NSWCCCSA
CONSTITUTION

NEW SOUTH WALES
COMBINED CATHOLIC COLLEGES
SPORTS ASSOCIATION

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CONSTITUTION

1. NAME

The Association shall be called the New South Wales Combined Catholic Colleges Sports Association (NSWCCCSA). It is a committee acting under the authority of Catholic Schools Sports Services (CSSS)

2. OBJECTIVES

The objectives of the NSWCCCSA shall be:

2.1. To provide opportunities for all Catholic Secondary students in NSW to participate in those sports approved by the Catholic Schools Sports Services Committee (CSSS)

2.2. To promote and organise NSWCCCSA Championships/Selections for the purpose of a pathway to NSW All Schools and School Sport Australia events or as deemed relevant by the NSWCCCSA

2.3. To strive for equal opportunity for all CSSS students in affiliated schools to participate in state and national school teams and events

2.4. To provide equal opportunity for all teaching staff in CSSS affiliated schools to develop themselves professionally and to have equal access to all team official positions endorsed by CSSS

2.5. To represent Catholic Schools at NSW All Schools for the purpose of facilitating sporting pathways

3. RESPONSIBILITIES

NSWCCCSA shall:

3.1. Be responsible to the Catholic Schools Sports Services Committee (CSSS) and shall communicate with it regularly

3.2. Present an Annual Report to CSSS and it’s members

3.3. Adopt all policies endorsed by CSSS and monitor their implementation

3.4. Have responsibility for setting the NSWCCCSA calendar, publishing the dates for all NSWCCCSA, NSW All Schools and School Sport Australia events and circulating them to all affiliated Catholic Secondary Schools in NSW, via the CSSS Website

3.5. Facilitate access to all sports endorsed by School Sport Australia Council and to membership of this Association

3.6. Ensure that NSWCCCSA coaches, managers and conveners have met the qualifications and experience requirements recommended in the “Guidelines for Safe Conduct of Sport and Physical Activity in Schools”

3.7. Ensure that all NSWCCCSA representatives (players, coaches, managers, conveners) demonstrate a commitment to the aims of Catholic Education including appropriate participation, citizenship and sportsmanship

3.8. Appoint from time to time committees or sub committees as deemed necessary, with such powers as NSWCCCSA may delegate to them. The NSWCCCSA Executive shall be represented on all sub committees with the exception of sub committees formed by conveners to organise approved sports

3.9. Ensure that any proposal for corporate sponsorship and marketing opportunities for NSWCCCSA teams are submitted to the NSWCCCSA executive for endorsement by CSSS
3.10. Approve the design and purchase of NSWCCCSA clothing

3.11. Approve the Operational Guidelines for NSWCCCSA

3.12. Approve the purchase of sporting equipment for NSWCCCSA teams

4. MEMBERSHIP OF THE ASSOCIATION
   Membership shall be limited to those Catholic Secondary Schools and Colleges (Years 7-12) who are affiliated with a member of CSSS affiliated Diocese or Association

5. AFFILIATION
   5.1. Affiliation Fees will be determined by the CSSS annually
   5.2. All affiliated members will abide by the NSWCCCSA Constitution and Operational Guidelines
   5.3. Dual Affiliation
       Schools that affiliate with a member Diocese or Association will use the NSWCCC Pathway. Exceptions must be approved by the NSWCCCSA Executive by day one Term One of the year of competition

6. SCOPE OF SERVICE
   6.1. Students eligible to participate must be enrolled at a Catholic Secondary School or College that is affiliated with a member Diocese or Association
   6.2. Students entered in open competitions conducted by this Association must be below 20 years of age in the year of competition
   6.3. Students who attain the age of 20 years in the year of competition are able to play but are not eligible for selection in the NSWCCCSA representative team

