and 8 students in secondary school competitions.

(vi) A secondary school [host school] may offer sporting opportunities to students who attend community secondary schools [attached schools] not, by themselves, capable of entering normal secondary school events [e.g. special character schools with a secondary roll lower than 50 in any gender]. The school may enter teams of students from both host and attached schools in national and island events and will not be considered as 'composite schools' provided that

- all other eligibility rules regarding age and attendance of the students are met
- 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 only for certain fixtures. At least eight weeks prior to the proposed shared participation, the agreement[s] will be provided to Sport BOP for its approval and to allow notification to the organising committee which will consider but is not bound to accept the recommendation of School Sport NZ.
- the principal of the host school accepts responsibility for the team.
- The team[s] will compete under the name of the 'host school'.
- Students will be named as representatives of the 'host school'.
- An attached school will have only one host school [or one girls' school and one boys' school] for any/all of its students who participate in national and island secondary school events; 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]

(vii) School Sport NZ will consider applications from principals for exemptions of Year 13 students with Flexible Partnership Learning Agreements (3/2 dual enrolments) that are completing less than 80% of a course as offered by the school on a case by case basis. The school MUST supply a fully completed MoE template Flexible Partnership Learning Agreement and to be eligible for exemption consideration, the student must not be classified as New to School under School Sport NZ eligibility criteria.

- a. *Any Host School Agreement accepted by School Sport NZ will be automatically accepted for BOP events.*

2.2.3 School Team Eligibility - BOP only events (classified as either Championship or Festival events) and teams that are not premier grade.

A student who transfers from one New Zealand school to another will be exempt from the quota of students new to the school for all BOPSS sanctioned events provided that the event is not a pathway to School Sport NZ sanctioned National or Island events. In the case that an organizing committee has its own dispensation clauses, these will take precedence provided that they have been disclosed and approved during the

sanctioning process, AND the clauses/regulations are outlined in the event or competition entry form.

2.2.3.1 In the case that an event is not an official pathway to a School Sport NZ sanctioned National or Island event, but the school is intending to attend such an event in that sports code, then they are encouraged to be informed and comply with the regulations of the sports code at the highest competition level that they are planning to attend even for the BOP event.

2.2.3.2 Only affiliated member schools who pay an annual levy fee will be permitted to attend BOPSS Sanctioned calendar events. *Exemptions are only made if the event allows it - affiliated member school will get priority before any nonaffiliated member school and the entry fee will be stipulated in the entry form.*

2.2.4 School Team Eligibility - First Teams competing in School Sport NZ National or Island events (Important information)

In 2007 School Sport NZ introduced eligibility regulations for the events it sanctions. These were deemed necessary to recognise the importance of consistency, equity and fair play for participation in National and Island secondary school sporting events and to protect long held school values by:

- Ensuring **all** the educational needs of the young person were being considered, not solely their sporting development.
- Maintaining a level playing field in school sport by preventing the formation of ‘super teams’ through “loading” a team with imported players.
- Protecting schools from being stripped of students they had worked to develop, students who were often leaders in many fields, not solely the sporting arena.
- Providing a pathway for home grown players to get into and remain in their school’s premier teams and not find themselves superseded by short-term imports.

A school team eligible to compete in School Sport NZ sanctioned events must not exceed the quota of students new to the school in the 2 years preceding the first day of the event as specified in the table below. **For clarity, the student’s most recent enrolment date at the school must be used.** For the sport listed, teams are limited to a maximum two (2) non domestic students (or one for sports with a quota of one) and any non-domestic student must always be included in the quota allowed.

