

# Christian Schools Sports Association



## Handbook

[www.cssa.net.au](http://www.cssa.net.au)

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# **CHRISTIAN SCHOOLS SPORTS ASSOCIATION**

(Incorporated)

## **INTRODUCTION**

The Christian Schools Sports Association consists of schools within the Christian Education National (CEN), Christian Schools Australia (CSA) and other independent Christian Schools. It is an association which has been formed to foster Christian thought and practice through sporting events within and between Christian Schools.

The Association is responsible for delegating the responsibility of organising major State Carnivals and Gala Days such as Swimming, Athletics, Cross Country and Gymnastics for Primary and Secondary Schools. Member schools are free to organise other interschool sports days against other member schools or schools outside the Association as they see fit.

These carnivals are an integral part of each school's Physical Education Programme and for this reason it is important that the carnival be run along the lines of the official rules of the event.

## **STATEMENT OF AIMS**

1. To foster Christian thought, practice and administration in relation to sports and sporting events within and between Christian schools.
2. To co-ordinate, organise, conduct and manage combined athletics, swimming, cross country, gymnastics and other sporting events involving member schools.
3. To encourage and assist member schools in organising their own inter-school sporting events.
4. To develop and promote appropriate policies, rules and guidelines, based on Christian principles, for the conduct of interschool sporting events.
5. To assist member schools to develop and improve their physical education and sporting programmes and activities.
6. To facilitate the participation of the Association, or representatives of the Association, in sporting events other than those arranged by the Association.

# CODE OF CONDUCT

## Students

When in attendance at a carnival or interschool sporting competition, all students, whether competing or as spectators should behave in a way that represents Jesus Christ in all their actions. This includes:

- competing according to the rules.
- refraining from the use of bad language.
- refraining from arguing with, or insolence towards, a teacher or event official and, therefore, abiding by all decisions made. It is permissible for a student to seek clarification on a ruling, if appropriate, in a respectful manner.
- wearing the correct school/zone uniform when competing.
- displaying good sporting attitudes towards their own team members and the opposition.
- shake hands with opposing teams at the end of a match.

## Teachers

- show the correct role model -that is, Christ-like in behaviour in all their actions.
- provide suitable supervision for their students.
- regulate and correct the behaviour of both team members and spectators. Behaviour not acceptable at school should not be permitted when students are representing the school.
- advise the teachers of other schools and, if appropriate, discipline students from other schools, if their behaviour is not up to the standards set.

## Parents and Spectators

- should be advised of all regulations regarding their behaviour by their child's teacher.
- must not question the decision of any official. All queries must be channelled through the teacher in charge of students.
- must not verbally abuse any competitors or officials.
- when barracking, should remain in the spectator area and not encroach into an area deemed to be out of bounds to spectators. Barracking should be positive and enthusiastic and never directed negatively at the opposition.
- must understand that the referee/carnival organiser has the authority to challenge a spectator who does not comply with the above statements.

## Officials

- must be fully acquainted with the responsibilities of the job and its managements' procedures.
- must conduct the event in a positive and encouraging manner.
- will abide by the referee's decisions.
- should seek to inform a competitor of the reason for any disqualification, where appropriate.

## **CSSA Disputes and Disciplinary Guidelines**

It has been recognised that whilst the CSSA Code of Conduct sets out the required code of conduct for our sporting competitions, there still needed to be guidelines on how to handle breaches of this Code of Conduct in terms of Disciplinary matters. It was also felt that a mechanism for handling disputes should also be instituted.

These guidelines aim to have any disputes settled at the point of the game if at all possible. A process for appeals has been set up if needed.

These guidelines also recognise that disciplinary matters are primarily the responsibility of the student's principal. Nevertheless an offending student will also have to meet the penalties imposed by the association for misconduct.

The disciplinary process has been streamlined by instituting a yellow/red card system for all sports. Each sport will then draw up there particular guidelines for what constitutes a yellow or red card offence.

These guidelines are not exhaustive and will be open to change. We look forward to hearing from you concerning any improvements you maybe able to offer.

### **Guideline 1:**

That in dealing with disputes rising from events in which CSSA as competing, the following list of levels be identified as a terms of reference for the management of dispute processes.

### **LEVELS OF HOW DISPUTES ARE TO BE HANDLED FOR REGULAR COMPETITION EVENTS ie: metro cup soccer, interschool sport etc.**

Level 1	Referee/Umpire
Level 2a)	Teachers in Charge of the sporting activity from both schools.
2b)	The Sports Coordinators of the relevant schools.
2c)	Principals from the relevant schools.
(No complaint is to be sent to the Disputes and Discipline panel without it first being discussed by the Sports Coordinators and Principals of the relevant schools.)	
Level 3	Disputes and Discipline PANEL and, if required, appeals process.
Level 4	State CSSA Disputes and Discipline COMMITTEE in conjunction with members of the Zone Disputes and Disciplines PANEL.
Level 5	CSSA EXECUTIVE (for review of Zone processes only)

(CSSA Executive can not over rule CSSA Disputes and Discipline Committee decision on a particular issue but can inform and discuss with the Committee, changes of approach for future events.)

## **LEVELS OF HOW DISPUTES ARE TO BE HANDLED AT GALA DAYS AND CARNIVALS**

Level 1	Referee/Umpire
Level 2	Teachers in Charge of the sporting activity from both schools.
Level 3	A Disputes and Discipline PANEL will be established.

At a later date

Level 4	State CSSA Disputes and Discipline COMMITTEE in conjunction with members of the Disputes and Discipline PANEL established on the day.
Level 5	CSSA EXECUTIVE

(CSSA Executive can not over rule CSSA Disputes and Discipline Committee decision on a particular issue but can inform and discuss with the Committee, changes of approach for future events.)

### **Guideline 2:**

That in respect of each competition organised, the Coordinator of the competition establish a Disputes and Discipline Panel to hear any disputes that might arise in the course of the competition or Gala Day. Further, that the Disputes and Discipline Panels be established along the following lines.

## **DISPUTES AND DISCIPLINE PANEL**

A Panel of 3 is to be selected at the start of each competition or carnival.  
The Chairman of the panel should not be a member of staff of a school that is party to a dispute.  
A Panel can call in members of the CSSA Disputes and Discipline Committee if considered necessary.

### **Guideline 3:**

That in respect of the States Disputes and Discipline process, the CSSA General meeting elect a Disputes and Discipline Committee for the ensuing year to assist in the resolution of disputes and disciplinary matters that might arise in the course of events in which CSSA schools participate. Further, that the Disputes and Discipline Committee be established along the following lines.

## **CSSA DISPUTES AND DISCIPLINE COMMITTEE**

A committee of 5 should be appointed at the AGM. Each committee member should be from separate CSSA member schools.

### **Guideline 4:**

That, subject to the endorsement of the CSSA Executive, then the State CSSA Disputes and Discipline Committee have the power to establish and publicise Guidelines to assist in the effective management of disputes and disciplinary processes.

### **Guideline 5:**

That the following Disputes and Discipline Guidelines be adopted and applied throughout all events in which CSSA Schools participate. That all officials be made aware of the CSSA Code of Conduct, the Disputes and Discipline Guidelines and their responsibility to enforce them.

## **DISCIPLINE GUIDELINES**

Disciplinary matters are primarily the responsibility of the Principals of the schools which offending students attend. Nevertheless an offending student will also have to serve the penalties imposed by the CSSA.

A system using Yellow and Red cards is to be used for all sports to deal with various levels of infringement /misconduct. On field issues are to be implemented by the referees discretion, however, members of the Competition Panel have the authority to intervene during a game if the CSSA Code of Conduct is breached. The panel will approach the coach of the offending team/player. If the breach continues a Yellow/Red card will be issued.

In addition, on the report of the Principal of a participating school, further disciplinary action may be taken for on-field and/or off-field offences by players, student spectators, parents, coaches and/or staff.

### **ON AND OFF-FIELD ISSUES**

On-field issues are to be implemented by the referees discretion.

Off-field issues to be implemented by the referees/teacher-in-charge discretion

#### **Individual Red Card Offences (General)**

- Swearing (offensive, insulting and abusive language) - to be implemented by the referees discretion
- fighting
- deliberate, unnecessary violence (eg attacking the head of a player)
- vandalism of facilities (eg hanging from basketball hoops)
- Spitting at an opponent
- Red card offence as per the rules/recommendations of the individual sport.

#### **Individual Yellow Card Offences (General)**

- acting in a manner which is in breach of the CSSA Code of Conduct
- arguing with a referee and or dissent from a referee's ruling
- showing dissent in an unacceptable gesture or action
- abuse of equipment (eg. throwing a softball bat)
- dangerous play (eg. late tackle in soccer)
- sledging or verbal provocation of opponents
- poor sportsmanship (eg. kicking the ball away after a penalty)
- inappropriate comments from bench players on the sideline
- yellow card offence as per the rules/recommendations of the individual sport

#### **Team Offences - Red Card**

- A team may at the referee's discretion, be awarded a red card for unacceptable and/or unsportsmanlike conduct as a whole team. (eg repeated foul play or sledging).
- A team may receive no more than 2 team yellow cards in the course of a competition before being ejected from the competition.
- Offences giving rise to this type of action may include on field and off field events
- Totally unacceptable behaviour (ie vandalism of facilities or extreme insults to players, spectators or staff)
- All in fight of 3 players or more involved from each team.
- Schools that do not honour and enforce the disciplinary procedures of CSSA will be ejected from the competition.

### **Team Offences - Yellow Card**

Unacceptable behaviour from a team or group of players, teachers, parents and spectators can warrant the issuing of a team yellow card.

Offences giving rise to this type of action may include on-field and off-field events, initiated either by the referee or a member of supervising staff. These may include the following:

- |                   |  |
|-------------------|--|
| <b>Team</b>       | <ul style="list-style-type: none"><li>- sledging or verbal provocation</li><li>- arguing with the referee</li><li>- acting in a manner which is in breach of CSSA Code of Conduct</li><li>- Inappropriate behaviour at a school/venue</li></ul>                                  |
| <b>Teachers</b>   | <ul style="list-style-type: none"><li>- arguing with the referee</li><li>- abusing players from either side</li><li>- encouraging unacceptable behaviour and play</li></ul>  |
| <b>Parents</b>    | <ul style="list-style-type: none"><li>- arguing with the referee</li><li>- abusing players from either side</li><li>- encouraging unacceptable behaviour and play</li><li>- Arguing with/abusing the Sports Coordinator or supervising teacher/coach of another school</li></ul> |
| <b>Spectators</b> | <ul style="list-style-type: none"><li>- sledging or verbal provocation of opposition players</li><li>- interfering with the course of the game (eg pitch invasion)</li></ul>   |

## **CONSEQUENCES**

### **Individual Red Card**

A player receiving a red card will be sent from the field and can have no further involvement in the game. This player cannot be replaced by another player.

- A player receiving a red card will receive an automatic one match suspension.
- A player may, at the discretion of the Zone Disputes Panel, receive more than one week's suspension.

A player receiving 2 Red cards in the period of a competition will be suspended from the competition and their school requested to take further disciplinary action in line with their own discipline Guidelines.

### **Team Red Card**

A team receiving a red card will be automatically suspended from the competition.

### **At a Gala Day/Carnival**

A player/team committing a red card offence will be banned from competing further on the day or the Discipline Committee will make an appropriate ruling.

All red card offences will be referred to the appropriate school principal for follow-up action in line with their own discipline Guidelines.



### **Individual Yellow Card**

A player receiving a yellow card has received a warning that his/her actions were inappropriate.

1. A player who receives or commits 2 yellow cards in the course of a match will receive a red card and will be sent from the field. (see above)
2. A player who receives or commits 2 yellow cards over the period of 4 games will be automatically suspended from the next game.
3. In the case of sports which use a sin bin as a means of discipline, a sin bin decision will constitute a yellow card record.

### **Team Yellow Card**

A team receiving or committing a team yellow card offence will have the details recorded by the Competition Coordinator or Disputes and Discipline Panel and a repeat of a yellow card offence by the team will constitute a red card and the team will be ejected from the competition.

### **APPEALS PROCESS**

When the results of each game are faxed to the relevant Competition Convenor, any players receiving a yellow or red card should be listed on the results sheet and a report attached indicating what took place. The name and telephone number should be taken by the teacher lodging the complaint for the Zone Disputes chairman to contact in the event of his perspective being required for an appeal.

If it is deemed necessary by the Competition Convenor, an incident may be referred to a Disputes and Discipline Panel to discuss the details and make a ruling. If not, the above consequences for a yellow and red card will be automatically recorded and enforced.

After discussion with both the Sports Coordinators and Principals of opposing school, the principal of a school can request that the Disputes and Discipline Panel meet to adjudicate on the details of a particular incident. This request must be in writing and presented within two working days of the incident.

After a Disputes and Discipline Panel has made a ruling, the schools involved will be informed and each school has one full working day to lodge an appeal concerning the panel's ruling. Appeals are addressed to the relevant Competition Convenor. From here the Disputes and Discipline Panel will call on members from the Disputes and Discipline Committee to assist in the review of the original adjudication. Their joint ruling will be final.

Schools can lodge an expression of concern re the final ruling to the CSSA Executive, to enable a review of the processes, but the Executive will not overrule the finding of the CSSA Disputes and Discipline Committee.

### **APPEALS PROCESS FOR GALA DAYS/CARNIVALS**

At the conclusion of a Gala Day/Carnival any red card offences will be put in writing (within 1 week) by the Disputes and Discipline Panel and sent to the principal of the offending school with further disciplinary recommendations.

If the principal requests further discussion of the matter, an appeal must be lodged within 1 week to the Disputes and Discipline Committee. A meeting will then be organised between the principal, committee members and any other relevant people, to resolve the problem.

Schools can lodge an expression of concern re the final ruling to the CSSA Executive, to enable a review of the processes, but the Executive will not overrule the finding of the CSSA Disputes and Discipline Committee.

## **GUIDELINES FOR CARNIVAL CONVEORS**

### **Roles for zones - (See also Code of Conduct)**

- a) Zones by mutual agreement may decide on the events for Zone Carnivals, however zones should have a common format for consistency in representing State Carnival representatives.
- b) Zones or individual member schools wishing to run a carnival/activity under the umbrella of CSSA, MUST submit an application to the CSSA Executive Officer.

Any activity which is not approved by CSSA is NOT covered by the Association's Public Liability Insurance.

### **Guidelines**

- a) Carnivals should open with prayer and a general expression of the aims of the carnival and standards of conduct to parents, students etc.
- b) All member school's are to have at least 1 months notice of date, venue (including map), starting and approximate finishing time.
- c) Announcements should be those only pertinent to the carnival and should include records broken, progressive and final points scores (if applicable), age champions (if applicable).

### **Officials**

Convenors and school representatives should ensure all officials are aware of the procedures and rules for the job/event they are running.

- a) Convenors have the power to replace an official/s if deemed to be doing an unsatisfactory job or breaking the CSSA Code of Conduct.
- b) In the case of disputes, the ONLY COMMUNICATION must come via the SCHOOL SPORTS CO-ORDINATOR to the Carnival Referee.
- c) Carnival co-ordinator is to refer any incident/problem situation, that they are unable to settle, to the CSSA Executive, in order to resolve the conflict.

### **First Aid**

- a) Qualified first aid personnel are to be present at every CSSA event involving the possibility of injury.
- b) Accident Report Forms (see Appendix) are to be filed with the CSSA Executive Officer of the CSSA upon completion of the carnival/event. (within 1 week).

### **Cost Sheets (see Appendix)**

Estimate and Actual Cost Sheets for State Carnivals are to be forwarded to the Treasurer one month before and two weeks after the carnival/event.

### **Master copies of Carnival Procedures**

- a) Convenors of State Carnivals are to send to the CSSA Executive Officer a copy of their master sheets for their carnival organisation, which will remain on file for any future carnival co-ordinator.
- b) Convenors should help new Convenors in their organisation of a carnival for the first time.

### **Identification of Zones**

- a) At State Carnivals, it would be an advantage to list member schools of each zone on the program. Students and spectators often do not know which zone they belong to.
- b) Zone colours must be listed with the CSSA Executive Officer, (if applicable).

