

**SPORT BAY OF PLENTY CHARITABLE TRUST  
trading as SPORT BAY OF PLENTY  
("Sport BOP")**

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**BAY OF PLENTY  
SECONDARY SCHOOL SPORT  
*TERMS OF INVOLVEMENT*  
2025**

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## 1. Table of Contents

1. Table of Contents.....	2
2. Interpretation of terms.....	3
3. Sport BOP Conditions of Entry.....	4
4. Sanctioned Events – Regulations and Integrity Framework.....	6
5. Code of Conduct .....	7
6. Age and Year Levels .....	9
7. Sanctioned Events and Member Schools .....	10
8. Entry Fees .....	10
9. Eligibility New to School and PCRE Quota .....	11
10. Health and Safety .....	13
11. Host School and Attached Schools .....	14
12. Composite Teams .....	15
13. Correspondence School Students .....	15
14. Home-schooled Students .....	15
15. Inducement to Transfer for Sporting Reasons (Poaching) .....	16
16. Misconduct and Complaints .....	16

## **2. Interpretation of terms**

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

- 1.1. ‘Sport BOP’ shall mean Sport Bay of Plenty Charitable Trust.
- 1.2. School Sport NZ formally known as New Zealand Secondary Schools Sports Council (NZSSSC).
- 1.3. ‘NSO’ shall mean National Sports Organisation.
- 1.4. ‘RSO’ mean Regional Sports Organisation.
- 1.5. ‘PMG’ shall mean the members of the Bay of Plenty Secondary School 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’ 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.
- 1.9. 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. “Delivery Partner” refers to the organisation responsible for coordinating a sanctioned event on the Sport BOP Secondary School Event Calendar.
- 1.12. ‘Sanctioned Event’ refers to an event that has completed the Sport BOP sanctioning process and the application has been approved by the PMG.
- 1.13. ‘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 Sport BOP sanctioned competition or tournament.
- 1.14. ‘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.
- 1.15. ‘The Ministry of Education’s 20-day rule’ means the Ministry’s rule under which a student is deemed to have left school when that student has been absent for any period of 20 consecutive school days.
- 1.16. The following definitions apply in regard to the division of Sport BOP sanctioned events:
  - 1.16.1. Junior: Years 9 and 10 only (including Years 7 and 8 where applicable).
  - 1.16.2. Senior: Years 11 – 13 primarily, but may include Years 9 and 10.
  - 1.16.3. Boys: Grades are open to male students and by dispensation, covered in rule 4c.
  - 1.16.4. Girls: Grades are open to female students and by dispensation, covered in rule 4c.
  - 1.16.5. Open: Grades are open to all students regardless of gender and sex.
  - 1.16.6. Mixed: Grades that have a set quota of male and female participants within teams.

### **3. Sport BOP Conditions of Entry**

All Sport BOP sanctioned events are guided by the eligibility bylaws of 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.

#### **1. Promotional Material**

Sport Bay of Plenty and the associated Delivery Partner have the unconditional right to use at its discretion any photographic and/or video images taken of any competitors/officials while participating at Sport BOP sanctioned Events, 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.

If there are any instances that a Member School has been instructed by a parent/guardian to not take or use photographic and/or video imagery of one of their students and the Member School informs Sport BOP, Sport BOP will inform the Associated Delivery Partner and instruct them to not take imagery of the team and/or school the student is representing.

#### **2. Exclusions**

Access for non-member secondary schools to one-off Sport BOP sanctioned events is discretionally permitted provided those schools pay a non-member entry fee and administration fee as determined by Sport Bay of Plenty.

