

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

**BAY OF PLENTY
SECONDARY SCHOOL SPORT
TERMS OF INVOLVEMENT
2026 - 2028**

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2. Interpretation of terms

These “Terms of involvement” reflect the contract Sport BOP has with Member Schools, through the PMG and 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. “Bay of Plenty Secondary Schools Principal Management Group (PMG)” shall mean the management group of at least four secondary school Principals (or senior leadership role), with a minimum of one representative from each sub-region, who oversee this contract and represent Member Schools.
- 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 Schools” refers to Ministry of Education registered secondary schools within the Bay of Plenty region who pay the agreed levy towards this contract as signed by the school’s Principal. Member Schools must be financially current in accordance with the annual levy as listed under Member School Responsibilities.
- 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. “Delivery Partner” refers to the organisation responsible for coordinating a sanctioned event on the Sport BOP Secondary School Event Calendar.
- 1.11. “Bay of Plenty Secondary School Event Calendar” (BOPSS Event Calendar) refers to the PMG approved BOPSS Event Calendar provides Member School students with opportunities to represent their school in regional inter-school sport competitions.
- 1.12. “Sanctioning application” refers to the application that sets the criteria required for sport and recreation organisations to deliver events on the BOPSS Event Calendar.
- 1.13. “Terms of Delivery” refers to the terms set out the regulations, roles and responsibilities of Sport Bay of Plenty, and Delivery Partners for the coordination of competitions on the BOPSS Event Calendar.
- 1.14. ‘First Team’ level refers to a Member School’s registered first [top] team squad playing in any of the sports listed in Table 1 irrespective of the division they play in. A ‘squad’ shall be the maximum number of players’ eligible to be registered in that code at a Sport BOP sanctioned competition or tournament.
- 1.15. ‘Commissioner’ refers to a person appointed annually by the Bay of Plenty Secondary Schools Principals Association, charged with arbitrating any dispute or appeal that may from time to time be referred to them by the PMG.
- 1.16. ‘The Ministry of Education’s 20-day rule’ means the Ministry’s rule under which a student is deemed to have left school when that student has been absent for any period of 20 consecutive school days.
- 1.17. The following definitions apply in regard to the division of BOPSS Event Calendar:
 - 1.17.1. Junior: Years 9 and 10 only (including Years 7 and 8 where applicable).
 - 1.17.2. Senior: Years 11 – 13 primarily, but may include Years 9 and 10.
 - 1.17.3. Boys: Grades are open to male students and by dispensation, covered in rule 4c.
 - 1.17.4. Girls: Grades are open to female students and by dispensation, covered in rule 4c.
 - 1.17.5. Open: Grades are open to all students regardless of gender and sex.
 - 1.17.6. Mixed: Grades that have a set quota of male and female participants within teams.

3. Bay of Plenty Secondary School Event Calendar

Purpose: The Bay of Plenty Secondary School Event Calendar provides member school students with opportunities to represent their school in regional inter-school sport competitions.

Aim: To deliver a coordinated annual calendar of meaningful regional events that contributes to increasing participation in secondary school sport.

To achieve the purpose and aims for the BOPSS Event Calendar, these events are typically held during school hours to increase member schools' ability to provide staff and to reduce the number of clashes with weekend sport. While sport provides a platform to learn, build relationships, develop school culture and be physically active, careful consideration is always given to the time staff and students spend out of the classroom. Member schools have access to all opportunities on the BOPSS Event Calendar, regardless of affiliations agreed to otherwise.

Sport organisations must apply to be on the BOPSS Event Calendar through the sanctioning process, which aims to build a partnership between Sport Bay of Plenty, the organisation and member schools. The sanctioning process also sets out expectations of all parties through the Terms of Delivery for sports and Terms of Involvement for member schools.

Events must align with one or more of the listed categories to be considered for sanctioning:

1. School Sport New Zealand sanctioned North-Island or National qualifying event
2. Opportunities for Member School students to access sports that don't have a local weekly league
3. Competitive inter-school fixtures

In addition to the above, the following restrictions are in place:

1. Events involving Senior students may not be held during Term 4
2. There is a cap of 12 events in place for Term 1

Sports that have formalised weekly competitions across all Bay of Plenty sub-regions, including Taupō, will only be granted approval for events to take place if they are either:

- a North Island or National qualifying event
- scheduled out of school hours (e.g. weekends)

The sanctioning process differs slightly for organisations who are already delivering events on the BOPSS Calendar (known as Delivery Partners), to organisations who are seeking to join the calendar. Delivery Partners will be invited to submit a sanctioning application and alongside the Secondary School Sport Advisor, determine dates for the following year.