Table 1. New to School quotas for National and Island Secondary School events

Maximum Number of students enrolled within 2 years preceding the start of event (New to School Students - NTS) and Non-Domestic Students (ND - who MUST be included in these maximum numbers). New to School students who have been issued a Primary Caregiver Relocation Exemption (PCRE) whereby they are EXEMPT from these numbers. For clarity, the student's most recent enrolment date at the school must be used.	
Badminton	2
Basketball	2
Basketball 3x3	2
Cricket	3
Golf	2
Hockey	3
Netball	3
Rowing- eights/octuples	3
Rowing - other boats	1
Rugby League	4
Rugby Union -15's	4
Rugby Union – 7's	2
Football	3
Softball	4
Squash	2
Table Tennis	2
Tennis	2
Touch	3
Volleyball	3
Water Polo	3

2.2.4.1 Where the family or primary caregiver of a student has changed address and, as a consequence of the primary caregiver's 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 <https://www.schoolsportnz.org.nz/Sport-1/Templates-1>, be signed by the principal and parent/primary caregiver and have evidence of the address change attached as outlined on the application form. A MAXIMUM of 2 PCRE's issued in any calendar year may be included in any team that has a School Sport NZ NTS quota. Any appeal must be lodged in writing with the CEO of School Sport NZ.

2.2.4.2 Schools that allow entry for some students only at some time after Year 9 (e.g. girls in Year 12 and above) and The Correspondence School will not be bound by the numbers permitted here but will be restricted to those maximum numbers for each code when enrolling students who had

previously represented another school in that code in a competition listed here. For clarity, a school could not play in its Basketball team more than 3 girls who had previously competed for other school(s) in the 'A' or "AA' Championships or their Premiership qualifiers. Special Circumstance Variation: For Girls Rowing only, at St Pauls Collegiate and Kings College only a new to school student who provides a School Sport NZ waiver signed by her previous school principal to NZSS Rowing Assoc will be exempt from the quota of new to school students.

2.2.4.3 Students who have attended a middle school and transfer at the end of the final year level of that middle school will not be considered new to school at their school of first enrolment following middle school.

2.2.4.4 Teams from 'host school/attached school' agreements [see below] that introduce students 'new to either school over the past two years must include these in the maximum number allowed in a team.

2.2.4.5 Any final decision on the eligibility of a student or team will rest with School Sport NZ.

Notes:

1. Students who start their attendance at a school in year 9 and below are not included in the maximum permitted numbers here.
2. The NTS criteria apply to all finals' qualifiers unless negotiated otherwise with regional qualifying event organisers.
3. Numbers apply to the whole squad registered for the competition or tournament. Quotas for each code are based on the size of the team on the field/court etc. at any one time.
4. It is expected that, for consistency, regions that conduct secondary school sports competitions will adopt these criteria and quotas for their 'premier' grades.
5. Other sporting codes may apply for inclusion in or an extension to this list of events
6. Domestic students are defined as:
 - a. a NZ Citizen
 - b. the holder of a residence permit
 - c. an Australian citizen
 - d. a NZ passport holder (e.g. Cook Islands)
 - e. a dependent of a work permit holder, refugee, diplomat
 - f. Exchange Students on MOE approved Exchange Organiser Programmes (www.minedu.govt.nz/EPO)

or whatever definition the Ministry of Education currently applies.

2.2.4.6 Composite Teams

Composite teams will be permitted only if:

- (a) all other eligibility rules regarding age and attendance are met
- (b) the principals of the schools that the students attend agree
- (c) one principal accepts responsibility for the composite team
- (d) the team will be called by a name indicating that more than one school has contributed players
- (e) In the premier level of any sport, the team will be permitted only through the preliminary round and will not be eligible for placing or competition trophies (but may be eligible for awards such as Fair Play and individual trophies.)

(f) Where appropriate and with the agreement of the event organiser and School Sport NZ, Composite teams may compete for medal places in competitions below the premier level of that School Sport NZ sanctioned event. Where events are either a qualifying event for or incorporate promotion to a higher-level School Sport NZ sanctioned event, Composite teams may not progress or be promoted to the higher-level event ahead of a team from a single school.

(g) Composite teams should not be able to enter tournaments when single school teams are on a waiting list.

2.2.4.7 Home Schooled Students:

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 BOP Secondary School sanctioned event provided that the home-schooled students have been a part of the member school team for the season and not simply joining for the event.

