



BAY OF PLENTY
SECONDARY SCHOOL SPORT
-Terms of Involvement

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2. Interpretation of Terms

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

- 2.1. ‘Sport BOP’ shall mean Sport BOP Charitable Trust.
- 2.2. ‘NZSSSC’ shall mean the New Zealand Secondary Schools Sports Council Incorporated.
- 2.3. ‘NSO’ shall mean National Sports Organisation.
- 2.4. ‘RSO’ shall mean Regional Sports Organisation.
- 2.5. ‘PMG’ shall mean the members of the Bay of Plenty Principals Management group.
- 2.6. ‘Chairperson’ refers to the appointed Chair of the Executive prescribed in Rule 1.5
- 2.7. ‘Year’ means the financial year of Sport BOP, which shall extend from 1 July in any year until 30 June the following year.
- 2.8. ‘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 Whangaparaoa 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.
- 2.9. ‘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 NZSSSC’s Host School - Attached School guidelines [see Rule 5]. Such schools may not necessarily be Ministry of Education accredited.
- 2.10. ‘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.
- 2.11. ‘Organising committee” refers to the group responsible for hosting an event on the Sport BOP Secondary Schools Calendar.
- 2.12. ‘Sanctioned Sport’ refers to a sport that is totally administered and delivered under the jurisdiction of Sport BOP and the PMG.
- 2.13. ‘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.
- 2.14. ‘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 an NZSSSC sanctioned competition or tournament.
- 2.15. ‘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.
- 2.16. ‘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.

3. Sport BOP Conditions of Entry

All Bay of Plenty Secondary School events are guided by the constitution of the NZSSSC. 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 principals in sport. Players, coaches and supporters are reminded that the highest levels of sportsmanship, fair play and conduct are expected in relation to opposition players, coaches and officials.

3.1. Behavior Guidelines

- 3.1.1. 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.
- 3.1.2. Schools are encouraged to have teachers in managerial and/or coaching positions
- 3.1.3. All schools will be encouraged to have a policy for sport and recreation
- 3.1.4. All schools will be encouraged to adopt a Fair Play Charter
- 3.1.5. All school will be encouraged to have a Code of Conduct that includes disciplinary procedures.
- 3.1.6. All schools participating in competitions conducted by Regional Sporting Organisations must abide by any rules set down by that sporting association.
- 3.1.7. All events on the Sport BOP calendar will be Smoke, Drug and Alcohol Free.

Sport BOP wishes to remind all players, coaches and supporters of their expectations around conduct and behavior in Sports Bay of Plenty college sport competitions.

3.2. Eligibility

3.2.1 Student Eligibility

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

- 3.2.1.1. be enrolled as a bona fide 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.
- 3.2.1.2. have a satisfactory attendance record at the school. The final decision will be at the Principal's discretion.
- 3.2.1.3. be under 19 years of age at the first of January in the year of the competition.
- 3.2.1.4. 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;
- 3.2.1.5. The school must authenticate a student's birth date.

Notes:

- i. *Other age divisions below the age of 19 are possible and should be based on the first of January as the qualifying date.*
- ii. *Subject to the limits described in School Team Eligibility (refer 2.2.2 **School Team Eligibility**), students who otherwise meet the criteria in 2.2.1 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 PMG).*
- iii. *Organising committees that want to allow Year 7 and 8 students to compete in their events as secondary school students 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 Sport BOP when entries are taken (e.g. Dressage).*
- iv. *For events that have not been clearly established as inclusive of year 7 & 8 student, in special cases [e.g. to complete a school team], an organising committee may grant dispensation to allow Year 7 and 8 students to represent a school in secondary school competitions.*
- v. *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]. 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:*
 - 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. *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 Sport BOP.*
 - d. *the principal of the host school accepts responsibility for the team.*
 - e. *The team[s] will compete under the name of the 'host school'.*
 - f. *Students will be named as representatives of the 'host school'.*
 - g. *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]*
 - h. *Any Host School Agreement accepted by NZSSSC will also be automatically accepted for BOP events.*



3.2.2 School Team Eligibility - BOP Only events (that are not a pathway to national events) and teams that are not premier grade.

