NSWCCCSA OPERATIONAL GUIDELINES

1. AFFILIATION FEE
1.1. Affiliation Fee is set annually by CSSS
1.2. Affiliation Fee is collected by each Diocese/Association Sports Representative and is paid in one payment upon receipt of tax from the Executive Officer. Invoices shall be sent by the Executive Officer in February of the year of affiliation.
1.3. Enrolment numbers are taken from Years 7 to 12 based on the August census of the previous year. With the exception of new schools who intake a new cohort of students each year. In this case enrolment numbers will be based on February census for the current year of participation.
1.4. Affiliations must be paid by the end of term one.
1.5. Failure to pay these fees may result in the Diocesan/Association, school or individual being ineligible for further participation until debts have been paid.
1.6. Unfinancial members shall be ineligible to vote.

2. ELECTION OF SPORT CONVENERS
2.1. Nominations for Conveners positions shall be advertised and submitted on the NSWCCCSA website.
2.2. Nominations must have the Principal’s approval.
2.3. Nominations must have their Diocesan/Association Representative approval.
2.4. Nominations must be received by the closing date.
2.5. Elections shall take place at a NSWCCCSA Executive Meeting in term three.
2.6. Current CPR and Emergency Care qualifications must accompany each nomination.

3. APPOINTMENT OF NSWCCCSA AND NSW ALL SCHOOLS OFFICIALS
3.1. Nominations for all NSWCCCSA and NSW All Schools Officials’ positions will be advertised and submitted through the NSWCCCSA website. Nominations will close at the end of week 4 term 4.
3.2. Each sport will make their own sub-committee appointments.
3.3. Selected officials must be from CSSS affiliate Diocese/Association and be endorsed by their school principal.
3.4. At least one official per NSWCCCSA team must be a qualified teacher currently employed by the endorsing school principal of a CSSS affiliated school.
3.5. A NSW All Schools official nominated by NSWCCCSA must be employed in a CSSS affiliated school and be endorsed by their principal.
3.6. NSW All Schools nominations must be submitted on the NSWCCCSA website for endorsement by NSWCCCSA Executive before being presented to the NSW All Schools Sub Committee by the NSWCCCSA delegate.
3.7. A maximum of two NSWCCCSA Team Officials (one coach, one manager) will be appointed to NSWCCCSA representative teams. Variation to this may be appointed on written request to the NSWCCCSA Executive by the closing date of nominations.
3.8. Successful nominees shall comply with duty statements. A Letter of Appointment will be sent to successful candidate. Appointment personal will receive a uniform allowance, sustenance allow ance and travel allowance.
4. STUDENT ELIGIBILITY FOR PARTICIPATION
4.1. Only students and teachers from NSW Catholic Secondary Schools who have affiliated with CSSS will be eligible to stand for selection.
4.2. Teams must provide a nominated teacher or responsible adult endorsed by the school principal to accompany teams competing in events.
4.3. Teams must provide officials at selection events as requested in the NSWCCCSA Sports Specific Guidelines.
4.4. Any school based teams entered in a NSWCCCSA event must ensure students are currently enrolled at that school.
4.5. Students participating in activities conducted by this Association must be below 20 years of age in the year of competition. Students who attain the age of 20 years in the year of competition are not eligible for selection in NSWCCCSA Teams.
4.6. Students attending a NSWCCCSA selection trial must have approval of their
4.6.1. School Principal
4.6.2. Parent/Guardian
4.7. Students transferring to another school system automatically lose their eligibility to compete for their former school/Association/Diocese in any competition conducted by this Association.
4.8. Sport specific eligibility guidelines exist and are to be adhered to at all times.