7. FINANCE
   7.1. The Association’s financial affairs are controlled and administered by CSSS. As such all monies collected are the properties of CSSS
   7.2. Member Dioceses and Associations shall pay to CSSS all affiliation fees, levies and other charges that the CSCC determine
   7.3. Unfinancial members shall be ineligible to compete or vote
   7.4. The financial year shall conclude on 31st December. CSSS will appoint a qualified auditor to audit NSWCCCSA financial records annually
   7.5. The Association shall be non-profit and as such any interest or excess monies shall be at the completion of the financial year be carried over for on-going costs of the Association
   7.6. CSSS Executive Officer will process approved relief day payments based on forms submitted
   7.7. No member of NSWCCCSA shall be deemed to have any individual right to the funds of the Association
   7.8. Each sport convener is to submit financial documents as required by CSSS
   7.9. Financial Reports are to be presented at all Council Meetings
   7.10. All sponsorship including grants by State Sporting Organisations must be lodged to the Executive Officer and used specifically for the deemed sport
   7.11. Entry levy for NSWCCCSA events shall be determined at the October Council Meeting
   7.12. All funds derived from activities of the Association shall be lodged with the Executive Officer
   7.13. The Executive Officer shall bank in the name of CSSS, all monies received and shall pay all claims against the Association as approved by the Council
   7.14. The Executive Officer shall keep accounts of all monies received and dispersed and despatch
financial statements at all meetings of the Council and such other times as the Executive may direct

7.15. Signatories on the CSSS account will be determined by CSSS.

7.16. Entry level for all NSWCCCSA events shall be determined at the October Council Meeting

8. PROPERTY
No member of the NSWCCCSA shall be deemed to have any individual right to the property of the Association

9. EMBLEM
9.1. The emblem shall remain the property of NSWCCCSA. Use of the emblem must be approved by and accessed through the Executive Officer

9.2. The crest is to comprise of the Waratah Cross and the Southern Cross star pattern

9.3. The colours: Waratah – red and green
Cross – blue or white
Stars – gold

10. THE COUNCIL
The Council is the general body of the Association. It comprises of:
10.1. All endorsed conveners of approved CSSS sports

10.2. Diocesan Sports Representatives as appointed by the Dioceses

10.3. Association Sports Representatives as appointed by their Schools

10.4. NSWCCCSA Executive Officer appointed by CSSS

11. NSWCCCSA CONVENERS
11.1. Conveners of a sport shall organise a Sub Committee to organise approved sports

11.2. Conveners will be elected at the Term 3 NSWCCCSA Executive meeting for the following calendar year and must be ratified by CSSS

11.3. Conveners will be members of the teaching staff of affiliated CSSS Dioceses or Associations and must have written endorsement by their school principal

11.4. Conveners are required to attend all meetings of the Council and may speak and vote on all motions

11.5. Conveners will hold office for the year commencing 1st January to 31st December

11.6. In the event of a vacancy occurring during a term, the position will be advertised by the NSWCCCSA Executive Officer

12. APPROVED SPORTS
12.1. An “approved sport” is a sport that has been endorsed by CSSS

12.2. Approved sports are:
12.2.1. Athletics
12.2.2. Australian Football
12.2.3. Baseball
12.2.4. Basketball
12.2.5. Canoeing
12.2.6. Cricket
12.2.7. Cross Country
12.2.8. Diving
12.2.9. Football
12.2.10. Golf
12.2.11. Hockey
12.2.12. Netball
12.2.13. Rowing
12.2.14. Rugby League
12.2.15. Rugby
12.2.16. Sailing
12.2.17. Softball
12.2.18. Swimming
12.2.19. Tennis
12.2.20. Touch
12.2.21. Triathlon
12.2.22. Volleyball
12.2.23. Water Polo

12.3. Each sport will be governed by a Sub-Committee to be under the leadership of the Endorsed Convener for that sport

13. APPROVED DIOCESAN/ASSOCIATION
13.1. The following Diocese/Associations are approved by CSSS to be members of the NSWCCCSA.
The endorsed code to be used in all instances is in brackets.
13.1.1. Armidale (SARM)
13.1.2. Bathurst (SBWF)
13.1.3. Broken Bay (SBRO)
13.1.4. Canberra/Goulburn (SCAN)
13.1.5. Lismore (SLIS)
13.1.6. Maitland/Newcastle (SMAI)
13.1.7. Parramatta (SPAR)
13.1.9. Christian Brothers Sports Association (SCBS)
13.1.10. Metropolitan Catholic Schools (SMCS)
13.1.11. Metropolitan Catholic Colleges (SMCC)
13.1.13. Sydney Combined Colleges (SSCC)
13.1.15. Wilcannia/Forbes (SBWF)
13.1.16. Wollongong (SWOL)

13.2. These member bodies will elect their representative to attend NSWCCCSA meetings. Non pathway members may attend Council but have no voting rights