To determine if a new event should be added to the BOPSS Event Calendar, new organisations must follow the process below:

- Submit the sanctioning application, alongside a letter which outlines the need for the event to take place in school time. This could include current opportunities, participation data that demonstrates the actual or potential growth in the sport and previous engagement with secondary schools.
- The Secondary School Sport Advisor will consult with member school sport offices to gauge support of the proposed new event
- The above information will be presented to the Principal Management Group at the Term 4 meeting, where all sanctioning application decisions are made.

- The Secondary School Sport Advisor will communicate decisions with current Delivery Partners and new organisations seeking to join the BOPSS Event Calendar.

4. Conditions of Entry

The development of the Terms of Involvement has taken School Sport NZ's eligibility guidelines into consideration.

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 BOPSS Event Calendar, 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 to BOPSS calendar events is permitted only for Member Schools. Non-Member Schools may only be permitted access if specifically granted by Sport BOP and the PMG.

3. Eligibility

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

- 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.
- Have a satisfactory attendance record at the school. The final decision will be at the Principal's discretion.
- Agree to abide by the Sport BOP Terms of Involvement.
- 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 BOPSS Event Calendar.
- Be under 19 years of age at the 1st of January in the year of the competition (unless specified otherwise for a particular competition).
 - 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.
 - 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 BOPSS Event Calendar, conditional upon this being necessary to form a team and is approved by Sport BOP prior to the close of entry. Approval can be sought through contacting the Secondary School Sport Advisor directly. Sport BOP's decision may 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 as outlined in section 16.
- 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 Secondary School Sport Advisor setting out the circumstances that they believe are relevant to the application. The Secondary School Sport Advisor 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, BOPSS Event Calendar 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) Sport BOP will consider applications from Principal's for exemptions of 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 Sporty 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.

5. 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 Sporty.

All coaches, spectators, officials, and competitors will be expected to adhere to the BOP Secondary School Sport Code of Conduct as outlined in section 5.

All teams or individuals participating in the BOPSS Event Calendar 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.

Sport BOP will maintain a balance between the total number of events and the welfare for those working in this system, and therefore will permit no more than 12 events on the BOPSS Event Calendar throughout Term 1.

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 the enforcement a participant quota (i.e. maximum number of participants/teams permitted).
- b) Events with capacity quotas will be stated on the registration form through Sporty 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.

6. 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 rangatahi 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.
- Not criticise 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 rangatahi 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.

7. 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
- Junior individuals or teams may be permitted entry to Senior Tournaments space permitting, but this is not guaranteed.

Member 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.

8. 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 requires the organisation to submit a sanctioning application (available via the Sport BOP website) to the Secondary School Sport Advisor. 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.

The BOPSS Event Calendar 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 Sporty 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.

9. 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.

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 and continuing partnership is the fee structure established under the Terms of Involvement.

In return for the services provided by Sport Bay of Plenty, the PMG and Member Schools agree to the following financial contributions:

Base Contribution: Each Member School will invest \$300 annually (applies if school roll is over 100 pupils), with an additional contribution of:

- 2026: \$4.00 per student.
- 2027: \$4.50 per student.
- 2028: \$5.00 per student.

The per student payment is based on the Ministry of Education's March roll return numbers. All fees mentioned in this agreement are exclusive of Goods and Services Tax (GST). GST will be charged in addition to the fees.

Non-payment of the levy fee will result in exclusion of that school in the BOPSS Event Calendar and the services offered through the Sport BOP and PMG contract.

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

10. Qualification event Eligibility

NOTE: School Sport NZ adopted their new eligibility regulations in November, 2025. While Sport BOP and the PMG want and will align practices to improve regional to national alignment as much as necessarily appropriate, we have not had enough time to triage the impact of wholly adopting the qualification event eligibility rulings. With this in mind, we have included these regulations within the Terms of Involvement, but as it relates to the BOPSS Senior Volleyball Championships and BOPSS Golf Championships, we do so as a guide and we do not plan to completely enforce these. We believe there will be enough clarity and understanding for this regulation in Term 4 of this year and therefore we plan to enforce this regulation for the BOPSS Junior Volleyball Championships.

In addition to the protocols prescribed in “Eligibility – General”; all teams competing in qualification events that lead to a School Sport NZ’s sanctioned Championship event must conform to the eligibility regulations, including ‘New to School’ quota numbers outlined in Table 1. For further information on School Sport NZ’s eligibility regulations, please read [here](#).

10.1 2026 Qualification events:

1. BOPSS Senior Volleyball Championships
2. BOPSS Golf Championships
3. BOPSS Junior Volleyball Championships

10.2 NTS Requirements: If a School Member wants to enter any Student who is New to School (as defined in clause 9.2 (NTS)), but otherwise Eligible, into a Championship Level Competition (whether in a Team Sport or an Individual Sport), it must:

- a. complete the transfer process for each NTS Student set out in School Sport NZ’s eligibility regulations; and
- b. for Team Sports, not exceed the number of NTS Students from its School specified in Schedule 1 of these Regulations. Note: NTS limits do not apply to Cup Level Competitions and Carnival Level Events.