#### **3. Eligibility**

Unless a written exemption is otherwise granted by Sport BOP, in order to be eligible to participate in Sport BOP sanctioned events, a student must meet all of the following criteria;

- a) 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.
- b) Have a satisfactory attendance record at the school. The final decision will be at the Principal's discretion.
- c) Agree to abide by the Sport BOP Terms of Involvement.
- d) Unless by special Sport BOP exemption and the team is under the jurisdiction of a Member School, there is no provision for community clubs (non-members) to enter teams into Sport BOP Sanctioned Events.
- e) Be under 19 years of age at the 1st of January in the year of the competition (unless specified otherwise for a particular competition).
  1. The school must authenticate a student's birth date. Schools may be requested to validate student's birth date by a birth certificate or passport.
  2. All teams and individuals participating in National or Island events must be declared at the date prescribed by the accredited sporting body.
- f) Year 7 and Year 8 students from Member Schools who provide for such levels, may be eligible to participate in Sport BOP sanctioned events, conditional upon them being identified by the school and approved by Sport BOP prior to event. Approval can be sought through contacting the School

Sport and Recreation Advisor directly. Sport BOP's decision will take into account feedback from the relevant Delivery Partner.

- g) Furthermore, this approval can only be advanced to North Island or National events if the organising body provides for it and the school makes such a request of that body.
- h) If a student's eligibility is challenged, then it shall be investigated through the Sport BOP complaint process.
- i) At all times, Sport BOP reserves the right to exercise discretion in granting special dispensation on a case-by-case basis. To apply for a special dispensation, schools need to apply in writing to the School Sport and Recreation setting out the circumstances that they believe are relevant to the application. The School Sport and Recreation will then respond in writing within seven days of the application, setting out the reasons for the approval or decline of the application.

#### **4. Gender and Sex**

- a) Sport BOP and the PMG will provide equal opportunities to all students, regardless of sex, gender identity and gender expression.
- b) Unless by exception specified by any Sport BOP or NSO protocol, Sport BOP sanctioned events shall be either male, female, open or mixed.
- c) Schools may, on behalf of an individual, make a written submission requesting a variation to the rule above. This may for example be on behalf of an elite level athlete or a gender diverse student.
- d) All cases will be considered by Sport BOP and any other appropriate parties on their individual merit. Decisions will take into account fairness, inclusivity and safety considerations relevant to the student and those they will be competing with and against. Furthermore, relevant policy advice from Sport NZ, NSO's, School Sport NZ or any other agency will be taken into account.
- e) The communication and decision-making process will respect the privacy of the student.

#### **5. Notes:**

- a) For Sport BOP sanctioned North Island or National "qualifying" events, in addition to the 4-week requirement, 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.
- b) 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 Sport BOP and the PMG.).
- c) Sport BOP will consider applications from Principal's 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.

#### **6. School Leavers**

Unless an exemption is approved, 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.

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.

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.

#### **7. Team List Registration Requirements**

Schools are required to register all their students through the online EnterNOW platform by the prescribed close date. Failure to supply team lists with the necessary information by the required date may result in the schools' registration (individual and/or team) not being accepted by Sport BOP or the associated Delivery Partner.

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

All registrations for individuals and/or 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.
- d. Manager's full name, mobile number, and email address.

Corrections, additions, and deletions to team lists after registrations close are to be advised to Sport BOP before such players can play for their new team.

Students may only be registered in one team per event and cannot play for a lower graded team than that they are registered in.

For multi-day tournaments, any student who plays, in whatever capacity, 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.

#### **8. 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 Delivery Partner.

### **4. Sanctioned Events – Regulations and Integrity Framework**

All events will be played according to the rules of the particular sport, as outlined on the event registration form on EnterNOW.

All coaches, spectators, officials, and competitors will be expected to adhere to the BOP Secondary School Sport Code of Conduct as outlined below.

All teams or individuals participating in any Sport BOP sanctioned event 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 the sanctioned event.

If the Coach or Manager authorised by the Principal (or appointee) is not a member of staff of their school, the designated Coach or Manager must assume responsibility throughout the duration of the event, and it is the school's responsibility to ensure they are aware of their duties.

When assigning coaching or management staff to teams, student welfare and safety should be paramount for schools when making these decisions. Individual schools should address this issue through their own school policies.