14. COMPLIANCE FOR MEMBER DIOCESE/ASSOCIATIONS
14.1. Affiliation associations to submit an externally audited financial statement one month after closing of financial year

14.2. Each Association to submit to CSSS a current set of guidelines/constitution that reflect the running of activities. These include:
14.2.1. List of affiliated school
14.2.2. List of School Principals
14.2.3. List of Member School Sport Coordinators
14.2.4. List of activities
14.2.5. Calendar of events
14.2.6. Process by which team officials are appointed
14.2.7. Responsibilities of an affiliated school
14.2.8. Structure of executive and their responsibilities
14.2.9. Structure of council and their responsibilities
14.2.10. Sport By-Laws/Operational Guidelines
14.2.11. Risk Management Procedures
14.2.12. Financial Procedures
14.2.13. List of equipment owned by the association

15. DIOCESAN AND ASSOCIATION REPRESENTATIVES
15.1. Shall be appointed by the body that they represent
15.2. Their duties as a Council Member of NSWCCCSA shall be
15.2.1. To provide opportunities for students to use their God given talents
15.2.2. To promote positive attitudes, good sportsmanship and a high standard of friendly competition
15.2.3. To promote opportunities for students from catholic schools in NSW to interact with one another
15.2.4. To provide professional development opportunities for teaching staff in catholic schools in NSW
15.2.5. To engage Diocesan/Association staff in the organisation of sport at Diocesan/Association, NSWCCC, NSW All Schools and School Sport Australia levels, where appropriate

15.2.6. To liaise with relevant Diocesan/Association personnel (principals and sport councils) where applicable

15.2.7. To be involved in strategic planning, development and implementation of the activities of NSWCCCSA

15.2.8. To maintain and develop sporting pathways for students and teachers

15.2.9. To attend and support all NSWCCCSA meetings

15.2.10. To coordinate Diocesan/Association pathway sporting trials

15.2.11. To oversee, develop & mentor all Diocesan/Association sport conveners and officials in the delivery of their sporting events

15.2.12. To mentor & develop teachers who manage teams and officiate at sporting events at all pathway levels

15.2.13. To coordinate all Diocesan/Association and individual entries to NSWCCCSA by the closing date and in the official format, plus the organisation of Diocesan/Association team managers, officials, consent forms, payment, uniforms and accommodation, when applicable

15.2.14. To gather information and support the nomination process for the NSWCCCSA Blue Awards

15.2.15. To prepare guidelines & policy for sport participation Year 7-12 students

15.2.16. To plan, develop and maintain the Diocesan/Association sport website including electronic transfer of information where applicable

15.2.17. To plan and coordinate Diocesan/Association sports calendars taking into account known school commitments and higher level pathway events

15.2.18. To respond to and follow up phone calls, letters, emails from principals, sport coordinators, teachers, parents, sporting agencies, etc regarding various initiatives, issues or general support

15.2.19. To develop positive working relationships with outside community groups including sporting organisations, city councils, state sporting bodies, DEC Sports Unit, various suppliers of first aid, transport, equipment suppliers and uniform

15.2.20. To ensure activities meet with Diocesan/Association requirements for strategic planning, OH&S, child protection, duty of care, external accountabilities

15.2.21. To be responsible for the inclusion of athletes with disabilities (AWD) into sporting programs and pathway events

15.2.22. To submit an Annual Report for the NSWCCCSA Annual Report

15.2.23. To ensure that the DEC “Guidelines for the Safe Conduct of Sport and Physical Activity are followed by all staff involved in NSWCCC activity

15.2.24. To ensure that the Diocesan/Association Risk Management Procedures are followed by all schools

15.2.25. To ensure that all sport financial accounts relating to NSWCCC pathways events are paid

15.2.26. To seek approval from NSWCCCSA for changes to all Diocesan/Association competition uniforms

15.2.27. To host NSWCCC events and trials in Diocesan/Association areas where applicable and outlined in the calendar

15.2.28. To attend the NSWCCC athletics, swimming and cross country secondary carnivals as a member of the Diocese/Association with official duties on the day

15.2.29. To attend other NSWCCCSA carnivals as deemed necessary by the NSWCCCSA

15.2.30. To complete other such duties as required by the NSWCCCSA

16. DELEGATES FOR CATHOLIC SCHOOLS

16.1. Teachers representing the catholic sector to bodies, such as State Sporting Association who officially control sport must be endorsed by the Association. Appointments are made by the Association. These delegates must be members of the teaching staff of affiliated CSSS Schools and must have written endorsement by their school Principal and subject to ratification by NSWCCCSA.