5. SELECTION OF NSWCCCSA TEAMS
5.1. Only those students who participate in NSWCCCSA selection trials will be eligible for selection in NSWCCCSA representative teams.
5.2. Written application for exemption from attending selection trials must be made to the NSWCCCSA Executive Officer at least 48 hours prior to the start of the relevant selection event. This written application must be supported by the school principal. The Executive Officer will consult the NSWCCCSA Executive and the relevant sport convener to determine if the exemption will be granted.
Selection Exemption: An exceptional circumstance that requires special mention in attendance at a higher level of pathway sport on the day of the CCC trial. This student would make a written application for exemption, stating the event they were attending and then outlining their achievements in the sport for which they are seeking an exemption. If they have a history in the sport they may be considered for selection.
5.3. The selectors’ decision will be final.
5.4. Selection shall be made on the performance of the students on the day of the selection trial as set down in the Sports Specific Guidelines.
5.5. NSWCCCSA teams must be selected from one NSWCCCSA trial which is to endorsed by NSWCCCSA Council.
5.6. The NSWCCCSA selection trials are conducted to provide opportunities for all Catholic Secondary School students and staff to participate in a sporting experience that will enable them to access state representation.
5.7. Guidelines for NSWCCCSA Selection Trials
The following guidelines are provided to assist with selections. Adherence to these guidelines will help to overcome inconsistencies in the selection process, improve the standard of the selection process, protect selectors and conveners and formalise best practice within the selection process.
5.7.1. For every NSWCCCSA team to be selected there must be a minimum of three selectors per team involved in the selection process (eg, CCC Touch U/16 and Opens Boys and Girls, 4 teams are to be selected, 12 selectors are required).
5.7.2. Selectors are required to wear either NSWCCCSA shirt or state recognised Association shirt so they can be clearly identified. Identifying name badge to be worn by all NSWCCCSA officials.

5.7.3. Conveners are to communicate with the selectors prior to the trials. eg via email, phone calls, morning of the trial.

5.7.4. The Convener and the Selectors need to identify the criteria for selection eg. game skills, game knowledge, sportsmanship, knowledge of the trials.

5.7.5. The Convener is to conduct team managers meeting before the trials commence to explain the selection process. The managers in turn are to convey this information to parents and students. Player profiles if required by the sport are to be handed to the Convener at the commencement of the selection trial.

5.7.6. Each player must be easily identified by selectors eg shirt numbers that must not be changed throughout the course of the day.

5.7.7. Selectors are to ensure that all games are viewed. All players are to be observed at least twice by each selector during the selection trial.

5.7.8. Selectors should plan to meet on a regular basis throughout the day.

5.7.9. Selectors must meet with Diocesan Team Manager for comments throughout the day and meet formally with all managers prior to the end of round games to avoid oversights.

5.7.10. No selection information should be released before the team is announced.

5.7.11. All discussion regarding selections are to occur out of earshot of those not officially involved in the selection process.

5.7.12. It is recommended that a tick or number system be used for the selection of the NSWCCCSA team.

5.7.13. If necessary, timetable position specific trials during the day eg goalie position will be at the discretion of selectors.

5.7.14. Selectors are to ensure that NSWCCCSA team is balanced and covers all positions appropriate for NSW All Schools selection process.

5.7.15. At the conclusion of the trial, all selection sheets are to be handed to the convener who will then pass them on the Executive Officer to be stored until the 31st December of that year.

5.7.16. A player who attends a selection and their name is not on the list of players attending, they may not be permitted to trial. If you are at all unsure of this do not hesitate to phone the Executive Officer immediately. If you are unable to contact the Executive Officer, the player may be considered for selection subject to later confirmation of the nomination by the Executive Officer. The player MUST be informed by the NSWCCC Convener of this prior to taking part in the trial.

5.7.17. It is the NSWCCCSA Convener’s responsibility if a student on the selections list does not attend. This then becomes a duty of care issue. Please make sure you keep contact phone numbers and each player’s school from the nomination database, on your list to ensure you are able to follow up anyone who does not arrive at the trial. This should be done as soon as it is practical after the roll has been marked.

5.7.18. If a player arrives at the trial and informs you they are injured. All players must trial to be considered for selection. NO EXCEPTIONS.

5.7.19. If a player is not able to stay and complete the selection process. Selectors can only base their selection on what they have seen.