## CSSA Committee of Management 2024

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<b>Matthew Kent</b> Secondary Liaison	Coffs Harbour CCS 226 Bonville Station Rd Bonville NSW 2450	(W) 6653 4000 <a href="mailto:matthew.kent@coffsccs.nsw.edu.au">matthew.kent@coffsccs.nsw.edu.au</a>
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<b>Carolyn Brothers</b> Ordinary Member	Dubbo CS PO Box 1216, Dubbo 2830	(W) 6882 0044 <a href="mailto:Carolyn.Brothers@dubbocs.edu.au">Carolyn.Brothers@dubbocs.edu.au</a>
<b>Matthew Tolhurst</b> Ordinary Member	Inaburra School PO Box 3066, Bangor 2234	(W) 9543 2533 <a href="mailto:tolhurstm@inaburra.nsw.edu.au">tolhurstm@inaburra.nsw.edu.au</a>
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<b>Alan Dawson</b> Principal Rep	Richard Johnson AC 93 Hyatts Rd, Oakhurst 2761	(W) 9677 2455 <a href="mailto:adawson@rjas.nsw.edu.au">adawson@rjas.nsw.edu.au</a>
<b>Jeff Peet</b> Principal Rep	Maitland CS PO Box 454, East Maitland 2323	(W) 9677 2455 <a href="mailto:g.peet@maitlandcs.nsw.edu.au">g.peet@maitlandcs.nsw.edu.au</a>

## PRIMARY SCHOOL ZONES 2024

### FAR WEST ZONE

	ADDRESS	PHONE
Brewarrina CS	8584 Arthur Hall VC Way, Gongolgon 2839	(02) 5856 6006
Burrabadine CCS	PO Box 1036, Dubbo 2830	(02) 6884 8447
Dubbo CS	PO Box 1216, Dubbo 2830	(02) 6882 0044
Namoi Valley CS	PO Box 242, Wee Waa 2388	(02) 6795 3044
Narromine CS	147 Terangion St, Narromine 2821	(02) 6889 2510
Orange CS	500 Cecil Rd, Orange 2800	(02) 6362 7258
Parkes CS	PO Box 420, Parkes 2870	(02) 6862 4164
Verity CC	9 Stafford Rd, Griffith NSW 2680	(02) 6964 9953
Wagga Wagga CC	LK Bag 7, Wagga Wagga 2650	(02) 6923 8888
Wellington CS	PO Box 108, Wellington 2820	(02) 6845 1999

### HUNTER ZONE

	ADDRESS	PHONE
Arise CC	75-81 Chelmsford Drive, Metford 2323	(02) 4018 7495
Australian CC - Singleton	PO Box 64, Singleton 2330	(02) 6572 1011
Belmont CC	PO Box 492, Belmont 2280	(02) 4922 8300
Brightwaters CC	PO Box 3036, Bonnells Bay 2264	(02) 4973 2591
Carinya CS - Gunnedah	46 Elgin St, Gunnedah 2380	(02) 6742 2766
Carinya CS - Tamworth	25 Boronia Dr, Tamworth 2340	(02) 6762 0970
Charlton CC	PO Box 605, Toronto 2283	(02) 4959 9111
Coast CS	PO Box 6064, Kincumber 2351	(02) 4368 3377
Green Point CC	LK Bag 1, Kincumber 2251	(02) 4363 1266
Hunter CS	PO Box 10, HRMC 2310	(02) 4967 2111
Liberty College	582 Goondo Goondo Rd, Tamworth NSW 2340	(02) 6762 2322
Maitland CS	PO Box 618, East Maitland 2323	(02) 4933 7633
MidCoast CC	423 Kolodong Rd, Taree 2430	(02) 6539 0100
Pacific Brook CS	PO Box 924 Muswellbrook 2333	(02) 6543 1114
Wyong CCS	PO Box 550, Wyong 2259	(02) 4351 2020

### NEPEAN ZONE

	ADDRESS	PHONE
Bethel CS	PO Box 3080, Mt Druitt Village 2770	(02) 9625 4949
Mamre AS	PO Box 88, St Marys 1790	(02) 9834 1881
Mountains CC	PO Box 396, Blackheath 2785	(02) 4787 8645
Nepean CS	PO Box 50, Mulgoa 2745	(02) 4773 9055
Penrith CS	PO Box 66, Kingswood 2747	(02) 4736 4044
Richard Johnson AC	PO Box 143, Plumpton 2761	(02) 9677 2455
The Lakes CC	Locked Bag 1001, Cranebrook 2749	(02) 4777 4057
Wycliffe Hope School	PO Box 78, Blaxland 2774	(02) 4753 6422
Wycliffe CS	PO Box 78, Blaxland 2774	(02) 4753 6422

### NORTH COAST

	ADDRESS	PHONE
Casino CCS	PO Box 30, Casino 2470	(02) 6662 5599
Coffs Harbour Bible Church School	26 Hi-Tech Drive, Toormina 2452	(02) 6658 4275
Coffs Harbour CCS	Curacoa St, Coffs Harbour 2450	(02) 6652 6433
Heritage CCS	Mumford St, Port Macquarie 2444	(02) 6583 8277
Hinterland CS	PO Box 311, Mullumbimby 2482	(02) 6684 1559
Moree CS	PO Box 643, Moree 2400	(02) 6752 3746
Nambucca Valley CCS	PO Box 152, Nambucca Hds 2448	(02) 6568 9311
Pacific Coast CS	PO Box 289, Banora Pt 2486	(07) 5523 9700
Pacific Hope CS	PO Box 289, Banora Pt 2486	(07) 5523 9700
Pacific Gulgangali Jarjums CS	PO Box 289, Banora Pt 2486	(07) 5589 7600
Pacific Valley CS	PO Box 433, Maclean 2463	(02) 6645 5691
Port Macquarie AS	500 Ocean Drive, Port Macquarie 2444	(02) 6582 2271
Richmond CC	7 Gallans Rd, Ballina 2478	(02) 6686 7847
St Andrew's CS	PO Box 1605, Grafton 2460	(02) 6643 4770
Summerland CS	PO Box 7033, Lismore Hts 2480	(02) 6624 2711
Valley Hope School	PO Box 433, Maclean 2463	(02) 6645 5691

## PRIMARY SCHOOL ZONES 2024 (cont)

NORTH MET ZONE	ADDRESS	PHONE
Covenant CS	PO Box 6154, Frenchs Forest DC 2086	(02) 9450 2688
International Chinese School	PO Box 567, t Leonards NSW 1590	(02) 8043 8999
New Hope School	LK Bag 3, Round Corner 2158	(02) 9651 0798
Northcross CS	PO Box 616, Ryde 2112	(02) 9809 5252
Northern Beaches CS	PO Box 230, Terrey Hills 2084	(02) 9450 1311
Oxford Falls Grammar	1078 Oxford Falls Rd, O. F. 2100	(02) 9975 5619
Pacific Berowra CS	PO Box 425, Berowra Hts 2082	(02) 9456 2444
Pacific Hills CS	LK Bag 3, Round Corner 2158	(02) 9651 0798
Wahroonga AS	189 Fox Valley Road, Wahroonga 2076	(02) 9487 2100

SOUTH COAST ZONE	ADDRESS	PHONE
Cedars CC	PO Box 286, Unanderra 2526	(02) 4271 8124
Illawarra CS	PO Box 380, Unanderra 2526	(02) 4239 5200
Calderwood CS	234 Calderwood Rd Calderwood NSW 2527	(02) 4230 3700
Nowra CS	PO Box 620, Nowra 2541	(02) 4422 1199
Snowy Mountains CS	PO Box 53, Cooma 2630	(02) 6452 4333
Southern Highlands CS	PO Box 639, Bowral 2576	(02) 4861 1781

SOUTH MET ZONE	ADDRESS	PHONE
Condell Park CS	29 Lancelot St, Condell Park NSW 2200	(02) 9708 4530
Greenacre CC	38-40 Shellcote Rd, Greenacre 2190	(02) 9642 3512
Hopetown CS	PO Box 97, Georges Hall 2198	(02) 9726 5106
Hurstville AS	30 Wright St, Hurstville NSW 2220	(02) 9580 5794
Kingdom Culture CS	19 Dowling St, Arncliffe NSW 2205	(02) 9567 8133
Macarthur AC	12 Victoria Rd Macquarie Fields 2564	(02) 9605 3200
Leppington AC	50 Heath Rd, Leppington NSW 2179	(02) 8106 5900
Mt Annan CC	PO Box 7039 Mt Annan 2567	(02) 4634 7474
Oran Park AC	PO Box 1293, Narellan 2567	(02) 4604 0000
Regents Park CS	59 Regent St, Regents Park 2143	(02) 9644 5144
St George CS	PO Box 144, Ramsgate 2217	(02) 9547 2311
Shire CS	PO Box 390, Sutherland 1499	(02) 8525 5111
Southern Cross Baptist CCS	PO Box 332, Engadine NSW 2233	(02) 9520 3911
William Carey CS	Bumbera St, Prestons 2170	(02) 9608 2277

WEST MET ZONE	ADDRESS	PHONE
Australian CC – Marsden Park	LK Bag 3000, Riverstone 2765	(02) 9421 7111
Ebenezer CC	441 Blacktown Rd, Prospect 2148	(02) 9636 3700
Kuyper CS	294 Redbank Rd, Kurrajong 2758	(02) 4573 2999
Mountain View AC	41 Doonside Rd Doonside 2767	(02) 9622 2424
Norwest CC	PO Box 6335 Rouse Hill Town Centre 2155	(02) 8889 4600
St Hurmizd APS	7-9 Greenfield Rd, Greenfield Park NSW 2176	(02) 9753 4185
Toongabbie CC	PO Box 765, Toongabbie 2146	(02) 8863 2952
Tyndale CS	LK Bag 35, Blacktown 2148	(02) 8811 7800
Westmead CGS	2-8 Bridge Rd, Westmead 2145	(02) 9689 1138

## SECONDARY SCHOOL ZONES 2024

### FAR WEST ZONE

	ADDRESS	PHONE
Brewarrina CS	8584 Arthur Hall VC Way, Gongolgon 2839	(02) 5856 6006
Burrabadine CCS	PO Box 1036, Dubbo 2830	(02) 6884 8447
Dubbo CS	PO Box 1216, Dubbo 2830	(02) 6882 0044
Namoi Valley CS	PO Box 242, Wee Waa 2388	(02) 6795 3044
Orange CS	500 Cecil Rd, Orange 2800	(02) 6362 7258
Parkes CS	PO Box 420, Parkes 2870	(02) 6862 4164
Verity CC	9 Stafford Rd, Griffith NSW 2680	(02) 6964 9953
Wagga Wagga CC	PO Box 415, Koorinal 2650	(02) 6923 8888

### HUNTER ZONE

	ADDRESS	PHONE
Arise CC	75-81 Chelmsford Drive, Metford 2323	(02) 4018 7495
Australian CC - Singleton	PO Box 64, Singleton 2330	(02) 6572 1011
Belmont CC	PO Box 492, Belmont 2280	(02) 4922 8300
Brightwaters CC	PO Box 3036, Bonnell's Bay 2264	(02) 4973 2591
Carinya CS - Gunnedah	46 Elgin St, Gunnedah 2380	(02) 6742 2766
Carinya CS - Tamworth	25 Boronia Dr, Tamworth 2340	(02) 6762 0970
Charlton CC	PO Box 605, Toronto 2283	(02) 4959 9111
Green Point CC	LK Bag 1, Kincumber 2251	(02) 4363 1266
Hunter CS	PO Box 10, HRMC 2310	(02) 4967 2111
Maitland CS	PO Box 618, East Maitland 2323	(02) 4933 7633
MidCoast CS	423 Kolodong Rd, Taree 2430	(02) 6539 0100
Pacific Brooks CS	PO Box 924 Muswellbrook 2333	(02) 6543 1114
Wyong CCS	PO Box 550, Wyong 2259	(02) 4351 2020

### NEPEAN MET ZONE

	ADDRESS	PHONE
Bethel CS	PO Box 3080, Mt Druitt Village 2770	(02) 9625 4949
Mamre CC	PO Box 88, St Marys 1790	(02) 9834 1881
Mountains CC	PO Box 396, Blackheath 2785	(02) 4787 8645
Nepean CS	PO Box 50, Mulgoa 2745	(02) 4773 9055
Penrith CS	PO Box 66, Kingswood 2747	(02) 4736 4044
Richard Johnson AC	PO Box 143, Plumpton 2761	(02) 9677 2455
The Lakes CC	Locked Bag 1001, Cranebrook 2749	(02) 4777 4057
Wycliffe Hope School	PO Box 78, Blaxland 2774	(02) 4753 6422
Wycliffe CS	PO Box 78, Blaxland 2774	(02) 4753 6422

### NORTH COAST

	ADDRESS	PHONE
Casino CCS	PO Box 30, Casino 2470	(02) 6662 5599
Coffs Harbour Bible Church School	26 Hi-Tech Drive, Toormina 2452	(02) 6658 4275
Coffs Harbour CCS	226 Bonville Station Rd, Bonville.2441	(02) 6653 4000
Heritage CCS	Mumford St, Port Macquarie 2444	(02) 6583 8277
Moree CS	PO Box 643, Moree 2400	(02) 6752 3746
Hinterland CS	PO Box 311, Mullumbimby 2482	(02) 6684 1559
Nambucca Valley CCS	PO Box 152, Nambucca Heads 2448	(02) 6568 9311
Pacific Coast CS	PO Box 289, Banora Pt 2486	(07) 5523 9700
Pacific Hope School	PO Box 289, Banora Pt 2486	(07) 5523 9700
Pacific Valley CS	PO Box 433, Maclean 2463	(02) 6645 5691
Richmond CC	7 Gallans Rd, Ballina 2478	(02) 6686 7847
Port Macquarie AS	500 Ocean Drive, Port Macquarie 2444	(02) 6582 2271
St Andrew's CS	PO Box 1605, Grafton 2460	(02) 6643 4770
Summerland CC	PO Box 7033, Lismore Hts 2480	(02) 6624 2711
Valley Hope School	PO Box 433, Maclean 2463	(02) 6645 5691

## SECONDARY SCHOOL ZONES 2024 (cont)

NORTH MET ZONE	ADDRESS	PHONE
Covenant CS	PO Box 6154, Frenchs Forest DC 2086	(02) 9450 2688
New Hope School	LK Bag 3, Round Corner 2158	(02) 9651 0798
Northern Beaches CS	PO Box 230, Terrey Hills 2084	(02) 9450 1311
Oxford Falls Grammar	1078 Oxford Falls Rd, O.F. 2100	(02) 9975 5619
Pacific Hills CS	LK Bag 3, Round Corner 2158	(02) 9651 0798
Wahroonga AS	189 Fox Valley Road, Wahroonga 2076	(02) 9487 2100

SOUTH COAST ZONE	ADDRESS	PHONE
Cedars CC	PO Box 286, Unanderra 2526	(02) 4271 4578
Illawarra CS	PO Box 380, Unanderra 2526	(02) 4239 5200
Calderwood CS	234 Calderwood Rd Calderwood NSW 2527	(02) 4230 3700
Nowra CS	PO Box 620, Nowra 2541	(02) 4422 1199
Snowy Mountains CS	PO Box 53, Cooma 2630	(02) 6452 4333
Southern Highlands CS	PO Box 639, Bowral 2576	(02) 4861 1781

SOUTH MET ZONE	ADDRESS	PHONE
Condell Park CS	29 Lancelot St, Condell Park NSW 2200	
Inaburra	PO Box 3066, Bangor 2234	(02) 9543 2533
Greenacre CC	38-40 Shellcote Rd, Greenacre 2190	(02) 9642 3512
Kingdom Culture CS	19 Dowling St, Arncliffe NSW 2205	(02) 9567 8133
Leppington AC	50 Heath Rd, Leppington NSW 2179	(02) 8106 5900
Macarthur AC	12 Victoria Rd Macquarie Fields 2564	(02) 9605 3200
Mt Annan CC	PO Box 7039 Mt Annan 2567	(02) 4634 7474
Oran Park AC	PO Box 1293, Narellan 2567	(02) 4604 0000
Regents Park CS	59 Regent St, Regents Park 2143	(02) 9644 5144
St George CS	PO Box 144, Ramsgate 2217	(02) 8558 4132
Shire CS	PO Box 390, Sutherland 1499	(02) 8525 5111
Southern Cross Baptist CCS	PO Box 332, Engadine NSW 2233	(02) 9520 3911
William Carey CS	Bumbera St, Prestons 2170	(02) 9608 2277

WESTERN MET	ADDRESS	PHONE
Australian CC – Marsden Park	LK Bag 3000, Riverstone 2765	(02) 9421 7111
Ebenezer CC	441 Blacktown Rd, Prospect 2148	(02) 9636 3700
Kuyper CS	294 Redbank Rd, Kurrajong 2758	(02) 4573 2999
Mountain View AC	41 Doonside Rd Doonside 2767	(02) 9622 2424
Norwest CC	PO Box 6335 Rouse Hill Town Centre 2155	(02) 8889 4600
St Narsai ACC	PO Box 128 Bonnyrigg NSW 2177	(02) 9753 0700
Toongabbie CC	PO Box 765, Toongabbie 2146	(02) 8863 2952
Tyndale CS	LK Bag 35, Blacktown 2148	(02) 8811 7800

