NSWCCCSA CONSTITUTION

NEW SOUTH WALES COMBINED CATHOLIC COLLEGES SPORTS ASSOCIATION

NSWCCCSA

Updated February 2012
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SPORTS ASSOCIATION

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 Association (CSCC).

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 Sports Coordinating Committee (CSCC).

2.2. To promote and organise NSWCCSA Championships/Selections for the purpose of a pathway to NSW All Schools and School Sport Australia events.

2.3. To strive for equal opportunity for all CSCC 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 CSCC affiliated schools to develop themselves professionally and to have equal access to all team official positions endorsed by CSCC.

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 Sports Coordinating Committee (CSCC) and shall communicate with it regularly.

3.2. Present an Annual Report to CSCC and its members.

3.3. Adopt all policies endorsed by CSCC 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 NSWCCC Journal and 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 CSCC.
3.10. Approve the design and purchase of NSWCCCSA team uniforms

3.11. Establish policies regarding the criteria for the selection of NSWCCCSA teams

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 an affiliated Diocese or Association

5. AFFILIATION
5.1. Affiliation Fees will be determined by the CSCC 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 NSWCCC Executive by day one Term One of the year of affiliation

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 NSWCCC representative team

7. FINANCE
7.1. The Association's financial affairs are controlled and administered by CSCC. As such all monies collected are the properties of CSCC

7.2. Member Dioceses and Associations shall pay to CSCC 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 January. CSCC 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. CSCC 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 CSCC

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 CSCC, 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 CSCC account will be determined by CSCC.

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

8. COMPLIANCE
8.1. Affiliation associations to submit an externally audited financial statement on month after closing of financial year.

8.2. Each Association to submit to CSCC a current set of guidelines/constitution that reflect the running of activities. These include:
   8.2.1. List of affiliated school
   8.2.2. List of activities
   8.2.3. Calendar of events
   8.2.4. Process by which team officials are appointed
   8.2.5. Responsibilities of affiliated school
   8.2.6. Structure of executive and their responsibilities
   8.2.7. Structure of council and their responsibilities
   8.2.8. Sport By-Laws
   8.2.9. Risk Management Procedures – to be expanded
   8.2.10. Financial Procedures

8.3. List of equipment

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

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

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

10.3. The colours:
   Waratah – red and green
   Cross – blue or white

10.4. Stars – gold

11. THE COUNCIL
The Council is the general body of the Association. It comprises of:
11.1. All endorsed conveners of approved CSCC sports

11.2. Diocesan Sports Representatives as appointed by the Dioceses

11.3. Association Sports Representatives as appointed by their Councils

11.4. NSWCCCSA Executive Officer appointed by CSCC

12. NSWCCCONVENERS
12.1. Conveners of a sport shall organise a Sub Committee to organise approved sports.

12.2. Conveners will be elected at the Term 3 NSWCCCSA Executive meeting for the following calendar year.

12.3. Conveners will be members of the teaching staff of affiliated CSCC Dioceses or Associations and must have written endorsement by their school principal and subject to ratification by CSCC.

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

12.5. Conveners will hold office for the year commencing 1\textsuperscript{st} January to 31\textsuperscript{st} December.
12.6. In the event of a vacancy occurring during a term, the position will be advertised by the NSWCCC Executive Officer.

13. APPROVED SPORTS
13.1. An “approved sport” is a sport that has been endorsed by CSCC.
13.2. Approved sports are:
   13.2.1. Athletics
   13.2.2. Australian Football
   13.2.3. Baseball
   13.2.4. Basketball
   13.2.5. Canoeing
   13.2.6. Cricket
   13.2.7. Cross Country
   13.2.8. Diving
   13.2.9. Football
   13.2.10. Golf
   13.2.11. Hockey
   13.2.12. Netball
   13.2.13. Rowing
   13.2.14. Rugby League
   13.2.15. Rugby
   13.2.16. Sailing
   13.2.17. Softball
   13.2.18. Swimming
   13.2.19. Tennis
   13.2.20. Touch
   13.2.21. Triathlon
   13.2.22. Volleyball
   13.2.23. Water Polo