5.7.20. A player is injured during the trial process. Selectors can only base their selection on what they have seen at that trial. A number of factors may influence their inclusion: 
a) seriousness of the injury
b) how much time there is before the next level of competition
c) how genuinely talented the player is.
6. **APPEAL PROCESS**
   Action to be taken regarding a complaint or concern from a NSWCCCSA event i.e. selection

6.1. Report the complaint or concern from a student/parent to the school Principal or the Diocesan/Association Representative

6.2. The Principal or their representative must contact the Diocesan/Association Sports Representative. The issue to be dealt with at this level if possible

6.3. If it requires more immediate action, a letter should be sent to the Executive Officer who will distribute to NSWCCCSA Executive for a decision

6.4. The Appeals Committee will comprise of the NSWCCCSA Executive and the NSWCCCSA Convener of the relevant sport in question

6.5. Written response by the Executive Officer. Copies sent to:
   6.5.1. Convener
   6.5.2. Diocesan/Association Representative
   6.5.3. School Principal

7. **SCHEDULING OF NSWCCCSA EVENTS**
   Whenever possible, selection trials, training and competitions should be timetabled to avoid clashing with religious practices and weekend school sporting competitions, while also minimising significant impact on school time

7.1. The celebration of Mass is an important aspect in the lives of teachers and students enrolled in Catholic Schools. When NSWCCCSA events are held on the weekend, the provision for those involved to attend Mass will be addressed in the following ways:

   7.2.1. Ensure there is some space on the draw that allows teams to be available to attend Mass on Saturday evening or Sunday
   7.2.2. Publish in the event program Mass times and church locations
   7.2.3. Consider if possible holding a Mass at the venue at a break in the games

7.3. NSWCCCSA selection trials should not be scheduled for a Monday where possible

8. **BILLETING**
   It is not a requirement that NSWCCCSA teams be billeted at NSW All Schools Selections

8.1. All affiliated schools are asked to assist with billeting if required

8.2. All NSWCCCSA sports must adhere to the Billeting Policy as recommended by Catholic Education Commission Child Protection Policy

8.4. NSWCCCSA schools may be required to billet students participating in School Sport Australia Championships

9. **STUDENT TRAVEL**
   It is not a requirement that NSWCCCSA teams travel to NSW All Schools competitions as a team

10. **FINANCIAL ASSISTANCE**
    Each sport will be financially self supporting

10.1. Each sport will be allocated teacher relief costs to attend NSWCCCSA and NSW All Schools selection trials

10.3. NSWCCCSA Sports Conveners will be provided with teacher relief to attend NSWCCCSA AGM and Meetings

10.4. NSWCCCSA Sports Conveners may request relief to attend meetings that have endorsed by Council

10.5. Country Conveners will be reimbursed for travel and accommodation expenses to NSWCCCSA
Meetings and Annual General Meeting

10.6. Diocesan/Association Sports Representatives will be funded by their respective bodies to attend NSWCCCSA Council Meetings and AGM

10.7. Teachers selected as NSW All Schools Officials will be provided with teacher relief for the duration of School Sport Australia Championships

10.8. NSWCCCSA and NSW All Schools Officials who are required to stay overnight will be given a sustenance allowance of $17.00 for breakfast and $25.00 for dinner if meals are not included in the accommodation

10.9. NSWCCCSA Officials accommodation, sustenance, uniform allowance and travel will be calculated in the player CCC team levy

10.10. All NSWCCCSA coaches and managers shall receive $40.00 per day uniform allowance. To be calculated in the player levy. All other appointed NSWCCCSA officials shall receive a $40.00 uniform allowance

10.11. Conveners, Executive Committee, Team Managers and Coaches shall receive the following reimbursement:

10.11.1. Telephone calls and postage expenses can be claimed by tax invoice on production of itemised accounts
10.11.2. Claims for strapping, drinks, food for team members are not permitted

10.12. Travel Claims
10.12.1. Authority to Travel form must be submitted prior to the event and travel arrangements to be approved by the Executive Officer

10.13. Tax Invoice or “Statement by a Supplier” must be completed before payment is made

11. NSWCCCSA TEAM BUDGETS

11.1. A detailed budget should be prepared by each Sport Convener. It should be presented to the Executive Officer at the Term 3 Association Meeting for endorsement by NSWCCCSA Executive. A proforma is available on the NSWCCCSA website

11.2. Each Convener is responsible for establishing a levy for NSWCCCSA teams. Travel expenses, accommodation, sustenance, uniform allowance and other associated team costs and for team officials must be sourced from the players’ levy. This levy is to be authorised by the Executive Officer

