



WAIKATO SECONDARY SCHOOLS SPORTS ASSOCIATION Inc. BYLAWS - DRAFT



SCHEDULE OF BY LAWS

- 1 STATUS
- 2 INTERPRETATIONS
- 3 SANCTIONED SPORTS EVENTS
- 4 NON-SANCTIONED EVENTS
- 5 GENERAL ELIGIBILITY
- 6 ELIGIBILITY – TEAM AND PLAYER REQUIREMENTS
- 7 PREMIER ELIGIBILITY
- 8 PRIMARY CAREGIVER RELOCATION EXEMPTION [PCRE]
- 9 COMPETITION DATES
- 10 AGE GROUPS
- 11 COMMITMENT TO WAIKATO SECONDARY SCHOOL SPORT COMPETITIONS
- 12 INDUCEMENT TO TRANSFER TO SCHOOLS FOR SPORT REASONS (POACHING)
- 13 HEALTH AND SAFETY
- 14 COMPLAINTS
- 15 APPEALS

1. STATUS

- 1.1 These By-Laws are made under the Rules of Waikato Secondary Schools Sports Association (Incorporated) Unless otherwise stated they apply to all Waikato Secondary School sanctioned events.

2. INTERPRETATIONS

- 2.1 In these By-Laws:
- (a) “WSSSA” refers to – Waikato Secondary Schools Sports Association that being an Executive elected group of Central North Island Principals Association [CNISPA]. In context of the rules “WSSSA” may refer to WSSSA or its sanctioned delivery agent[s] for events.
 - (b) “SA” refers to the Waikato Secondary School’s Administrator
 - (c) “Events”, is an interchangeable terms dependent upon context for “Sports”, “Tournaments”, “Leagues” and “Competitions”
 - (d) “Sports” also refers to Sports Codes
 - (e) “District” means an area within the Sport Waikato region, such as a cluster of schools or any sub - Association within the region
 - (f) “Region” refers to the defined region of responsibility for secondary school by Sport Waikato
 - (g) “Member” or “Participating” School means any secondary school in the Sport Waikato region included in the WSSSA Executive, of Central North Island Secondary Principals Association [CNISPA] jurisdiction. The region bounded by and including north to Te Kauwhata, north east from Coromandel to Waihi, west to Raglan south to Taumarunui and south to Tokoroa, that are registered with the MOE as an accredited secondary school and who has paid the annual levy due to WSSSA. This interpretation shall include state, integrated and private secondary schools.
 - (h) “MoE” means Ministry of Education
 - (h) “Domestic student” refers to all students so classified by the MoE.
 - (i) “Non-Domestic” refers to all students so classified by the MoE. 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. Apart from this exclusion all other Non-Domestic students remain part of the quota throughout their time at any school.
 - (j) “New to School” [NTS] – refer to Premier eligibility for definition of NTS
 - (k) “Primary Caregiver Relocation Exemption” [PCRE] refers 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 care be made for exceeding NTS quota
 - (l) “Home School” refers to students who are school / educated at home and who are not registered or enrolled at a recognized MOE school.
 - (m) “Co-Ed Schools: The MoE status of a school will be used to determine its co-educational status
 - (m) “NSO” means the National Sporting Organisation associated with a particular sport;
 - (n) “RSO” means the Regional Sporting Organisation associated with a particular sport;
 - (o) “Premier Sport” means a sport identified as premier in the Sanctioned Sport Schedule
 - (p) “Premier Competition” means the WSSS Competition for a Premier Sport
 - (q) “Premier Team” means the top or first team of the school for that code
 - (r) “Sanctioned Sport Schedule” means the document which identifies the status of each Sanctioned Sport. This may be amended by WSSSA from time to time;
 - (s) “Sport Advisory Group” means a group made up of representatives from the relevant RSO and/or NSO and a sufficient number of representatives from Member Schools to give advice to WSSSA on the competition structure;

- (t) “YEA” refers to the Youth Engagement Advisors or “SDM” Sport Development Manager
- (u) “TIC” means Teacher in Charge of sport in the member school
- (v) “SC” means a Member School Sport Coordinator
- (w) “DoS” means a Director of Sport or Head of Sport in Member School
- (x) “CRC” means a Complaints Review Committee called by WSSSA
- (y) “SAG” means Sport Advisory Group
- (z) “SSNZ” means School Sport New Zealand (**formerly NZSSSC**)
- (aa) “STW” means Summer Tournament week, and “WTW” means Winter Tournament week