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

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

**1. Event participant quota breach**

- a) Sport BOP and Delivery Partners always strive to promote and coordinate high quality Secondary School sporting opportunities. This alongside the capacity limits of the sporting venues available and time constraints may result in Sport BOP Sanctioned events enforcing a participant quota (i.e. maximum number of participants/teams permitted).
- b) Sport BOP Sanctioned events with capacity quotas will be stated on the registration form through EnterNOW and if the quota is exceeded, the following process (in order) to reduce participant numbers will be undertaken:
  1. Unless the event is a designated Junior event, Junior teams will be removed.
  2. If there are no Junior teams in the event, the School with the highest number of participants/teams entered will be asked to reduce their total number of participants/teams.
  3. If two or more schools have the same number of participants/teams, Sport BOP will contact the schools directly to determine if any school is willing to reduce their total number of participants/teams.

## **5. Code of Conduct**

**Players Shall:**

- Treat opponents with respect.
- Play hard, but within the rules.
- Exercise self-control at all times.
- 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.
- 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.
- Win with humility; lose with dignity.
- Show that it is a privilege to represent their school.
- Recognise and applaud honestly and wholeheartedly the efforts of team-mates and opponents.
- Cooperate with my coach, team mates and opponents.
- Thank the opposition and officials at the end of the game.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

**Coaches Shall:**

- Treat all players and opponents with respect.
- 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.
- Be reasonable in my demands on players' time, energy and enthusiasm.
- Discipline those on the team who display unsporting behaviour.
- 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.
- In no way seek to recruit a student to attend any particular school.
- Remember that the school sporting area is a classroom, with moral and legislative obligations required of the coach at all times.
- Ensure that the time players spend with me is a positive experience. All players are deserving of equal attention and opportunities.
- Coaches should avoid any hint of criticising the umpiring or refereeing of a match particularly in front of students or parents.
- 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.
- respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.
- Respect the talent, developmental stage and goals of each athlete in order to help each athlete reach their full potential.
- Encourage and promote a healthy lifestyle – refrain from smoking and drinking alcohol around athletes.

**Officials Shall:**

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

**Parents/Caregivers and Supporters Shall:**

- Treat all players and opponents with respect.
- Respect that students are involved in sport for fun and enjoyment as much as competition.
- Support good play and applaud good performance from all competitors.
- Attempt to understand the rules of the game.
- Learn the difference between supportive and abusive comments and rule out the latter.
- Accept the decisions of the officials and coaches.
- Display self-control on the sideline. Always be positive. Never ridicule players.
- Show appreciation for people who volunteer their time to make sport happen.
- Remember that we are all capable of making mistakes.
- Cooperate with the school to achieve the best outcomes for your child.
- Support the school's policy of a smoke and alcohol-free environment.



- Encourage children always to compete according to the rules and to settle disagreements without resorting to hostility or violence.

#### **Member Schools' Code of Conduct**

- As Principal, I agree to being held responsible for all matters pertaining to sport in which this school is involved. These matters include:
- 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.
- Ensuring that all students are aware of and are bound by the Smoke, Vape, Drug and Alcohol-Free conditions under which the event is managed.
- Ensuring that all sports fixtures played at venues for which this school has responsibility are safe for both players and spectators.
- Ensuring that all players representing this school meet the eligibility rules of Sport BOP (or Regional Sports Organisations as relevant).
- Ensuring that all teams representing this school in National or Island competitions meet the eligibility rules of Sport BOP (or Regional Sports Organisation as relevant).
- Ensuring that all athletes and officials are aware of their responsibilities and commitments before they send their entry for an event.
- Ensuring that no player from another school is encouraged to change schools in any one year to participate in future events.

## **6. Age and Year Levels**

Age eligibility for regular event competitions will be determined as of 1 January (i.e. midnight on 31 December/1 January) in the year of competition, unless otherwise prescribed by the Delivery Partner, the levels shall be:

- Junior: Years 9 and 10 only (but including Years 7 & 8 where and as applicable)
- Senior: Years 11 – 13

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. Junior individuals or teams may be permitted entry to Senior Tournaments space permitting, but this is not guaranteed.

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.