12. TEACHER SERVICE AWARDS

12.1. Nominations to be presented to NSWCCCSA Executive who shall forward them to CSCC for endorsement

12.2. Nominations are to be made on the proforma available on the website

12.3. All nominations are to be endorsed by the Diocesan/Association Representatives and Nominees Principal

12.4. All nominations must be received by the closing dates

12.5. Recipients will be informed of their Award in writing

12.6. Awards will be presented at the NSWCCCSA Blue Award Presentation

13. NSWCCCSA BLUE AWARD

13.1. Awards
The following awards maybe presented annually:
- Blue or Bar Award
- Vince Villa Memorial Award

13.1.1. A maximum of two male and two female NSWCC Blue/Bar Award can be presented in each sport. A Referee Blue is awarded in addition to this. A maximum of one per gender per sport in any one year
13.1.2. Students with Disabilities may be presented with a NSWCCC Blue/Bar Award in the sports of Athletics, Cross Country and Swimming. One male and one female award per sport can be presented.

13.1.3. NSWCCC Blue/Bar Award may be presented to a Student Official who has met NSWCCC Blue Award Criteria.

13.1.4. All NSWCCC Blue and Bar Awards must be endorsed by NSWCCC Executive prior to notification of recipients.

13.1.5. The Blue Award Sub Committee can use discretion in their determination of recipients.

13.2. The Award

The Award shall consist of:
- Medallion (boxed)
- Certificate
- Citation outlining his/her award and how it was obtained
- Certificate to the school of the recipient is available upon request to the Executive Officer.

13.3. Nominations

It is the responsibility of the NSWCCC Convener to send nominations to the NSWCCC Blue Award Sub Committee. A nomination may be initiated by the school or Diocesan/Association Representative.

13.3.1. All NSWCCC Blue Award nominations must be received by the last day of term three.

13.3.2. Nominations must be made on the current NSWCCC Blue Award Nomination Form available on the NSWCCC website or from the NSWCCC Executive Officer.

13.3.3. All nominations are to be endorsed by Diocesan/Association Representative, nominees principal and NSWCCC Convener.

13.3.4. Incomplete or late nominations will not be considered.

13.4. Award Criteria

For a student to receive a NSWCCC Blue/Bar Award, he/she must satisfy the following requirements.

13.4.1. Be enrolled in a NSW Catholic Secondary School affiliated with CSCC.

13.4.2. Must satisfy their School Principal, NSWCCC Convener, NSWCCC Coach and Manager and NSWCCC Blue Award Sub Committee that they have participated in the true spirit of NSWCCCSA. This would include attending all games and training sessions when physically able to do so, meeting dress/uniform requirements and participating in a true sporting manner.

