

CONSTITUTION of NEW ZEALAND SECONDARY SCHOOLS' SPORTS' COUNCIL INCORPORATED

New Zealand Secondary Schools Sports Council Inc. is the sports service organisation that co-ordinates, promotes and protects secondary school sport for students. It has been established, by schools, to act as guardian of the heritage and the values of secondary school sport for all students. It represents and is accountable to every New Zealand secondary school and to all students.

1. **Name**

The society shall be called NEW ZEALAND SECONDARY SCHOOLS SPORTS COUNCIL INCORPORATED known as NZSSSC [thereafter NZSSSC]

2. **Interpretations**

The "Board" means the Board of Directors as elected and as defined below.

The "Chairperson" means the Chairperson of the Council.

The "Committee" means the Management Committee as defined below.

The "Council" means the New Zealand Secondary School Sports Council.

"Member Schools" means those Secondary Schools or Composite Schools that become members as defined in 5 below.

"NSOs" means the National Sports Organisations.

"RSDs" means the Regional Secondary Schools Sports Directors.

"RSDOs" means the Regional Secondary Schools Sports Development Officers or similar based in Sport Canterbury and the Sports Trusts in Auckland.

"RSOs" means Regional Sports Organisations.

"Sanctioning" is intended to provide an assurance that an event has been approved against specific criteria. It is necessary so as to ensure that the students taking part do so under approved conditions.

A "secondary school or composite school" means a New Zealand state school, integrated school or registered independent school that has some or all students in Year 9 or above.

"Sport" means a physical activity that is governed by rules, & engaged by participants in varying degrees of competition.

3. **Mission Statement**

Fostering healthy participation and achievement in secondary school sport.

4. **Objectives**

The objectives of NZSSSC are:

1. To co-ordinate quality sport provision for all secondary school students
2. To maintain and increase the participation levels of secondary school students in quality sport
3. To support those involved in quality sport for secondary school students
4. To promote quality sport for all secondary school students

5. **Membership**

Membership will allow and encourage schools to participate in the whole range of sports activities under the control of NZSSSC by increasing their knowledge of what is available and providing clear guidelines for competition.

- (a) All Secondary and Composite Schools are eligible and will be invited by NZSSSC to become members.
- (b) Honorary membership is open to sanctioned National Sporting Organisations or their delegated secondary school organising committee.
- (c) Members will be bound by the constitution.
- (d) Members retain the right to withdraw their membership by giving such notice in writing to NZSSSC.
- (e) Member schools will pay an annual membership fee, approved by the Annual General Meeting on the recommendation of the Board of Directors. A roll based range of rates will be provided for schools each year, and following confirmation of roll figures on March 1st, will be payable by September each year and will not apply to honorary membership.
- (f) A school may not be expelled from membership of NZSSSC but contravention of the constitution could lead to the school's suspension from events under the

jurisdiction of NZSSSC. This action can be taken only by a resolution of the Board of NZSSSC.

6. Rule Changes

Any addition or amendment or revocation to the constitution will be made only after

- (a) the addition or amendment or revocation has been described in writing and distributed to all schools and other interested parties for comment
- (b) there is ample time for a response
- (c) the Board is completely satisfied that the addition or amendment or revocation has the support of a significant majority of schools

No addition to or alteration or recession of the rules shall be approved if it affects the non-profit aims, the personal benefit clause or the winding up clause.

7. Meetings – Annual General Meeting

- a) The Annual General Meeting of NZSSSC will be held in Term 1 of each year at a venue to be advised.
- b) All member schools will, in Term 4 of the previous year, be advised of the meeting in writing. Principals or their nominees may attend.
- c) Notices of motion and matters of business must be in the hands of the Executive Director at least twenty-eight days before the Annual General Meeting.
- d) Written notice of the agenda of the Annual General Meeting will be sent to all schools at least fourteen days before the meeting.
- e) Member schools will have one vote at the Annual General Meeting. Postal votes from members will be accepted as long as they are received at least seven days before the Annual General Meeting. Proxy votes will not be allowed.
- f) Member schools must notify the name of their voting delegate to the Executive Director, in writing, seven days before the Annual General Meeting.
- g) A quorum for the Annual General Meeting will be achieved if there are representatives from five of the eight Principals' Associations' regions, viz Otago/Southland, Canterbury/West Coast/North Otago, Greater Wellington, Central Districts, Bay of Plenty/Poverty Bay, Waikato/King Country/Thames Valley, Auckland and Northland.
- h) The elected Chairperson of the Board of NZSSSC, who shall have a deliberative vote and, in the event of equality

of votes shall also have a casting vote, will chair the meeting.

