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**BAY OF PLENTY  
PRIMARY & INTERMEDIATE SCHOOL  
SPORT  
-Terms of Participation**

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Updated as at January 2019  
Sport BOP

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## 1. Interpretation of terms

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

- 1.1. ‘Sport BOP’ shall mean Sport Bay of Plenty Charitable Trust.
- 1.2. ‘PASC shall mean the Principals Association Sports Committee.
- 1.3. ‘NSO’ shall mean National Sports Organisation.
- 1.4. ‘RSO’ shall mean Regional Sports Organisation.
- 1.5. **‘Member School’** [also referred to as ‘Host School’] means any primary/intermediate school in the Bay of Plenty region that is registered with the Ministry of Education as an accredited primary or intermediate school **and who has paid the annual financial levy required by the PASC and Sport BOP**. Member school levies will be reviewed annually. Contact your sub-regional Primary Sport Director for further information about the relevant levies.
- 1.6. ‘Affiliate School’ [also referred to as ‘Attached School’] means any primary/intermediate who, while not a full member, has a relationship with a Member School [Host School] under the protocols of PASC’s Host School. Such schools may not necessarily be Ministry of Education accredited.
- 1.7. ‘Home School’ refers to students who are schooled / educated at home and who are not registered or enrolled at a recognised Ministry of Education primary/intermediate school.
- 1.8. ‘Organising Committee’ refers to the group responsible for hosting an event on the Sport BOP Primary / Intermediate Schools Calendar.

## 2. Sport BOP Conditions of Entry

*All Bay of Plenty primary/intermediate school events are guided by the constitution of the Principals and Association. This constitution is the basis of the policy and guidelines below.*

*All those involved in primary/intermediate 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 levels of sportsmanship, fair play and conduct are expected in relation to opposition players, coaches and officials.*

### 2.1. Behaviour Guidelines

- 2.1.1. **All teams/students participating in a sports tournament must be under the direct control of a school and have in charge a suitably qualified designated adult who is accountable to the principal. The designated adult must assume responsibility throughout the duration of the event and remain with the children.**
- 2.1.2. Schools are encouraged to have teachers in managerial and/or coaching positions.
- 2.1.3. All schools will be encouraged to have a policy for sport and recreation.
- 2.1.4. All schools will be encouraged to have a Code of Conduct that includes disciplinary procedures.
- 2.1.5. All schools participating in competitions conducted by the RSO must abide by any rules set down by that sporting association.
- 2.1.6. All events on the Sport BOP calendar will be Smoke, Drug and Alcohol Free.

### 2.2. Eligibility

- 2.2.1. **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 controller and provided they abide by all of the other conditions outlined in this terms of participation and on the specific entry form. An entry form must stipulate clearly that the event is invitational.**

#### 2.2.2 Exclusions

- 2.2.2.1 If a school is not contributing a levy to the PASC/Sport BOP they **(are deemed a non-member school and )** are not permitted to attend sanctioned events. Access to one off events **( see 2.2.1 above, will be )** permitted provided those schools pay the non-member entry fee as determined by the PASC and or Primary Regional Sport Director and agree to the terms under this document.
- 2.2.2.2 Clubs or community teams will not be permitted to attend sanctioned events.
- 2.2.2.3 Schools with outstanding entry fees or levies will not be able to attend events until outstanding fees are settled. Still could apply for the following year of events.

### **2.2.3 Host School – Attached School**

**2.2.3.1** A Member School [Host School] may offer sporting opportunities to students who attend primary/intermediate schools [Attached School] not capable of entering normal primary/intermediate school events. These schools may enter teams of students from both Host and Attached schools in Sport BOP sanctioned activity, and with the prior approval from Primary Regional Director provided that before any participation occurs:

- a) The Principals of the schools agree on the terms that allow students from the ‘attached’ school[s] to play for a team[s] of the ‘Host’ School;
- b) The Principal of the Host School accepts responsibility for the team;
- c) The team[s] will compete under the name of the ‘Host School’;
- d) The team[s] will compete in the ‘Host School’ uniform;
- e) Students will be named as representatives of the ‘Host School’;

### **2.2.4 Home Schooled Students**

**2.2.4.1** Home schooled students may only attend a Sport BOP sanctioned event if they have contributed the levy to a member school. They must comply with the processes set out by the member school.

### **2.2.5 Sanctioned and Affiliate Events**

**2.2.5.1** A sanctioned event shall be one that has successfully completed the sanctioning process to be part of the Sport BOP Primary / Intermediate Schools Events Calendar.