## CSSA CIS PRIMARY SCHOOLS 2024

School	Address	Phone
Australian CC – Marsden Park	LK Bag 3000, Riverstone 2765	(02) 9421 7111
Belmont CC	PO Box 492, Belmont 2280	(02) 4922 8300
Bethel CS	PO Box 3080, Mt Druitt Village 2770	(02) 9625 4949
Burrabadine CCS	PO Box 1036, Dubbo 2830	(02) 6884 8447
Calderwood CS	234 Calderwood Rd Calderwood 2527	(02) 4230 3700
Carinya CS: Gunnedah	46 Elgin St, Gunnedah 2380	(02) 6742 2766
Carinya CS: Tamworth	25 Boronia Dr, Tamworth 2340	(02) 6762 0970
Casino CS	PO Box 30, Casino 2470	(02) 6662 5599
Cedars CC	PO Box 286, Unanderra 2526	(02) 4271 8124
Charlton CC	PO Box 605, Toronto 2283	(02) 4959 9111
Coast CS	PO Box 6064, Kincumber 2351	(02) 4368 3377
Coffs Harbour CCS	226 Bonville Station Rd, Bonv.2441	(02) 6653 4000
Coffs Harbour Bible Church School	26 Hi-Tech Drive, Toormina 2452	(02) 6658 4275
Covenant CS	PO Box 6154, Frenchs Forest DC 2086	(02) 9450 2688
Dubbo CS	PO Box 1216, Dubbo 2830	(02) 6882 0044
Green Point CC	LK Bag 1, Kincumber 2251	(02) 4363 1266
Greenacre Baptist CCS	38-40 Shellcote Rd, Greenacre 2190	(02) 9642 3512
Hinterland CS	PO Box 311, Mullumbimby 2482	(02) 6684 1559
Hopepoint CS	PO Box 97, Georges Hall 2198	(02) 9726 5106
Hunter CS	PO Box 10, HRMC 2310	(02) 4967 2111
Illawarra CS	PO Box 380, Unanderra 2526	(02) 4239 5200
Leppington AC	50 Heath Rd, Leppington NSW 2179	(02) 8106 5900
Macarthur AC	12 Victoria Rd Macquarie Fields 2564	(02) 9605 3200
Maitland CS	PO Box 454, East Maitland 2323	(02) 4933 7633
Mamre AS	PO Box 88, St Marys 1790	(02) 9834 1881
MidCoast CC	423 Kolodong Rd, Taree 2430	(02) 6539 0100
Moree CS	PO Box 643, Moree 2400	(02) 6752 3746
Mount Annan CC	PO Box 7039 Mt Annan 2567	(02) 4634 7474
Mountain View AC	41 Doonside Rd Doonside 2767	(02) 9622 2424
Mountains CC	PO Box 396, Blackheath 2785	(02) 4787 8645
Nambucca Valley CS	PO Box 152, Nambucca Heads 2448	(02) 6568 9311
Namoi Valley CS	PO Box 242, Wee Waa 2388	(02) 6795 3044
Narromine CS	147 Terangion St, Narromine 2821	(02) 6889 2510
Nepean CS	PO Box 50, Mulgoa 2745	(02) 4773 9055
Northcross CS	PO Box 616, Ryde 2112	(02) 9809 5252
Northern Beaches CS	PO Box 230, Terrey Hills 2084	(02) 9450 1311
Norwest CC	PO Box 6335 Rouse Hill Town Centre 2155	(02) 8889 4600
Nowra CS	PO Box 620, Nowra 2541	(02) 4422 1199
Oran Park AC	PO Box 1293, Narellan 2567	(02) 4604 0000
Orange CS	500 Cecil Rd, Orange 2800	(02) 6362 7258
Oxford Falls GS	1078 Oxford Falls Rd, Oxf. F. 2100	(02) 9975 5619
Pacific Berowra CS	PO Box 425, Berowra Hts 2082	(02) 9456 2444
Pacific Brooks CS	PO Box 924 Muswellbrook 2333	(02) 6543 1114
Pacific Coast CS	PO Box 289, Banora Pt 2486	(07) 5523 9700
Pacific Gulgangali Jarjums CS	PO Box 289, Banora Pt 2486	(07) 5589 7600
Pacific Hills CS	LK Bag 3, Round Corner 2158	(02) 9651 0798
Pacific Hope CS	PO Box 289, Banora Pt 2486	(07) 5589 7621
Pacific Valley CS	PO Box 433, Maclean 2463	(02) 6645 5691
Penrith CS	PO Box 66, Kingswood 2747	(02) 4736 4044
Port Macquarie AS	500 Ocean Drive, Port Macquarie 2444	(02) 6582 2271
Richard Johnson AC	PO Box 143, Plumpton 2761	(02) 9677 2455
Richmond CC	7 Gallans Rd, Ballina 2478	(02) 6686 7847
Shire CS	PO Box 390, Sutherland 1499	(02) 8525 5111
Snowy Mountains CS	PO Box 333, Cooma North 2630	(02) 6452 4333
Southern Highlands CS	PO Box 639, Bowral 2576	(02) 4861 1781
St George CS	PO Box 144, Ramsgate 2217	(02) 9547 2311
Summerland CS	PO Box 7033, Lismore Hts 2480	(02) 6624 2711
The Lakes CC	Lk Bag 40, Penrith 2751	(02) 4777 4057
Toongabbie CC	PO Box 765, Toongabbie 2146	(02) 8863 2952
Tyndale CS	LK Bag 35, Blacktown 2148	(02) 8811 7800
Wagga Wagga CC	Locked Bag 7, Wagga Wagga 2650	(02) 6923 8888
Wahroonga AS	189 Fox Valley Road, Wahroonga 2076	(02) 9487 2100
Wellington CS	PO Box 108, Wellington 2820	(02) 6845 1999
Westmead CGS	2-8 Bridge Rd, Westmead 2145	(02) 9689 1138
William Carey CS	Bumbera St, Prestons 2170	(02) 9608 2277
Wycliffe CS	PO Box 78, Blaxland 2774	(02) 4753 6422
Wyong CCS	PO Box 550, Wyong 2259	(02) 4351 2020



## CSSA CIS SECONDARY SCHOOLS 2024

School	Address	Phone
Australian CC – Marsden Park	LK Bag 3000, Riverstone 2765	(02) 9421 7111
Belmont CC	PO Box 492, Belmont 2280	(02) 4922 8300
Bethel CS	PO Box 3080, Mt Druiitt Village 2770	(02) 9625 4949
Burrabadine CCS	PO Box 1036, Dubbo 2830	(02) 6884 8447
Calderwood CS	234 Calderwood Rd Calderwood 2527	(02) 4230 3700
Carinya CS: Gunnedah	46 Elgin St, Gunnedah 2380	(02) 6742 2766
Carinya CS: Tamworth	25 Boronia Dr, Tamworth 2340	(02) 6762 0970
Casino CS	PO Box 30, Casino 2470	(02) 6662 5599
Cedars CC	PO Box 286, Unanderra 2526	(02) 4271 8124
Charlton CC	PO Box 605, Toronto 2283	(02) 4959 9111
Coffs Harbour Bible Church School	26 Hi-Tech Drive, Toormina 2452	(02) 6658 4275
Coffs Harbour CCS	226 Bonville Station Rd, Bonv. 2441	(02) 6653 4000
Covenant CS	PO Box 6154, Frenchs Forest DC2086	(02) 9450 2688
Dubbo CS	PO Box 1216, Dubbo 2830	(02) 6882 0044
Green Point CC	LK Bag 1, Kincumber 2251	(02) 4363 1266
Greenacre Baptist CCS	38-40 Shellcote Rd, Greenacre 2190	(02) 9642 3512
Hinterland CS	PO Box 311, Mullumbimby 2482	(02) 6684 1559
Hunter CS	PO Box 10, HRMC 2310	(02) 4967 2111
Illawarra CS	PO Box 380, Unanderra 2526	(02) 4239 5200
Inaburra	PO Box 3066, Bangor 2234	(02) 9543 2533
Leppington AC	50 Heath Rd, Leppington NSW 2179	(02) 8106 5900
Macarthur AC	12 Victoria Rd Macquarie Fields 2564	(02) 9605 3200
Maitland CS	PO Box 454, East Maitland 2323	(02) 4933 7633
Mamre AS	PO Box 88, St Marys 1790	(02) 9834 1881
MidCoast CC	423 Kolodong Rd, Taree 2430	(02) 6539 0100
Moree CS	PO Box 643, Moree 2400	(02) 6752 3746
Mount Annan CC	PO Box 7039 Mt Annan 2567	(02) 4634 7474
Mountains CC	PO Box 396, Blackheath 2785	(02) 4787 8645
Mountain View AC	41 Doonside Rd Doonside 2767	(02) 9622 2424
Nambucca Valley CS	PO Box 152, Nambucca Heads 2448	(02) 6568 9311
Namoi Valley CS	PO Box 242, Wee Waa 2388	(02) 6795 3044
Nepean CS	PO Box 50, Mulgoa 2745	(02) 4773 9055
New Hope School	LK Bag 3, Round Corner 2158	(02) 9651 0798
Northern Beaches CS	PO Box 230, Terrey Hills 2084	(02) 9450 1311
Norwest CC	PO Box 6335 Rouse Hill Town Centre 2155	(02) 8889 4600
Nowra CS	PO Box 620, Nowra 2541	(02) 4422 1199
Oran Park AC	PO Box 1293, Narellan 2567	(02) 4604 0000
Orange CS	500 Cecil Rd, Orange 2800	(02) 6362 7258
Oxford Falls Grammar	1078 Oxford Falls Rd, Oxford Falls 2100	(02) 9975 5619
Pacific Brooks CS	PO Box 924 Muswellbrook 2333	(02) 6543 1114
Pacific Coast CS	PO Box 289, Banora Pt 2486	(07) 5523 9700
Pacific Hills CS	LK Bag 3, Round Corner 2158	(02) 9651 0798
Pacific Hope CS	PO Box 289, Banora Pt 2486	(07) 5589 7621
Pacific Valley CS	PO Box 433, Maclean 2463	(02) 6645 5691
Parkes CS	PO Box 420, Parkes 2870	(02) 6862 4164
Penrith CS	PO Box 66, Kingswood 2747	(02) 4736 4044
Port Macquarie AS	500 Ocean Drive, Port Macquarie 2444	(02) 6582 2271
Regents Park CS	59 Regent St Regents Park 2143	(02) 9644 5144
Richard Johnson AC	PO Box 143, Plumpton 2761	(02) 9677 2455
Richmond CC	7 Gallans Rd, Ballina 2478	(02) 6686 7847
Shire CS	PO Box 390, Sutherland 1499	(02) 8525 5111
Snowy Mountains CS	PO Box 333, Cooma North 2630	(02) 6452 4333
Southern Highlands CS	PO Box 639, Bowral 2576	(02) 4861 1781
St George CS	PO Box 144, Ramsgate 2217	(02) 9547 2311
Summerland CS	PO Box 7033, Lismore Hts 2480	(02) 6624 2711
The Lakes CC	Lk Bag 40, Penrith 2751	(02) 4777 4057
Toongabbie CC	PO Box 765, Toongabbie 2146	(02) 8863 2952
Tyndale CS	LK Bag 35, Blacktown 2148	(02) 8811 7800
Wagga Wagga CC	Locked Bag 7, Wagga Wagga 2650	(02) 6923 8888
Wahroonga AS	189 Fox Valley Road, Wahroonga 2076	(02) 9487 2100
William Carey CS	Bumbera St, Prestons 2170	(02) 9608 2277
Wycliffe CS	PO Box 78, Blaxland 2774	(02) 4753 6422
Wycliffe Hope CS	PO Box 78, Blaxland 2774	(02) 4753 6422
Wyong CCS	PO Box 550, Wyong 2259	(02) 4351 2020

## State Carnival Convenors 2024

**Athletics**  
Primary & Secondary

Linda Heslehurst  
CSSA Executive Officer

M: 0418 685 898  
linda@cssa.nsw.edu.au

**Cross Country**  
Primary & Secondary

Linda Heslehurst  
CSSA Executive Officer

M: 0418 685 898  
linda@cssa.nsw.edu.au

**Gymnastics**  
Primary & Secondary  
Levels Only

Linda Heslehurst  
CSSA Executive Officer

M: 0418 685 898  
linda@cssa.nsw.edu.au

**Swimming**  
Primary & Secondary

Linda Heslehurst  
CSSA Executive Officer

M: 0418 685 898  
linda@cssa.nsw.edu.au

**Triathlon**  
Primary & Secondary

Linda Heslehurst  
CSSA Executive Officer

M: 0418 685 898  
linda@cssa.nsw.edu.au

## Primary State Sports Convenors 2024

### **Basketball**

Girls & Boys Yr 3/4 Term 4

Girls & Boys Yr 5/6 Term 4

Kim Fleming

CSSA Assistant Officer

kim@cssa.nsw.edu.au

### **Cricket** - Super 8's Northern Division

Term 1

Gordon Bromhead

gordybromhead@gmail.com

### **Cricket** - Super 8's Southern Division

Term 1

Mark Wynn

Cedars CC

Ph: 4271 8124

mwynn@cedars.nsw.edu.au

### **Cricket** - Open Knock out

Term 4

Gordon Bromhead

gordybromhead@gmail.com

### **E-Sports**

Girls & Boys Term 3

Linda Heslehurst

CSSA Executive Officer

M: 0418 685 898

linda@cssa.nsw.edu.au

### **Football**

Girls State Finals Term 2

Gordon Bromhead

gordybromhead@gmail.com

### **Football**

Boys State Finals Term 3

Gordon Bromhead

gordybromhead@gmail.com

### **Netball**

Girls & Mixed Term 3

Lisa Mallard

Nth Beaches CS

Ph: 9450 131

LMallard@nbcs.nsw.edu.au

### **Oz Tag**

Mixed Term 3

Linda Heslehurst

CSSA Executive Officer

M: 0418 685 898 Mixed Term 3

linda@cssa.nsw.edu.au

### **Skipping Competition** (tbc)

Term 4

Linda Heslehurst

CSSA Executive Officer

M: 0418 685 898

linda@cssa.nsw.edu.au

### **Table Tennis**

Girls & Boys Term 4

Linda Heslehurst

CSSA Executive Officer

M: 0418 685 898

linda@cssa.nsw.edu.au

### **Tennis**

Girls & Boys Term 4

Linda Heslehurst

CSSA Executive Officer

M: 0418 685 898

linda@cssa.nsw.edu.au

## Secondary State Sports Convenors 2024

<b>Basketball</b> Girls & Boys State Finals Term 3	Amanda Butterworth Assistant Executive Officer	M: 0424 151 071 amanda@cssa.nsw.edu.au
<b>Cricket</b> Open Boys KO T4 2021/T1 2022	David Croucher	
<b>Football</b> Open Girls & Boys State Finals Term 2	Amanda Butterworth Assistant Executive Officer	M: 0424 151 071 amanda@cssa.nsw.edu.au
<b>Football</b> 15&U Girls & Boys State Finals Term 3	Amanda Butterworth Assistant Executive Officer	M: 0424 151 071 amanda@cssa.nsw.edu.au
<b>Futsal</b> Girls & Boys Term 3	Linda Heslehurst CSSA Executive Officer	M: 0418 685 898 linda@cssa.nsw.edu.au
<b>Hockey</b> Girls & Boys Term 1	Linda Heslehurst CSSA Executive Officer	M: 0418 685 898 linda@cssa.nsw.edu.au
<b>Netball</b> Girls Term 2	Stewart van Bentum Nth Beaches CS	Ph: (02) 9450 131
<b>Oz Tag</b> Boys & Girls GD Term 3	Linda Heslehurst CSSA Executive Officer	M: 0418 685 898 linda@cssa.nsw.edu.au
<b>Skipping Competition (tbc)</b> Term 4	Linda Heslehurst CSSA Executive Officer	M: 0418 685 898 linda@cssa.nsw.edu.au
<b>Tennis</b> Girls & Boys State Term 4	Linda Heslehurst CSSA Executive Officer	M: 0418 685 898 linda@cssa.nsw.edu.au
<b>Touch Football</b> Girls & Boys State Term 1	Linda Heslehurst CSSA Executive Officer	M: 0418 685 898 linda@cssa.nsw.edu.au
<b>Volleyball</b> Girls, Boys & Mixed State Term 2	Linda Heslehurst CSSA Executive Officer	M: 0418 685 898 linda@cssa.nsw.edu.au

**CONSTITUTION  
OF  
CHRISTIAN SCHOOLS SPORTS ASSOCIATION INC.**

**ABN 96 059 090 366**

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**CONSTITUTION  
OF  
CHRISTIAN SCHOOLS SPORTS ASSOCIATION INC.**

**ABN 96 059 090 366**

**1. PRELIMINARY**

**1.1 Definitions**

In this Constitution, unless the context requires otherwise:

**"Act"** means the *Associations Incorporation Act 1984* (NSW).

**"Annual Membership Fee"** means the amount set from time to time in accordance with Clause 10.

**"Annual Subscription Fee"** means the amount set from time to time in accordance with Clause 11.

**"Association"** means Christian Schools Sports Association Inc. ABN 96 059 090 366

**"Commissioner"** means the Commissioner of the Office of Fair Trading.

**"Committee"** means the Committee of Management of the Association described in Clause 15.

**"Delegate"** means a delegate of a Member appointed under Clause 25.1(a).

**"Executive Officer"** means the person appointed as executive officer under Clause 18.5.

**"Member"** means a school admitted as a member of the Association under Clause 4.1.

**"Membership Declaration"** means the declaration and associated documents required under Clause 5.1(b).

**"Office Bearer"** means a member of the Committee appointed as an office bearer under Clause 16.1(a)(i).

**"Ordinary Committee Member"** means a member of the Committee appointed as an ordinary committee member under Clause 16.1(a)(ii).

**"Principal"** means the individual occupying the office of Principal of a school which is a Member.

**"Principal Representative"** means a member of the Committee appointed as a principal representative under Clause 16.1(b).

**"Public Officer"** means the public officer of the Association for the purposes of the Act appointed from time to time under Clause 18.6.

**"Register"** means the register of Members kept pursuant to Clause 9.

**"Regulation"** means the *Associations Incorporation Regulation 1999* (NSW).

**"Special Majority"** means a resolution passed by a majority comprising not less than three-quarters of Committee members (excluding the Executive Officer) present and entitled to vote at a meeting at which a quorum is present.

**"Special Resolution"** means a resolution passed in accordance with Clause 34 and

**"Statement of Affirmation"** means the statement of affirmation set out in Clause 2.

## 1.2 Interpretation

In this Constitution unless the context otherwise requires:

- (a) words importing the singular include the plural and vice versa.
- (b) words importing any gender include the other gender.
- (c) the word person shall include corporations, incorporated and unincorporated associations, schools and other entities.
- (d) a reference to a statute, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction).
- (e) references to writing include any mode of representing or reproducing words in tangible and permanently visible form, and includes electronic and facsimile transmission.
- (f) reference to a month means a calendar month.
- (g) headings do not affect the interpretation of this Constitution.
- (h) a reference to a function includes a reference to a power, authority and duty.
- (i) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty; and
- (j) the provisions of the *Interpretation Act 1987* (NSW), apply to this Constitution in the same manner as those provisions would so apply if this Constitution were an instrument made under that Act.