Other age, year level or weight groupings may be specified by some Delivery Partners.

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.

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.

## **7. Sanctioned Events and Member Schools**

A sanctioned event shall be one that has successfully completed the Sport BOP sanctioning process to be part of the BOP Secondary Schools Events Calendar.

The sanctioning process shall require that the organisation submit a sanctioning application (available via the Sport BOP website) 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.

Unless by gender exception specified by any Delivery Partner, all Member Schools should be eligible to compete.

Sanctioned events shall only be interschool competitions and operate under the jurisdiction of Sport BOP and the appropriate Delivery Partner.

Safe and appropriate venues as prescribed by Delivery Partners 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.

Unless an invitation has been extended by Sport BOP, such competition shall only be for Member Schools.

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 through Sport BOP's EnterNOW registration account, the Principals approval is implied; Sport Staff personnel from Member Schools will be allocated with a username and password. Sport Staff must be mindful of ensuring the details are not given out. It is the responsibility of Sport Staff to ensure that the Principal approves of all online entries for sanctioned events.

Member Schools are required to fill out the census every year for School Sport NZ.

## **8. Entry Fees**

After the closure of event registrations, schools will receive invoices from the Delivery Partner linked to the event. These invoices will be calculated based on the registrations submitted through the online entry process by the official closing date and time.

In the case of late withdrawal of teams/competitors between the time that entries close and the event taking place, entry fees will still be charged to the school at a rate of 100% of the original fee.

In the case of late entries of teams/competitors between the time that entries close and the event taking place, the Member School will be invoiced an additional administrative fee from Sport BOP.

Sport BOP and the associated Delivery Partner reserve the right to waive this cost in the case of special circumstances (such as medical conditions). The Head of Sport must raise all requests for special exemptions to Sport BOP within 48 hours of the withdrawal being made and may be required to provide supporting documentation (e.g. medical certificate).

### **1. Member School Levies**

All Member Schools accept that a pre-condition to Sport BOP's partnership or continuing partnership is the fee structure established under the Terms of Involvement.

In this respect, each partner school shall pay an annual membership fee as determined by Sport BOP and the PMG. Such fee shall be in the form of a per student levy based on each school's Year 9 – 13

March MOE roll return. Currently this fee is \$300 per school, plus \$3 per student. Such fees will be invoiced annually in April/May.

Non-payment of the levy fee will result in exclusion of that school in the BOP Secondary School Sport Event Calendar and the services offered by Sport BOP's Rangatahi Strategic Director and School Sport and Recreation Advisor.

Additional to the annual levy, schools are required to pay the individual fees for any Sport BOP sanctioned event whose activity they participate.

## **9. Eligibility New to School and PCRE Quota**

In addition to the protocols prescribed in "Eligibility – General"; all teams competing in Qualification or Championship (Division One only) must conform to the 'squad', 'New to School', 'PCRE' and 'Non-Domestic' quota numbers outlined in Table 1.

### **1. New to School (NTS)**

A 'New to School' student (NTS) is a student who enrolls at a Member School at any level above Year 9 during the two years prior to the commencement of any school calendar year; that two-year period commencing from the first day of the student's official attendance (not enrolment) at their new school. However, for the purposes of National or Island events; 'New to School' refers to students who enroll at a Member School at any stage in the 2 years preceding the first day of a National or Island event.

#### **a) A 'Domestic' student refers to:**

1. A New Zealand citizen;
2. A holder of a residence permit;
3. An Australian citizen;
4. A New Zealand passport holder (Cook Islands, Tokelau & Niue);
5. A dependent of a work permit holder;
6. Any student on a New Zealand Government approved Exchange Programme or school to school exchange where the school is a Code signatory School, approved to operate such an exchange programme; g. or as further prescribed by the Ministry of Education.

#### **b) A 'Non-Domestic' student refers to any other student outside of the classifications in the rule above. This includes Foreign Fee-paying students (FFPS) and those on exchange programmes not recognised or endorsed by the New Zealand Government. Any non-domestic student who enrolls in a school in year 9 before the first day of term 3 is in a sporting context exempt from any quota limitations.**

Within this quota, teams are limited to a maximum of two Non-Domestic Students in any code.

