



Waikato Secondary Schools Sports Association Inc

Event Endorsement Guidelines 2023

Applications for **Waikato Secondary Schools Sport Championships, Events and Leagues** are considered by the WSSSA Endorsement Committee. Once an event is endorsed, it is listed on the Waikato Secondary Schools website calendar and advertised to schools directly by the WSSSA. Only endorsed events will appear on the calendar <https://wsss.org.nz/events/>

An **event** that is endorsed by the WSSSA, gives School Principals and sports staff knowledge that the event meets the following guidelines.

- ✓ It is run under Sport New Zealand's [Balance is Better](#) principles.
- ✓ That the By-Laws of Waikato Secondary Schools Sport Association (WSSSA) apply to the events and all member schools, unless otherwise stated, within the event competition rules.
- ✓ The sport is available to all Member Schools in a defined district or the Waikato region.
- ✓ There is evidence that there is a system of discipline and penalties acceptable that align with WSSSA By-Laws.
- ✓ Events are held in the recommended school terms as defined by Waikato Secondary Schools Sport Event Dates guidelines listed for endorsement purposes.
- ✓ That all venues for events are suitable and events meet Health & Safety guidelines.
- ✓ All correspondence and event information to schools is provided to the WSSSA Administrator at wsssa@sportwaikato.org.nz and available in a format that WSSSA can upload to the designated page at www.wsss.org.nz
- ✓ Have a philosophy of quality experiences, equitable opportunity and student welfare.
- ✓ Have considered the event in relation to competition pathway opportunities for student athletes to regional, North Island or National events.
- ✓ Have fair competition entry fees for members schools.

KEY DOCUMENTS TO FILE FOR EVENT ENDORSEMENT

Please use the **attached spreadsheet for application**, complete fully and provide attached documentation as required for your event. This includes all "**events**" as designated by the following:

A WSSSA "Event", is an interchangeable term for regular Sport "Leagues", "Tournaments", "One Day Events or Championships" and other Sports Festivals or Competitions.

- ✓ **Application Form:** Complete all cells in the application form.
- ✓ **Budget:** Complete for the 2023 event/s including a summary of the Income and Expenses.
- ✓ **Risk and Venue Management Plans:** Provide Health & Safety Plans, plus maps if applicable.
- ✓ **Insurance:** Proof of Applicable Cover for the event through NSO, RSO or the event organiser.





Waikato Secondary Schools Sports Association Inc

2023 DATES GUIDELINES

Please consider the following when selecting dates/times for your events:

- ✓ School sport events **MUST NOT** begin during **week 1** of any school term except for Term 3. Competitions should begin week 2 or later, enabling sport coordinators sufficient time to organise teams.
- ✓ **The traditional Sport Seasons** - Terms 1 & 4 for **summer** sport, and Terms 2 & 3, for **winter** sport.
- ✓ Where there is a modification of a sports code, the WSSSA Executive may determine use of the appropriate term to adhere to youth sport specialisation philosophy guidelines.
- ✓ Local and regional **summer** sports competitions take precedence until the end Summer Tournament Week.
- ✓ Local and regional **winter** sports competitions take precedence until the end of Winter Tournament Week.
- ✓ Where possible sporting events are requested to take place out of school time.
- ✓ Approval of competition during the school day will consider a number of factors such as academic pressure students are under, time of the year, age groups, facilities and officials available.
- ✓ Limited days will be available for each sport in school time for championship events.
- ✓ **Start** time and **Finish** times of your events are required to consider travel times, to ensure all schools including rural school have the ability to attend.



Waikato Secondary Schools Sports Association Inc

IMPORTANT DATES IN THE SCHOOL CALENDAR

Term 1 Dates:

Monday 6 February
Friday 7 April
Monday 27 March
Thursday 6 April

Monday 30 January – Thursday 6 April (*Schools can start as late as Friday 7 February*)

Waitangi Day
Good Friday
SUMMER TOURNAMENT WEEK BEGINS
End of Term 1

Term 2 Dates:

Tuesday 25 April
Monday 1 May
Monday 5 June
Friday 30 June

Monday 24 April – Friday 30 June

Anzac Day
Sport Start Date - No Sport to start week 1 of term
King's Birthday - No Sport **Friday – Monday**
End of Term 2.

Term 3 Dates:

Monday 17 July

Monday 28 August
Friday 22 September

Monday 17 July – Friday 22 September

Ongoing "events" may continue this week, but no new events to start in week 1 of Term 3
WINTER TOURNAMENT WEEK BEGINS
End of Term 3

Term 4 Dates:

Monday 17 October
Monday 23 October
Monday 6 November

Monday 9 October – Tuesday 20 December (*Last possible finish date, most schools finish earlier than this*)
Sport Start Date - No sport to start week 1 of term
Labour Day
NCEA Senior Exams begin





Waikato Secondary Schools Sports Association Inc

RSO's/Event Providers

Waikato Secondary Schools Sports Association Inc. (WSSSA)

Prior to Event

Complete annual endorsement forms & send to WSSSA by 28th October

Process endorsement forms alongside Principals, discuss any feedback or changes needed, and send confirmation back to delivery partners

Book event venue(s) and confirmation details with WSSSA

Collate and confirm School Event Calendar(s) with both codes and schools. Distribute and publish on website <https://wsss.org.nz/events/>

Event preparation/Pre-season

Event provider communicates any changes to WSSSA, then send Event information including Health & Safety Plan to WSSSA 8 weeks before the event(s) for distribution and publication

WSSSA will communicate to schools and can collect entries through EnterNow if required

Event providers will send to WSSSA a final timetable/draw/league format that meets WSSSA conditions agreed at endorsement and send at least 5 working days prior

After entries close, WSSSA can send final entries to Event provider

Event provider will complete all preparation for the event – resources, communications with venue, staff/volunteers etc.

WSSSA can communicate any final event info to schools on sport page of Website and email updates

Event Day/s

Event providers setup, hold any event briefings, deliver the event as per event information/communicated, pack down & report any code of conduct issues to WSSSA

WSSSA will process any breaches in school code of conduct, etc. if required

Post event/s

Event providers complete the results and send to WSSSA within 48 hours post event. Complete invoicing for the event

WSSSA will advertise results and if required will conduct reviews with Event providers, RSO and/or Advisory groups