## 2. STATEMENT OF AFFIRMATION

### 2.1 About the Supreme Authority of the Bible

WE AFFIRM that the Scriptures of the Old and New Testaments are God's infallible and inerrant revelation to humanity. It is thus the ultimate authority by which all things are to be judged, and the authoritative guide for all life and conduct.

### 2.2 About the Sovereignty of God

WE AFFIRM that there is one God and He is sovereign and eternal. He is revealed in the Bible as three equal divine Persons - Father, Son and Holy Spirit.

God depends on nothing and no one; everything and everyone depends on Him. God is holy, just, wise, loving and good.

God created all things of His own sovereign will. By His Word and Spirit God rules over all. For those who trust in Him, He redeems their life in its entirety, renewing them in His image. He restores them to fellowship with himself.

God is the God and Father of our Lord Jesus Christ. He is also Father of all whom He has adopted as His children. God holds each person responsible and accountable for choices made and actions pursued. Human responsibility and accountability do not limit God's sovereignty. God's sovereignty does not diminish human responsibility and accountability.

### **2.3 About the work of the Holy Spirit**

WE AFFIRM the necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner, granting them repentance towards God and faith in our Lord Jesus Christ.

### **2.4 About the Lordship of Christ**

WE AFFIRM that Jesus Christ is from eternity God's only begotten Son; He was born of a virgin and is therefore truly God and man . Through Him God created and sustains the world. Jesus suffered and died for our sins and rose again for our salvation. He ascended into heaven where He now sits at the right hand of the God the Father making intercession for His people. Christ is the Head of the Church and will come again to judge the living and the dead and complete the salvation of His people and the Kingdom of God.

We AFFIRM the justification of the sinner by the grace of God through Christ alone

### **2.5 About the task of the Christian School**

WE AFFIRM that a Christian school is a school where Christ is confessed as the Lord of Creation. Empowered by the Holy Spirit, its special task is to teach the child to understand the world from a Christ-centred perspective and to equip them for their calling in life in subjection to Jesus Christ as Lord.

WE AFFIRM that, in pursuit of their task, Christian schools only employ Christian teachers who are able to subscribe to this Statement of Affirmation.

### **2.6 About the role of Government**

WE AFFIRM that all citizens owe obedience to the legally instituted governments of our nation which derive their authority from God and are responsible to Him for promoting and maintaining public security, justice and welfare.

### **2.7 About the responsibility of parents**

WE AFFIRM that the responsibility for the education and guidance of children lies in the first instance with their parents or legal guardians, and the governments are duty bound to provide, without distinction and on general terms of equality, both the legal right and the opportunity for parents and guardians to choose for their children schools other than those established by public authorities that provide for the education of their children in conformity with their own convictions.



### **3. OBJECTS**

The objects of the Association are:

- (a) to foster Christian thought, practice and administration in relation to sports and sporting events within and between Christian schools.
- (b) to co-ordinate, conduct, manage and raise funds for the conduct of sporting events involving Members.
- (c) to encourage and assist Members in organising their own inter school sporting events.
- (d) to develop and promote appropriate policies, rules and guidelines based on Christian principles, for the conduct of inter-school sporting events.
- (e) to assist Members to develop and improve their physical education and sporting programmes and activities.
- (f) to facilitate the participation of the Association, or representatives of the Association, in sporting events other than those arranged by the Association.
- (g) to promote the objectives and strategies of the Association to parents, friends and students of Members; and
- (h) to do all other lawful things incidental or conducive to the attainment of these objects,

and for these purposes the Association has the legal capacity of a natural person with all the consequential powers as conferred by the Act.

### **4. MEMBERS**

4.1 The Members of the Association are any schools that were members of the Association at the time of adoption of this Constitution and any school admitted as a Member under Clause 4.2.

4.2 A school may be admitted as a Member if that school:

- (a) is a school established or registered under the *Education Act 1990* (NSW) or similar legislation in another State or Territory of Australia.
- (b) has been nominated for membership of the Association as provided by Clause 5;
- (c) has had its school Principal signify agreement in writing with the Statement of Affirmation.
- (d) employs only teachers who also subscribe to a statement of faith comparable to the Statement of Affirmation.
- (e) has been approved for membership of Association by the Committee under Clause 5.2; and
- (f) agrees to pay the Annual Membership Fee (in full) and Annual Subscription Fee (pro rata to the remainder of the year until the next annual general meeting) if admitted.

## **5. NOMINATION FOR MEMBERSHIP**

5.1 The nomination of a school for membership of the Association:

- (a) shall be made and seconded by 2 Principals of existing Members in writing, in the form set by the Public Officer from time to time.
- (b) shall include a Membership Declaration signed by the applicant's school principal (or other authorised officer of the applicant) attesting to the requirements of Clause 4.2, in the form set by the Public Officer from time to time, and enclosing a copy of the applicant's teachers' statement of faith and the applicant's employment Guidelines; and
- (c) shall be lodged with the Public Officer.

5.2 As soon as practicable after receiving a nomination for membership, the Public Officer shall refer the nomination to a meeting of the Committee which shall, in its complete discretion, determine whether to approve or reject the nomination after examination of the applicant's Membership Declaration.

5.3 Where the Committee determines to approve a nomination for membership, the Public Officer shall, as soon as practicable after that determination, notify the applicant of that approval and request the applicant to pay, within a period of 30 days after the receipt by the applicant of the notification, the Annual Membership Fee and the Annual Subscription Fee in accordance with Clause 4.2(f). On payment within that period, the applicant becomes a Member, and the Public Officer must enter the applicant's name in the Register.

5.4 Where the Committee determines to reject the nomination for membership, the Public Officer shall, as soon as practicable, notify the applicant of that determination. The Committee need not give reasons for its refusal to admit any person as a Member.

## **6. CESSATION OF MEMBERSHIP**

6.1 A school ceases to be a Member if it:

- (a) is wound up or dissolved.
- (b) resigns that membership under Clause 0; or
- (c) is terminated as a Member under Clause 13.

6.2 Where a school ceases to be a Member, the Public Officer shall make an appropriate entry in the Register recording the date on which the Member ceased to be Member.

## **7. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE**

A right, privilege or obligation which a school has by reason of being a Member:

- (a) is not capable of being transferred or transmitted to another school or person; and
- (b) terminates upon cessation of membership.

## **8. RESIGNATION OF MEMBERSHIP**

- 8.1 A Member is not entitled to resign its membership of the Association except in accordance with this Clause 0.
- 8.2 A Member who has paid all amounts payable to the Association in respect of the Member's membership may resign from membership of the Association by giving notice (being not less than 30 days or such other period as the Committee may subsequently determine) in writing to the Public Officer of the Member's intention to resign and, upon expiration of the period of notice, the Member ceases to be a Member.

## **9. REGISTER OF MEMBERS**

- 9.1 The Public Officer shall establish and maintain a register of Members specifying the name and address of each Member together with the date on which membership commenced and (if relevant) ceased.
- 9.2 The Register shall be kept at the principal place of business of the Association and shall be open for inspection, free of charge, by designated representatives of any Member at any reasonable hour on reasonable notice.

## **10. ANNUAL MEMBERSHIP FEE**

Every Member must pay the Annual Membership Fee each year, determined from time to time by resolution of the Members in general meeting, for each Primary Department and each Secondary Department from which it sends a Delegate.

## **11. ANNUAL SUBSCRIPTION FEE**

Every Member must pay an Annual Subscription Fee each year determined from time to time by resolution of the Members in general meeting.

## **12. MEMBERS' LIABILITIES**

The liability of a Member to contribute towards the payment of debts and liabilities of the Association or the cost, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the Member in respect to membership of the Association as required by Clause 10.

## **13. DISCIPLINING OF MEMBER SCHOOLS**

### **13.1 Complaint mechanism**

Where the Committee is of the opinion that a Member:

- (a) has persistently refused or neglected to comply with a provision or provisions of this Constitution.
- (b) by statement or conduct, has indicated that the Member no longer adheres to the Statement of Affirmation.

- (c) has conducted itself in a manner injurious or prejudicial to the character or interests of the Association.
- (d) has failed to pay its Annual Membership Fee or Annual Subscription Fee by the due date set for the relevant membership year; or
- (e) no longer fulfils the requirements of membership under Clause 4.2,

The Committee may by Special Majority:

- (f) terminate the membership of the Member; or
- (g) suspend the Member from the membership of Association and participation in the Association's activities for a specific time; or
- (h) transfer the Member from full membership entitlements to Provisional Membership entitlements which has no voting rights but can continue to participate in the Association's activities for a specific time; or
- (i) impose such other sanctions as the Committee sees fit.

13.2 Where the Committee makes a resolution under Clause 13.1, the Public Officer shall, within 14 days after the making of the resolution, by notice in writing inform the Member of the fact and of the Member's right to appeal under Clause 14.

13.3 A resolution under Clause 13.1 does not take effect:

- (a) until the expiration of the period within which the Member is entitled to appeal against the resolution; or
- (b) where within that period the Member exercises the right of appeal, unless and until the Association confirms the resolution pursuant to Clause 14.3(b).

#### **14. RIGHT OF APPEAL OF DISCIPLINED MEMBER**

14.1 A Member to be disciplined under Clause 13 may appeal to the Association in general meeting against the resolution of the Committee under Clause 13.1, to dispute that the Member has breached Clause 13.1(a) to 13.1(e), or that a penalty imposed under Clause 13.1(f) to 13.1(i) is not appropriate, within 30 days after notice of the resolution is served on the Member, by lodging with the Public Officer a notice to that effect.

14.2 Upon receipt of a notice from a Member under Clause 14.1, the Public Officer shall notify the Committee which shall place the matter on the agenda for the next general meeting.

14.3 At that general meeting:

- (a) a representative nominated by the Committee and the Principal of the Member under notice of discipline shall be given an opportunity to state their respective cases orally or in writing, or both; and
- (b) the Members present in person or by proxy and entitled to vote shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

## **15. THE COMMITTEE OF MANAGEMENT**

### **15.1 Powers of Committee**

The organising executive of the Association shall be called the "Committee of Management" of the Association (referred to in this Constitution as the "**Committee**") and, subject to the Act, the Regulation, this Constitution and to any resolution of the Members in general meeting:

- (a) shall control and manage the affairs of the Association.
- (b) may exercise all such functions of the Association other than those that are required by this Constitution to be exercised by a general meeting of Members.
- (c) has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association; and
- (d) may at its discretion, convene a meeting of Principals to assist in discussion and make recommendations on major or contentious issues in the running of the Association.

## **16. MEMBERSHIP OF THE COMMITTEE**

### **16.1 Constitution of Committee**

(In the case of the first members of the Committee, subject to Section 21 of the Act) the Committee shall consist of:

- (a) up to 7 persons being:
  - (i) 4 Office-Bearers of the Association who are elected under Clause 17.3(c)(i) as President, Vice President, Secretary and Treasurer; and
  - (ii) up to 3 Ordinary Committee Members who are elected under Clause 17.3(c)(i);
- (b) up to 3 Principal Representatives who are Principals elected under Clause 17.3(c)(ii);
- (c) a Primary Liaison Officer who is a Delegate employed within the Primary Department of a Member, elected under Clause 17.3(c)(i);
- (d) a Secondary Liaison Officer who is a Delegate employed within the Secondary Department of a Member, elected under Clause 17.3(c)(i); and
- (e) any Executive Officer appointed under Clause 18.5.

## **17. ELECTION OF COMMITTEE MEMBERS**

### **17.1 Nomination for Office Bearer or Ordinary Committee Member**

Nominations of candidates for election to the positions of Office Bearers, Ordinary Committee Members, Primary Liaison Officer or Secondary Liaison Officer which have been left open by retirement or casual vacancy at the time of calling for nominations:

- (a) must be made by a Delegate, Principal or member of the Committee, either:

- (i) in writing (which may be by electronic means) signed by the nominating person and by the nominee by way of consent to their nomination; or
  - (ii) at the time of the election at an annual general meeting subject to that person's acceptance of the nomination.
- (b) shall be delivered to the Public Officer before the time fixed for the holding of the annual general meeting at which the election is to take place, or shall be received at the time of the election at the annual general meeting.
- (c) (if the nominee is employed by a Member) must be approved by the Principal of the Member which employs the nominee; and
- (d) (if the nominee is not employed by a Member) must be accompanied by a statement endorsing the Statement of Affirmation, in the form set by the Public Officer from time to time.

## 17.2 **Nomination for Principal Representative**

Nominations of candidates for election to the positions of Principal Representatives on the Committee which have been left open by retirement or casual vacancy at the time of calling for nominations:

- (a) shall be called for 8 weeks prior to the scheduled date of the annual general meeting, such notification being circulated by mail to all Principals by the Public Officer; and
- (b) must be received by the Public Officer in writing (which may be by electronic means) not less than 5 weeks prior to the scheduled date of the annual general meeting in order for a candidate to be eligible for election.

## 17.3 **Conduct of elections generally**

In the case of elections to any position on the Committee:

- (a) If insufficient nominations are received to fill the relevant position(s) on the Committee, any candidates nominated shall be deemed to be elected and any vacant positions remaining on the Committee shall be deemed to be casual vacancies.
- (b) If the number of nominations received for the relevant position(s) on the Committee is equal to the number of vacancies to be filled, the person(s) nominated shall be deemed to be elected to those positions and no postal ballot or election will be required.
- (c) If the number of nominations received for the relevant position(s) on the Committee exceeds the number of vacancies to be filled, the Public Officer shall conduct an election by ballot:
  - (i) (in the case of Office Bearers, Ordinary Committee Members, Primary Liaison Officer or Secondary Liaison Officer) at the annual general meeting in such usual and proper manner as the Committee may direct in accordance with Clause 17.3(d); or
  - (ii) (in the case of Principal Representatives) by a postal ballot conducted by the Public Office in accordance with Clause 18.6(b)(v) of all Principals prior to the annual general meeting,

immediately following the closing of nominations, and the Committee will appoint a returning officer to receive ballot papers, to count the votes and to declare the result.

- (d) The results of both ballots will be declared at the annual general meeting and all Principals will be advised in writing (which may be by electronic means) of the result immediately following the annual general meeting.

#### **17.4 Conduct of elections at the annual general meeting**

In the case of the positions of Office Bearers, Ordinary Committee Members, Primary Liaison Officer and Secondary Liaison Officer, separate elections shall be held for such positions as are left open by retirement or casual vacancy at the time of sending notices of the annual general meeting, in the following order (of descending seniority):

- (a) President
- (b) Vice-President
- (c) Treasurer
- (d) Secretary
- (e) Secondary Liaison Officer
- (f) Primary Liaison Officer and
- (g) Ordinary Committee Members

and the candidate with the highest number of votes for each position, who is not already elected or continuing in the role as Office Bearer, Ordinary Committee Member, Primary Liaison Officer or Secondary Liaison Officer for the upcoming year, shall be deemed to be elected to the relevant position.

#### **17.5 Term of office**

For the avoidance of doubt, each Committee member who is elected shall serve in the position he or she was last elected to for a term of 3 years unless such person retires, resigns, or is removed from office at an earlier time in accordance with this Constitution.

### **18. OFFICE BEARERS, PUBLIC OFFICER AND EXECUTIVE OFFICER OF THE ASSOCIATION**

#### **18.1 President**

The President of the Association is responsible for ensuring the proper conduct of all Committee meetings and general meetings of the Association. The President will offer leadership within the Association and, subject to any resolution of a committee or the Association in general meeting, will act as spokesperson or representative of the Association.

#### **18.2 Vice President**

The Vice President of the Association is responsible for supporting the President in the conduct of his/her duties. If the President is unavailable to carry out any of their responsibilities, the Vice President shall act in their place.

#### **18.3 Secretary**

If the Committee has nominated another person as Public Officer, the role of the Secretary shall be to assist the Public Officer and, if the Public Officer is unavailable to carry out their responsibilities, the Secretary shall act in their place.

#### 18.4 **Treasurer**

- (a) It is the duty of the Treasurer of the Association to ensure that:
  - (i) all money due to the Association is collected and received and that all payments authorised by the Association are made.
  - (ii) correct books and accounts are kept showing the financial affairs of the Association including full details of all receipts and expenditure connected with the activities of the Association; and
  - (iii) the annual Financial Reports are audited in time to be presented to the annual general meeting of the Association.

#### 18.5 **Executive Officer**

The Committee may appoint an Executive Officer from time to time to act as chief executive officer of the Association. The Executive Officer will normally attend but has no right to vote at meetings of the Committee.

#### 18.6 **Public Officer**

- (a) The Committee may appoint any person to the role of Public Officer in accordance with Clause 18.3. If no such person is appointed, the Secretary for the time being is the Public Officer.
- (b) It is the duty of the Public Officer to:
  - (i) maintain a register of all appointments of members of the Committee.
  - (ii) maintain a register of the names of all members and their Principals and Delegates from time to time.
  - (iii) keep the minutes of all proceedings at Committee meetings and general meetings of the Association.
  - (iv) submit copies of the minutes of proceedings of meetings to be signed by the Chairperson of the meeting or by the Chairperson of the next succeeding meeting.
  - (v) conduct the postal ballots for Principal Representatives.
  - (vi) at the start of each year calculate the number of Delegates each Member may appoint.
  - (vii) calculate Annual Membership Fees and Annual Subscription Fees for each Member each year.
  - (viii) in writing at the start of each year, call on the Principals of all Member to nominate their Delegate(s); and
  - (ix) submit any statutory returns, as may be required and comply with all other requirements under the Act.
- (c) As soon as practicable after being appointed as Public Officer, a Public Officer lodge notice with the Association of their address.