10.3 Meaning of “New to School”: Unless a Student’s School has been granted an NTS Exemption, or the student is deemed not to be NTS under clause 9.4, a Student shall be regarded as New to School (NTS) if any of the following apply:

- a. the Student’s most recent Enrolment at their School, in any of Years 10 to 13 (or Year 14 if Eligible under clause 9), occurred within the twenty-four (24) months preceding the scheduled first day of the Sanctioned Event (or within the period specified in clause 11.3 for Year 11–13 Schools);
- b. the Student is a Non-Domestic Student (NDS) enrolled in Years 9 to 13. All NDS shall be deemed to be NTS and included in the NTS limit under Schedule 1, irrespective of their Enrolment date; or
- c. the Student is Enrolled as a Te Kura Elite Athlete in Years 9 to 13. Te Kura Elite Athlete Students shall always be included in the NTS limit under Schedule 1, irrespective of their Enrolment date.

10.4 Year 11-13 Schools: Where a school only accepts Enrolments of Students from Year 11, Year 12, or Year 13 (for example, a boys’ School that admits girls from Year 11 onward), a Student who is Enrolled in one (1) of those senior years will be regarded as New to School under clause 9.2(a) or if they previously participated in Championship Level Competition while Enrolled at another School(s), irrespective of their Enrolment date.

10.5 Not New to School (NTS): A Student is not considered New to School under these Regulations if any one (1) of the following circumstances apply:

- a. the Student has been granted a NTS Exemption by SSNZ;

- b. the Student has re-Enrolled with their Original School where the Student;
 - i. was Enrolled at the School (Original School) for at least twelve (12) months before leaving it for any reason, including attending another School in New Zealand or overseas;
 - ii. then re-Enrolled with the Original School within fifteen (15) months of leaving;
 - iii. would not have been considered New to School had they remained continuously Enrolled; and,
 - iv. did not compete in Championship Level Competitions (or equivalent as decided by SSNZ) for another school (in New Zealand or elsewhere) during that time; or
- c. the Student has transferred between an Attached School and a Host School (or vice versa) (which has an Attached School Agreement) and has participated in a sport for the Host School, within the twenty-four (24) month period immediately before the scheduled first day of the Sanctioned Event in that sport; or Approved 26th November 2025 Adopted 1st January 2026 18
- d. the Student is Enrolled at a School that only admits Students from Year 10 or later (e.g. girls from Year 11), unless the Student previously represented another School in the same sport at a Championship Level Competition within the last twenty-four (24) months, in which case, they are considered New to School; or e. the Student attended Year 8 at a School that offers Year 7-Year 13 and continues at the same School in Year 9, starting in the year immediately after finishing Year 8.

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

Number of NTS (including ND students) permitted per School Team for Championship Level Competitions	
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
All other sports	Unlimited

***Note:** This table will be updated for the 2027 Calendar year.

11. Health and Safety

Across most days of the 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.

12. 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.

If there needs to be an 'on the day' postponement/cancellation call, the Delivery Partner will need to communicate this with the Secondary School Sport Advisor 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.

13. Host School and Attached Schools

Sport BOP may grant a Dispensation allowing Student/s Enrolled in an Attached School to participate with Student/s from another School (the Host School) in any Sanctioned Event, including Qualification and Championship level competitions, if the following conditions are met:

- a. the Student/s are Enrolled in an Attached School (which is a Member School) and they meet all other eligibility requirements as they apply to the student at the Attached School;
- b. the Student/s wants to participate for the Host School (which is a Member School) in a sport/s offered by the Host School and to do so for the full season of the sport/s (whether for a Team

Sport or an Individual Sport), unless Sport BOP agrees there are justifiable reasons for a Student/s to participate for only part of the season;