16.2. These appointed delegates must provide a written report to the relevant sport convener and a copy to the Executive Officer within 7 days at the conclusion of the meeting.

17. EXECUTIVE COMMITTEE OF THE ASSOCIATION

17.1. Officers of NSWCCCSA shall be elected from the membership of the Association with the exception of the Executive Officer who shall be appointed by CSSS
17.2. The NSWCCCSA Executive shall consist of:

17.2.1. Chairperson (all Council members have one vote)
17.2.2. One Sport Convener (Sport Convener vote only)
17.2.3. One Diocesan/Association Representative (Diocesan/Association Representatives only vote)
17.2.4. Two members from the floor (all Council members have one vote)
17.2.5. Executive Officer (appointed by CSSS) who has no voting rights at Council or Executive Meetings

17.3. Executive members will be members of the teaching staff of CSSS affiliated Dioceses and Associations with the exception of the Executive Officer who shall be the appointee of CSSS. “Membership of the teaching staff of Catholic Schools” shall be deemed to include teachers on the staff of Catholic Education Offices

17.4. All Executive Members will hold office for the year, following the Annual General Meeting at which they are elected

17.5. The Executive Committee will meet once each school term

17.6. In the event of a vacancy occurring in any position, such vacancy shall be filled by the Council and the elected member shall hold that office for the balance of the year. The Executive Committee shall appoint a person to act in that position until Council has elected a replacement

18. DUTIES OF THE EXECUTIVE OF NSWCCCSA

18.1. Chairperson
18.1.1. Chair all meetings
18.1.2. Represent NSWCCCSA at meetings of CSSS
18.1.3. Host social functions

18.2. Duties of other members
18.2.1. Represent Executive on Blue Award Sub Committee (one required)
18.2.2. Chair meetings where chairperson is absent
18.2.3. Attend meetings with external bodies where requested
18.2.4. Attend NSWCCCSA events as required
18.2.5. Support the administrative duties of the Executive Officer
18.2.6. Other duties as determined by the Executive
18.2.7. Act on/and vote on matters on behalf of Council
18.2.8. Endorse Vince Villa Award and Blue Award Recipients

19. VOTING

19.1. Diocesan/Association Representatives have one vote on all matters before the council

19.2. Each “approved” sport has only one vote on all matters before Council ie Boys and Girls Hockey has only one vote

19.3. The Chairperson shall have a casting vote

19.4. Members of the Council may record a postal vote on any Notice of Motion

19.5. Unfinancial members shall be ineligible to vote

20. CHAIRPERSON

At all meetings of NSWCCCSA, the chair shall be taken by the NSWCCCSA Chairperson. In his/her absence by an appointed member of the Executive

21. ANNUAL GENERAL MEETING

The Annual General Meeting of the Association shall be held during the month of October on a date determined by NSWCCCSA. Not less than fourteen days’ notice of the date and place of this meeting must be distributed to all members of Council

22. BUSINESS AT ANNUAL GENERAL MEETING

22.1. The order of business for the AGM shall be:
22.1.1. Prayer
22.1.2. Attendance
22.1.3. Apologies
22.1.4. Minutes of previous AGM
22.1.5. Business Arising
22.1.6. Notices of Motion
22.1.7. Chairperson's Annual Report
22.1.9. Diocesan/Association Annual Reports
22.1.10. NSWCCC Conveners' Annual Reports
22.1.11. Presentation of Calendar
22.1.12. Correspondence (urgent)
22.1.13. Election of Executive Committee (all nominations of candidates for election shall be taken from the floor)
22.1.14. Election of sub-committees where applicable
22.1.15. Notification of conveners elected

22.2. A quorum at the AGM shall be a number equal to half of the total membership of NSWCCCSA plus one

22.3. Each member of Council shall be entitled to one vote. For those sports with a Girl and Boys Convener, only one vote per sport will be allowed