- 3.2.2.1 *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 Sport BOP sanctioned events provided that the event is not a pathway to NZSSSC 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.*
- 3.2.2.2 *In the case that an event is not an official pathway to an NZSSSC 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.*
- 3.2.2.3 *Only member schools will be permitted to attend Sport BOP Sanctioned calendar events unless the event is promoted as 'Invitational'. In the case of an 'Invitational' event, non-member schools may be permitted to enter at a rate stipulated by the Sport Bop event director and provided they abide by all of the other conditions outlined in this terms of involvement and on the specific entry form. An entry form must stipulate clearly that the event is invitational.*

3.2.3 School Team Eligibility- First Teams competing in NZSSSC National or Island events (Important information)

- 3.2.3.1 Schools that allow entry for some students only at some time after Year 9 (e.g. girls in Year 12 and above) will not be bound by the numbers permitted by the 2.2.4 Quota 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 2 girls who had previously competed for other school(s) in the 'A' or "AA' Championships or their Premiership qualifiers.
- 3.2.3.2 Additional to the protocols prescribed in Rule 2.2.1; as they are also NZSSSC requirements, all first teams must, irrespective of whether they play in Sport BOP or affiliate competitions, also conform to the 'New to School', and 'Non Resident' quota numbers within Table 1.
- 3.2.3.3 The 'Quota' (Table 1) refers to the number of 'New to School' or 'Non Resident' students that can be registered as a member of any first team.
- 3.2.3.4 Within this quota, teams are limited to a maximum of two only Non Resident students in any code



3.2.3.5 A 'New to School' student 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 at their new school. However please note that for the purposes of National or Island events, 'New to School' refers to students who enrol at a Member School at any stage in the 2 years preceding the first day of a National or Island event.

3.2.3.6 A 'Resident' 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. or as further prescribed by the Ministry of Education

3.2.3.7 A 'Non-Resident' student refers to any other student outside of the classifications in Rule 2.2.3.5. This includes Foreign Fee-paying students (FFPS) and those on Ministry of Education - recognized exchange programmes such as AFS and Rotary.

3.2.3.8 An exemption from the quota - Primary Caregiver Relocation Exemption - (PCRE) need only be sought if the inclusion of specific students results in a school's first team exceeding the stipulated quota for a sport.

3.2.3.9 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 the PMG (via the Sport BOP School Sport Team Leader) and will be considered by the PMG. The application must be on the official PCRE form available from the Sport BOP School Sport Team Leader, the NZSSSC 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

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

3.2.4 The quota – schedule of maximum numbers

3.2.4.1 The following schedule prescribes the number of 'New to School' or 'Non Resident' students permitted in any first team participating in a Bay of Plenty sanctioned sport [or any NZSSSC sanctioned event] over a two- year period as prescribed in Rule 2.2.3.5.

3.2.4.2 These numbers exclude students in Year 9.

Notes:

- I. *Students who start their attendance at a school in year 9 and below and those in the first two years above the entry level for a school (e.g. girls admitted at Year 12 to a school that admits only boys below Year 12) are not included in the maximum permitted numbers here.*
- II. *The events listed include all finals' qualifiers.*
- III. *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.*
- IV. *Other sporting codes may apply for inclusion in or an extension to this list of events*

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

<i>Sport</i>	<i>Event</i>	<i>Students new to school maximum</i>
Badminton	Finals	2
Basketball	'A' & 'AA' Championships	3
Cricket	Gillette/NZCT Cups	4
Golf	NZCT Finals	2
Hockey	All national secondary school tournaments	4
Netball	Championships	4
Rowing - eights/octuples	'Maadi', North & South Islands	3
Rowing - other boats	'Maadi', North & South Islands	1
Rugby League	Championships	5
Rugby Union-15s	1 st XV and Coed 1 st XV finals	6
Rugby Union – 7s		3
Soccer	All national secondary school tournaments	4
Softball	All national secondary school tournaments	4
Squash	Championships	2
Table Tennis	Championships	2
Tennis	Championships	2
Touch	Finals	4
Volleyball	Championships	4
Water Polo		4

3.2.5 *Host School – Attached Schools*

3.2.5.1 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 NZSSSC 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 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 NZSSSC via Sport BOP no later than eight weeks prior to the event. The NZSSSC will make a recommendation to the NSO or organising committee which will consider, but is not bound to accept, the recommendation of NZSSSC. 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 Sport BOP sanctioned [or NZSSSC 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].