(ii) Home-schooled students are not eligible for medal placings however organisers may recognise a merit performance with a separate award/s.

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

Team Sports

(i) For events below the Qualifier level of a Sport BOP Sanctioned event, 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 evidence of MoE approval for home schooling for each home-schooled student included in the Composite Team.

(iii) All other Sport BOP School Sport 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.

(v) Composite teams made up entirely of home-schooled students, i.e., not part of a member school team, will not be permitted in Sport BOP sanctioned events.

Sport BOP may consider a written request dispensation form from the parent/caregiver of a student for an exemption if it receives written affirmation from the principal of the school for whom the student wishes to play.

Any such exemption shall apply to Sport BOP dispensation sanctioned activity only and exclude such a student playing for a school's first team in any code or in any School Sport NZ sanctioned activity where Home Schooled students are specifically excluded.

Inducement to Transfer for Sporting Reasons (Poaching)

School Sport NZ does not condone any inducement of students to transfer from one school to another for sporting reasons, other than by way of publicly advertised scholarship. Where a Regional Principals Association advises School Sport NZ in writing that it has investigated and is satisfied that inducement has taken place, School Sport NZ may, in support of the Regional Principals Association, invoke the procedures outlined in the School Sport NZ Integrity Framework and, if proven, impose a penalty which may include exclusion of student(s), team or other personnel (coach, manager etc) from School Sport NZ sanctioned events.

2.2.4.8 Where the family or primary caregiver of a student has changed address and the student cannot reasonably be expected to remain at their previous school, an application for exemption may be submitted to the PMG (via the School Sport Team Leader or Secondary School Director) and will be considered by the PMG. The application must be on the official PCRE form available from the Sport BOP website, the School Sport NZ website or any Member School, have evidence of the address change attached 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/primary caregiver

2.2.4.9 Any appeal from the PMG determination of any application must be lodged in writing with the Executive Director of School Sport NZ within 7 days of any PMG decision being received by the student's new school.

2.2.4.10 Transgender Students

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

In doing so, School Sport NZ provides sport with the following guidelines.

- All cases should be considered on individual merit
- Including the student within the sporting competition with which they gender identify be permitted provided event organisers are satisfied that due consideration of the issues described here provide no cause for concern;
 - Health and safety of **all** participants – the physical contact nature of some sports may provide an unacceptable safety risk for some of the participants
 - Unfair advantage – the nature of sport means that the physical capabilities of some participants may advantage a particular group

Current stage of the young person in the gender transformation process. Young people are generally not as advanced in their gender transformation pathway with regard to hormone therapy and reassignment procedures.

2.2.5 Host School – Attached Schools

- 2.2.5.1** A Member School [Host School] may offer sporting opportunities to students who attend community secondary schools [attached schools] not, by themselves, capable of entering normal secondary school events [e.g. special character schools with a secondary roll lower than 50]. These schools may enter teams of students from both Host and Attached schools in Sport BOP 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: You will find a template of the Host and <http://www.sportbop.co.nz/school-sport/secondary-schools/policies--procedures/>
- 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 only for certain fixtures;
 - c) No later than four weeks prior to the implementation of the proposed shared participation, the agreement[s] will be provided to Sport BOP;
 - d) In the case of any application for a Host School - Attached School arrangement to be promulgated at any level beyond Sport BOP, the appropriate documentation must be processed through to School Sport NZ via Sport BOP 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. For BOP events, Sport Bay of Plenty will make the recommendation, however the organizing committee in this case is also required to consider, but is not bound to accept, the recommendation.
 - e) The Principal of the Host School accepts responsibility for the team;
 - f) The team[s] will compete under the name of the ‘Host School’;
 - g) Students will be named as representatives of the ‘Host School’;
 - h) An ‘attached’ school will have only one ‘Host School’ (gender specific where necessary) for any/all of its students who participate in BOPSS sanctioned or School Sport NZ Island or National sanctioned events. 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].
- 2.2.5.2** Any such agreements will only be affected when the appropriate documentation is signed by the principals of both [Host and Attached] Schools, sighted and approved by Sport BOP.
- 2.2.5.3** All such Host – Attached School agreements are valid only for the calendar year in which they are made and at an Island or National level for the event for which application is made.

