

Appendix I: Event Endorsement Guidelines 2024

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 administrator@wssa.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 2024 application form.
- ✓ **Budget:** Complete for the 2024 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 organise

2024 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 of 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, likely clientele, 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 capability to attend.

IMPORTANT DATES IN THE SCHOOL CALENDAR 2023/2024

<p><u>Term 4 2023 Dates:</u></p> <p>Monday 17th October Monday 23rd October Monday 6th November Friday 30th November</p>	<p>Monday 9th October – Tuesday 20th December (finish date varies)</p> <p>Previously endorsed Summer Sport events may start from this date Labour Day NCEA Exams begin NCEA Exams finish</p>
<p><u>Term 1 2024 Dates:</u></p> <p>Monday 29th January Tuesday 6th February Monday 8th February Monday 18th March Friday 29th March Friday 12th April</p>	<p>Monday 29th January – Friday 12th April</p> <p>Beginning of Term 1 Waitangi Day – no sport on this weekend Summer Sport events may start from this date Summer Tournament Week begins Good Friday – no sport on this weekend End of Term 1</p>
<p><u>Term 2 2024 Dates:</u></p> <p>Monday 29th April Monday 6th May Monday 3rd June Friday 28th June Friday 5th July</p>	<p>Monday 29th April – Friday 5th June</p> <p>Beginning of Term 2 (No sport to start in week 1 of term) Winter sports events may start from this date King's Birthday – No sport on this weekend Matariki – No sport on this weekend End of Term 2</p>
<p><u>Term 3 2024 Dates:</u></p> <p>Monday 22nd July Monday 22nd July Monday 29th July Monday 2nd September Friday 27th September</p>	<p>Monday 22nd July – Friday 27th September</p> <p>Beginning of Term 3 Events that are continuing from Term 2 may continue this week New Winter Sport events may start this week Winter Tournament Week begins End of Term 3</p>
<p><u>Term 4 2024 Dates:</u></p> <p>Monday 14th October Monday 21st October Monday 28th October Monday 5th November Friday 29th November</p>	<p>Monday 14th October – Friday 20th December (Last possible finish date, most schools finish earlier than this)</p> <p>Beginning of Term 4 Summer Sport Events may start from this date Labour Day NCEA Exam period begins NCEA Exam period ends</p>

RSOs/Event Providers

Waikato Secondary Schools Sports Association (WSSSA)

Prior to Event

Complete Endorsement Application and Budget Breakdown and send to the WSSSA Administrator by **Friday, October 13th**.

Event Endorsement Committee process applications, discuss any feedback or changes needed, and inform RSO of the decision.

Book event venue(s) and confirmation details with WSSSA.

Collate and confirm Event Calendar with both codes and schools.

Event preparation

Event provider communicates any changes to WSSSA, then send Event information to WSSSA 8 weeks before the event(s)

- H&S Forms
- Event Entry Form

Event Calendar posted on WSSSA website (<https://wsss.org.nz/events/>) by **Mid-December**.

WSSSA provide event information for schools via newsletter and website.

Event Providers send a final timetable/draw/league format to the WSSSA at least 5 days prior to the event.

WSSSA can collect entries through EnterNow is required.
After Event Entries close, final participant and team list can be sent to the Event provider.

Event Provider will complete all preparation for the event – resources, invoices, communication, staff/volunteers briefing etc.

Event Day/s

Event Providers deliver the event as per event information and was sanctioned by WSSSA.

Event Providers make note of any misconduct and follow the WSSSA's incident/misconduct guidelines.

WSSSA provide Event Provider with Complaint/Misconduct guidelines if needed.

Post-Event

Event Providers finalise and process the results and send to the WSSSA within 48 hours post event.

WSSSA publish results and write-up on social media/website.