3. SANCTIONED SPORTS EVENTS

- 3.1 Sanctioning of Events Rationale is to ensure that as an “event” it meets all the requirements set down by the WSSSA for the following purposes
- (a) To undertake due diligence to facilitate safe environments for WSSSA sanctioned competitions and events.
 - (b) To ensure that secondary school sporting event administrators provide a fair and equitable opportunity for school teams to compete at a competitive level that is appropriate to their performance in that year.
 - (c) To ensure that all schools can participate in all district or regional events.
 - (d) To ensure that the event is held under the rules of the sport and is organised to a high standard.
 - (e) There will be expectations that national and regional bodies or organising committees have appropriate procedures in place to deal with breaches of regulations and that these will be applied for sanctioned events. Where necessary, all breaches will default to WSSSA Bylaws

Guidelines:

For all events, the following information will need to be provided to WSSSA by **1 December** of the preceding calendar year before the event meeting the requirements of Sanctioning in 3.2 (a) – (k). Application information will be made available to Sports in **October** each year.

- 3.2 Sanctioning an Event requires the following conditions;
- (a) adhere to the philosophy and objects of WSSSA and comply with these Bylaws
 - (b) entry to be available to all Member Schools within district or region
 - (c) provide details of proposed competitions dates, days and venues of District or Regional events that are to be held in the school terms as defined by WSSSA calendar and supports Bylaw 16 “competition dates”.
 - (d) be constituted, or have “event” rules and/or a “Code(s) of Conduct” acceptable to WSSSA and updated copies of them shall be lodged with the WSSSA
 - (e) provide details of all competition entry fees to be borne by competitors or schools in entering to the event
 - (f) show or explain the availability and provision of officials
 - (g) demonstrate a system of disciplinary processes acceptable to WSSSA;
 - (h) ensure availability of appropriate safe venues and facilities and submit all required “Health and Safety” plans to WSSSA
 - (i) have public liability insurance cover for the event or disclose the fact to schools, that no liability insurance is provided/available by the organiser
 - (j) at the request of the WSSSA, conduct a season or competition review or as required by the competition organisers

- 3.3 Application to become a Sanctioned Event shall first be made to WSSSA. The WSSSA sanctioning committee shall determine annually whether a sport will be sanctioned on application and by any previous sanctioning reviews in consultation
- 3.4 Organising committees that want to allow Year 7 & 8 students to compete in their events as secondary school students or to compete in separate grade[s] associated with the secondary school event are encouraged to do so if this is made clear to all schools and to WSSSA when sanctioning is requested
- 3.5 In special cases [e.g. to complete a school team], the organising committee may request dispensation to allow Year 7 and 8 students to represent a school in secondary school competitions provided the majority of the team is Year 9 and above

4. NON-SANCTIONED EVENTS

- 4.1 Events that fail to meet these criteria will not be sanctioned and **will not** be placed on the WSSSA List of Sanctioned Events and calendar

5. GENERAL ELIGIBILITY

- 5.1 The purpose to defining of clause 5 is to establish 'Bona Fide' student status and consistency in age groupings that are recognised by all sporting bodies and member schools. Member Schools must ensure that their representatives in WSSSA Events (individual or team) satisfy the eligibility requirements in these Bylaws, and accept they are defined for consistency, equity and fair play for participation in District and Regional events
- 5.2 To be eligible to represent that Member School in any WSSSA event, a student must be enrolled at and attending a Member School as a 'bona fide' (Year 9 or above) student at the school of representation, have a satisfactory attendance record at the school and studying at least 80% [to be classified as a FTE] of a programme that is part of the timetable provided by the school for at least four weeks immediately prior to the event. A student may not participate in any WSSSA sanctioned Event while he or she is suspended from school. Any variation would be at the discretion of the Sports and will be the final decision.
- 5.3 A student must be under the age of 19 years on January 1 of the year of competition to be eligible to participate in any WSSSA events (unless specified otherwise for a competition sanctioned by WSSSA). If requested by WSSSA, the student or the student's Member School must provide a certified copy of the student's passport or birth certificate or school SMS to WSSSA. A student who does not produce such a certified copy within 48 hours of being requested to do so will be ineligible to participate in any WSSSA events until the certified copy is provided.