2.2.6 Composite Teams and Students playing for other schools

- 2.2.6.1** If a student's school does not provide for a code that a student wishes to play, the student may, on a case-by-case basis, be considered by Sport BOP or an RSO to play in a team from another school, apart from in any First Team. In doing so however, schools should recognize that they will be displacing one of their own students.
- 2.2.6.2** Any such request must, in the first instance, be made 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.
- 2.2.6.3** If there is an acceptance by the principal of the school for whom the student wishes to play, a copy of this signed acknowledgement should then be forwarded to Sport BOP for final endorsement.
- 2.2.6.4** While Sport BOP does allow composite teams at a first team level in Sport BOP Sanctioned competitions, RSO's who deliver competitions to schools do have the authority to prevent composite teams from being included provided they stipulate this condition in the official entry forms.
- 2.2.6.5** It should be recognized that as a general rule, composite teams are not eligible to play at North Island and/or National Secondary School tournaments and they should not be allowed in competitions where there is Island or National qualifying involved. Schools should ensure they check this before entering.
- 2.2.6.6** Year 7 and 8 students attached to secondary schools may play in regional events but must put it in writing to the secondary school director, please fill out the dispensation form online - before playing in an event or tournament. Furthermore, SBOP approved dispensation may not apply to national or north island events, the school must check if they are eligible to enter and the rules that apply from School Sport NZ.

2.2.7 School Leavers

- 2.2.7.1** Unless an exemption is approved under Rule 2.2.8.2, no student who leaves the school in which they are enrolled is eligible to play for that school at any level. To this end, the Ministry of Education's '20 Day rule' shall apply.
- 2.2.7.2** Sport BOP may however consider a written request from the parent/caregiver of a student for a dispensation exemption if it receives from the Principal of the student's most recent school, their written affirmation.
- 2.2.7.3** Any such exemption shall apply to Sport BOP sanctioned activity only and exclude such a student playing for a school's first team in any code or participating in an individual tournament or championship.

2.2.8 Sanctioned Events and Affiliated Member Schools

- 2.2.8.1** A sanctioned event shall be one that has successfully completed the sanctioning process to be part of the BOP Secondary Schools Events Calendar.
- 2.2.8.2** The sanctioning process shall require that the organizing committee submit a sanctioning application (available via the Sport BOP School Director or

Team Leader) to the PMG. The application will be considered, and the PMG will accept or reject the application dependent on the extent to which it fulfills the sanctioning requirements.

- 2.2.8.3** Unless by gender exception specified by any code, all Member Schools should be eligible to compete.
- 2.2.8.4** Competition for all sanctioned events shall only be interschool and operate under the jurisdiction of Sport BOP and/or the appropriate RSO or affiliated body.
- 2.2.8.5** Unless an invitation has been extended by Sport BOP, such competition shall only be for Member Schools.
- 2.2.8.6** Safe and appropriate venues as prescribed by individual codes must be available. Sport BOP retains the right to not use any venues that do not meet such minimum code, or health and safety requirements.
- 2.2.8.7** **The administration of the sport in Member Schools must be under the direct control of the Principal or an appointee responsible to the Principal. In the case of online entries, the Principals approval is implied; Sport Coordinators from member schools will be allocated with a username, password and must be mindful of ensuring the details are not given out. It is the responsibility of the sports coordinator to ensure that the Principal approves of all online entries for sanctioned events.**
- 2.2.8.8** Entry fees must be a true reflection of the actual delivery costs and not be a source of revenue to sustain the activity of that or any other body. As a guideline, events should not make more than a 10% profit, unless that profit is carried forward to the next year. In this case, it would be expected that the entry fees would be adjusted in the following year.
- 2.2.8.9** All affiliated member schools pay a lower entry fee than non-affiliated schools. Non-affiliated member schools will pay an extra fee per event
- 2.2.8.10** All sanctioned or affiliate sports promoted in conjunction with or by a parent body or association or appointee, should always give priority to school and student interests.
- 2.2.8.11** Affiliated member schools are required to fill out the census every year for School Sport NZ.