**2.2.5.2** The sanctioning process shall require that the organising committee submit a sanctioning application (available via the Sport BOP Website) to the PASC. The application will be considered, and the PASC will accept or reject the application dependent on the extent to which it fulfills the sanctioning requirements.

**2.2.5.3** Competition for all sanctioned events shall only be interschool and operate under the jurisdiction of Sport BOP and/or the appropriate PASC or affiliated body.

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

**2.2.5.5** Safe and appropriate venues as prescribed by individual codes must be available. Sport BOP retains the right to not use any venues that do not meet such minimum code, or health and safety requirements.

**2.2.5.6** 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.

All member (levy paying ) schools pay a lower entry fee than non-member schools. Non-member schools will pay an extra fee per event.

## **2.2.6 Non-sanctioned Events**

- 2.2.6.1** Those events not classified as ‘sanctioned’ or ‘affiliate’ will only be considered for inclusion in the Sport BOP Primary/Intermediate Schools Events Calendar either annually or on a one-off or trial basis, subject to them being approved by the PASC in liaison with the deliverer.
- 2.2.6.2** 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 organisers are known and trusted affiliates of Sport BOP.
  - b. Non-endorsed events are those that have not completed the sanctioning process, and which are not accountable to Sport BOP or the PASC in any way.
- 2.2.6.3** Non-sanctioned events (Endorsed or Non-endorsed) will not be included in the Sport BOP Primary / Intermediate Schools Calendar unless approved by the PASC.

## **2.2.7 Events – Regulations, Conducts and Judicial**

- 2.2.7.1** All events will be played according to the rules of the particular sport.
- 2.2.7.2** All coaches, spectators, officials and competitors will be expected to adhere to the BOP Primary/Intermediate Schools Code of Conduct.
- 2.2.7.3** All participants must accept and respect the referee/umpire as the sole adjudicator and appropriately acknowledge their contribution to any fixture.
- 2.2.7.4** 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 Board sub-committee.
- 2.2.7.5** 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 code invites it to investigate on its behalf.
- 2.2.7.6** 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 Committee whose decision(s) will be final.

## **2.3 Entry details**

### **2.3.1 Age and Year levels**

- 2.3.1.1** Age eligibility for regular event competitions will be determined as at the date set down by the Regional and or National Sporting Body of that particular sporting code. However, all BOP Primary and Intermediate school sport Championships sanctioned by SBOP will be determined by the sub regional PASC. The majority vote will govern the outcome (2/3 Regions will make a vote)
- 2.3.1.2** Sport BOP sanctioned individual Championship or Tournament events, unless specified otherwise in the entry conditions, are for Year 4 to 8 students.

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

**2.3.1.4** All Sport BOP sanctioned Bay wide individual Championship or Tournament events will be in ages, unless specified otherwise in the entry conditions. The age of the participant will be determined from the first day of the term in which the event commences on.

### **2.3.2 Team Registration list requirements**

**2.3.2.1** All team registrations must be completed on the appropriate registration forms or online (EnterNow) provided prior to each event. All registration forms, online or physical must be completed and received by Sport Bay of Plenty by the official entries close date and must include if requested:

- a. student's full name
- b. date of birth
- c. year level
- d. age
- e. gender

All personal information will be kept confidential by SBOP and/or the code delivering the event.

**2.3.2.2** Failure to supply such lists by the required date may result in the forfeiture of competition points from games played where no team lists are registered.

**2.3.2.3** Players cannot play for a lower graded team than that they are registered in.

**2.3.2.3** All late entry registrations (if accepted) to individual and or team events will be charged at an increase of 30%. Sport BOP reserves the right to waive this cost at their discretion.

### **2.3.3 Entry Fees**

**2.3.3.1** Schools will be invoiced after each event based upon the registrations submitted as at the date and time that entry's officially closed.

**2.3.3.2** 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 up to 50% of the original fee. Sport BOP reserves the right to waive this cost at their discretion.

**2.3.3.3** In the case of late withdrawal of teams/competitors between the time that draws are completed and the actual event, entry fees will be charged on to the school at a rate of 100% of the original fee. Sport BOP reserves the right to waive this cost in the case of special circumstances (such as medical conditions). However, a medical certificate may be requested.