- i) The Annual Audited Accounts of NZSSSC for the preceding year will be presented for approval to the Annual General Meeting.
- j) The Board will prepare an annual budget to be approved at the Annual General Meeting.
- k) The annual school levy will be determined at the Annual General Meeting.

8. Meetings – Special General Meeting

- a) A Special General Meeting of NZSSSC shall be called if more than 75% of the member schools request, in writing, that such a meeting be called.
- b) All member schools will be advised of the meeting, in writing, twenty-eight days before the meeting. Principals or their nominees may attend.
- c) Written notice of the agenda of the Special General Meeting will be sent to all schools at least fourteen days before the meeting.
- d) Member schools will have one vote at the Special General Meeting. Postal votes from members will be accepted as long as they are received at least seven days before the Special General Meeting. Proxy votes will not be allowed.
- e) Member schools must notify the name of their voting delegate to the Executive Director, in writing, seven days before the Special General Meeting.
- f) A quorum for the Special General Meeting will be achieved if there are representatives from five of the eight Principals' Associations' regions, viz Otago/Southland, Canterbury/West Coast/North Otago, Greater Wellington, Central Districts, Bay of Plenty/Poverty Bay, Waikato/King Country/Thames Valley, Auckland and Northland.
- g) The elected Chairperson of the Board of NZSSSC, who shall have a deliberative vote and, in the event of equality of votes shall also have a casting vote, will chair the meeting.

9. Meetings – Board

- a) Board meetings will be held as required.
- b) The elected Board Chairperson [or nominee], who shall have a deliberative vote and, in the event of equality of votes shall also have a casting vote, will chair the meetings.
- c) Board members in attendance shall have one vote.

- d) If such a position is appointed, the Executive Director will be entitled to attend and speak at all Board meetings but will have no vote.
- e) Sport and Recreation New Zealand will be invited to be represented by a relationship manager or similar at all Board meetings; such representative(s) will have no voting entitlement.

10. **Meetings – Management Committee**

- a) The composition of the management committee will be the Regional Secondary Schools Sports Directors] [RSDs] The Chairperson of the Board of Directors or a nominee will attend meetings of the Management Committee. Sport and Recreation New Zealand will be invited to send a representative to meetings of the Management Committee. Regional Secondary Schools Sports Development Officers [RSDOs] will be invited to attend meetings of the Management Committee.
- b) Management Committee meetings will be held annually at the NZSSSC Conference.
- c) The elected representative of the RSDs [see below], who shall have a deliberative vote and, in the event of equality of votes shall also have a casting vote, will chair the meetings.
- d) If a vote is required, RSDs attending shall have one vote per regional office [except Auckland = 2]
- e) Additionally, sub-committees of the Management Committee, and invited guests, may meet as required but preferably, at least once a year in zones, [Northern, Central and Southern].
- f) Management Committee meetings, including sub-committee meetings, are essentially discussion groups for debate and the preparation of recommendations to the NZSSSC Conference and/or the Board.

11. **Board of Directors**

- a) The Board has the responsibility for establishing policy and is responsible to students, schools, teachers, and individual sporting codes for delivery of that policy.
- b) The Board is responsible for the effective implementation of any Investment Agreement that may be agreed with Sport and Recreation New Zealand.
- c) The Board will comprise eight principals, one from each of the regions described below the elected representative of

the management committee of RSDs and up to two co-opted members.