2.2.9 Non-sanctioned events

- 2.2.9.1** Those events not classified as 'sanctioned' or 'affiliate' will only be considered for inclusion in the BOP Secondary School Calendar either annually or on a one off or trial basis, subject to them being approved by the PMG in liaison with the deliverer
- 2.2.9.2** Non-sanctioned events will be categorized as either Endorsed, or Non-endorsed whereby:
 - a. Endorsed events will be those that have not completed the sanctioning process, but for which the event organizers are known and trusted affiliates of Sport BOP.
 - b. Non-endorsed events will be those that have not completed the sanctioning process, and which are not accountable to Sport BOP or the PMG in any way.

2.2.9.3 Non-sanctioned events (Endorsed or Non-endorsed) will not be included in the BOP Secondary Schools Calendar unless approved under the conditions of 2.2.10.1. However, details of the events may be distributed to the Sports Coordinator network at the discretion of the Sport BOP School Sport Team Leader or Secondary School Sport Director.

2.2.10 Events – Regulations, Conducts and Judicial

- 2.2.10.1** All events will be played according to the rules of the particular sport.
- 2.2.10.2** All coaches, spectators, officials and competitors will be expected to adhere to the BOP Secondary Schools Code of Conduct as outlined in this document.
- 2.2.10.3** All teams or individuals participating in any BOPSS sanctioned or affiliate activity must be under the direct 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 behavior of those students in transit to, from and during any such activity.
- 2.2.10.4** In any of the codes listed in Table 1 with Sport BOP sanction, a school can have only one team playing in the top grade/division of that code; unless there are exceptional circumstances demonstrated and Sport BOP or an affiliate approve a waiver.
- 2.2.10.5** When a male coach is assigned to a girls' team or female coach to a boys' team, an adult [non-student] of the opposite gender should be present at any activity. Individual schools should address this issue through their own school policies.
- 2.2.10.6** All participants and teams must observe the highest standards of sportsmanship both within the playing arena and beyond.
- 2.2.10.7** All participants must accept and respect the referee/umpire as the sole adjudicator and appropriately acknowledge their contribution to any fixture.
- 2.2.10.8** Sport BOP has authority to deal with any matters referred to it that may fall outside of any particular code convention or related environment or which that organizing committee invites it to investigate on its behalf.
- 2.2.10.9** Sport BOP shall as necessary, appoint a judicial subcommittee to act in its name in sanctioned [or affiliate if requested] codes its Member Schools are engaged with.
- 2.2.10.10** Unless otherwise stated in any individual code conventions, any appeal to the determinations of an appointed judicial committee is to the Principal Management Group or its appointed Commissioner whose decision(s) will be final.
- 2.2.10.11** In the case of all judicial matters, Principals will be encouraged to take full responsibility for the discipline of their own students in accordance with their own rules and regulations. Sport BOP or sports code rulings will only relate to the individual player, coach, official or spectators' involvement in the event or competition in question. Sport BOP or the appointed judicial subcommittee may also make recommendations to a Principal if they deem it to be necessary, however the school is not bound to comply with the recommendation.
- 2.2.10.12** 2021 Red and Yellow card system will take place for all sanctioned events in the BOP Secondary School calendar. Yellow card issued is a

warning and a Red card issue you will ask to leave the event. If you receive a red card, the school (sport coordinator and principal) will be issued with a letter with the breach of term of involvement code of conduct.