13.3. Each sport will be governed by a committee to be under the leadership of the Endorsed Convener for that sport.

14. APPROVED DIOCESAN/ASSOCIATION
14.1. The following Diocese/Associations are approved by CSCC to be members of the NSWCCCSA. The endorsed code to be used in all instances is in brackets.
   14.1.1. Armidale (SARM)
   14.1.2. Bathurst (SBWF)
   14.1.3. Broken Bay (SBRO)
   14.1.4. Canberra/Goulburn (SCAN)
   14.1.5. Lismore (SLIS)
   14.1.6. Maitland/Newcastle (SMAI)
   14.1.7. Parramatta (SPAR)
   14.1.9. Christian Brothers Sports Association (SCBS)
   14.1.10. Metropolitan Catholic Schools (SMCS)
   14.1.11. Metropolitan Catholic Colleges (SMCC)
   14.1.13. Sydney Combined Colleges (SSCC)
   14.1.15. Wilcannia/Forbes (SBWF)
   14.1.16. Wollongong (SWOL)

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

15. EXECUTIVE COMMITTEE OF THE ASSOCIATION
15.1. Officers of NSWCCCSA shall be elected from the membership of the Association with the exception of the Executive Officer who shall be appointed by CSCC.

15.2. The NSWCCCSA Executive shall consist of:
   15.2.1. Chairperson (all Council members have one vote)
   15.2.2. One Sport Convener (Sport Convener has one vote only)
   15.2.3. One Diocesan/Association Representative (Diocesan/Association Representatives vote only)
   15.2.4. Two members from the floor (all Council members have one vote)
15.2.5. Executive Officer (appointed by CSCC) who has no voting rights at Council or Executive Meetings

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

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

15.5. The Executive Committee will meet once each school term

15.6. 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

16. DUTIES OF THE EXECUTIVE OF NSWCCCSA

16.1. Chairperson
   16.1.1. Chair all meetings
   16.1.2. Host social functions
   16.1.3. Represent NSWCCCSA at meetings of CSCC

16.2. Duties of other members
   16.2.1. Represent Executive on Blue Award Sub Committee (one required)
   16.2.2. Chair meetings where chairperson is absent
   16.2.3. Attend meetings with external bodies where requested
   16.2.4. Attend NSWCCC events as required
   16.2.5. Support the administrative duties of the Executive Officer
   16.2.6. Other duties as determined by the Executive
   16.2.7. Voting rights – Endorse Vince Villa Award and Blue Award Recipients

17. VOTING

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

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

17.3. The Chairperson shall have a casting vote

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

17.5. Unfinancial members shall be ineligible to vote

18. CHAIRPERSON

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

19. ANNUAL GENERAL MEETING

The Annual General Meeting of the Association shall be held during the month of November 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

20. BUSINESS AT ANNUAL GENERAL MEETING

20.1. The order of business for the AGM shall be:
   20.1.1. Prayer
   20.1.2. Attendance
   20.1.3. Apologies
   20.1.4. Minutes of previous AGM
   20.1.5. Business Arising
   20.1.6. Notices of Motion
   20.1.7. Chairperson’s Annual Report
   20.1.9. Diocesan/Association Annual Reports
   20.1.10. NSWCCC Conveners’ Annual Reports
   20.1.11. Presentation of Calendar
20.1.12. Correspondence (urgent)
20.1.13. Election of Executive Committee (all nominations of candidates for election shall be taken from the floor)
20.1.14. Election of sub-committees where applicable