Otago/Southland
Canterbury/West Coast/North Otago
Greater Wellington
Central Districts
Bay of Plenty/Poverty Bay
Waikato/King Country/Thames Valley
Auckland
Northland

- d) Two members will retire annually in rotation but will be eligible for re-election.
- e) When required, elections to the Board will be carried out on a regional basis before November 30.
- f) The elected representative of the RSDs will be elected for a two-year term at a meeting of the Management Committee to be held at each alternate NZSSSC Conference. All RSDs' offices shall be entitled to one vote except Auckland that shall have two votes. Postal votes from RSDs will be accepted as long as the Executive Director receives them at least seven days before the NZSSSC Conference. Proxy votes will not be allowed.
- g) The Board will elect the Chairperson on an annual basis.
- h) A quorum for the Board Meeting will be achieved if there are representatives from five of the eight Principals' Associations' regions.
- i) In the event of a casual vacancy occurring from the resignation of a representative of one of the regions above the Board will seek a replacement through the region's Principals' Association. If the vacancy is through resignation of a co-opted member the Board shall have the discretion to make an appointment or not. If the vacancy occurs from the resignation of the representative of the RSDs the Board will seek a replacement through the network of RSDs.
- j) The Board may, from time to time, at its discretion, appoint part time or full time staff charged to achieve agreed policies

12. **Personal Benefit**

- a) No member or officer of NZSSSC or any person associated with a member or officer shall participate in or materially influence a decision made by NZSSSC in respect of payment or receipt of any income or advantage

to or on behalf of that member or officer or associated person.

- b) Any income paid shall be reasonable and relative to that which would be paid in any arms length transaction (being the open market value). The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any documents replacing this document.

13. Financial Transactions

- a) The financial year of NZSSSC will be 1 February to 31 January.
- b) All financial transactions will be the responsibility of the Executive Director who will operate under the policies of NZSSSC.
- c) All income shall be banked in a bank account in the name of New Zealand Secondary Schools Sports Council Incorporated known as NZSSSC.
- d) All payments shall be made by cheque signed by two signatories [Chairperson or nominee and Executive Director] approved by the Board.
- e) Copies of all documents for reimbursement must be retained.
- f) All payments must be tabled for approval at the next Board meeting.
- g) NZSSSC will appoint an auditor who will:
- not, in any other way, be involved in NZSSSC
 - be qualified to fulfil the audit function
 - be authorised to call for the production of all books, papers and documents
 - audit the annual accounts within one month of the end of the Association's financial year.
- h) NZSSSC shall not have the power to borrow money for any purpose.

14. Common Seal

NZSSSC shall have a Common Seal with the words "The Common Seal of New Zealand Secondary Schools Sports Council Incorporated" that shall be kept in the custody of the Executive Director and that shall be affixed to any document only in pursuance of a resolution of the Board of NZSSSC and in the presence of the Chairperson, Executive Director and any one other member of the Board of NZSSSC.

15. Winding Up

If any General Meeting shall resolve by simple majority that NZSSSC shall be wound up, a further Special General Meeting

shall be called and be held not earlier than thirty days after the date of the meeting at which the resolution was passed to confirm or reject such resolution. If the resolution shall be confirmed at such further meeting, NZSSSC shall be wound up and all surplus assets after the payment of all costs, debts and liabilities shall be vested in the Secondary Principals' Association of New Zealand [SPANZ] or, failing them, the Principals' Council [PC].

If, upon the winding up or dissolution of NZSSSC, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of NZSSSC.

POLICIES AND GUIDELINES

New Zealand Secondary Schools Sports Council accepts the importance of school sports competition. It is an essential part of the school year. Nevertheless, every attempt should be made to schedule school sports events so that academic programmes are not compromised.

1. Sanctioning of Events

Rationale:

Sanctioning of an event will ensure that it meets all the requirements set down by the NZSSSC.

Purposes:

- (a) To provide a safe environment in which students can participate.
- (b) **To ensure that secondary school sporting event administrators provide a fair and equitable opportunity for schools teams to be selected to compete at a competitive level that is appropriate to their performance in that year.**
- (b) To ensure that all schools have the opportunity to participate in all events whether regional or national.
- (c) To ensure that the event is held under the rules of the sport and is organised to a high standard.