2.3 Affiliated member school and Non Affiliated member schools

- 2.3.1.1** Failure to supply such lists by the required date may result in the forfeiture of competition points from games played where no team lists are registered.
- 2.3.1.2** Corrections, additions and deletions to team lists are to be advised to Sport BOP BEFORE such players can play for their new team.
- 2.3.1.3** Players cannot play for a lower graded team than that they are registered in.
- 2.3.1.4** 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 convenor of that code must on the student's behalf, apply to Sport BOP 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.
- 2.3.1.5** Unless specified otherwise or under a written exemption granted by Sport BOP and/or the PMG as a dispensation, the composition of all sanctioned codes shall be gender-based.
- 2.3.1.6** Schools may, on behalf of an individual, make a written submission with supporting evidence requesting a variation to Rule 2.3.2.8. In this respect, the decision of Sport BOP and/or the PMG shall be final.
- 2.3.1.7** Schools that are not affiliated to Sport Bay of Plenty will be charged an affiliated fee for entering an event.

2.4 Entry details

2.4.1 *Entry fees*

- 2.4.1.1** Schools will be invoiced after each event based upon the registrations submitted as per the online entry process as at the date and time that entry's officially close.
- 2.4.1.2** In the case of late withdrawal of teams/competitors between the time that draws are completed and the actual event, entry fees will still be charged on to the school at a rate of 100% of the original fee. Sport BOP reserves the right to waive this cost in the case of special circumstances (such as medical conditions). However, a medical certificate may be requested.

2.4.2 *Age and Year levels*

- 2.4.2.1** Age eligibility for regular event competitions 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 (but including Years 7 & 8 where and as applicable)
- b. Senior: Years 11 – 13

2.4.2.2 In Sport BOP sanctioned individual Championship or Tournament events, unless specified otherwise in the entry conditions, Junior Tournaments are for Year 9 and 10 students only (plus the Year 7 and 8 upon approved dispensation in writing), and Senior Tournaments are open to students from year 11-13 unless otherwise stated.

2.4.2.3 Composite Schools with Year 7 and 8 students may include students from those year levels in any Junior BOP sanctioned Championship or Tournament. Such students must be identified on the school's team entry as Y7 or Y8 and if balloting for any event is required then Year 7 and 8 students will be those first balloted.

2.4.2.4 Schools should note that not all NSOs or bodies delivering a secondary school event at a National or Island level allow Year 7 and 8 student involvement. Unless eligible at the Island or National level; Year 7 and 8 students must be excluded from any qualifying activity for such tournaments or events.

2.4.2.5 In consultation with Sport BOP, other age, year level or weight groupings may be specified by some codes.

2.4.2.6 Any event that is a qualifying event must follow the rules and guidelines of the national event - dispensation will only be granted if the national body has given the individual or school a letter of acceptance. No student may compete until this has been approved.

2.4.2.7 Dispensation may be granted on terms deemed as participating for the experience - the individual or team is only participating in event for the experience and will not be going to any pathway - north island or national event.

2.4.3 Team Registration list requirements

2.4.3.1 Schools are required to register all of their code squads electronically with Sport BOP by the prescribed close date. Where codes are managed or delivered by a body other than Sport BOP, then such lists are required by Sport BOP no later than one week after being required by that body.

2.4.3.2 The person completing Team Registration is doing so with approval from the Principal.

2.4.3.3 All other team registrations (for those teams playing in Sport BOP delivered sanctioned events) must be completed through the Sport BOP on-line registration process. The schedule must include:

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

2.4.4 Uniform

It is a requirement that all team members present themselves in the regulation uniform/colours of their school, unless specified otherwise by Sport BOP or the organizing committee.

School Sport NZ INTEGRITY FRAMEWORK

The School Sport NZ Integrity Framework enables School Sport NZ to protect the heritage and values of school sport on behalf of all NZ schools, both inside and outside of the School Sport NZ event environment.