3.2.5.2 Any such agreements will only be effected when the appropriate documentation is signed by the Principals of both [Host and Attached]

Schools, sighted and approved by Sport BOP.

- 3.2.5.3 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.

3.2.6 Home Schooled Students

- 3.2.6.1 Home Schooled students [who are not on the roll of any Member School] are ineligible [Rule 2.2.3.5] to play at any level of Sport BOP sanctioned competition unless an exemption is granted as prescribed in Rule 2.2.6.2.
- 3.2.6.2 Sport BOP may consider a written request 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.
- 3.2.6.3 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 in any NZSSC sanctioned activity where Home Schooled students are specifically excluded.

3.2.7 Composite Teams and Students playing for other schools

- 3.2.7.1 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 recognise that they will be displacing one of their own students.
- 3.2.7.2 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.
- 3.2.7.3 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.
- 3.2.7.4 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.
- 3.2.7.5 It should be recognised 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.

3.2.8 *School Leavers*

- 3.2.8.1 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.
- 3.2.8.2 SPORT BOP may however consider a written request from the parent/caregiver of a student for an exemption if it receives from the Principal of the student's most recent school, their written affirmation.
- 3.2.8.3 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.

3.2.9 *Sanctioned and Affiliate Schools*

- 3.2.9.1 A sanctioned event shall be one that has successfully completed the sanctioning process to be part of the Sport BOP Secondary Schools Events Calendar.
- 3.2.9.2 The sanctioning process shall require that the organizing committee submit a sanctioning application (available via the SPORT BOP School Sport 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.
- 3.2.9.3 Unless by gender exception specified by any code, all Member Schools should be eligible to compete.
- 3.2.9.4 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.
- 3.2.9.5 Unless an invitation has been extended by Sport BOP, such competition shall only be for Member Schools.
- 3.2.9.6 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.
- 3.2.9.7 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 and password, and must be mindful of ensuring the these details are not given out. It is the responsibility of the sports coordinator to ensure that the Principal approves of all online entry's for sanctioned events.
- 3.2.9.8 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.
- 3.2.9.9 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.

3.2.10 *Non-sanctioned events*

3.2.10.1 Those events not classified as 'sanctioned' or 'affiliate' will only be considered for inclusion in the Sport 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 and according to Rule 2.2.9

3.2.10.2 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 those that have not completed the sanctioning process, and which are not accountable to Sport BOP or the PMG in any way.

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

3.2.11 *Events – Regulations, Conducts and Judicial*

3.2.11.1 All events will be played according to the rules of the particular sport.

3.2.11.2 All coaches, spectators, officials and competitors will be expected to adhere to the BOP Secondary Schools Code of Conduct as outlined in this document.

3.2.11.3 All teams or individuals participating in any Sport BOP 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.

3.2.11.4 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.

3.2.11.5 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.

3.2.11.6 All participants and teams must observe the highest standards of sportsmanship both within the playing arena and beyond.

3.2.11.7 All participants must accept and respect the referee/umpire as the sole adjudicator and appropriately acknowledge their contribution to any fixture.

3.2.11.8 Judicial matters shall in the first instance be dealt with according to the



conventions of the code in question; otherwise at the discretion of a Sport BOP appointed subcommittee and/or its appointed commissioner.

- 3.2.11.9 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.
- 3.2.11.10 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.
- 3.2.11.11 Unless otherwise stated in any individual code conventions, any appeal to the determinations of an appointed judicial committee is to the Sport BOP Board or its appointed Commissioner whose decision(s) will be final.
- 3.2.11.12 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.