Apart from the exclusion in the rules above, all other Non-Domestic students remain part of the quota throughout their time at any school.

## **2. Primary Caregiver Relocation Exemption - (PCRE)**

An exemption from the quota (Table 1) is available for consideration and need only be sought if the inclusion of a specific student(s) results in a school's first team exceeding the stipulated NTS quota for a code. No team that has a quota limit may have more than two PCRE's.

Notwithstanding the above, the approval of a student's PCRE application will cover all sports that the student may choose to participate in. Therefore, an application needs to outline all sports that the student is expected to participate in and the decision to approve will take that into account.

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 Sport BOP and will be considered by the Regional Exemption Committee. This committee will comprise a member from Sport BOP, a member from School Sport NZ and a member from the PMG.

The application, initiated by the student's new school, must be on the official PCRE form available from Sport BOP or the School Sport NZ website; providing formal evidence of the address change as outlined on the application form, and be completed and signed by:

- a) The student.
- b) The Principals of the student's Exit and New School.
- c) The student's parent or authorised primary caregiver.

Any student who has applied for a PCRE is ineligible to play for a team at their new school until their school has been notified of the outcome of the application.

The outcome from any PCRE application will be forwarded to the student's new school and if approved forwarded to the School Sport NZ for their filing.

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

If a student is proven to have been ineligible to participate in any Sport BOP sanctioned event which is part of any Island or National qualification or elimination, then Sport BOP shall have the right to revoke that school's qualification and advise the appropriate organising body.

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.

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

<b>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.</b>	
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

## **10. Health and Safety**

Across most days of a week, Sport BOP as a PCBU ('person conducting a business or undertaking'); facilitates a regional inter-school event calendar to its Member Schools. These may be multiple day tournaments, or one day events.

Generally, they involve students from the Member Schools of Sport Bay of Plenty, accompanied by their coaches, managers, volunteer helpers and often their school's Head of Sport. Matches are officiated by either appointed accredited officials (higher graded matches) or volunteer officials - coaches, students or others. These competitions, tournaments and events are normally held at any combination of an individual school, local authority or community club venue(s). Sport BOP then shares roles and associated responsibilities with schools and those other bodies that provide their facilities and any other entity engaged in the delivery of the event/tournament, who by definition are also PCBU's. This then results in multiple PCBU's with possibly overlapping standards and expectations.

As a matter of ensuring the well-being of its participants, Sport BOP requires the various PCBU's to take all reasonable steps to ensure the environment they provide for any sanctioned competition, tournament or event is safe, 'fit for purpose', conforms to any relevant government legislation and to the needs of any individual code; as prescribed in any individual Delivery Partner code regulations, its Bylaws or in that absence, the official requirements or laws of that code adopted by the National Sports Organisation.

Accordingly, to enable Sport BOP to confidently schedule matches, events or tournaments at Member Schools, local authority or independently managed community venues, it requires an annual surety that its partner PCBU's have taken all reasonable steps to ensure these requirements are met.

This accepted, we acknowledge that there will be incidents and interventions that may not be planned for. Sport BOP expects that in any such instance, a common sense approach and response will be adopted by those best positioned at the time to lead.

If a school, local authority, or other independently managed facility cannot provide that surety, then for its own protection, Sport BOP will not be positioned to schedule matches, events or tournaments.

## **11. Event cancellation or postponement procedure**

Sport BOP will be responsible for communicating this to schools before 2pm on the day prior to the event. This is important as it allows schools time to get the message to parents before students leave school that day and adjust plans accordingly.

For an 'on the day' postponement/cancellation call, the Delivery Partner will need to communicate this with the RSD before 6.30am for them to pass on to schools with enough notice to change plans. 'On the day' cancellations are strongly discouraged and the preference is for cancellations to be made the day before the event.