Guidelines:

For all events, a NZSSSC sanctioning form detailing, inter alia, the following information will be provided to NZSSSC before 31st August of the year before the event.

- (a) Competition/tournament rules.
- (b) Details of proposed dates and venues of national and island events so that they may be incorporated into a national schedule of events.
- (c) The availability of appropriate safe venues and facilities.
- (d) The availability of officials of an acceptable standard.
- (e) Details of levies, fees and other costs to be borne by competitors or schools in entering to the event.
- (f) An agreement to supply a post tournament/competition report and financial report.

Notes

- (i) **Entry for all schools.** The organisers of a sanctioned event will provide entry for all secondary schools.
- (ii) **Composite Teams.** Composite teams will be permitted only if:
 - (a) all other eligibility rules regarding age and attendance are met
 - (b) the principals of the schools that the students attend agree
 - (c) one principal accepts responsibility for the composite team
 - (d) the team will be called by a name that indicates that more than one school has contributed players
 - (e) the team will be permitted only through the preliminary round and will not be eligible for placing or competition trophies (but may be eligible for awards such as Fair Play and individual trophies.)
 - (f) Composite teams should not be able to enter tournaments when single school teams are on a waiting list.
 - (g) When a qualifying tournament exists a composite team cannot qualify above a single school team.

Note: **Host School/Attached School regulations** - See 'Eligibility of Competitors – Guidelines, Note (v)

- (iii) **Breach of Regulations.** There will be expectations that national and regional bodies or organising committees have appropriate procedures in place to deal with breaches of regulations, including codes of conduct, and that these will be applied.
- (iv) **Co-educational schools.** For single sex sports tournaments "co-education" will be defined as schools

having a minimum of 40% of each gender reflected in the total secondary roll for that school.

Non-sanctioned Events. Events that fail to meet these criteria will not be sanctioned and will not be placed on the New Zealand Secondary Schools Sports Council's calendar of events. (Schools are requested not to enter students in any event which is not sanctioned by NZSSSC).

As in all matters, these guidelines should be implemented with the primary objective of 'putting the young athletes first'. When there is a case where students may be disadvantaged, schools may apply for a dispensation. Applications should go to the organising committee with a copy to NZSSSC. The organising committee shall make the decision on any such application.

2. Eligibility of Competitors

Rationale:

Member schools of NZSSSC require clearly defined eligibility criteria that recognise the importance of consistency, equity and fair play for participation in National and Island secondary school sporting events

Purposes:

- (a) To establish equitable eligibility criteria that can be applied for all National and Island secondary school sports events.
- (b) To define Bona Fide student status.
- (c) To establish consistency in age groupings that are recognised by all sporting bodies and member schools.

Guidelines:

Student Eligibility

- a) A student eligible to compete in National and Island secondary school events must:
 1. 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.
 2. have a satisfactory attendance record at the school. The final decision will be at the Principal's discretion.
 3. be under 19 years of age at the first of January in the year of the competition.

- b) The school must authenticate a student's birth date. Organising committees may require validation by a birth certificate or passport.
- c) All teams and individuals participating in National or Island events must be declared at the date prescribed by the accredited sporting body.

Notes:

- (i) Other age divisions below the age of 19 are possible and should be based on the first of January as the qualifying date.
- (ii) Subject to the limits described in *School Team Eligibility (1-5) below*, students who transfer from one school to another are eligible to compete provided they are on the roll of the participating school and have attended classes for at least four weeks immediately prior to the time of the event. (Dispensation for those who transfer within four weeks of the competition is at the discretion of the organising committee).
- (iii) Organising committees that want to allow Year 7 and 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 as long as this is made clear to all schools and to NZSSSC when entries are taken.
- (iv) For events that have not been previously notified, in special cases [e.g. to complete a school team], the organising committee may grant dispensation to allow Year 7 and 8 students to represent a school in secondary school competitions.
- (v) A secondary school [host school] may offer sporting opportunities to students who attend community secondary schools [attached schools] not, by themselves, capable of entering normal secondary school events [e.g. special character schools with a secondary roll lower than 50]. The school may enter teams of students from both host and attached schools in national and island events and will not be considered as 'composite schools' provided that
 - all other eligibility rules regarding age and attendance of the students are met
 - the principals of the schools complete a written agreement on the terms that allow students from the 'attached' school[s] to play for a team[s] of the host school, the terms to include agreement that the student[s] from the 'attached' school will be part of the team[s] for