## **19. CASUAL VACANCIES**

- 19.1 For the purposes of this Constitution, a casual vacancy in the office of a member of the Committee occurs if:
- (a) this Constitution provides that a casual vacancy has occurred; or
  - (b) the Committee member is automatically removed, which shall be deemed to have occurred if the Committee member:
    - (i) dies.
    - (ii) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* (Cth);
    - (iii) resigns office by notice in writing given to the Secretary, which is effective on the date of receipt of that notice unless otherwise specified in the notice.
    - (iv) is removed from office under Clause 21;
    - (v) fails to attend 3 or more meetings, of the Committee (or a sub-committee) without the permission of the Committee, and the Committee resolve that the individual should be removed from office as a result; or
    - (vi) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.
- 19.2 In the event of a casual vacancy occurring in the membership of the Committee, the Committee may appoint another person (or in the case of a position as a Principal Representative another Principal) to fill the vacancy and a person so appointed shall hold office, subject to this Constitution, until the conclusion of the annual general meeting next following the date of the appointment.
- 19.3 In the event of a casual vacancy occurring in the office of an Office Bearer, the remaining members of the Committee may appoint another person as a member of the Committee and/or may elect one of their number (excluding any person so appointed) to the office left vacant by the departing Office Bearer until the conclusion of the annual general meeting next following the date of appointment (at which time, if that person is entitled to continue in office under Clause 20 they revert to their original elected position).

## **20. RETIREMENT OF COMMITTEE MEMBERS**

### **20.1 Annual general meeting following adoption of constitution**

At the first annual general meeting following the adoption of this Constitution, all members of the Committee shall resign from office, but are eligible for re-election.

### **20.2 One-third retirement**

Except where Clause 20.1 applies, the following members of the Committee must resign at the conclusion of each annual general meeting:

- (a) any member of the Committee filling a casual vacancy.
- (b) any member of the Committee wishing to stand for election to another position or office on the Committee; and

- (c) excluding any member of the Committee under Clauses 20.2(a) and 20.2(b) and the Executive Officer:
  - (i) one-third of the remaining members of the Committee for the time being, rounded down to the nearest whole number if necessary; and
  - (ii) any other member of the Committee who at the conclusion of the annual general meeting shall have held office for 3 or more consecutive years since last elected to that position.

### **20.3 Order of retirement**

The members of the Committee to retire at an annual general meeting are those who have been longest in office since their last election, but, as between persons who become members of the Committee on the same day, those to retire shall (unless they otherwise agree) be those of lowest seniority as described in Clause 17.3(d) or, as between persons of equal seniority, determined by lot.

### **20.4 Re-election**

A retiring member of the Committee is eligible for re-election.

## **21. REMOVAL OF COMMITTEE MEMBER**

- 21.1 The Association in a general meeting may by Special Resolution remove any member of the Committee from office before the expiration of the Committee member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the Committee member so removed.
- 21.2 Where a member of the Committee to whom a proposed resolution referred to in Clause 21.1 relates makes representations in writing to the Public Officer or President (not exceeding a reasonable length) and requests that the representations be notified to the Members, the Public Officer or the President may send a copy of the representations to each Member or, if they are not so sent, the Committee member is entitled to require that the representations be read out at the general meeting at which the resolution is considered.

## **22. COMMITTEE MEETINGS AND QUORUM**

- 22.1 The Committee shall meet at least 2 times in each period of 12 months at such place and time as the Committee may determine.
- 22.2 Additional meetings of the Committee may be convened by the President or by any 2 other Office Bearers.
- 22.3 Oral or written notice of a meeting of the Committee shall be given by the Public Officer to each member of the Committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the Committee) before the time appointed for the holding of the meeting.
- 22.4 Notice of a Committee meeting given under Clause 22.3 shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.

- 22.5 Any 3 members of the Committee (which must include either the President or 2 Office Bearers, and which does not include the Executive Officer) constitute a quorum for the transaction of the business of a meeting of the Committee.
- 22.6 No business shall be transacted by the Committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- 22.7 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- 22.8 At a meeting of the Committee:
- (a) the President or, in the President's absence, the Vice-President shall act as chairperson; or
  - (b) if the President and the Vice-President are absent or unwilling to act such, the Committee members present may elect one of their number to act as chairperson of that meeting.

### **23. DELEGATION BY COMMITTEE TO SUB-COMMITTEE**

- 23.1 The Committee may, by instrument in writing, delegate to one or more Sub-Committees (consisting of one or more members of the Committee, Delegates Principals or such other person or persons as the Committee thinks fit) the exercise of such of the functions of the Committee as are specified in the instrument, other than:
- (a) this power of delegation; and
  - (b) a function which is a duty imposed on the Committee by the Act, the Regulation or any other law.
- 23.2 A function the exercise of which has been delegated to a Sub-Committee under this Clause 23 may, while the delegation remains unrevoked, be exercised from time to time by the Sub-Committee in accordance with the terms of the delegation.
- 23.3 A delegation under this section may be made subject to such conditions or limitations as the Committee may specify in the instrument of delegation or by their other directions.
- 23.4 Notwithstanding any delegation under this Clause 23, the Committee may continue to exercise any function delegated.
- 23.5 Any act or thing done or suffered by a Sub-Committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the Committee.
- 23.6 The Committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- 23.7 A Sub-Committee may meet and adjourn as it thinks proper or otherwise as directed by the Committee.

## **24. VOTING AND DECISIONS AT MEETINGS OF THE COMMITTEE**

- 24.1 Questions arising at a meeting of the Committee or of any Sub-Committee appointed by the Committee shall be determined by a majority of the votes of members of the Committee or Sub-Committee present at the meeting (excluding the Executive Officer).
- 24.2 Each member of the Committee (excluding the Executive Officer) present at a meeting of the Committee or of any Sub-Committee appointed by the Committee is entitled to one vote but, in the event of an equality of votes on any question, President or, in his or her absence, the person presiding as chairperson may exercise a second or casting vote.
- 24.3 Subject to Clause 22.5, the Committee may act notwithstanding any vacancy on the Committee.
- 24.4 Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a Sub-Committee appointed by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or Sub-Committee.

## **25. GENERAL MEETINGS**

### **25.1 Delegates**

- (a) Each Member shall be entitled to appoint one natural person as a Delegate for each Primary Department and one Delegate for each Secondary Department to attend general meetings.
- (b) Each Delegate shall be considered to be a representative of the Member who appointed them and has authority to commit the appointing Member's vote applicable to that Delegate on matters previously notified on the agenda for such general meetings.
- (c) Delegates will be appointed for each calendar year and must be notified to the Association by each Member on the form set by the Public Officer from time to time. A Member may change a Delegate during the course of a year by giving notice to the Public Officer in the form set by the Public Officer from time to time.

## **26. VOTING AT GENERAL MEETINGS**

- 26.1 Upon any question arising at a general meeting of the Association each Delegate present in person or by proxy has one vote on a show of hands or a poll.
- 26.2 In the case of an equality of votes on a question at a general meeting, the chairperson (whether or not a Delegate) is entitled to exercise a second or casting vote.
- 26.3 A Delegate or their proxy is not entitled to vote at any general meeting unless all money due and payable to the Association by the Member to which they are associated has been paid, other than the amount of the Annual Membership Fee or Annual Subscription Fee payable in respect of the then current year.
- 26.4 Each Delegate shall be entitled to appoint another natural person approved by the Principal of the Member to which that Delegate is associated as its proxy, by giving notice to the Public Officer prior to the commencement of the meeting in respect of which the proxy is appointed, in the form set by the Public Officer from time to time.

## **27. ANNUAL GENERAL MEETINGS**

- 27.1 Subject to any extension or permission granted by the Commissioner under the Act, the Association shall, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Association, convene an annual general meeting of its Members.
- 27.2 The annual general meeting of the Association shall, subject to the Act and to this Clause 0, be convened on such date and at such place and time as the Committee thinks fit.
- 27.3 In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be to:
- (a) confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting.
  - (b) receive from the Committee reports upon the activities of the Association during the last preceding financial year.
  - (c) elect Office Bearers, Ordinary Committee Members, Secondary Liaison Officers and Primary Liaison Officer.
  - (d) receive and consider the statement which is required to be submitted to Members pursuant to Section 26(6) of the Act; and
  - (e) declare the result of the postal ballot for Principal Representatives under Clause 17.3(c)(ii).
- 27.4 An annual general meeting shall be called as such in the notice convening it.

## **28. GENERAL MEETINGS**

- 28.1 The Committee may, whenever it thinks fit, convene a general meeting of the Association.
- 28.2 The Committee shall convene a general meeting of the Association, on the requisition in writing of not less than 5% of the Members which:
- (a) must state the purpose or purposes of the meeting.
  - (b) must be signed by a Delegate or Principal of each Member making the requisition.
  - (c) must be lodged with the Public Officer; and
  - (d) may consist of several documents in a similar form, each by at least one Delegate or Principal of each of the Members making the requisition.
- 28.3 If the Committee fails to convene a general meeting within 1 month after the date on which a requisition for the meeting is lodged with the Public Officer, any one or more of the Members who made the requisition may convene a general meeting to be held not later than 3 months after that date.
- 28.4 A general meeting convened for or by Members under Clause 28.2 or 28.3 must be convened as nearly as is practicable to the manner general meetings are convened by the Committee.

## **29. NOTICE OF GENERAL MEETINGS**

- 29.1 The Public Officer shall cause to be sent to each Delegate at the Member's address appearing in the Register, a notice specifying the place, date and time of the general meeting and the nature of the business proposed to be transacted at the general meeting.
- 29.2 Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Public Officer shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each Delegate in the manner provided in Clause 29.1 specifying, in addition to the matter required under Clause 29.1, the intention to propose the resolution as a special resolution.
- 29.3 No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to Clause 27.3.
- 29.4 A Delegate, Principal or member of the Committee desiring to bring any business before a general meeting may give notice in writing of that business to the Public Officer who must include that business in the next notice calling a general meeting given after receipt of the notice from the Delegate.

## **30. PROCEDURE**

- 30.1 No item of business shall be transacted at a general meeting unless a quorum of Delegates entitled to vote is present during the time the meeting is considering that item. 20% of the number of Members present in person and entitled to vote constitute a quorum for the transaction of the business of a general meeting.
- 30.2 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the general meeting:
- (a) if convened upon the requisition of Members under Clause 28.2 or 28.3 is dissolved; or
  - (b) in any other case, shall stand adjourned to the same day in the following week at the time (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to Delegates given before the day to which the meeting is adjourned) at the same place.
- 30.3 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Delegates present (being not less than 3 Delegates of different Members) shall constitute a quorum.

## **31. PRESIDING OFFICER**

- 31.1 The President or, in the President's absence, the Vice-President, shall preside as chairperson at each general meeting of the Association.
- 31.2 If the President and the Vice-President are absent from a general meeting or unwilling to act, the Delegates present shall elect one of their number to preside as chairperson at the meeting.

## **32. ADJOURNMENT**

- 32.1 The Chairperson of a general meeting at which a quorum is present may, with the consent of the majority of Delegates present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 32.2 Where a general meeting is adjourned for 14 days or more, the Public Officer shall give written notice of the adjourned meeting to each Delegate stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 32.3 Except as provided in Clauses 32.1 and 32.2 notice of an adjournment of general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

## **33. MAKING OF DECISIONS AT GENERAL MEETINGS**

- 33.1 A question arising at a general meeting of Members shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 33.2 At a general meeting of the Association, a poll may be demanded by the Chairperson or by not less than 3 Delegates of different Members present in person or by proxy at the meeting.
- 33.3 Where a poll is demanded at a general meeting, the poll shall be taken:
- (a) immediately in the case of a poll which relates to the election of the Chairperson of the meeting or to the question of an adjournment; or
  - (b) in any other case, in such manner and at such time before the close of the meeting as the Chairperson directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

## **34. SPECIAL RESOLUTION**

A resolution of the Association is a Special Resolution if:

- (a) it is passed by a majority which comprises not less than three-quarters of Delegates present in person or by proxy at a general meeting of which not less than 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these clauses; or
- (b) where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in Clause 34(a) the resolution is passed in a manner specified by the Commissioner.

## **35. INSURANCE**

The Association must effect and maintain insurance as required by the Act, and may effect and maintain such other insurance as the Committee in its sole discretion deems fit.

## **36. INDEMNITY**

The Association shall, to the maximum extent permitted by law, indemnify the Committee members of the Association out of the assets of the Association against any liability (including legal defence costs) incurred by such a person in their capacity as a Committee member of the Association, save in relation to:

- (a) a liability owed to the Association; or
- (b) a liability owed to some person other than the Association which did not arise out of the good faith acts or omissions of such person in their capacity as Committee members,

and in this Clause 0 "Committee member" shall include present and past members of the Committee.

## **37. SOURCE OF FUNDS**

- 37.1 The funds of the Association shall be derived from Annual Membership Fees and Annual Subscription Fees, donations and, such other sources as the Committee determines, subject to any resolution of the Members in general meeting.
- 37.2 All money received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- 37.3 The Association shall, before or as soon as practicable after receiving any money, issue an appropriate receipt or tax invoice.

## **38. MANAGEMENT OF FUNDS**

- 38.1 Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be used in pursuance of the objects of the Association set out in Clause 0 in such manner as the Committee determines.
- 38.2 All cheques, draft, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the Committee or employees of the Association who are authorised to do so by the Committee.
- 38.3 As a part of the good management of the funds entrusted to the Association on behalf of the Members, the Committee will cause an annual budget and reports of income and expenditure against this budget to be tabled at each annual general meeting of the Association.

## **39. ALTERATIONS OF OBJECTS AND RULES**

The statement of objects and this Constitution may be altered, rescinded or added to only by a Special Resolution of the Members.



**40. CUSTODY OF BOOKS ETC.**

Except as otherwise provided by this Constitution, the Public Officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Association.

**41. INSPECTION OF BOOKS ETC.**

The records, books and other documents of the Association shall be open to inspection, free of charge, by any Delegate or other authorised representative of a Member at any reasonable hour.

**42. SERVICE OF NOTICES**

42.1 For the purposes of this Constitution, a notice or document may be served by or on behalf of the Association upon any Delegate, Principal or Member either personally or by sending it by post by facsimile transmission or by electronic mail to the Member's address shown in the Register, or upon any person by giving it either personally or by post to the last address notified by the person to the Association.

42.2 Where a document is properly addressed and sent by pre-paid post to a person, the document shall be deemed for the purposes of this Constitution to have been served on the person 2 days after the day the notice was sent.

42.3 Where a document is properly directed and sent by facsimile transmission or electronic mail, the document shall be deemed for the purposes of this Constitution to have been served by the person at the time the machine from which the transmission was sent produces a report or otherwise indicates the document was sent.

**43. WINDING UP**

43.1 In the event of the winding up of the Association, the Association shall first pass a special resolution nominating an Association as the Association in which is to vest any property of the Association remaining after satisfaction of its debts and liabilities, and the costs, charges and expenses of winding up the Association pursuant to Section 53(2) of the Act.

43.2 Any such distribution:

- (a) must be made in accordance with the Act; and
- (b) must be made to an organisation with similar purposes to the Association which is not carried on for the profit of its members.

**APPLICATION FOR MEMBERSHIP OF ASSOCIATION  
CHRISTIAN SCHOOLS SPORTS ASSOCIATION INCORPORATED  
(incorporated under the Associations Incorporation Act, 1984)**

NAME OF SCHOOL: .....  
ADDRESS: .....  
POSTAL ADDRESS: .....  
POST CODE: .....  
TELEPHONE: .....  
PRINCIPAL: .....  
PRINCIPAL'S EMAIL ADDRESS: .....  
INCORPORATED BODY OPERATING SCHOOL: .....  
YEAR LEVELS TAUGHT: .....  
NUMBER OF STUDENTS IN YRS 3-12 (as at last census): .....  
PRIMARY SPORTS COORDINATOR/CONTACT: .....  
EMAIL ADDRESS: .....  
SECONDARY SPORTS COORDINATOR/CONTACT: .....  
EMAIL ADDRESS: .....

\*\*\*\*\*

**APPLICATION:**

On behalf of .....I hereby apply  
(name of school)

for our school to be admitted as a member of the Christian Schools Sports Association Incorporated. I confirm that our school's Statement of Faith is in agreement with, and not inconsistent with, the Association's Statement of Affirmation. I confirm that our school employs Christian staff only and requires that they subscribe to our school's Statement of Faith. In the event of our admission to the Association, I agree, on behalf of the staff of this school, to be bound by the rules of the Association for the time being in force.

Signed: ..... School: .....  
Position: ..... Date: .....

**MOVER**

I, ..... a Principal of an  
(full name)

existing member school of the Association, have read the Statement of Faith and the employment policies of the above named school and, having formed the opinion that they are in agreement with the requirements of the Association, do hereby nominate the applicant for membership of the Association.

Signed: ..... School: .....

Position: ..... Date: .....

**SECONDER**

I, ..... a Principal of an  
(full name)

existing member school of the Association, have read the Statement of Faith and the employment policies of the above named school and, having formed the opinion that they are in agreement with the requirements of the Association, do hereby second the nomination of the applicant for membership of the Association.

Signed: ..... School: .....

Position: ..... Date: .....

## APPOINTMENT OF PROXY

I,.....  
(full name)

of.....  
(address)

being an official Delegate to General Meetings of the Christian Schools Sports Association Incorporated hereby appoint

.....  
(full name of proxy)

of .....  
(address)

being an official Delegate to the General Meetings of that Association, as my proxy to vote for me on my behalf at the General Meeting to be held on the ..... day of .....20..... and at any adjournment of that meeting.

- My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution: (insert details)

.....  
.....  
.....  
.....