- c. the Attached School does not have enough Students available or willing to participate for their School in the sport/s;
- d. the Principals of both Schools have signed and submitted a written agreement (Attached School Agreement) in Form 5, which states that:
 - i. the Student/s from the Attached School are Eligible as it applies to the Attached School;
 - ii. the Student/s will be or have been selected to participate for the Host School in a sport/s for the full season (unless Sport BOP approves otherwise);
 - iii. the Host School Principal accepts responsibility for the Student/s from the Attached School Student/s while they are participating for the Host School;
 - iv. the Student/s participate under the Host School's name and uniform;
 - v. the Host School is responsible for entering the students into any Sanctioned Events;
 - vi. the Student/s represent the Host School in any Sanctioned Events;
 - vii. a Host School will not have Students from more than two (2) Attached Schools participating in the same Individual Sport or Team Sport at the same time;
 - viii. where the Host School is single sex (girls-only or boys-only), the Attached School may enter into a second Attached School Agreement with another Host School, only if that Host School has Students of the other sex wishing to participate in that sport in Sanctioned Events and those events are only for sports relating to that other sex. The Attached School may not enter into any other Attached School Agreements for mixed sex or additional sports; and
 - ix. except as permitted under clause 12a(viii), the Attached School will only have an Attached School Agreement with the Host School (for the sport/s offered by the Host School) and will not enter into any other Attached School Agreement for the same School Year (including for mixed sex sport). If the Host School does not offer a particular sport, the Attached School may not seek another Host School for the same School Year; and
- e. the Host School has not and will not have more than one (1) other Attached School Agreement within the same School Year i.e. no more than two (2) Attached Agreements in total.

Any Attached School Agreement accepted by School Sport NZ will be automatically accepted for BOP events. Member Schools must be aware that any regional Host School Agreement approved by Sport BOP, is not automatically transferable to SSNZ sanctioned events.

Any such agreement 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.

14. Composite Teams

Sport BOP may grant a Dispensation allowing Student/s Enrolled in one (1) or more Schools to form a Composite Team with one (1) or more Students from another School (the Responsible School) to participate in a Sanctioned Event which is not a Championship Level Competition, if the following conditions are met:

- a. the Composite Team is entering a competition below Championship Division one (1) - where placings, titles and awards are allowed on the same basis as for Students participating from one

(1) School. Composite Teams cannot participate in Championship level competitions (not including Division one (1));

- b. the student/s are Enrolled in Schools that are Members of Sport BOP, and each Student meet all the other Eligibility requirements;
- c. the student/s will participate in the sport as part of a Composite Team for the full season (unless Sport BOP approves otherwise) including in any Sanctioned Event, if they qualify and if one (1) of the Schools involved agrees to enter them for the season (Responsible School);
- d. the Principals of the Student/s' School, the Responsible School and any other Schools with Student/s involved in the same Composite Team, have signed and submitted a written agreement (Composite Team Agreement), which includes the following declarations:
 - i. all Students in the Composite Team are from no more than three (3) Schools;
 - ii. none of the Schools have enough Students available or willing to participate to form a team in that sport to participate for their School; and, the agreement must also include terms that:
 - iii. the Principal of the Responsible School accepts full responsibility for the Students in the Composite Team while they participate in the Sanctioned Event;
 - iv. the Composite Team will be entered into the Sanctioned Event by the Responsible School;
 - v. the Composite Team will participate under an agreed name which clearly shows it is made up of Students from the Schools involved; and
 - vi. none of the Schools will enter other Students into the same Sanctioned Event in the same Individual Sport or Team Sport.

15. Application for Attached Schools and Composite Schools

To apply for a Dispensation to have Student/s participating for a Host School or as part of a Composite Team, the Host School or the Responsible School, as applicable, must:

- a. ensure all the Schools involved are School Members;
- b. have its Principal sign an Attached School Agreement (using Form 1) or a Composite Team Agreement (using Form 2), as applicable;
- c. request the Attached School, or the other School/s for a Composite Team (as applicable) to have their Principal/s sign and return to the Host School or the Responsible School, the Attached School Agreement or the Composite Team Agreement (as applicable); and
- d. by the following dates, submit the applicable signed Agreement by email to the Secondary School Sport Lead:
 - i. for Attached School Agreements: by the last day of the first Term in each School Year; and
 - ii. for Composite School Agreements: by no later than thirty (30) working days prior to the closing date for entries into the Sanctioned Event; and

16. Correspondence School Students

As long as Member School status is current, 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.

17. 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 the 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 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 Secondary School Sport Lead 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 Secondary School Sport Lead 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.

18. Misconduct and Complaints

On matters of substance, a complaint will only be recognised if it is lodged through a Member 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 organisation. 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 Secondary School Sport Lead 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 Secondary School Sport Lead within 72 hours of the complaint being transmitted.
- h) The Secondary School Sport Lead 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 deemed to have been lodged when all of the above information has been received by Sport BOPs Secondary School Sport Lead. Upon receipt of the above, the Secondary School Sport Lead 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 Secondary School Sport Lead. Upon receipt of the above, the Secondary School Sport Lead 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 Secondary School Sport 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 Secondary School Sport Lead. 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 Secondary School Sport Lead 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.

19. Appendix 1

For the purpose of Regional to National alignment and consistent processes (where appropriate), Sport Bay of Plenty will use the below forms for the 2026 BOPSS Event Calendar. This only relates to Qualification events as listed in section 10.

[Application for New To School \(NTS\) exemption](#)
[Attached School Agreement application](#)
[Composite Team School agreement](#)