To view the full School Sport NZ Integrity Framework, please go to

<https://www.schoolsportnz.org.nz/Sport-1/Documents-1>

2.4.5 Code of Conduct (Reference to the Integrity Framework, Sport NZ)

2.4.5.1 Players Shall:

- I. Treat opponents with respect.
- II. Play hard, but within the rules.
- III. Exercise self-control at all times.
- IV. Players should not react with violence to any physical or verbal provocation. Use of bad language, whether directed at an umpire/referee, another player or oneself, is unacceptable.
- V. Respect the decisions of officials without gesture or argument and never argue with an official. If I disagree with a decision I will inform the captain, coach or manager during a break or after the competition.
- VI. Win with humility; lose with dignity.
- VII. Show that it is a privilege to represent their school.
- VIII. Recognise and applaud honestly and wholeheartedly the efforts of team-mates and opponents.
- IX. cooperate with my coach, team mates and opponents.
- X. thank the opposition and officials at the end of the game.
- XI. respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

2.4.5.2 Coaches Shall:

- I. Treat all players and opponents with respect
- II. Remember that children participate for enjoyment and winning is only part of the fun - inspire a love of the game and a desire to complete fairly
- III. Be reasonable in my demands on players' time, energy and enthusiasm
- IV. Discipline those on the team who displays unsporting behaviour
- V. Operate within the rules and spirit of the game, respecting the judgement and interpretation of the officials and teach my players to do the same
- VI. In no way seek to recruit a student to attend any particular school
- VII. Remember that the school sporting area is a classroom, with moral and legislative obligations required of the coach at all times.
- VIII. Ensure that the time players spend with me is a positive experience. All players are deserving of equal attention and opportunities
- IX. Coaches should avoid any hint of criticising the umpiring or refereeing of a match particularly in front of students or parents.
- X. Show concern and caution toward sick and injured players and follow the advice of a physician when determining whether an injured player is ready to recommence training or competition

- XI. respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background
- XII. Respect the talent, developmental stage and goals of each athlete in order to help each athlete reach their full potential.
- XIII. Encourage and promote a healthy lifestyle – refrain from smoking and drinking alcohol around athletes.

2.4.5.3 Officials Shall:

- I. Place the safety and welfare of players above all else.
- II. Control the game in a fair and positive manner.
- III. Be impartial, consistent, objective, courteous and fair when making decisions.
- IV. Modify my approach to suit the participants level and ability.
- V. Condemn unsporting behaviour and promote respect for the individuality of players.
- VI. Be a positive role model in behaviour and personal appearance and ensure my comments are positive and supportive.
- VII. Help players understand the rules by explaining decisions where appropriate
- VIII. Do what I can to make sure that everyone enjoys the game.
- IX. Encourage fair play and not tolerate foul play of any kind.
- X. Show concern and caution towards sick and injured players.
- XI. Always be firm and friendly.
- XII. Keep up to date with the latest 'Laws of the Game', trends and principles of their application.
- XIII. Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.

2.4.5.4 Parents/Caregivers and Supporters Shall:

- I. Treat all players and opponents with respect.
- II. Respect that students are involved in sport for fun and enjoyment as much as competition.
- III. Support good play and applaud good performance from all competitors.
- IV. Attempt to understand the rules of the game.
- V. Learn the difference between supportive and abusive comments and rule out the latter.
- VI. Accept the decisions of the officials and coaches.
- VII. Display self-control on the sideline. Always be positive. Never ridicule players.
- VIII. Show appreciation for people who volunteer their time to make sport happen.
- IX. Remember that we are all capable of making mistakes.
- X. Cooperate with the school to achieve the best outcomes for your child.
- XI. Support the school's policy of a smoke and alcohol-free environment.
- XII. Encourage children always to compete according to the rules and to settle disagreements without resorting to hostility or violence.