Signed: .....  
(Signature of Delegate appointing proxy)

Position: ..... Date: .....

Note: A proxy may not be given to a person who is not an official Delegate to General Meetings of the Association.

## APPOINTMENT OF DELEGATE(S) TO GENERAL MEETINGS OF THE ASSOCIATION

I, .....  
(Name of Principal)

Principal of.....  
(Name of School)

such school being a financial member of the Christian Schools Sports Association, do hereby appoint

..... as official Primary Delegate and/or  
(Name of Primary Delegate)

.....as official Secondary Delegate  
(Name of Secondary Delegate)

to all General Meetings of the Association as may be called in the coming calendar year, and I do hereby authorise this/these Delegate(s) to represent this school and vote on behalf of this school on any motion that has been duly notified on the agendas of such meetings.

Signed: .....  
(Signature of Principal)

Position: ..... Date: .....

### PRIMARY DELEGATE'S DECLARATION

I, .....hereby accept appointment as the  
(Name of Primary Delegate)

official Primary Delegate of .....to  
(Name of School)

General Meetings of the Christian Schools Sports Association for the coming calendar year and agree to serve in this capacity under the rules of the Association for such Meetings. I also agree to keep my Principal informed of any motion that may be notified on the agendas for such meetings and come to the meetings prepared to vote on such motions on behalf of my school.

Signed: .....  
(Signature of Primary Delegate)

Position: ..... Date: .....

### SECONDARY DELEGATE'S DECLARATION

I, .....hereby accept appointment as the  
(Name of Secondary Delegate)

official Secondary Delegate of.....to  
(Name of School)

General Meetings of the Christian Schools Sports Association for the coming calendar year and agree to serve in this capacity under the rules of the Association for such Meetings. I also agree to keep my Principal informed of any motion that may be notified on the agendas for such meetings and come to the meetings prepared to vote on such motions on behalf of my school.

Signed: .....  
(Signature of Secondary Delegate)

Position: ..... Date: .....

**NOMINATION FOR PRINCIPALS' REPRESENTATIVE ON  
COMMITTEE OF MANAGEMENT**

I,....., Principal of  
(Name of Nominator)

.....such school  
(Name of Nominator's School)

being a financial member of the Christian Schools Sports Association, do hereby nominate

....., Principal of  
(Name of Nominee)

..... such school  
(Name of Nominee's School)

also being a financial member of the Christian Schools Sports Association, for the position of Principals' Representative on the Committee of Management of the said Association.

Signed: .....  
(Signature of Nominator)

Position: ..... Date: .....

**SECONDER**

I,....., Principal of  
(Name of Nominator)

.....such school  
(Name of Nominator's School)

being a financial member of the Christian Schools Sports Association, do hereby second the above nomination.

Signed: .....  
(Signature of Seconder)

Position: ..... Date: .....

**ACCEPTANCE**

I, ..... Principal of  
(Name of Nominee)

....., such school  
(Name of Nominator's School)

being a financial member of the Christian Schools Sports Association, do hereby accept nomination for the position of Principals' Representative on the Committee of Management of the Christian Schools Sports Association.

Signed: .....  
(Signature of Nominee)

Position: ..... Date: .....

**NOMINATION FOR AN OFFICER AND/OR COMMITTEE MEMBER ON  
COMMITTEE OF MANAGEMENT**

I, ..... of  
.....  
(Name of Nominator) (Name of Nominator's school if applicable)

do hereby nominate  
.....  
(Name of Nominee)

of ..... such school  
(Name of Nominee's School if applicable)

for the position of

1. President or failing this nomination succeeding (delete if not applicable)
2. Vice President or failing this nomination succeeding, (delete if not applicable)
3. Secretary or failing this nomination succeeding, (delete if not applicable)
4. Treasurer or failing this nomination succeeding, (delete if not applicable)
5. Ordinary member on the Committee of Management of the said Association

Signed: .....  
(Signature of Nominee)

Position: ..... Date: .....

**SECONDER**

I, ..... of  
(Name of Nominator)  
..... such school  
(Name of Nominator's School if applicable)

do hereby second the above nomination.

Signed: .....  
(Signature of Seconder)

Position: ..... Date: .....

**ACCEPTANCE**

I, ..... of  
(Name of Nominee)  
..... such school  
(Name of Nominee's School if applicable)

do hereby accept nomination for the Committee of Management of the Christian Schools Sports Association and do hereby declare that I have the support and approval of the Principal of my school (if applicable) to accept a position on the Committee should I be elected.

Signed: .....  
(Signature of Nominee)

Position: ..... Date: .....

## GENERAL CARNIVAL GUIDELINES

For swimming, athletics and cross country carnivals, the following points need to be noted:

- |             |  |
|-------------|--|
| <b>Rule</b> | <p><b>1.1</b> Students must compete in their age group for all events.<br/>Competitors can only compete in one relay.<br/>For relays at zone level only, exceptions may occur at the discretion of the zone convener.<br/>Mixed age relays cannot progress through to the State Carnival</p> <p><b>1.2</b> A student's age is determined by the age he/she turns in that year.</p> <p><b>1.3</b> There are separate events for boys and girls.</p> <p><b>1.4</b> No primary student is to compete in Secondary Carnivals and Gala Days</p>   |
| <b>Rule</b> | <p><b>2.1</b> For Primary School events, in an event classified as Junior (Jnr), the competitor must be 10 years or less in the year of the carnival. Eight-year-old events may include children who are younger than eight years of age.</p> <p><b>2.2</b> Senior events involve competitors turning 11, 12 or 13 in the year of the carnival.</p>  |
| <b>Rule</b> | <p><b>3.1</b> For swimming and athletics, there shall be a Zone carnival which shall be used to determine the competitors for the State carnivals.</p> <p><b>3.2</b> For Primary &amp; Secondary State Swimming/Athletics Championships, there is a limit of <b>THREE</b> competitors per zone in each event and <b>THREE school-based teams for relay events</b>. The winning school relay teams at the Zone carnival represent the Zone at the State carnival.</p> <p><b>3.3</b> For field events at Primary &amp; Secondary State Athletics Carnivals a qualifying height/distance will be set by the state convenor for 3<sup>rd</sup> place zone competitors only. If they do not achieve the qualifying height/distance they cannot enter that event. The qualifying height/distance DOES NOT affect 1<sup>st</sup> or 2<sup>nd</sup> place zone competitors progressing through to state.</p> |
| <b>Rule</b> | <p><b>4.1</b> Age Championship points at any Primary Zone or State Carnival will be awarded from all events.</p> <p><b>4.2</b> Age Championship points at any Secondary Zone or State Carnival will be awarded from age events only. Open/non age events will not be counted towards the Age Championship point score.</p>   |
| <b>Rule</b> | <p><b>5.1</b> For athletics and cross country, students must compete in approved school sports uniform. CSSA or CIS Representative uniforms are not to be worn. Shoes must be worn at all times.</p> <p><b>5.2</b> Bicycle pants/skins, compression socks or any other compression clothing may be worn only if they are approved by their school and are the same colour as their sports uniform or black or navy.</p> <p><b>5.3</b> Spikes are allowed at all carnivals except where the ground rules forbid this, or by agreement of participating schools.</p> <p><b>5.4</b> Competitors must start &amp; finish an event in the correct attire. At no time are competitors allowed to discard clothing throughout an event.</p>   |
| <b>Rule</b> | <p><b>6.1</b> If an equal placing occurs at a state (zone) carnival and the convener cannot determine which competitor qualifies through to the next level of competition, ie CIS (state), times/distances will be taken from their zone carnival.</p>   |



# SWIMMING

CSSA carnivals shall be run in accordance with the rules of NSW Swimming and the aims and objectives of the CSSA. NSW Swimming Rules can be downloaded from their website:

<https://nsw.swimming.org.au/technical-officials/learn-nsw/rules-policies>

These rules are to be held by the convenor of the State carnival. Each sports master is responsible to ensure that all competitors and officials from their school are aware of the following rules:

## ORGANISATIONAL RULES:

**Rule 1.1** For Zone carnivals, schools must use Meet Manager Swim or Team Manager Swim Lite Program to enter their team. The zip file produced by the computer program must be emailed to the zone convenor at least 7 days prior to the carnival. If a school cannot submit their entry on time they must contact the convenor prior to the closing date. Failure to do so can result in the school being withdrawn from the carnival by the zone convenor.

**1.2** For the State championship, Zone convenors must email their zone team file through to the state convenor at least 7 days before the Championships. If a zone cannot submit their entries on time the zone convenor must contact the state convenor prior to the closing date. Failure to do so can result in the zone being withdrawn from the carnival by the state convenor.

**Rule 2.1** Events in Primary School Swimming Carnivals are:

50m Freestyle	8 & under, 9, 10, 11, 12+ years
50m Backstroke	Junior, 11, 12+ years
50m Breaststroke	Junior, 11, 12+ years
50m Butterfly	Junior, 11, 12+ years
100m Freestyle	Open Girls & Open Boys
200m Individual Medley	Junior, Senior
4x50m Freestyle Relay	Junior, Senior
50m Freestyle Multiclass	Open Girls & Open Boys
50m Backstroke Multiclass	Open Girls & Open Boys
50m Breaststroke Multiclass	Open Girls & Open Boys
50m Butterfly Multiclass	Open Girls & Open Boys
100m Freestyle Multiclass	Open Girls & Open Boys

**2.2** Events in Secondary School Swimming Carnivals are:

50m Freestyle	12 & under, 13, 14, 15, 16, 17, 18+years
50m Backstroke	12 & under, 13, 14, 15, 16, 17, 18+years
50m Breaststroke	12 & under, 13, 14, 15, 16, 17, 18+years
50m Butterfly	12 & under, 13, 14, 15, 16, 17, 18+years
100m Freestyle	12 & under, 13, 14, 15, 16, 17, 18+years
200m Freestyle	12-14, 15-16, 17-18+yrs
200m Individual Medley	12-14, 15-16, 17-18+yrs
4x50m Medley Relay	12-14, 15-16, 17-18+yrs
4x50m Freestyle Relay	12-14, 15-16, 17-18+yrs
6x50m Super Relay	12, 13, 14, 15, 16, 17-18+yrs Girls & Boys (fastest swimmer from each age group, swim any order)
50m Freestyle Multiclass	Open Girls & Open Boys
50m Backstroke Multiclass	Open Girls & Open Boys
50m Breaststroke Multiclass	Open Girls & Open Boys
50m Butterfly Multiclass	Open Girls & Open Boys

- |             |  |
|-------------|--|
| <b>Rule</b> | <p><b>3.1</b> For Zone championships there is a limit of <b>THREE</b> competitors per school in each event and <b>THREE</b> school relay teams per relay event.</p> <p><b>3.2</b> For the State Championships, there is a limit of <b>THREE</b> competitors per Zone in each event, (this includes <b>THREE</b> competitors for all 200m individual events at primary &amp; secondary carnivals) and <b>THREE school-based teams for relay events</b>. The winning school relay team at the Zone carnival should represent the Zone at the State carnival.</p> <p><b>3.3</b> All relay teams claiming records at State Carnivals, are to be school-based. Substitutions may occur from within the zone on the day of the State Carnival in the case of illness or injury, however such teams may not claim records, place, go to a higher level or get zone points.</p> <p><b>3.4</b> All competitors participating in the State Championships will have competed first at the Zone level in that event to be eligible for State competition.</p> <p><b>3.5</b> Age Championship points at any Secondary Zone or State Carnival will be awarded from age events only. Open/non age events, will not be counted towards the Age Championship point score.</p> |
|-------------|--|

## CHAMPIONSHIP RULES

A carnival convenor shall be appointed and he/she shall have full control and authority over the running of the swimming meet. They have the right to appoint a separate, qualified referee to assist in the smooth running of the carnival.

Swimming NSW Rules can be downloaded from their website:

<https://nsw.swimming.org.au/technical-officials/learn-nsw/rules-policies>

## Swimming Costumes

The object of these rules is to debar immodest costumes.

- |             |  |
|-------------|--|
| <b>Rule</b> | <p><b>4.1</b> (a) For Secondary events, the band extending from the front to the rear of male costumes must not be less than approximately 7.5cms in width.</p> <p>(b) For Primary events, male costumes must be of a modest size and design.</p> <p><b>4.2</b> Female costumes are to be one piece and devoid of open work except at the back in which the area should be less than 20cm, should not show any part of the bottom and should not be cut at the side of the swimmer, also be of fully modest design. Costumes must have a round neck and not be shaped to the breast area.</p> <p><b>4.3</b> The texture of all costumes is to be non-transparent.</p> <p><b>4.4</b> NSW approved SWIMSUITS only are permitted at any CSSA swimming carnival</p> <p><b>4.5</b> The check starter is responsible for reporting to the referee anyone who does not comply with these rules.</p> |
|-------------|--|

## GR19 SWIMWEAR

FINA GR5

### General Swimsuit Rules

- 19.1.1 The swimwear (swimsuit, cap and goggles) of all swimmers shall be in good moral taste and suitable for the individual sports discipline.
- 19.1.2 Swimsuits worn by Competitors in Open Events, including ' & Over ' events, conducted in NSW by Swimming NSW and any member Associations shall be non- transparent and conform to the following design:
- (i) All swimsuits must be FINA approved;
  - or
- 19.1.3 Swimmers may wear swimsuits provided the suits meet the following criteria:
- (i) Men's swimsuits are limited to one (1) suit that covers at most the body surface from hips to knee. Swimsuits may not extend above the waist or below the knees;
  - (ii) Women's swimsuits are limited to one (1) suit that is of "open back" and "open shoulder" designs that may extend down to the knee. Swimsuits must not extend below the knees.
  - (iii) No zippers or other fastening devices are allowed except for a waist tie.
  - (iv) Swimsuits must be of textile material and must not contain any non textile material such as polyurethane or neoprene.
- 19.1.4 Modification of Swimsuits worn by swimmers with a disability to accommodate a competitor's disability is permitted. Proposed modifications shall be submitted in writing to the Company for approval at least 14 days prior to the meet. Approved swimsuits shall be presented to the Meet Director/Technical Manager prior to the swimmer's first event at the competition.
- 19.1.5 The Referee of a competition has the authority to exclude any swimmer whose swimsuit does not comply with this Rule.

FINA GR5.4

- 19.1.6 Swimsuits are limited to one (1) suit.

NB: Australian Open Records can only be broken by wearing a FINA approved swimsuit.

### Protests

- Rule 5.1** Any protests must be made to the Referee through the student's sports teacher within 15 minutes of the completion of the event. The Referee's decision in all such cases is final, and if there is any doubt the Referee should follow the advice of his/her officials. No parents at Zone or State carnivals are to approach the Referee or carnival Coordinator in regard to decisions at any time.

### Records

- Rule 6.1** Records shall be kept for all Zone and State Championships and shall be printed on the Programme.

# ATHLETICS

CSSA carnivals shall be run in accordance with the rules of **Athletics Australia** and the aims and objectives of CSSA.

Athletics Australia Rules & Regulations link: <https://www.athletics.com.au/info-hub/rules-technical-information/>

Sports Coordinator *must refer to the [Requirements for All Sport and Physical Activity](https://app.education.nsw.gov.au/sport/File/1449) to understand their overall compliance responsibilities.* <https://app.education.nsw.gov.au/sport/File/1449>

Where considered appropriate, for example inclusion in a school sport program, parents or caregivers must be informed of full details of the location, supervision to be provided and activities to be undertaken when seeking their written permission.

Students are to be instructed to use adequate sun protection, e.g. an SPF50+, broad spectrum, water resistant sunscreen reapplied regularly and a hat when appropriate.

## Teacher/Instructor Qualifications and Experience

- The teacher/instructor must have appropriate expertise and or training in the teaching/coaching in Athletics.
- A teacher must be present who has recognised current training in emergency care.

Sports coordinators are responsible to ensure that all competitors/officials from their school are aware of the following rules:

## ORGANISATIONAL RULES

- Rule 1.1** For Zone carnivals, schools must use Meet Manager T&F or Team Manager T&F to enter their team. School entries must be emailed to the zone convener at least 7 days prior to the carnival. If a school cannot submit their entry on time they must contact the convener prior to the closing date. Failure to do so can result in the school being withdrawn from the carnival by the zone convener.
- 1.2** For the State championship, Zone conveners must email their zone team file in Meet Manager format through to the state convener at least 7 days before the Championships. If a zone cannot submit their entries on time the zone convener must contact the state convener prior to the closing date. Failure to do so can result in the zone being withdrawn from the carnival by the state convener.