the season and not selected only for certain fixtures. At least eight weeks prior to the proposed shared participation, the agreement[s] will be provided to NZSSSC for its approval and to allow notification to the organising committee which will consider but is not bound to accept the recommendation of NZSSSC.

- *the principal of the host school accepts responsibility for the team.*
- *The team[s] will compete under the name of the 'host school'.*
- *Students will be named as representatives of the 'host school'.*
- *An attached school will have only one host school [or one girls' school and one boys' school] for any/all of its students who participate in national and island secondary school events; this does not prevent the attached school entering students under its own name in sports where numbers may be viable [e.g. individual sporting codes]*

School Team Eligibility

From the commencement of Term 2 2007

1. A school team eligible to compete in National and Island secondary school events must not exceed the limit to the number of students new to the school over the past two years as specified below. (See Table)
2. A student who transfers from one New Zealand school to another will be exempt the quota of students new to the school if the principals from both schools agree that an exemption should be granted AND the principal of the entry school has written confirmation of this agreement from the principal of the exit school.
3. Schools that allow entry for some students only at some time after Year 9 (e.g. girls in Year 12 and above) will not be bound by the numbers permitted here but will be restricted to those maximum numbers for each code when enrolling students who had previously represented another school in that code in a competition listed here. For clarity, a school could not play in its Basketball team more than 2 girls who had previously competed for other school(s) in the 'A' or 'AA' Championships or their Premiership qualifiers.

4. Teams will be limited to a maximum of two (2) overseas or non-resident students who must be included in the maximum number allowed in each team.
5. Teams from 'host school/attached school' agreements [see below] that introduce students 'new to either school over the past two years' must include these in the maximum number allowed in a team.

Notes:

- a. *Students in Year 10 and below and those in the first two years above the entry level for a school (e.g. girls admitted at Year 12 to a school that admits only boys below Year 12) are not included in the maximum permitted numbers here. But see Clause 3 above*
- b. *The events listed include all finals' qualifiers.*
- c. *Numbers apply to the whole squad used in each game or event in the competition. Quotas for each code are based on the size of the team on the field/court etc. at any one time:*
Playing team number: <5 = 1
5 – 8 = 2
9 – 12 = 3
>12 = 4
- d. *It is expected that, for consistency, regions that conduct secondary school sports competitions will adopt these criteria and quotas for their 'premier' grades.*
- e. *Other sporting codes may apply for inclusion in or an extension to this list of events.*

Sport	Event	Students new to school maximum
Badminton	Finals	1
Basketball	'A' & 'AA' Championships	2
Cricket	Gillette/NZCT Cups	3
Golf	NZCT Finals	1
Hockey	All national secondary school tournaments	3
Netball	Championships	2
Rowing -eights	'Maadi', North & South Islands	2
Rowing - fours	'Maadi', North & South Islands	1
Rugby League	Championships	4
Rugby Union	1 st XV and Coed 1 st XV finals	4
Soccer	All national secondary school tournaments	3
Softball	All national secondary school tournaments	3
Squash	Championships	1
Table Tennis	Championships	1
Tennis	Championships	1
Touch	Finals	2
Volleyball	Championships	2
Water Polo	Championships	2

3. Relationships with National and Regional Sporting Organisations

Rationale:

Co-operation between NZSSSC and NSOs or RSOs*(see Note 1) is essential to foster healthy participation and achievement in secondary school sport.

Purposes:

- (a) To ensure understanding between NZSSSC and NSOs to enable identification and resolution of the issues facing secondary school sports.
- (b) To co-ordinate National and Island Tournaments in harmony with the school year.
- (c) To provide effective planning of school sports programmes through co-operation between NZSSSC NSOs and RSOs.
- (d) To foster national and regional programmes for students and teacher umpires/referees.
- (e) To assist NSOs and RSOs to establish a policy of developing their sport within secondary schools.