22.4. The Chairperson shall have a casting vote

22.5. Voting shall be by Council members, or their proxies, present and entitled to vote

22.6. All proxies must be submitted in writing to the Executive Officer prior to the commencement of the meeting

23. COUNCIL MEETINGS
23.1. NSWCCCSA shall meet twice a year and at such other times as deemed necessary by the Association. Fourteen days' notice of the date and place of such meetings shall be given to all Council members

23.2. The Order of Business for the Council Meeting shall be:
   23.2.1. Prayer
   23.2.2. Attendance
   23.2.3. Apologies
   23.2.4. Minutes of previous meeting
   23.2.5. Business arising from minutes
   23.2.6. Correspondence
   23.2.7. CSSS Report
   23.2.8. Executive Committee Report
   23.2.9. Reports from Blue Award Sub-Committee
   23.2.10. Endorsement of NSWCCC Calendar
   23.2.11. Notices of Motions for which due notice has been given
   23.2.13. NSWCCC Conveners Reports
   23.2.14. Diocesan/Association Reports
   23.2.15. Website
   23.2.16. Sports Conveners Endorsement
   23.2.17. NSWCCC/All Schools Officials Endorsement
   23.2.18. Induction Process

23.3. General Business

23.4. A quorum shall be a number equal to half of the total membership of NSWCCCSA plus one

23.5. Each member of Council shall be entitled to one vote. For those sports with a Girls and Boys Convener only one vote per sport will be allowed.

23.6. The Chairperson shall have a casting vote

23.7. All proxies must be submitted in writing to the Chairperson prior to the commencement of the meeting

23.8. With the prior approval of the Chairperson, visitors may attend meetings where they may speak but have no voting rights
24. SPECIAL GENERAL MEETING
24.1. A Special General Meeting may be called at any time at the discretion of the Chairperson or as requested in writing by at least five council members
24.2. Fourteen days’ notice of the date and place of such meeting shall be given to all members of Council
24.3. A quorum at the general meeting shall be a number equal to half of the total membership of NSWCCCSA plus one
24.4. Each member of council shall be entitled to one vote. For those sports with a Girls and Boys Convener, only one vote per sport will be allowed
24.5. The Chairperson shall have a casting vote
24.6. Voting shall be by members, or their proxies, present and entitled to vote
24.7. All proxies must be submitted in writing to chairperson prior to the commencement of the meeting
24.8. Such Special General Meetings shall be conducted according to the regulations as set out under “Council Meetings”

25. DIOCESAN MEETINGS
25.1. Diocesan/Association Representatives meetings will be held at least once a calendar year.
25.2. Dates will be determined by Council
25.3. Voting will not occur at this meeting. Recommendations can be put to Council
25.4. Agenda
   25.4.1. Prayer
   25.4.2. Attendance
   25.4.3. Apologies
   25.4.4. Minutes of previous meeting
   25.4.5. Business arising from minutes
   25.4.6. Correspondence
   25.4.7. CSSS Report
   25.4.8. Executive Committee Report
   25.4.9. NSWCCC Calendar
   25.4.10. Sport specific issues
   25.4.11. Diocesan/Association Reports
   25.4.12. General Business

26. BLUE AWARD SUB COMMITTEE
26.1. Blue Award Sub Committee will be elected at the Annual General Meeting
26.2. Organise and coordinate the NSWCCC Blue Award Presentation annually
26.3. This committee is to consist of at least 5 members, one of whom must be a member of the Executive

27. SERVICE AWARDS
27.1. CSSS endorse and present Service Awards to a teacher employed at a CSSS affiliated school for outstanding contributions to the development of secondary school sport
27.2. Service Awards will be presented at the NSWCCC Blue Award Presentation

28. OPERATIONAL GUIDELINES
The Association will determine the framework under which all Association activities are conducted. These will be known as the “Operational Guidelines”

29. AMENDMENTS
Any article of this Constitution or any Operational Guidelines may be rescinded or amended or any further articles added by two thirds majority at any Council Meeting, Special General Meeting or Annual General Meeting, provided notice of motion has been given to all Council Members and Executive Members at least fourteen days prior to such meeting
30. COMPEITITION/SELECTION RULES
The Association shall determine regulations and conditions for the organisation and control of competitions and selections with its authority and prepare guidelines as are necessary for this purpose.

31. DISSOLUTION
Dissolution can only be done by the Catholic Schools Sports Services Committee as directed by the Conference of Diocesan Directors of Education and Association of Catholic Schools Principals.