13.4.3. A student may only receive one Blue and one Bar Award per sport.

13.4.4. Must fulfil specific sport related criteria. See table below.

<table>
<thead>
<tr>
<th>SPORT</th>
<th>MINIMUM STANDARD TO ACHIEVE NOMINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFL</td>
<td>• Member of the NSWCCC Team (North/South)</td>
</tr>
<tr>
<td></td>
<td>• Member of the NSW All Schools Team</td>
</tr>
<tr>
<td>ATHLETICS</td>
<td>• Individual Medallist at NSWCCC Championships</td>
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<td></td>
<td>• Individual Medallist NSW All Schools Championships</td>
</tr>
<tr>
<td></td>
<td>• Year 10, 11 or 12 student</td>
</tr>
<tr>
<td>BASEBALL</td>
<td>• Member of the NSWCCC Team</td>
</tr>
<tr>
<td></td>
<td>• Member of the NSW All Schools Team that competes at School Sport Australia Championships</td>
</tr>
<tr>
<td></td>
<td>• Year 10, 11 or 12 student</td>
</tr>
<tr>
<td>BASKETBALL</td>
<td>• Member of the NSWCCC Team</td>
</tr>
<tr>
<td></td>
<td>• Member of the NSW All Schools Team that competes at School Sport Australia Championships</td>
</tr>
<tr>
<td></td>
<td>• Year 10, 11 or 12 student</td>
</tr>
<tr>
<td>CRICKET (Boys)</td>
<td>• Member of the NSWCCC U/19 Team</td>
</tr>
<tr>
<td></td>
<td>• Member of the NSW U/19 Schoolboys Team</td>
</tr>
<tr>
<td></td>
<td>• Year 10, 11 or 12 student</td>
</tr>
<tr>
<td>CRICKET (Girls)</td>
<td>• Member of the NSWCCC Team</td>
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<td></td>
<td>• Member of the NSW All Schools Team</td>
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<tr>
<td></td>
<td>• Year 10, 11 or 12 student</td>
</tr>
<tr>
<td>Sport</td>
<td>Requirements</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| CROSS COUNTRY         | • Individual Medallist at the NSWCCC Championships  
                          • Individual Medallist at the NSW All Schools Championships  
                          • Member of NSW All Schools Team that competes at School Sport Australia Championships  
                          • Year 10,11 or 12 student |
| DIVING                | • Individual Medallist at the NSWCCC Championships  
                          • Individual Medallist at the NSW All Schools Championships  
                          • Member of NSW All Schools Team that competes at School Sport Australia Championships  
                          • Year 10,11 or 12 student |
| FOOTBALL              | • Member of the NSWCCC Team  
                          • Member of the NSW All Schools Team that competes at School Sport Australia Championships  
                          • Year 10,11 or 12 student |
| GOLF                  | • Member of the NSWCCC Team  
                          • Member of the NSW All Schools Team that competes at School Sport Australia Championships  
                          • Year 10,11 or 12 student |
| HOCKEY                | • Member of NSWCCC Open Team  
                          • Named in the NSW All Schools Open Merit Team  
                          • Year 10,11 or 12 student |
| NETBALL               | • Member of NSWCCC Open Team  
                          • Must be a Year 10, 11 or 12 student |
| RUGBY                 | • Member of NSW Schoolboys U/18 1st XV or 2nd XV  
                          • Year 10,11 or 12 student |
| RUGBY LEAGUE          | • Member of NSWCCC Open Team  
                          • Member of the Australian Schoolboys Team  
                          • Year 10,11 or 12 student |
| SOFTBALL (Boys)       | • Member of NSWCCC Team  
                          • Year 10,11 or 12 student |
| SOFTBALL (Girls)      | • Member of the NSWCCC Team  
                          • Member of the NSW All Schools Team that competes at School Sport Australia Championships  
                          • Year 10,11 or 12 student |
| SWIMMING              | • Individual Medallist at NSWCCC Championships  
                          • Individual Medallist at NSW All Schools Championships  
                          • Individual Medallist at School Sport Australia Championships  
                          • Year 10,11 or 12 student |
| TENNIS                | • Member of the NSWCCC Team  
                          • Member of the NSW All Schools Team  
                          • Year 10,11 or 12 student |
| TOUCH                 | • Member of the NSWCCC Open Team that competes at the National Youth Championships  
                          • Year 10,11 or 12 student |
| TRIATHLON             | • Individual Medallist at NSWCCC  
                          • Individual Medallist at the NSW All Schools Championships  
                          • Member of NSW All Schools Team at the School Sport Australia Championships  
                          • Year 10,11 or 12 student |
| VOLLEYBALL            | • Member of NSWCCC Open Team  
                          • Named in NSW All Schools Open Merit Team  
                          • Year 10,11 or 12 student |
| WATER POLO            | • Member of the NSWCCC Team  
                          • Year 10,11 or 12 student |
| REFEREE               | • Officiate at NSWCCC event  
                          • Officiate at NSW All Schools event  
                          • Officiate at School Sport Australia Championships  
                          • Year 10,11,12 student |
| ATHLETICS AWD         | • Individual medallist at NSWCCC  
                          • Individual medallist at NSW All Schools Championships  
                          • Year 10, 11 or 12 student |
| CROSS COUNTRY AWD     | • Individual medallist at NSWCCC  
                          • Individual medallist at NSW All Schools Championships  
                          • Member of NSW All Schools team that competes at School Sport Australia Championships  
                          • Year 10, 11 or 12 student |
| SWIMMING MULTICLASS   | • Individual Medallist at NSWCCC  
                          • Individual Medallist at NSW All Schools Championships  
                          • Individual Medallist at School Sport Australia Championships |
13.5. **The Vince Villa Memorial Award**

13.5.1. The Award will be presented to the most outstanding male and female athlete in the current year.

13.5.2. All NSWCCC Blue/Bar recipients in the current year will be considered for the Award.

13.5.3. Recipients who have previously received a NSWCCC Blue/Bar Award will be considered for the Award if they have achieved a level of performance in their chosen sport, in the current year, that is equal to or better than that required for nomination as a Blues/Bar Award recipient.