6. ELIGIBILITY – TEAM AND PLAYER REQUIREMENTS

- Refer to [School Sport New Zealand - Eligibility & Regulations](#) for:
 - Composite teams
 - Home schooled students
 - Correspondence school students

7. PREMIER ELIGIBILITY

- 7.1 To be eligible to participate in Premier Events, students must meet the General Eligibility requirements of Bylaw 5 in addition to the requirements in this Bylaw 7.
- 7.2 Member schools must comply with the maximum squad sizes and the maximum number of NTS students in each Premier squad as set out in the NTS table in the [School Sport New Zealand - Eligibility & Regulations](#)
- 7.3 A student will be considered NTS in respect of a WSSSA sanctioned Competition if:
 - a) they have been at their current school for less than two years from the date of Enrolment, unless one of the exceptions in Bylaw 7.4 applies;
 - b) he or she would not be classified as domestic student.
- 7.4 A student will not be considered NTS under Bylaw 7.3 if he or she has:

- (a) Enrolled in the Member School which he or she wishes to represent by the first day of the third term in Year 9;
 - b) attended a middle school and has enrolled in the Member School which he or she wishes to represent at the commencement of the year immediately after finishing middle school; or
 - c) withdrawn from the Member School which he or she wishes to represent and then returned to that school within 18 months, so long as he or she was:
 - (i) initially attended that school for a minimum of 12 months before withdrawing;
 - (ii) not considered NTS had he or she attended that school continuously;
 - (iii) has not represented another Member School in a Premier Event.
- 7.5 To avoid doubt, the exceptions in Bylaws 7.4 does not apply to any student who is considered NTS by Bylaw 7.3 (b).
- 7.6 A student who has enrolled in either Year 11 or Year 12 at a Member School where the earliest year offered for enrolment of that student's gender is Year 11, but where students of another gender are able to enrol in an earlier year (e.g. Year 9 or Year 10), will only be NTS for one year from the date of enrolment.
- 7.7 A student will not be eligible to play in any Premier Competition finals or playoffs unless he or she has played at least 50% of the regular season for their current school in any grade of that competition.
- 7.8 The WSSSA may grant a dispensation from the restrictions in Bylaw 7, if he or she considers that exceptional circumstances warrant such a dispensation.

8. PRIMARY CAREGIVER RELOCATON EXEMPTION [PCRE]

- 8.1 A PCRE exemption from the quota is available on application to WSSSA for consideration through the SA. Such exemptions need only be sought if the inclusion of a specific student(s) results in a school's Premier team exceeding the stipulated "NTS" quota for a code.
- 8.2 The application, is to be initiated by the student's new school, must be on the official WSSSA PCRE (PRIMARY CAREGIVER RELOCATION EXEMPTION form)
- 8.3 No Teams that have a quota limit may have more than two PCRE's.
- 8.4 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.
- 8.5 Any appeal of WSSSA determination of any application must be lodged in writing with the SA of WSSSA within 7 days of any WSSSA decision being received by the student's new school
- 8.6 If a student is proven to have been ineligible to participate in any WSSSA sanctioned activity which is part of any Island or National qualification or elimination, then WSSSA shall have the right to revoke that school's qualification and advise the appropriate organising body

9. COMPETITION DATES

- 9.1 All WSSSA sanctioned Competitions will have a specified start date and finish date. In the interests of student health and welfare. Member Schools should not actively prepare outside those dates. *NB: It is an expectation of WSSSA that preparation outside Winter or Summer window should not impact on any student's ability to represent their school in chosen summer and winter codes*
- 9.2 No WSSSA sanctioned event can be held on a Sunday or Public Holiday, without the specific approval of the WSSSA
- 9.3 Summer and Winter season start and end dates will be confirmed by **1 October** of the preceding year competition. In general, the seasons will be
 - (a) **Summer Season:** Term 1 and Term 4 (From week 2 in Term 1 until the end of STW and from week 2 in Term 4 until the last school week in December)
 - (b) **Winter Season:** Term 2 and 3 (from week 2 in Term 2 until the end of WTW)
- 9.4 When exceptional circumstances arise, WSSSA may grant a variation to any of the start or competition dates prescribed.

- 9.5 Where possible, any WSSSA sanctioned event should be scheduled in alignment with Island or SSNZ events.