## **12. Host School and Attached Schools**

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 in any gender]. These schools may enter combined teams of students from both Host and Attached schools in Sport BOP sanctioned events, [and with the prior approval from School Sport NZ and the appropriate NSO, in Island and National school events], provided that before any participation occurs:

- a) All other eligibility rules regarding age and attendance of the students are met.
- b) The Principals of the schools complete a written agreement on the terms that allow students from the 'attached' school[s] to play for a team[s] of the host school, the terms to include agreement that the student[s] from the 'attached' school will be part of the team[s] for the season and not selected only for certain fixtures.
- c) At least four 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.
- 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].

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

All such Host – Attached School agreements are valid only for the calendar year in which they are made and at the regional, Island or National level for the event for which application is made.

### **13. Composite Teams**

If a student's school does not provide a sport/code that a student wishes to play, the student may, on a case-by-case basis, be considered by Sport BOP to play in a team from another school, not including teams in qualification or Division One Championship level. In doing so, schools should recognize that they may be displacing one of their own students.

Unless some other mutual agreement is reached, the team will be known under the name of either the 'host' school or that with the most representation and wear that school's uniform.

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.

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.

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.

### **14. Correspondence School Students**

The correspondence school is affiliated to SSNZ and as such this establishes a partnership with Sport BOP and the PMG.

Correspondence school students will accordingly be accepted as individuals in regional championship events and may form a Correspondence School team (based from students within the Bay of Plenty region) for team events. Should Correspondence school students participate as part of another school team, then this will constitute a composite team.

### **15. Home-schooled Students**

#### **1. Individual Sports**

- a) Where Delivery Partners 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.

- b) Home-schooled students are not eligible for medal placings however Delivery Partners may recognise a merit performance with a separate award/s.
- c) The parent/guardian 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.

## **2. Team Sports**

- a) For events below the Qualifier and Championship (Division One) level of a Sport BOP sanctioned event, and where agreement of the Delivery Partner is given, Home-schooled students may be included in the Composite Team of a Member School.
- b) 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.
- c) All other Sport BOP 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.
- d) 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.

## **16. Inducement to Transfer for Sporting Reasons (Poaching)**

Sport BOP and the PMG do not condone any inducement of students to transfer from one school to another for sporting reasons, other than by way of publicly advertised scholarship.

No employee of a Member School or other person associated with coaching or managing sport in a Member School shall initiate any communication, written or verbal, with a student, their parent or guardian from another Member School that may be considered an enticement to change schools.

If a written complaint with supporting evidence is received about an improper inducement that an employee or other person associated with coaching or managing sport in a Member School suggested to, or used influence on a student to transfer schools' for sporting purposes, it shall be referred in the first instance to the Rangatahi Strategic Director for substantiating. If it is then established that the allegation is not frivolous and may be in breach of the Terms of Involvement and School Sport NZ Bylaws, then the Rangatahi Strategic Director shall refer it to the PMG or Commissioner for their consideration and resolution.

Should for whatever reason the issue not be resolved by the PMG or Commissioner, it may be referred to the School Sport NZ for their determination.

## **17. Misconduct and Complaints**

On matters of substance, a complaint will only be recognised if it is lodged through a partner school (Head of Sport and Principal) or by a Delivery Partner organisation.

Complaints made by parents, students, staff, coaches or members of the public will not be recognised unless they are endorsed by the school Head of Sport or Principal or Sports organization. All such unendorsed complaints will be referred back to the school or Delivery Partner organisation of the aggrieved party.

- a) **Match Official**



Any report from a match official against a player, team management or spectator involved in a Sport BOP sanctioned event must within 72 hours of the completion of that event, lodge their written report with the Delivery Partner and Sport BOP who will then deal with it in accordance with any Delivery Partner process or at the RSO request, by a Sport BOP process.

**b) Other person**

Any complaint from any other person relating to a Sport BOP sanctioned event must within 72 hours of the completion of that event lodge their written report with corroborating evidence initially to their school's Head of Sport. Then within this period, the Head of Sport should choose what action to take which may include dealing with it themselves or adding their endorsement and forward it to Sport BOP for resolution.