13.5.4. The Award will take into consideration sporting excellence as well as contribution to junior sport, school leadership roles, academic achievements, extra curricular activities, other school sport representation.

13.5.5. The Award will be decided by the NSWCCC Blue Award Sub Committee and endorsed by the NSWCCC Executive.

13.5.6. A student can only receive the Vince Villa Award once.

13.5.7. The Award shall consist of:

- 13.5.7.1. A framed Vince Villa Certificate
- 13.5.7.2. Trophy
- 13.5.7.3. A copy of the citation outlining how his/her award was obtained
- 13.5.7.4. $200 grant
- 13.5.7.5. A certificate is available to the school of the recipient upon written request to the NSWCCC Executive Officer.

13.6. **Acknowledgement in an Australian/NSW All Schools Team/Merit Team**

13.6.1. A student who has been named in an Australian/NSW All Schools team will receive a NSWCCC certificate recognising this achievement. These students have progressed through all levels of the endorsed pathway.

13.6.2. Students to be named on the official NSWCCC Honour Roll that appears in the NSWCCC Annual Report and the NSWCCC Blue Award Program.

13.6.3. Teams selected must be part of the recognised and endorsed NSWCCC sport pathway.

13.7. **Award Presentation**

13.7.1. NSWCCC Affiliated Schools are invited to nominate to host the NSWCCC Blue Award.

13.7.2. Award ceremony to occur in February of the following year.

13.7.3. Award ceremony to include -

- Aboriginal welcome
- National Anthem
- Liturgy
- Student Award Presentation
- Staff Award Presentation
- Guest Speaker
- Host School Performance
- CSCC Address
- Media Presentation

13.7.4. The NSWCCC recognise both the success of individual athletes and the support given to them by their schools, therefore students are required to wear the full school uniform of their named school to the Award Presentation.

13.7.5. Host School’s responsibilities

- Hall to seat approximately 250
- Stage
- Audio and Visual lighting facilities
- Pre Ceremony entertainment
- School Performance
- Student/Staff support

14. **SPONSORSHIP GUIDELINES**

14.1. Conveners must consult with the NSWCCCSA Executive Officer prior to entering into fund raising and/or sponsorship proposals. This proposal must come in writing.
14.2. Sponsorship activity must not conflict with the values, corporate purpose and goals of Catholic Education, and the policies and strategic plan of NSWCCCSA and CSCC.

14.3. Sponsorship agreements may be negotiated only with reputable organisations whose image, products and services are consistent with the values, goals and specific policies of Catholic Education.

14.4. No action by sponsor’s staff or statements in the sponsor’s advertising is to imply that a product or service is recommended by Catholic Education authorities’ employees or students.

14.5. The Executive Officer shall respond to proposals in writing within fourteen days of receipt.

14.6. Once secured the Executive must ensure that we service our sponsors in a professional and ethical way. It is through their support the benefits will be passed on to the students and thus ensure our ability to promote valued sporting opportunity.

15. COMPETITION RULES
NSWCCCSA events are to run under the official NSW Sport Association rules unless otherwise stated.

16. DIOCESAN/ASSOCIATION COLOURS

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armidale</td>
<td>Blue</td>
<td>Red</td>
</tr>
<tr>
<td>Bathurst</td>
<td>Bottle Green</td>
<td>White</td>
</tr>
<tr>
<td>Broken Bay</td>
<td>Royal Blue</td>
<td>White</td>
</tr>
<tr>
<td>Canberra/Goulburn</td>
<td>Navy</td>
<td>Gold</td>
</tr>
<tr>
<td>Lismore</td>
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<td>White</td>
</tr>
<tr>
<td>Maitland/Newcastle</td>
<td>Emerald Green</td>
<td>White</td>
</tr>
<tr>
<td>Parramatta</td>
<td>Royal Blue</td>
<td>Gold</td>
</tr>
<tr>
<td>CGSSSA</td>
<td>Gold</td>
<td>Royal Blue</td>
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<tr>
<td>CBSA</td>
<td>Sky</td>
<td>Navy</td>
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<tr>
<td>MCC</td>
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<td>Black</td>
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<tr>
<td>MCS</td>
<td>Sky Blue</td>
<td>Black</td>
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<td>Red</td>
<td>Green</td>
</tr>
<tr>
<td>Wagga Wagga</td>
<td>Red</td>
<td>Royal Blue</td>
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<td>White</td>
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<td>Wollongong</td>
<td>Red</td>
<td>White</td>
</tr>
<tr>
<td>SCC</td>
<td>Maroon</td>
<td>Sky</td>
</tr>
</tbody>
</table>