**Rule 2.1** The events in **Primary Athletics** are:

<b>Track:</b>	100m	8 & under, 9, 10, 11, 12+ years	Starting blocks are optional
	100m AWD	Open boys and girls	Starting blocks are optional
	200m	8 & under, 9, 10, 11, 12+ years	Starting blocks are optional
	200m AWD	Open boys and girls	Starting blocks are optional
	800m	Junior, 11yrs & 12+ years	Spikes not permitted
	800m AWD	Open boys and girls	Spikes not permitted
	1500m	Junior, 11yrs & 12+ years	Spikes not permitted
	4 x 100m Relay	Junior (8-10yrs) and Senior (11-13yrs)	

**Spikes:** 9yrs & under **CANNOT** wear spikes in any events.

10yrs-12/13yrs may wear spikes in:

- Laned track events ie. 100m, 200m & 4x100m relay with a maximum spike length of 7mm
- Long Jump and High Jump with a maximum spike length of 9mm

<b>Field:</b>	Shot Put	Junior (2kg), 11yrs (2kg), 12+ years (3kg)
	Shot Put AWD	Open boys and girls
	Long Jump	Junior, 11yrs and 12+ years
	Long Jump AWD	Open boys and girls
	High Jump	Junior, 11yrs and 12+ years
	Discus	Junior (500g), 11yrs (750g), 12+ years (750g)
	Discus AWD	Open boys and girls

**Rule 2.2** The events in **High School Athletics** are:

<b>Track:</b>	100m	12&U, 13, 14, 15, 16, 17, 18+ years	Starting blocks are optional
	100m Para-Athlete	Open boys and girls	Starting blocks are optional
	200m	12&U, 13, 14, 15, 16, 17, 18+ years	Starting blocks are optional
	200m Para-Athlete	Open boys and girls	Starting blocks are optional
	400m	12&U, 13, 14, 15, 16, 17, 18+ years	Starting blocks are optional
	800m	12&U, 13, 14, 15, 16, 17, 18+ years	
	800m Para-Athlete	Open boys and girls	
	1500m	12&U, 13, 14, 15, 16, 17, 18+ years	
	4 x 100m Relay	12–14yrs and Open	<i>Competitors can only compete in one relay</i>

**Spiked shoes are permitted in ALL events including 800m & 1500m**

**Maximum length of spikes for ALL events is 7mm with the exception of High Jump 9mm**

<b>Field:</b>	Shot Put	12&U, 13, 14,15, 16, 17, 18+ years
	Shot Put Para-Athlete	Open boys and girls
	Javelin	12&U, 13, 14,15, 16, 17, 18+ years
	Discus	12&U, 13, 14, 15, 16, 17, 18+ years
	Discus Para-Athlete	Open boys and girls
	High Jump	12&U, 13, 14,15, 16, 17, 18+ years
	Long Jump	12&U, 13, 14,15, 16, 17, 18+ years
	Long Jump Para-Athlete	Open boys and girls

**Rule 2.3** Shoes must be worn in all events for safety at Primary & Secondary Athletics Carnivals.

Spiked shoes are permitted.

When spiked shoes are worn the maximum length for all events is 7mm with the exception of High Jump where it is 9mm

**Rule 2.4 High Jump Wet Weather Procedure**

If conditions are ruled unsafe by the Carnival Referee due to water on the take-off area, students will only be able to compete if they are wearing spikes.

<b>Rule</b>	<b>3.1</b>	The number of competitors that may represent each team in each event at the Zone carnival is at the discretion of the carnival organiser.
	<b>3.2</b>	For the State Championships, there is a limit of <b>THREE</b> competitors per Zone in each event and <b>THREE</b> school-based teams for the relay events.
	<b>3.3</b>	For field events at Primary & Secondary State Athletics Carnivals a qualifying height/distance will be set by the state convenor for 3 <sup>rd</sup> place zone competitors only. If they do not achieve the qualifying height/distance they cannot enter that event. The qualifying height/distance DOES NOT affect 1 <sup>st</sup> or 2 <sup>nd</sup> place zone competitors progressing through to state.
	<b>3.4</b>	All relay teams claiming records at State Carnivals, are to be school based. Substitutions may occur from within the zone on the day of the State Carnival in the case of illness or injury, however such teams may not claim records, place, go to a higher level or get zone points.
	<b>3.5</b>	At the completion of all events, the placegetters are to report to the official Recorder.
	<b>3.6</b>	Any protests must be made to the Referee through the student's sports coordinator within 15 minutes of the completion of the event. The Referee's decision in all such cases is final, and if there is a doubt the Referee should follow the advice of his officials.
	<b>3.7</b>	If a track event coincides with a competitor's field event(s), they should report to the field event officials and have his/her name recorded and then proceed to the track event. Track events take precedence.
	<b>3.8</b>	For field events there shall be at least two officials responsible for the running and supervision of the event.

#### DRESS CODE

<b>Rule</b>	<b>4.1</b>	Students will not be permitted to compete in the carnival unless they are in approved school sports uniform. CSSA or CIS Representative uniforms are not to be worn. Shoes must be worn at all times.
	<b>4.2</b>	Students must compete in uniforms which are modest (carnival referees' discretion). One piece or two-piece running suits, similar to swimming costume design, are not permitted.
	<b>4.3</b>	Bicycle pants/skins, <b>compression socks or any other compression clothing</b> may be worn only if they are approved by their school and are the <b>same colour as their sports uniform or black or navy</b> .
	<b>4.4</b>	Spikes are allowed at all carnivals except where the ground rules forbid this, or by agreement of participating schools.
	<b>4.5</b>	Competitors must start & finish an event in the correct attire. At no time are competitors allowed to discard clothing throughout an event.

#### CARNIVAL OFFICIALS

<b>Rule</b>	<b>5.1</b>	There shall be a carnival Referee, whose name appears on the programme, who has full control over the athletics meet. The Referee has the responsibility of ensuring, to the best of their ability, that the following rules are adhered to during the carnival:
	<b>5.2</b>	It is the Referee who has the final say in any dispute that cannot be settled, see Rule 18.3.
	<b>6.1</b>	There shall be an Announcer who is responsible for calling competitors to the marshalling area on no less than two distinct occasions. Should the competitors fail to report to the Marshals for that event, they are automatically disqualified.
	<b>6.2</b>	The Announcer must always ensure that there are no competitors in the Starters hands before making an announcement.

## TRACK EVENTS

### Timekeeping – hand timed races

- Rule 7.1** There shall be a Chief Timekeeper who has the responsibility of allocating tasks to the other timekeepers and will ensure that all timekeepers are ready before signalling "all clear" to the Starter.
- 7.2** Three official timekeepers (one of whom maybe the Chief timekeeper) shall time the winner of every event.
- 7.3** If two of the three watches agree and the third disagrees, the time shown by the two shall be the official time. If all three watches disagree, the middle time shall be official. Should only two times be available, and, if they disagree, the larger time shall be official.
- 7.4** For all hand-timed races on the track, times shall be read to the next longer 1/100th of a second, i.e. 10.11
- 7.5** The Chief Timekeeper Shall decide the official times for each race.
- Rule 8.1** There shall be at least three judges in line with the finish line who are responsible for allocating the competitors finishing position.

### Running in lane

- Rule 9.1** Marshals shall be appointed to ensure that students are placed in the correct lane and are entering the correct event.
- 9.2** In all races run in lanes, each competitor shall keep within his allocated lane from start to finish.
- 9.3** If a competitor is pushed or forced by another person to run outside his lane, and if no material advantage is gained, the competitor should not be disqualified.
- If an athlete:
- a) runs outside his lane in the straight, or
  - b) runs outside the line of his lane on the bend, with no material advantage thereby being gained, and no other runner is obstructed, then he/she should like wise **NOT** be disqualified.
- Apart from the above exceptions, if a competitor has run outside his lane, the Referee shall disqualify that competitor.

### The Start

- Rule 10.1** In events up to and including 400 metres, the commands for the start shall be "On your marks", "Set", and when all competitors are "set" (i.e. still) the gun is fired into the air.
- 10.2** In events longer than 400 metres the commands for the start shall be "On your marks", and when competitors are steady, the gun shall be fired.

- 10.3** The 800 metre shall be run in lanes as far as the nearer edge of the break line marked after the first bend where athletes may leave their respective lanes.
- The break line shall be an agreed line, 5cm wide, across the track, marked at each end by a flag at least 1.50m high, positioned outside the track, 30cm from the nearest lane line.
- Note: To assist athletes identify the break line, small cones 5cm x 5cm and no more than 15cm high, preferably of different colour from the break line and the lane lines, may be placed on the lane lines immediately before the intersection of the lane lines and the break line.
- 10.4** If for any reason, the Starter is not satisfied that all is ready for a start, after all competitors are on their marks, he/she must stand the competitors up and start the procedure again.
- 10.5** On the command "on your marks" or "set" (depending on the event -see rules 10.1 & 10.2), all competitors must at once and without delay assume their full and final set position. Failure to comply with, after a reasonable time, constitutes a false start.
- 10.6** If a competitor leaves his mark with either hand or foot, or disturbs any competitor by sound or action before the gun is fired, it shall constitute a false start. Any competitor making a false start shall be warned and shall be disqualified if responsible for a second false start. The warning and/or disqualification is given to the competitor or competitors responsible for the false start. A competitor must not touch either the start line or the ground in front of it with his hands or his feet when on his mark.
- 10.7** When the starter is of the opinion that the start was not a fair one, he/she is to recall the competitors by firing the gun a second time.

## **The Finish**

- Rule 11.1** Competitors shall be placed in the order in which any part of their body (ie. torso, as distinguished from the head, neck, arms, legs, hands or feet) reaches the vertical plane finish line.
- Rule 12.1** On the track there should be a scratch line drawn to denote the end of each 100 metre stage. There is to be a line 10m before and 10m after the scratch line to denote the change-over zone. Members of a team (other than the first runner) may start running, not more than 10m outside the takeover zone.
- 12.2** The change of baton must take place within the change-over zone. The passing (from hand to hand) is completed only when it is in the hands of the receiving runner. Within the take-over zone it is the position of the baton which is decisive, not the position of the body or limbs of the competitors.
- 12.3** The baton must be carried in the hand throughout the race. If it is dropped it must be picked up by the person who dropped it. A dropped baton may be retrieved from another lane provided that there is no interference.
- 12.4** Competitors after handing over the baton should remain in their lanes until the Change Judge has signalled "all clear" to the competitors. Competitors who fail to comply with this rule are responsible for the disqualification of their team. The "All Clear" signal should be given as soon as all changes are completed, and lanes are clear.



## FIELD EVENTS

### High Jump Safety

Landing and take-off areas must be maintained to avoid risk of injury to students. Equipment awaiting use must be supervised.

For high jump activities the following safety strategies must be employed:

- ensure that where the landing area consists of several mats, they are held firmly together with straps or ties and the whole area is covered with a one-piece overlay.
- ensure mats are carried by handles at the side and not carried aloft on backs, shoulders or head.
- ensure run-up and take-off areas are level, dry and free from slippery material.
- specific take-off points should be identified and insisted upon to avoid landing off the mats.
- triangular bars must not be used at all. Circular fibreglass bars are recommended for competition to ensure high jump bars do not carry onto the landing mats, it is recommended that looped straps are used
- the high jump bar must be removed from the competition area when not in actual use for supervised pre-competition warm-ups and actual competition.
- the high jump uprights must be sufficiently stable to avoid falling on to the mats during the course of a jump.

High jump landing mats should:

- Cover an area of approximately 3600mm x 2400mm with height from floor of 600mm.
- Be linked together to avoid separation.
- Have linking tabs spaced at the distance of one every 900mm.
- Have a breathing fabric on the top (landing) surface which is spike resistant.
- Be filled with a foam rubber or synthetic foam block with a minimum density of 18 kg/m<sup>3</sup>

Fosbury Flop high jump technique:

Where appropriate, specially selected students who display promise in lead-up activities should be chosen for development in small, specialised groups conducted by teachers or coaches with specific expertise in the event.

All students engaged in the Fosbury Flop technique must be given adequate lead-up activities before advancing to the actual technique.

Gymnastic mats are unsuitable for use as materials directly landed upon by the competitor, but may be used, at a depth of 15cm, around the end/back periphery of suitable high jump bags.

### High Jump Wet Weather Procedure

If conditions are ruled unsafe by the Carnival Referee due to water on the take-off area, students will only be able to compete if they are wearing spikes.

### Track/Field Clash

Athletes are responsible for knowing which events they have nominated to compete in at the carnival and if there will be a clash between a track & field event. At the commencement of a field event athletes are to inform the official that they need to compete in a track event in the next 30 minutes. Athletes that need to go to a track event must stay at the field event as long as possible and must notify the official before they leave so that they can have their next jump to ensure the flow of the competition. On completion of their track event the athlete must return immediately to the field event, notify the official and rejoin the competition. At State level carnivals the bar WILL NOT be lowered on an athletes return if it has been raised whilst competing at a track event. At lower level carnivals the convenor can implement the following local rule if they deem it appropriate: the height of the bar can be lowered for the athlete to complete their attempts at each height or until they are eliminated.

- Rule 13.1** Each competitor shall have three attempts at each height in rotation.
- 13.2** Competitors are to be eliminated after failing to clear the bar in three consecutive jumps.
- 13.3** A competitor shall leave the ground from one foot only: a two-footed take-off is a dive and shall be recorded as a miss.
- 13.4** A competitor fails if he/she:
- Knocks the bar off the supports,
  - Touches the ground, including the landing area beyond the plane of the uprights either between or outside the uprights, with any part of the body, without first clearing the bar.
- 13.5** If the competitor shies away before crossing the line it is not recorded and he/she may have that attempt again.
- 13.6** Competitors must complete their attempt within the allocated time depending on the number of athletes left in the competition.
- More than 3 athletes – 1 minute
  - 2 or 3 athletes – 1.5 minutes
  - 1 athlete – 2 minutes
  - Consecutive trials – allow 2 minutes
- An official will raise a yellow flag, or otherwise indicate, during the final 15 seconds of the time allocated
- 13.7** It is at the Judge's discretion how far to raise the bar, and whether or not a jump is to be deemed fair.
- 13.8** Competitors who pass a height and then fail at their next attempted height, will be considered to have cleared the height of their last successful jump.
- 13.9** In the event of the last two competitors clearing the same height and failing at the next height:
- The competitor with the lowest number of jumps at the height at which the jump occurs shall be awarded the higher place.
  - If the tie still remains, the competitor with the lowest total of failures throughout the competition, up to and including the height last cleared, shall be awarded the higher place.
  - If the tie still remains:
    - If it concerns first place, the athletes tying shall have one more jump at the lowest height at which any of those involved in the tie have lost their right to continue jumping, and if no decision is reached, the bar shall be raised if the tying athletes were successful, or lowered if not, by 2cm for high jump. They shall then attempt one jump at each height until the tie is resolved. Athletes so tying must jump on each occasion when resolving the tie.
    - If it concerns any other place, the athletes shall be awarded the same place in the competition.

**Example 1:**

1.20	1.30	1.35	1.38	1.41	1.44	Failures	Position
A	-	XX0	X0	XX0	XX0	XXX	3
B	0	0	0	0	XX0	XXX	2
C	-	0	XX0	0	X0	XXX	1
D	0	X0	XX0	XX0	XX0	XXX	3

**O = CLEARED**

**X = FAILED**

**- = DID NOT JUMP**

As "C" cleared 1.44 at his second attempt and the other athletes cleared the height on their third attempt, "C" is declared the winner. As "A" and "D" had the same number of failures on 1.41 and the same number of failures overall, and it does not concern first place, therefore they share third place.

## Long Jump

### Safety

For long jump activities the following safety strategies must be employed:

- rake landing pits before any jumping takes place. Any solid or sharp objects must be removed.
- ensure the take-off board is clearly visible (and preferably painted white), flat and level with the ground surface.
- steel or wooden markers are not to be used to note distances either adjacent to or in the landing pit. Coloured strips of a flat flexible material are suggested to indicate distances achieved by participants.
- ensure the approach area is clearly defined and kept free from any obstructions.
- ensure jumping takes place from one direction only.
- rake pit after each jump to ensure a level landing surface.
- ensure rakes, forks and shovels are not left unattended in, or beside the jumping area
- ensure the depth of sand is appropriate for competition in all age groups and that the depth of the sand is consistent in all areas of the pit.

### Track/Field Clash

Athletes are responsible for knowing which events they have nominated to compete in at the carnival and if there will be a clash between a track & field event. At the commencement of a field event athletes are to inform the official that they need to compete in a track event in the next 30minutes. Athletes that need to go to a track event must stay at the field event as long as possible and must notify the official before they leave so that they can have their next jump to ensure the flow of the competition. On completion of their track event the athlete must return immediately to the field event, notify the official and rejoin the competition.

- |             |             |  |
|-------------|-------------|--|
| <b>Rule</b> | <b>14.1</b> | Each competitor is allowed one warm up jump and three competitive jumps in rotation. A foul constitutes an attempt.  |
|             | <b>14.2</b> | A jump is a foul if the competitor: <ul style="list-style-type: none"><li>a) Touches the ground beyond the take-off line (either when jumping or running up without jumping).</li><li>b) In the course of landing, touches the ground outside the landing area nearer to the take-off than the nearest break in the landing area made by the jump.</li><li>c) After a completed jump, walks back through the landing area.</li><li>d) Employs any form of somersaulting.</li></ul> <p>Note: If the competitor veers away and doesn't cross the board, but runs beside it, no jump is recorded.</p> |
|             | <b>14.3</b> | The take-off line should be at the end closest to the landing area. A metre board should be used at the discretion of the carnival Referee, for all primary school events.   |
|             | <b>14.4</b> | After each fair jump the jump shall be measured from the nearest break in the landing area made by any part of the body or limbs to the take-off line, or take-off line extended. The measurement must be taken perpendicular to the take-off board at its point closest to the landing pit.   |
|             | <b>14.5</b> | If a metre board is used, the measurement is taken from the mark of the footprint closest to the landing pit.  |
|             | <b>14.6</b> | The winner is the competitor who has recorded the longest jump.<br>If a tie exists, the competitors second best jump then third if necessary is taken into account. This rule applies for all placings.  |

## Shot Put

### Safety

To ensure maximum safety, the following strategies must be employed:

- all throwing takes place in one direction.
- ensure only one individual throws at a time.
- where throwing takes place, ensure that other students are behind protective cages or barriers and well clear of the wire.
- where a protective cage or barrier is unavailable, ensure other students are at least 10 metres behind and to the non-throwing side.
- the safety of individuals in adjoining areas is assured.
- the throwing sector area, approach and launch areas must be marked with highly visible markers to prevent access by non-participants.
- the approach and launch area must be dry and free of any loose materials.
- students should walk to retrieve implements only after the all clear is given. The implement should be returned by carrying, not throwing or rolling.
- students must be given instructions as to their movements following the throw and awaiting retrieval.