10. AGE GROUPS

- 10.1 Unless otherwise specified in the rules of a specific WSSS events, the following age bands will be used, based on age as at January 1 of the year of competition:
- (a) Junior – under 14;
 - (b) Intermediate – under 16; and
 - (c) Senior – under 19.
- 10.2 Alternative age groupings maybe used for some events if approved by WSSSA

11. COMMITMENT TO WAIKATO SECONDARY SCHOOL SPORT COMPETITIONS

- 11.1 Member Schools have an obligation to participate fully in all sanctioned Events which they have entered. The scheduling of any other commitments must be done in a manner which allows that obligation to be met

12. INDUCEMENT TO TRANSFER SCHOOLS FOR SPORTING REASONS (POACHING)

- 12.1 WSSSA does not condone any inducement of students to transfer from one school to another
- 12.2 No employee or other person associated with coaching or managing sport in a partner school shall initiate any communication, written or verbal, or any inducements other than those which are publicly available by application to all students, with a prospective student, parents of a student, guardian or family member, in person or through a third party, while that student is enrolled in another partner school.
- 12.3 If it is established that an employee or other person associated with coaching or managing sport in a partner school knew or ought to have known that a person associated with their school suggested to, or used undue influence on a student to transfer schools for sporting reasons, it may cause the student or any first team in which they play to be ineligible upon transfer and could further result in the management committee imposing sanctions on that school or an individual associated with the school.
- 12.4 Any such allegation should be referred in writing with substantiated evidence of the allegation to the WSSSA SA, who shall then, if appropriate, refer to the WSSSA chairperson for determination. Any such determination which is upheld may lead to the transgressing school incurring cost and sanctions as deemed by the WSSSA and notified to SSNZ who may support and impose such sanctioning deemed appropriate

13. HEALTH AND SAFETY

- 13.1 This is everybody's responsibility and is informed by various legislation, regulations and guidelines ([Health and safety at work » Employment New Zealand](#)). It is a requirement of each school to put in place responsible measures to ensure the safety and welfare of their students both at event venues and in transit to and from such venues.
- 13.2 It is the responsibility of Sports to ensure their courts (indoor and outdoor), playing fields and any other space, they provide for WSSSA related sporting activity is 'fit for purpose'.

14. COMPLAINTS

- 14.1 Any complaint from any person relating to a WSSSA 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 add their endorsement and forward it to RSO for resolution.
- 14.3 Any complaint relating to any alleged breach of the WSSSA By-Laws or any other matter under the jurisdiction of WSSSA, 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 add their endorsement and forward it to WSSSA for resolution.

- 14.4 Any complaint that is not lodged through the Head of Sport nor has the endorsement of the complainant school's Head of Sport or Principal will be dismissed.
- 14.5 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.
- 14.6 WSSSA will consider all such complaints and depending on the nature of them shall either:
- (a) deal with the complaint itself in consultation with the principal(s) and parties of the school(s) concerned;
 - (b) refer it to the WSSSA Complaints Review Committee (made up of elected members from the Executive and must include the CE of Sport Waikato as Chair);
 - (c) refer it to the RSO;
 - (d) in the absence of any established RSO process or a request by the RSO that WSSSA deal with a complaint, then the WSSSA SA may choose to deal with it themselves in consultation with the Principal(s) of the school(s) involved or refer it to a WSSSA CRC for their consideration and determination.
- 14.7 Whichever, the following guidelines will be observed but with licence to go beyond if deemed appropriate/necessary:
- (a) WSSSA will gather any additional evidence deemed appropriate to the complaint;
 - (b) 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;
 - (c) the principal receiving notice of the complaint will be asked to provide a written response to the WSSSA SA within 72 hours of the complaint being transmitted;
 - (d) the WSSSA SA will then and where necessary in consultation with the WSSSA Chair, determine how the complaint is to be processed and advise the involved parties accordingly

15. APPEALS

- 15.1 Any school wishing to appeal any Complaints Review Committee [CRC] 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 the following:
- (a) written substantiated grounds for the appeal;
 - (b) the principal's signed endorsement of the appeal;
 - (c) an undertaking that the principal, or delegated school representative, will attend the appeal hearing;
- 15.2 An appeal will have deemed to have been lodged when all of 15.1 (a) – (c) inclusive have been received by the WSSSA SA.
- 15.3 Ordinarily, appeals will be heard based on the record of the decision of the CRC and the evidence received and considered by it.
- 15.4 The Appeals Committee will include the Chair and Deputy Chair of the WSSSA, or made up of elected members from the Executive if the complaint involves the school(s) of the Chair and/or Deputy.
- 15.5 The Appeal Committee 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.
- 15.6 The decisions of the Appeal Committee are absolute and binding on all parties.