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

20.3. 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

20.4. The Chairperson shall have a casting vote

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

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

21. COUNCIL MEETINGS

21.1. 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

21.2. The Order of Business for the Council Meeting shall be:

   21.2.1. Prayer
   21.2.2. Attendance
   21.2.3. Apologies
   21.2.4. Minutes of previous meeting
   21.2.5. Business arising from minutes
   21.2.6. Correspondence
   21.2.7. CSCC Report
   21.2.8. Executive Committee Report
   21.2.9. Reports from Blue Award Sub-Committee
   21.2.10. Endorsement of NSWCCC Calendar
   21.2.11. Notices of Motions for which due notice has been given
   21.2.13. NSWCCC Conveners Reports
   21.2.14. Diocesan/Association Reports
   21.2.15. Website
   21.2.16. Sports Conveners Endorsement
   21.2.17. NSWCCC/All Schools Officials Endorsement
   21.2.18. Induction Process

21.3. General Business

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

21.5. 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.

21.6. The Chairperson shall have a casting vote

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

21.8. With the prior approval of the Chairperson, visitors may attend meetings where they may speak but have no voting rights

22. SPECIAL GENERAL MEETING

22.1. 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

22.2. Fourteen days’ notice of the date and place of such meeting shall be given to all members of Council

22.3. A quorum at the general meeting shall be a number equal to half of the total membership of NSWCCCSA plus one
22.4. 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

22.5. The Chairperson shall have a casting vote

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

22.7. All proxies must be submitted in writing to chairperson prior to the commencement of the meeting

22.8. Such Special General Meetings shall be conducted according to the regulations as set out under “Council Meetings”

23. BLUE AWARD SUB COMMITTEE
23.1. Blue Award Sub Committee will be elected at the Annual General Meeting

23.2. Organise and coordinate the NSWCCC Blue Award Presentation annually

23.3. This committee is to consist of at least 5 members, one of whom must be a member of the Executive

24. SERVICE AWARDS
24.1. CSCC endorse and present Service Awards to a teacher employed at a CSCC affiliated school for outstanding contributions to the development of secondary school sport

24.2. Service Awards will be presented at the NSWCCC Blue Award Presentation

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

26. 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

27. COMPETITION/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

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

29. DELEGATES
29.1. The Association is required to send a catholic sector representative to those bodies who official control sports
Teachers representing the catholic sector to those bodies 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 affiliate CSCC Dioceses or Associations and must have written endorsement by their school Principal and subject to ratification by CSCC.

29.2. 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.

30. DIOCESAN AND ASSOCIATION REPRESENTATIVES
Shall be appointed by the body that they represent
Their duties as a Council Member of NSWCCC CSA shall be
30.1 To provide opportunities for students to use their God given talents

30.2. To promote positive attitudes, good sportsmanship and a high standard of friendly competition

30.3. To promote opportunities for students from catholic schools in NSW to interact with one another

30.4. To provide professional development opportunities for teaching staff in catholic schools in NSW
30.5. To engage Diocesan/Association staff in the organisation of sport at Diocesan/Association, NSWCCC, NSW All Schools and School Sport Australia levels, where appropriate

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

30.7. To be involved in strategic planning, development and implementation of the activities of NSWCCCasa

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

30.9. To attend and support all NSWCCCsa meetings

30.10. To coordinate Diocesan/Association pathway sporting trials

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

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

30.13. To coordinate all Diocesan/Association and individual entries to NSWCCC 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

30.14. To gather information and support the nomination process for the NSWCCC Blue Awards

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

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

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

30.18. 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

30.19. 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

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

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

30.22. To collate and compile an Annual Report for the NSWCCCsa Annual Report

30.23. To ensure that the DEC “Guidelines for the Safe Conduct of Sport and Physical Activities” are met by schools convening Diocesan/Association events

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

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

30.26. To seek approval for changes to all Diocesan/Association competition uniforms

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

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

30.29. To attend other NSWCCC carnivals as deemed necessary by the NSWCCCsa

30.30. To complete other such duties as required by the NSWCCCsa