Any complaint relating to any alleged breach of the Sport BOP Terms of Involvement, must, within 72 hours of the alleged breach, be lodged in writing with corroborating evidence initially to their school's Head of Sport. Then within this period, the Head of Sport should choose what action to take which may include dealing with it themselves or adding their endorsement and forward it to Sport BOP for resolution.

Any complaint that is not lodged through the Head of Sport nor has the endorsement of the complainant school's Head of Sport will be dismissed.

It is the responsibility of each school's Head of Sport to ensure their Principal is aware of any formal complaint and the nature of it.

**1. Misconduct Complaints Review Process**

Sport BOP will consider all such complaints and depending on the nature of them shall either;

- a) Deal with the complaint itself in consultation with the parties of the school(s) concerned, which may include the Principal(s).
- b) Refer it to the Sport BOP Misconduct Complaints Review Committee.
- c) Refer it to the Delivery Partner.
- d) In the absence of any established Delivery Partner process or a request by the Delivery Partner that Sport BOP deal with a complaint, then the Sport BOP Rangatahi Strategic Director may choose to deal with it themselves in consultation with the Principal(s) of the school(s) involved or refer it to a Sport BOP Complaints Review Committee for their consideration and determination.

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

- e) Sport BOP will gather any additional evidence deemed appropriate to the complaint.
- f) If required, the Principal of the school or body against whom the complaint has been made will be notified in writing of the details of the complaint including the school, organisation or person bringing the complaint and the details of evidence provided.
- g) If the above point is enacted, the Principal receiving notice of the complaint will be asked to provide a written response to the Sport BOP Rangatahi Strategic Director within 72 hours of the complaint being transmitted.

- h) The Rangatahi Strategic Director will then and where necessary in consultation with the PMG Chair, determine how the complaint is to be processed and advise the involved parties accordingly.

## **2. Misconduct Complaints Review Committee**

The Complaints Review Committee will consist of:

- a) The PMG Chair or in the case of any conflict, a delegated PMG member who will chair the panel.
- b) A Head of Sport from a Member School – appointed by Sport BOP.
- c) Any other person(s) Sport BOP deem appropriate – e.g. an appointee of the Delivery Partner involved.
- d) If considered appropriate, Sport BOP's legal counsel.
- e) Sport BOP representation.

## **3. Misconduct Complaints Hearing**

### **a) Pre-Hearing**

- 1. The Principal(s) of schools involved and any person(s) involved with the complaint will be informed of the time, date and place of the hearing, supplied all evidence collected and invited to attend.
- 2. All written material will be supplied to all parties above at least 48 hours prior to the hearing.

### **b) The hearing**

- 1. The Misconduct Complaints Review Committee chair will present the complaint and the response received from the Principal of the defendant school and any other evidence provided; b. the Principal or any person delegated by the Principal of the complainant school will be invited to speak.
- 2. The Principal or any person delegated by the Principal of the defendant school will be invited to speak.
- 3. The panel has the opportunity to ask questions of either party.
- 4. If appropriate and agreed to by the Chairperson, either Principal may seek leave to confidentially speak to the panel.

### **c) Finding and Sanction**

- 1. The panel will then deliberate and may give an oral finding or more likely will reserve its decision to be conveyed in writing to the parties along with any sanction within 48 hours of the hearing.
- 2. Sanctions may include:
  - a) No further action.
  - b) Offer to arrange mediation to attempt to resolve the complaint.
  - c) Present a resolution to the complaint.
  - d) Written warnings with or without conditions.

- e) Individual person sanctions.
- f) Team sanction.
- g) School sanction.
- h) Any other sanction deemed appropriate.

#### **4. Misconduct Appeal Process**

If a Review Committee has not been established and any school wishes to appeal any Misconduct Complaint decision, they must do so through its Principal, within 5 working days of any decision being formally notified and in doing so must include all of the following;

- a) Written substantiated grounds for the appeal.
- b) The Principal's signed endorsement of the appeal.