Guidelines:

- (a) NSOs and RSOs should demonstrate a broad base of participation by secondary school students.
- (b) NSOs should, on request, provide, NZSSSC with the following supporting material
 - (i) Current constitution, by-laws and rules
 - (ii) List of officials and contact addresses.
 - (iii) Programmes for development at secondary school level.
- (c) NZSSSC will promote regular and ongoing communication with all NSOs. This will include an Annual Report supplied to all NSOs, regional forums and a national conference at least once every two years.

*** Note 1** including approved delegated National and Regional Secondary School Sports Associations.

4. Safety

Rationale:

All sports should be performed in an environment that is designed to maximise aspects of safety and minimise the potential risks to those competing.

Purposes:

- (a) To ensure safe and healthy environments in which students play and compete.
- (b) To ensure that injuries that do occur are treated appropriately.
- (c) To ensure that those in charge of sports are aware of the importance of providing personal safety equipment as and where required.
- (d) To raise awareness of the dangers of illegal performance enhancing substances.
- (e) To raise the level of coaching expertise as a means of reducing injury.

Guidelines:

- (a) Where possible, students should perform in age/weight equivalent groupings.
- (b) Safety equipment should be regularly checked, assessed and readily available.
- (c) Principals should be aware of the benefits of having appropriately trained coaches working with their sports teams. Opportunities should be given to teachers wishing to seek accreditation. This has financial implications for schools and for national and regional sporting organisations.
- (d) Schools are to provide a management personnel configuration that acknowledges gender requirements.
- (e) The provision of safe sporting facilities (including grounds) should be considered as integral components of a school's development plan.
- (f) Use of school facilities should always include the provision of safe and adequate resources to cope with an emergency.
- (g) School budgets should make provision for the purchase of injury treatment equipment.
- (h) Schools should make competitors aware of the dangers of performance enhancing substances and of the consequences for those who use them.

- (i) Schools should have clear procedures in place (i.e. checklist) for the management of all school sports involving large numbers of competitors or spectators.

- h) All sanctioned events will be Smoke, Drug and Alcohol Free

5. Behaviour

Rationale:

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.

Purposes:

- (a) To ensure that all member schools of NZSSSC take responsibility for the individuals participating in competition whether it be a team sport or individual sport.
- (b) To ensure that member schools provide a set of guidelines that encourages positive sporting behaviour.

Guidelines:

- a) All teams/students participating in a sports tournament must be under the direct control of a school and have in charge a suitably qualified designated adult who is accountable to the principal. The designated adult must assume responsibility throughout the duration of the event.
- b) Schools are to provide a management personnel configuration that acknowledges gender requirements. For example, it is not acceptable for a school sports team that includes females to have no female(s) in the management team.
- c) Schools are encouraged to have teachers in managerial and/or coaching positions.
- d) All schools will be encouraged to have a policy for sports education and participation.
- e) All schools will be encouraged to adopt a Fair Play Charter.
- f) All schools will be encouraged to have a Code of Conduct that includes disciplinary procedures.
- g) All schools participating in competitions conducted by National Sporting Organisations and Regional

The Council will assist schools in providing guidelines on Fair Play. A code of conduct follows.
 This is the basis for Council determining responsibility for the behaviours of those people who represent a school in sport.
 Contravention of this code could lead to a school's suspension from all events under the jurisdiction of NZSSSC.

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, 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 NZSSSC (or National or Regional Sports Organisation as relevant)
 - age
 - bona fide student status all members
 - type of school for which entry is deemed appropriate
- **ensuring that all teams representing this school in National or Island competitions meet the eligibility rules of NZSSSC (or National or Regional Sports Organisation as relevant)**
 - **overseas students and students 'new to school'**
- 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
- ensuring that, if this school offers any form of financial inducement, – be that in cash or kind (uniform, board etc.) – it will be through advertisement and not by way of individual approach