3.3 Entry details

3.3.1 *Entry fees*

- 3.3.1.1 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.
- 3.3.1.2 In the case of late withdrawal of teams/competitors between the time of entry close to the time that a draw for the event is completed, entry fees will still be charged on to the school at a rate of 50% of the original fee. Sport BOP reserves the right to waive this cost at their discretion.
- 3.3.1.3 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.

3.3.2 *Age and Year levels*

- 3.3.2.1 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 – 14



- 3.3.2.2 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 waiver as in Rule 13.3), and Senior Tournaments are open to students from any level.
- 3.3.2.3 Composite Schools with Year 7 and 8 students may include students from those year levels in any Junior SPORT BOP sanctioned Championship or Tournament. Such students must be identified on that 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.
- 3.3.2.4 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.
- 3.3.2.5 In consultation with SPORT BOP, other age, year level or weight groupings may be specified by some codes.

3.3.3 *Team Registration list requirements*

- 3.3.3.1 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.
- 3.3.3.2 All other team registrations (for those teams playing in Sport BOP delivered codes only) 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.
- 3.3.3.3 Failure to supply such lists by the required date may result in the forfeiture of competition points from games played where no team lists are registered.
- 3.3.3.4 Corrections, additions and deletions to team lists are to be advised to Sport BOP BEFORE such players can play for their new team.
- 3.3.3.5 Players cannot play for a lower graded team than that they are registered in.
- 3.3.3.6 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.
- 3.3.3.7 Unless specified otherwise or under a written exemption granted by Sport BOP, the composition of all Sport BOP sanctioned codes shall be gender-based.
- 3.3.3.8 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 determination of Sport BOP shall be final.

Sport Bay of Plenty

3.3.4 *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.

3.4 Event Guidelines

3.4.1 *Differentiation of tied teams*

Unless prescribed otherwise by any code/organizing committee:

- 3.4.1.1 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 drawn or no result is available, 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 competition matches in that particular 'round' shall be afforded the higher ranking.
- 3.4.1.2 The process for differentiating three or more teams tied on round robin competition points shall be:
 - a. The team with the best win/loss ratio between the tied teams shall be afforded the higher ranking.
 - b. If two or more 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 of the three [or more] tied teams that defaulted a game(s) in the round robin competition being considered for differentiation, they shall automatically be disqualified from consideration.

3.4.2 *Code of Conduct*

3.4.2.1 **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 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. Recognize 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.

3.4.2.2 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 compete 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 criticizing 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.

3.4.2.3 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 and 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

3.4.2.4 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 schools 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.

3.4.2.5 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 NZSSSC (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 NZSSSC (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

3.4.3 Incident Process

3.4.3.1 Complaints/sighting Procedure

- 3.4.3.1.1 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 juliea@sportbop.co.nz

- 3.4.3.1.2 Complaints must not be directed to volunteers or event officials (except for the SPORT BOP representative or event controller).
- 3.4.3.1.3 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.



3.4.3.2 Sport Rage Incident Process:

WHO IS RESPONSIBLE	ACTION
Anyone	<ol style="list-style-type: none"> 1. Report it to the ground official or club committee member 2. Approach sport rager and issue a warning for breach of code.
Ground official or organising committee member or referees/umpire if on-field.	<ol style="list-style-type: none"> 3. Based on the situation, decide on the next step: <ol style="list-style-type: none"> a) Take no further action b) Refer sport rager to organizing committee for disciplinary action (e.g.: a repeat or serious offence). c) Expel sport rager from field of play/venue. 4. Suspend play until action is taken. 5. Involve police if the behaviour constitutes a criminal act.
Organizing Committee	<ol 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 School Sport Team Leader of the member school to which the sport rager belongs and forward through any relevant evidence (including recounts from witnesses).
SPORTBOP	<ol style="list-style-type: none"> 1. Appoint a judicial sub committee to investigate the situation. 2. 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. 3. If the issue arises again with the same school, inform the PMG in order to determine any further action.

3.4.3.3 Breach of the complaint process

3.4.3.3.1 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	<ol style="list-style-type: none"> 1. Breaches the complaints procedure.
Event Controller/Organizing Committee	<ol 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 School Sport Team Leader.
SPORT BOP	<ol 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 any further action.