17. RISK ASSESSMENT
17.1. NSWCCCSA shall adopt the “Guidelines for the Safe Conduct of Sport and Physical Activity in Schools” as recommended by CSCC when conducting NSWCCCSA events.

17.2. CSCC has established procedures for managing risk and providing a safe environment for staff, students and other persons who are endorsed at NSWCCCSA events.

17.3. Venue and Safety Risk Management Pro formas for NSWCCCSA events for the following year are to be tabled at the August Council Meeting.

17.4. Risk Management Checklist shall be completed by the event manager on the day prior to the commencement of the event.

17.5. Critical Incident Plans will be in place at every NSWCCCSA event.

18. INJURY
18.1. In the event of a serious injury at any NSWCCCSA activity the Convener must submit a completed “Accident Report” form to the Executive Officer within 24 hours.

18.2. Where appropriate the Referee/Umpire’s Report should also be forwarded to the Executive Officer within 48 hours of the incident.

18.3. A list of names and school of all treated players at the NSWCCCSA event must be submitted by the First Aid Officer and forwarded to the Executive Officer within 24 hours.
18.4. NSWCCCSA does not accept responsibility for insuring the cost of medical or dental expenses in the case of accidents to students while taking part in NSWCCCSA activities

18.5. If an ambulance was called to an event to treat a serious injury it is the responsibility of the Carnival Manager to contact the NSWCC Executive Officer

19. REPORTING OF SERIOUS ACCIDENTS
In sporting competitions when an incident of a serious nature occurs, the following procedures must be followed by the Convener, Carnival Manager or Teacher in charge

19.1. The “Serious Accident” report proforma should be completed and emailed to the CSCC Executive Officer within 24 hours

19.2. An initial report containing all available information should be forwarded as soon as possible after the incident.

19.3. A detailed report addressing all areas and follow-up should be completed and returned within 48 hours of the incident. These reports should be completed by all teams involved

19.4. Where appropriate the Referee/Umpire’s Report should also be forwarded to the Executive Officer within 48 hours of the incident

20. SUN PROTECTION POLICY
20.1. The NSWCCCSA and affiliated Dioceses/Associations should ensure that team uniforms provide appropriate sun protection

20.2. The NSWCCCSA where possible, should schedule matches outside the identified high risk times

20.3. The NSWCCCSA where possible should ensure that adequate shade areas are provided at competition venues

20.4. The NSWCCCSA should ensure that team officials encourage personal protection measures for students at all times including
   20.4.1. Encouraging the wearing of hats when in the sun
   20.4.2. Encouraging the use of a 30+ water based broad spectrum sunscreen
   20.4.3. Encouraging the use of available shade areas whenever possible

20.5. Heat Stress
   Heat Stress can also affect sporting performance. It is recommended that the NSWCCCSA ensure that their officials are familiar with Sports Medicine Australia’s Heat Stress and Exercise Guidelines

21. WET WEATHER CANCELLATION
21.1. Where possible cancellation or postponement of NSWCCCSA events should be made by the Convener 48 hours prior to the event in consultation with the Executive Officer

21.2. Wet weather planning must be in place when calendar dates are submitted
   21.2.1. Same date alternative venue
   21.2.2. Alternative date same venue
   21.2.3. Alternative date alternative venue

21.3. A cancellation/postponement decision should be made with respect to:
   21.3.1. The safety of the participants
   21.3.2. The state of the venue
   21.3.3. The availability and suitability of an alternative date
   21.3.4. The date of the event at the next pathway level

21.4. In the lead up to a NSWCCCSA event Diocesan/Association Representatives must remain in phone contact with the Executive Officer regarding the possibility of cancellation of wet weather