An appeal will be deemed to have been lodged when all of the above information has been received by Sport BOPs Rangatahi Strategic Director. Upon receipt of the above, the Rangatahi Strategic Director will then engage the Misconduct Complaints Review Committee to review and consider the appeal.

Any school wishing to appeal any Misconduct Complaints Review Committee decision and/or sanction must do so through its Principal, within 5 working days of any decision being formally notified and in doing so must include all of the following;

- a) Written substantiated grounds for the appeal.
- b) The Principal's signed endorsement of the appeal.
- c) An undertaking that the Principal will attend the appeal hearing.
- d) A \$500 bond which may be refund in whole or part pending the appeal outcome.

An appeal will be deemed to have been lodged when all of the above information has been received by Sport BOPs Rangatahi Strategic Director. Upon receipt of the above, the Rangatahi Strategic Director will then engage a Commissioner to review and consider the appeal.

Ordinarily, appeals will be heard based on the record of the decision of the Misconduct Complaints Review Committee and the evidence received and considered by it.

The Commissioner will however have full discretionary authority to hear and receive such further evidence as it thinks fit although generally such evidence will only be admissible where it can be established that evidence was not available at the time of the original hearing.

#### **5. Misconduct Appeal Hearing**

##### **a) Pre-Hearing**

1. The Commissioner and Principal(s) of the school(s) involved will be informed of the time, date and place of the hearing and advised of the appeal process.
2. All written material will be supplied to all parties above at least 48 hours prior to the hearing.

**b) The hearing**

1. The Commissioner will present the substantiated grounds for the appeal as lodged by the Member School(s) and with that, the acceptance or otherwise of any other evidence that was not considered at the original hearing and reasoning for that.
2. The Principal of the appeal school and/or any person(s) delegated by them will be invited to speak.
3. The Commissioner has the opportunity to ask questions of them.
4. The Commissioner will sum up.

**c) Finding and Sanction**

1. The Commissioner will deliberate and may give an oral finding or reserve their decision to be conveyed in writing to the parties along with any sanction within 48 hours of the hearing.
2. The Commissioner may uphold the original decision and any sanction(s) applied by the Complaints Review Committee or alter the original decision and sanction(s) in any way.

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

Any further recourse on an appeal decision must be conducted through the NZ Sports Tribunal.

**6. Other Complaints**

All other complaints (not related to misconduct) should in the first instance be directed to Sport BOP's School Sport and Recreation Advisor. If the complaint does not relate to a particular sport, or relates to Sport BOP's own actions or policies, the complaint should be lodged with the Rangatahi Strategic Director. All complaints should be in writing with supporting information and via the school's Head of Sport and/or Principal.

Sport BOP will consider all such complaints and depending on the nature of them shall either;

- a) Refer it to the RSO.
- b) Deal with the complaint itself in consultation with the Principal(s) and parties of the school(s) concerned.
- c) Refer it to the PMG.

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

- e) Sport BOP will gather any additional evidence deemed appropriate to the complaint.
- f) Representatives of the involved parties will be notified in writing of the details of the complaint including the school, organisation or person bringing the complaint and the details of information provided.
- g) On reception of the complaint notification, a 72-hour window is opened for written responses to the complaint.

- h) The Rangatahi Strategic Director will then and where necessary in consultation with the PMG Chair, determine how the complaint is to be processed and advise the involved parties accordingly.

Any school wishing to appeal a decision and/or sanction must do so through its Principal, within 5 working days of any decision being formally notified and in doing so must include all of the following;

- i) Written substantiated grounds for the appeal.
- j) The Principal's signed endorsement of the appeal.
- k) An undertaking that the Principal will attend any appeal hearing.
- l) A \$500 bond which Sport BOP may refund in whole or part pending the appeal outcome. Appeals will be heard by a Sport BOP Commissioner, as appointed by the PMG. The process for reviewing the appeal will be at the discretion of the Commissioner.

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

Any further recourse on an appeal must be conducted through the NZ Sports Tribunal.