2.4.5.5 Member Schools' Code of Conduct

- I. As Principal, I agree to being held responsible for all matters pertaining to sport in which this school is involved. These matters include:
 - a) Ensuring that all teams from the school are in the charge of a responsible coaching and management team with an appropriate ratio of males/females to take account of different gender requirements.
 - b) Ensuring that all students are aware of and are bound by the Smoke, Drug and Alcohol-Free conditions under which the event is managed.
 - c) Ensuring that all sports fixtures played at venues for which this school has responsibility are safe for both players and spectators.
 - d) Ensuring that all players representing this school meet the eligibility rules of School Sport NZ (or National or Regional Sports Organisations as relevant).
 - e) Ensuring that all teams representing this school in National or Island competitions meet the eligibility rules of School Sport NZ (or National or Regional Sports Organisation as relevant).
 - f) Ensuring that all athletes and officials are aware of their responsibilities and commitments before they send their entry for an event.
 - g) Ensuring that no player from another school is encouraged to change schools in any one year to participate in future events.

2.4.6 Incident Process

2.4.6.1 Complaints/sighting Procedure

2.4.6.1.1 Any complaint (technical or judicial), by any member school coach, manager, official or spectator at a Sanctioned event must be lodged in writing via the official Team Manager to the Sport BOP representative, or if not in attendance, the event controller.

Note: In the case of a *technical* incident (relating to the rules of the sport), the report should outline the situation that occurred as well as a suggested course of action. The event controller will decide on the appropriate course of action. This decision is final.

In the case of a judicial incident (ie. If a team or spectator wishes to 'sight' a player / coach / manager / spectator for misconduct / foul-play), they will be required to write a recount of events, stating relevant names and/or player numbers. It is advised to ask other witnesses to write an independent recount to add credibility. Recounts should be sent to lukef@sportbop.co.nz

2.4.6.1.2 Complaints must not be directed to volunteers or event officials (except for the Sport BOP representative or event controller).

2.4.6.1.3 Consideration will be given to any complaint that complies with rules 2.4.3.2.1 and 2.4.3.2.2. Consequences and follow up actions will be determined by the PMG.

2.4.6.2 Sport Rage Incident Process:

WHO IS RESPONSIBLE	ACTION
Anyone	1. Report it to the ground official or club committee member.
Ground official or organising committee member	2. Approach sport rager and issue a warning for breach of code. 3. Based on the situation, decide on the next step: a) Take no further action

or referees/umpire if on-field.	<ul style="list-style-type: none"> b) Refer sport rager to organizing committee for disciplinary action (eg: a repeat or serious offence). c) Expel sport rager from field of play/venue.
	<ul style="list-style-type: none"> 4. Suspend play until action is taken. 5. Involve police if the behaviour constitutes a criminal act.
Organising Committee	<ul style="list-style-type: none"> 1. Determine whether the situation has been dealt with to a satisfactory level. If so, take no further action. If not: 2. Arrange for witnesses to provide a recount of events, stating relevant names and/or player numbers. It is advised to ask other witnesses to write an independent recount to add credibility. 3. Inform SPORT BOP of the member school to which the Sport Rager belongs and forward through any relevant evidence (including recounts from witnesses).
SPORT BOP	<ul style="list-style-type: none"> 1. Contact Principal and Sport Coordinator from member school and inform them of the sub committees' findings, rulings (regarding the event/competition) and any relevant recommendations. 2. If the issue arises again with the same school, inform the PMG in order to determine any further action.

2.4.6.3 Breach of the complaint process

2.4.6.3.1 A breach to this complaints process will constitute *abuse of an official*. In this case, the complaint will not be considered, and instead a warning will be issued to the member school by SPORT BOP in accordance with the following guidelines:

WHO IS RESPONSIBLE	ACTION
Member school	<ul style="list-style-type: none"> 1. Breaches the complaints procedure.
Event Controller/Organising Committee	<ul style="list-style-type: none"> 1. Inform Team Manager of Member school that the breach has occurred and that the complaint will not be considered. 2. Take note of the name of the member school and inform the SPORT BOP representative.
SPORT BOP	<ul style="list-style-type: none"> 1. Issue member school sports coordinator with an official written warning and inform PMG. 2. If the issue arises again with the same school, inform the Principal. 3. If the issue arises again with the same school, inform the PMG in order to determine further action.