21.5. Where possible a trial should continue
22. **WEBSITE**
   22.1. The NSWCCCSA website address is www.csss.nsw.edu.au
   
   22.2. It is the responsibility of the Executive Officer to maintain this website
   
   22.3. It is the responsibility of Conveners to submit sport specific results of NSWCCCSA events within seven days.
   
   22.4. Conveners have 24 hour access to the website Noticeboard

23. **ANNUAL REPORT**
   23.1. NSWCCCSA shall compile an Annual Report containing:
      23.1.1. Chairperson’s Report
      23.1.2. Sports Convener Reports
      23.1.3. Diocesan/Association Reports
      23.1.4. Executive Officer Report
   
   23.2. A printed copy of the NSWCCCSA Annual Report will be distributed to:
      23.2.1. All affiliated schools principals
      23.2.2. NSWCCCSA Council Members
      23.2.3. Diocesan Directors of Catholic Education
      23.2.4. Members of Catholic Sports Coordinating Committee (CSCC)
      23.2.5. Association of Catholic Schools Principals (ACSP) Executive Officer
      23.2.6. Catholic Secondary Schools Association (CSSA) Executive Officer

24. **LIGHTNING POLICY**
   The lightning safety code is based on the 30/30 rule which calls for play to be stopped when the thunder ratio reaches 30 seconds or less. i.e. the time between when the lightning is seen and the thunder is heard is 30 seconds or less. This means that the lightning is 10 km away and the next strike has a “significant risk” of hitting the people who have seen the lightning and heard the thunder. Play should not commence until 30 minutes after the last lightning strike and thunder

25. **CATERING**
   All Team Managers and officials should be provided with lunch during the NSWCCC events

26. **CANTEEN**
   It is the responsibility of the NSWCCC Convener to organise canteen facilities at NSWCCC events

27. **TRAINING**
   NSWCCC Team Officials may organise training sessions prior to the All Schools Selections. It is important that prior to any planning that the relevant sections in DET “Guidelines for the Safe Conduct of Sport and Physical Activity in Schools” should be read carefully and the recommendations and guidelines be taken into consideration in the organisation of the training activity. Training sessions are NOT to be made compulsory for any team member
   The following guidelines must also be followed in the planning and conduct of any training session
   27.1. NSWCCC Team Managers/Coaches must seek approval from the Executive Officer three weeks prior to the holding any team training sessions.
   
   27.2. The day prior to the NSW Schools Selections can be set aside for a training session
   
   27.3. In planning any other team training sessions, Team Managers/Coach must consider the following:
      27.3.1. A venue central to team members
      27.3.2. Must be out of school hours
      27.3.3. Additional cost for families
      27.3.4. Team members other sport commitments
   
   27.4. Written parental consent must be received prior to each training session.
   
   27.5. On arrival at training venue the risk assessment procedures form must be completed and returned to the Executive Officer 48 hours after the event.
28. MEDALS
All CCC medals and trophies must be approved by the NSWCCC Executive Officer

29. DISCIPLINARY PROCEDURE PROTOCOL
All disciplinary action must be initiated by the relevant NSWCCC Team Management/Convener

29.1. In the first instance the matter should be investigated by the relevant team management/convener to determine the salient points of the incident

29.2. Team Management/Convener to complete the relevant “Disciplinary Report Form”

29.3. Telephone the NSWCCC Executive Officer immediately/as soon as possible to inform of the incident.

29.4. Email completed form to the NSWCCC Executive Officer within 24 hours. Depending on the severity of the incident there are a number of levels of action/information

29.5. If the matter is satisfactorily resolved by management and disciplinary action is adequate, the Executive Officer will contact the Principal of the school and advise of the incident and action taken and forward the relevant form the school

29.6. If the matter is more serious, the Executive Officer will contact the parent and advise them of the incident and ask them to collect the child from the venue immediately

29.7. The Executive Officer would then contact the School Principal to inform of the incident. It then becomes a school disciplinary issue. The school then needs to provide feedback to the Association of the action taken.

29.8. The NSWCCC Executive would look at the principals feedback at the next Executive Meeting and determine if the Association needs to take further action. This would include suspension/exclusion from future representation

29.9. These procedures relate to both staff and students in regard to off field disciplinary matters

29.10. These procedures would also apply to inappropriate behaviour by adults/family members