### Track/Field Clash

Athletes are responsible for knowing which events they have nominated to compete in at the carnival and if there will be a clash between a track & field event. At the commencement of a field event athletes are to inform the official that they need to compete in a track event in the next 30 minutes. Athletes that need to go to a track event must stay at the field event as long as possible and must notify the official before they leave so that they can have their next throw to ensure the flow of the competition. On completion of their track event the athlete must return immediately to the field event, notify the official and rejoin the competition.

<b>Rule</b>	<b>15.1</b>	Each competitor is allowed one warm up put and three competitive puts in rotation. The best put after three attempts for each competitor will be measured. A foul constitutes an attempt.
	<b>15.2</b>	The shot shall be made from the shoulder with one hand only. At the time the competitor takes a stance in the ring to commence a put, the shot shall touch, or be in close proximity to, the chin and the hand shall not be dropped below this position during the action of putting. The shot must not be taken behind the line of the shoulders. Any breach of the above is recorded as a foul. The conditions deciding the winner are as for the discus.
	<b>15.3</b>	A competitor must commence his put from a stationary position inside the circle.
	<b>15.4</b>	A competitor must not leave the circle until the shot has hit the ground. When entering or leaving the circle the first contact with the ground outside the circle must be behind a line that would pass through the middle of the circle (i.e. leave via the back half of the circle)
	<b>15.5</b>	It is a foul put if the competitor touches, with any part of his body, the top of the stop board or the top of the iron ring or the ground outside the circle.
	<b>15.6</b>	To be a valid put, the shot must fall completely within the inner edges of lines that mark a sector of 34.92 degrees set out on the ground so that the radii lines cross at the centre of the circle. Note: The shot-put circle has a diameter of 2.13m
	<b>15.7</b>	Each competitor is allocated a number and the best fair put is to be marked with that number. Only the best put is to be measured at the end of all competitors' attempts.
	<b>15.8</b>	The measurement shall be taken from the mark by the put (closest to the circle) to the inside of the circumference of the circle, along a line from the mark made by the shot to the centre of the circle.
	<b>15.9</b>	In the event of a tie for a place, the throwers involved will get an extra throw only to determine the place for which they have tied.

**15.10** The use of gloves or taping on the hands is not allowed.

**15.11** Weights of shots. (kg.)

Age	Boys	Girls
<b>Primary</b>		
Junior	2.0	2.0
11	2.0	2.0
12+	3.0	3.0
<b>Secondary</b>		
12	3.0	3.0
13	3.0	3.0
14	4.0	3.0
15	4.0	3.0
16	5.0	3.0
17	5.0	3.0
18+	6.0	4.0

## Discus

### Safety

To ensure maximum safety, the following strategies must be employed:

- check discuses and withdraw from use those with cracked rims or loose centre screws.
- all throwing takes place in one direction.
- ensure only one individual throws at a time.
- where throwing takes place, ensure that other students are behind protective cages or barriers and well clear of the wire.
- where a protective cage or barrier is unavailable, ensure other students are at least 20 metres behind and to the non-throwing side.
- protective cages or improvised barriers are recommended when using the turn (eg. fence, hockey nets).
- the safety of individuals in adjoining areas is assured.
- the throwing sector area, approach and launch areas must be marked with highly visible markers to prevent access by non-participants.
- the approach and launch area must be dry and free of any loose materials.
- students should walk to retrieve implements only after the all clear is given. The implement should be returned by carrying, not throwing or rolling.
- students must be given instructions as to their movements following the throw and awaiting retrieval.

### Track/Field Clash

Athletes are responsible for knowing which events they have nominated to compete in at the carnival and if there will be a clash between a track & field event. At the commencement of a field event athletes are to inform the official that they need to compete in a track event in the next 30 minutes. Athletes that need to go to a track event must stay at the field event as long as possible and must notify the official before they leave so that they can have their next throw to ensure the flow of the competition. On completion of their track event the athlete must return immediately to the field event, notify the official and rejoin the competition.

<b>Rule</b>	<b>16.1</b>	Each competitor is allowed one warm up throw and three competitive throws in rotation. The best throw after three attempts for each competitor shall be measured. A foul constitutes an attempt.
	<b>16.2</b>	Each competitor must commence his/her throw from a stationary position inside the circle.
	<b>16.3</b>	To be a valid throw, the discus must fall completely within the inner edge of lines that mark a sector of 34.92 degrees set out on the ground so that the radii lines cross at the centre of the circle. Note: The discus circle has a diameter of 2.50 metres
	<b>16.4</b>	It is deemed a foul throw if a competitor touches with any part of the body, the top of the iron ring or the ground outside the circle
	<b>16.5</b>	A competitor must not leave the circle until the discus has hit the ground. When leaving the circle the first contact with the ground outside the circle must be behind a line that would pass through the middle of the circle (i.e. leave via the back half of the circle).
	<b>16.6</b>	Each competitor is allocated a number and the best fair throw is to be marked with that number. Only the best throw is to be measured at the end of all competitors' attempts.
	<b>16.7</b>	The measurement shall be taken from the mark made by the discus (closest to the circle) to the inside of the circumference of the circle, along a line from the mark made by the discus to the centre of the circle.
	<b>16.8</b>	In the event of a tie for a place, the throwers involved will get an extra throw only to determine the place for which they have tied.

**16.9** The use of gloves or taping on the hands is not allowed.

**16.10** Weight of the discus:

Age	Boys	Girls
<b>Primary</b>		
Junior	500g	500g
11	750g	750g
12+	750g	750g
<b>Secondary</b>		
12	750g	750g
13	1kg	1kg
14	1kg	1kg
15	1kg	1kg
16	1.5kg	1kg
17	1.5kg	1kg
18+	1.75kg	1kg

## **Javelin** (High School only)

### **Safety**

To ensure maximum safety, the following strategies must be employed:

- all throwing takes place in one direction.
- ensure only one individual throws at a time.
- where throwing takes place, ensure that other students are behind protective cages or barriers and well clear of the wire.
- where a protective cage or barrier is unavailable, ensure other students are at least 10 metres behind and to the non-throwing side.
- the safety of individuals in adjoining areas is assured.
- the throwing sector area, approach and launch areas must be marked with highly visible markers to prevent access by non-participants.
- the approach and launch area must be dry and free of any loose materials.
- ensure javelins are carried by the grip and in a vertical position with the tail up, except when the thrower has entered the specific approach area and is preparing to throw.
- forbid running with the javelin except when preparing to throw.
- forbid running to retrieve a javelin to prevent running into the tail end of a javelin.
- instruct students to place one hand over the tail end of the javelin before attempting to twist it from the ground.
- instruct students to place one hand over the tip of the tail end when picking up a javelin lying flat on the ground. This hand should be kept in place until the tail end is raised above head height as the javelin is lifted into the vertical position.
- students should walk to retrieve implements only after the all clear is given. The implement should be returned by carrying, not throwing or rolling.
- students must be given instructions as to their movements following the throw and awaiting retrieval.
- ensure javelins are not thrown under or near power lines.

### **Track/Field Clash**

Athletes are responsible for knowing which events they have nominated to compete in at the carnival and if there will be a clash between a track & field event. At the commencement of a field event athletes are to inform the official that they need to compete in a track event in the next 30 minutes. Athletes that need to go to a track event must stay at the field event as long as possible and must notify the official before they leave so that they can have their next throw to ensure the flow of the competition. On completion of their track event the athlete must return immediately to the field event, notify the official and rejoin the competition.

<b>Rule</b>	<b>17.1</b>	Each competitor is allowed one warm up throw and three competitive throws in rotation. The best throw after three attempts for each competitor will be measured. A foul constitutes an attempt.
	<b>17.2</b>	The javelin must be held at the grip, it shall be thrown over the shoulder or upper part of the throwing arm and must not be slung or hurled. Non-orthodox throwing styles are not permitted.
	<b>17.3</b>	No throw shall be valid in which the tip of the metal head does not strike the ground before any other part of the javelin.
	<b>17.4</b>	The throw is not valid if the competitor crosses the throwing line, turns during his run up so that his back is towards the throwing line or crosses the lines marking the run up.
	<b>17.5</b>	To be a valid throw, the javelin must fall completely within the inner edge of lines that mark a sector of 29 degrees set out on the ground so that the radii lines cross at the centre of the circle.
	<b>17.6</b>	A competitor shall not leave the runway until the javelin touches the ground, and the competitor must leave the runway behind the throw line.



- 17.7** Each competitor is allocated a number and the best fair throw is to be marked with that number. Only the best throw is to be measured at the end of all competitors' attempts.
- 17.8** The measurement shall be taken from the mark made by the javelin (closest to the throw line) to the inside of the centre of the throw line whilst the tape is pulled through to the arrow marked on the runway 8 m from the foul line. This allows for the angle.
- 17.9** In the event of a tie for a place, the throwers involved will get an extra throw only to determine the place for which they have tied.
- 17.10** The use of gloves or taping on the hands is not allowed.
- 17.11** Weight of the javelin. (grams)

Age	Boy	Girls
12	600	400
13	600	400
14	700	500
15	700	500
16	700	500
17	700	500
18+	800	600

**Note:** One Judge needs to be outside the sector and adjacent to where the javelin will land in order to make the best judging decision

## CROSS COUNTRY

### The Course

- Rule 1.1** The race shall be run over a course confined as far as possible to open country, fields and grasslands. A clearly identifiable path through bush may be included.
- 1.2** The course must be clearly marked, preferably with red flags on the left and white flags on the right, all of which must be visible from a distance of 75m.
- 1.3** When designing a course, very high obstacles should be avoided as well as dangerous ascents or descents.
- 1.4** The course must be measured and the distance declared at the time invitations are extended
- 1.5** Course Umpires need to be appointed as well as Points men at intricate parts of the course in order to direct competitors.

**Rule 2.1**

	Age Group	Distance
	8/9 years Girls	2km
	8/9 years Boys	2km
	10 years Girls	2km
	10 years Boys	2km
	11 years Girls	3km
	11 years Boys	3km
	12/13 years Girls (Primary Only)	3km
	12/13 years Boys (Primary Only)	3km
	All Age Athletes with a Disability	1.5km
<b>Secondary</b>	18+ years Girls	4 km
	18+ years Boys	6 km
	17 years Girls	4 km
	17 years Boys	6 km
	16 years Girls	4 km
	16 years Boys	6 km
	15 years Girls	4 km
	15 years Boys	4 km
	14 years Girls	4 km
	14 years Boys	4 km
	13 years Girls	3 km
	13 years Boys	3 km
	12 years Girls (Secondary Only)	3 km
	12 years Boys (Secondary Only)	3 km

Note: These distances are only guidelines. They may be altered depending on the venue and the difficulty of the terrain. Please refer to the "Competitors Information" sent out by the convenor prior to each years State event.

Note: 17yrs and 18+ yrs competitors may run together as a combined group over the same distance, however, the results will be separate for each age group.

## The Start

**Rule 3.1** Races shall be started by the firing of a gun/horn, the standard commands for distance events shall be used.

In races with large numbers of competitors, at least one warning 5 minutes before the race needs to be given.

## Entries

**Rule 4.1** Schools may enter up to 4 female and 4 male competitors in each age group.

Students can only compete in the age group they turn that year.  
(See Rules 1.1, 1.2 & 1.3 in General Carnival Guidelines)

There are separate events for boys and girls

## Scoring

**Rule 5.1** At the conclusion of the race Judges shall decide the respective places of each competitor in order to determine the individual place awards.

For the team's award, Judges shall add together the lowest four places of competitors from each school and the team having the lowest aggregate shall be declared the winners.

In the event of a tie, it shall be resolved in favour of the team whose last scoring member finishes nearer the first place.

## Officials

**Rule 6.1** The following officials are considered to be necessary. The Organising Committee can vary these to suit local circumstances.

Referee	Funnel Stewards	Judges' Stewards
Course Stewards	Result Recorders	Starter
First Aid Officials	Funnel Controller	Chief Funnel Judge

Timekeeper(optional)

**Rule 7.1** No competitor is allowed to receive assistance or refreshment from any person during the Progress of a race.

**Rule 8.1** If a competitor is disqualified he/she is not eligible as either an individual or as a team member and may' not compete again on the day.

**Rule 9.1** The Organising Committee will have the power to cancel a meeting should the state of the weather or ground make the meeting inoperable.

**Rule 10.1** In the event of a dispute, the matter will be dealt with by the Referee in discussion with the Organising Committee.

## GYMNASTICS

- Rule 1**      **Girls** will do the **levels** as of the current NSWGA code  
**WAG Levels 3-10** (Level 1 & 2 are no longer part of the CSSA Competition)
- Boys** will do the **levels** as of the current NSWGA code  
**MAG Levels 1-10**
- Rule 2**      There is no limit to the number of school entries per Level
- Rule 3**      All competitors must bring their own music on a CD clearly labelled. Groups and start times will be confirmed after registrations have closed
- Rule 4**      Students competing in the NSWGA Level Division **MUST** compete on at least two apparatus.
- Students competing in the NSWGA Level Division **MUST** compete on apparatus only within one Level, ie. they cannot compete in Level 1 Floor and Level 5 Vault.
- Gymnasts must compete in the level or a higher level of their last competition either club, region or state.
- Only students who compete on **ALL** apparatus will be included in the Over-All Point Score for each Level.
- Rule 5**      The students **MUST** know and have practised the routines. The routine should be done in a safe manner. The student should feel confident about performing the routine on their own & **should have reached a good standard of skill proficiency.**
- Rule 6**      Students should be appropriately and neatly dressed.
- Girls:**      Girls may wear the traditional gymnastics attire ie school or club leotard  
School Tee-shirt with bicycle pants. Bicycle pants must be the same colour as school.
- Boys:**      School Tee-Shirt and shorts.
- Rule 7**      No jewellery to be worn. Studs or sleepers in pierced ears. Long or medium length hair should be tied back neatly
- .
- Rule 8**      Each school must ensure they provide adequate supervision for the number of students attending the competition.

## CSSA BUDGET SHEET – Estimated cost & revenues

**Event:** ..... **Date:** .....  
**Convenor:** ..... **School:** .....  
**Phone: (W)** ..... **(M)** .....

<u>Description of Cost</u>	<u>Service Provider: Name &amp; Address</u>	<u>Est. Cost</u> inc GST
<b>Venue fees:</b>	.....	.....
(Please itemise)	.....	.....
<b>Officials:</b>	.....	.....
	.....	.....
	.....	.....
<b>Awards:</b>	.....	.....
Certificates	.....	.....
Medals	.....	.....
<b>Refreshments:</b>	.....	.....
	.....	.....
	.....	.....
<b>First Aid Service:</b>	.....	.....
<b>Equipment Hire:</b>	.....	.....
	.....	.....
<b>Gifts:</b>	.....	.....
	.....	.....
<b>Coordinator Costs:</b>	.....	.....
Postage	.....	.....
Photocopying	.....	.....
Telephone	.....	.....
Relief Day	.....	.....
Other	.....	.....
(please specify)	.....	.....

**ESTIMATED COST** \$ .....

+10% Contingency Costs \$ .....

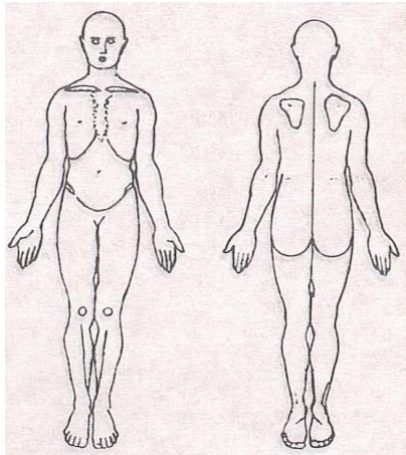
**TOTAL ESTIMATED COST** \$..... **(A)**

**ESTIMATED NUMBER OF COMPETITORS** ..... **(B)**

**ESTIMATED COST PER COMPETITOR** (*Rounded up*) = A/B \$ .....

Please send the completed CSSA BUDGET SHEET (Estimated costs and revenues)  
to the CSSA Executive Officer at least 4 weeks before the event

# CSSA ACCIDENT REPORT FORM

Date	Time	Carnival & Venue		School	
Surname		Given Name		Date of Birth	Gender
					M   F
Address			City	State	Postcode
History of Accident / Injury					
Allergies			Medication		
Observations	Time	Time	Time	Assessment	
Level of Consciousness				<b>A</b> brasion <b>B</b> urn <b>C</b> ontusion <b>D</b> eformity <b>F</b> racture <b>H</b> aemorrhage <b>L</b> aceration <b>P</b> ain <b>R</b> igidity <b>S</b> welling <b>T</b> enderness	
Fully Conscious					
Drowsy					
Unconscious					
Pulse					
Rate					
Description					
Breathing					
Rate					
Description					
Skin					
Colour					
Other Observations					
Assessment					
Treatment					
Follow Up / Referral		Comments			
<input type="checkbox"/>	Ambulance				
<input type="checkbox"/>	Medical Centre				
<input type="checkbox"/>	Own Doctor				
<input type="checkbox"/>	Other				
First Aider (Print):					
Signature:		Date:	Time:	1. Original to CSSA President 2. Copy to First Aider 3. Copy to Patient/Doctor/Ambulance	

Please complete **the Accident Report Form** within 24 hours of incident and email to the CSSA Executive Officer: Linda Heslehurst E: [linda@cssa.nsw.edu.au](mailto:linda@cssa.nsw.edu.au) M: 0418 685 898