### **2.3.4 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 organising committee.*

## 2.4 Event Guidelines

### 2.4.1 Differentiation of tied teams

*Unless prescribed otherwise by any code/organizing committee on an event entry form:*

**2.4.1.1** The process for differentiating two teams tied on round robin competition points shall be:

- a. If the match was drawn or no result is available, then the team with the better points differential in all competition matches in that particular 'round' shall be afforded the higher ranking.

**2.4.1.2** 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 points 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 is being considered for differentiation, they shall automatically be disqualified from consideration.

### 2.4.2 Code of Conduct

#### 2.4.2.1 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. Recognise and applaud honestly and wholeheartedly the efforts of teammates and opponents.
- IX. Cooperate with my coach, teammates and opponents.
- X. Thank the opposition and officials at the end of the game.
- XI. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

#### **2.4.2.2 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 display unsporting behavior.
- V. Operate within the rules and spirit of the game, respecting the judgment and interpretation of the officials and teach my players to do the same.
- VI. In no way, seek to recruit a student to attend any particular school.
- VII. Remember that the school sporting area is a classroom, with moral and legislative obligations required of the coach at all times.
- VIII. Ensure that the time players spend with me is a positive experience. All players are deserving of equal attention and opportunities.
- IX. Coaches should avoid any hint of criticising the umpiring or refereeing of a match particularly in front of students or parents.
- X. Show concern and caution toward sick and injured players and follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- XI. Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.
- XII. Respect the talent, developmental stage and goals of each athlete in order to help each athlete reach their full potential.
- XIII. Encourage and promote a healthy lifestyle – refrain from smoking and drinking alcohol around athletes.

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

#### 2.4.2.4 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 to always compete according to the rules and to settle disagreements without resorting to hostility or violence.

#### 2.4.2.5 Schools' Code of Conduct

- I. As Principal, I agree to be 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 care 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 PASC (or National or Regional Sports Organisations as relevant).
  - e) Ensuring that all athletes and officials are aware of their responsibilities and commitments before they send their entry for an event.
  - f) Ensuring that no player from another school is encouraged to change schools in any one year to participate in future events.
  - g) Ensuring the Code of Conduct is promoted and adhered to.

### 2.4.3 Incident Process

#### 2.4.3.1 Complaints Procedure:

- 2.4.3.1.1 Any complaint (technical or judicial), by any 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 the Sport Bay of Plenty School Sport Team Leader. Calvin Buttimore [calvinb@sportbop.co.nz](mailto:calvinb@sportbop.co.nz)**

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

**2.4.3.2 Sport Rage Incident Process:**

WHO IS RESPONSIBLE	ACTION
Anyone	1. Report it to the ground official or club committee member
Ground official or organising committee member or referees/umpire if on-field.	<ol style="list-style-type: none"> <li>1. Approach individual with sport rage and issue a warning for breach of code.</li> <li>2. Based on the situation, decide on the next step:               <ol style="list-style-type: none"> <li>a) Take no further action</li> <li>b) Refer sport rage to organizing committee for disciplinary action (e.g. a repeat or serious offence).</li> <li>c) Expel individual from field of play/venue.</li> </ol> </li> <li>3. Suspend play until action is taken.</li> <li>4. Involve police if the behaviour constitutes a criminal act.</li> </ol>
Organising Committee	<ol style="list-style-type: none"> <li>1. Determine whether the situation has been dealt with to a satisfactory level. If so, take no further action. If not:</li> <li>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.</li> <li>3. Inform Sport BOP School Sport Team Leader of the member school to which the sport rage individual belongs and forward through any relevant evidence (including the recounts).</li> </ol>
Sport BOP	<ol style="list-style-type: none"> <li>1. Appoint a judicial sub committee to investigate the situation.</li> <li>2. Contact Principal and Sport Coordinator from school and inform them of the sub committees’ findings, rulings (regarding the event/competition) and any relevant recommendations.</li> <li>3. If the issue arises again with the same school, inform the PASC in order to determine any further action.</li> </ol>

**2.4.3.3 Breach of the Complaint Procedure:**

2.4.3.3.1 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 school by Sport BOP in accordance with the following guidelines:

WHO IS RESPONSIBLE	ACTION
School	1. Breaches the complaints procedure.
Event Controller/Organising Committee	1. Inform Team Manager of school that the breach has occurred and that the complaint will not be considered. 2. Take note of the name of the school and inform the Sport BOP School Sport Team Leader.
Sport BOP	3. Issue school sports coordinator with an official written warning and inform PASC. 4. If the issue arises again with the same school, inform the Principal. 5. If the issue arises again with the same school, inform the PASC in order to determine any further action.