

NSWCIS OPERATIONAL GUIDELINES

The following guidelines currently underpin the operations of the NSWCISSC.

NSWCIS SUB-COMMITTEES

NSWCIS sub-committees under the leadership of a formally appointed Convenor have been established to co-ordinate the activities of the NSWCISSC in each sport in which it is involved, at both the primary and secondary level.

Each affiliated independent school Sports Association is normally invited to nominate a minimum of 1 and maximum of three members to each sub-committee and while the preferred method of decision making at the sub-committee level is consensus, should a vote be necessary it should be held on the basis of one vote per participating association. Sub-committee members are required to fill in an on line registration form to ensure they are aware of their responsibilities as a committee member.

The responsibilities of members to each sub-committee include the need to:

- attend, or ensure an alternative delegate attends, designated sub-committee meetings (usually no more than two as scheduled)
- assist the Convenor in the development of appropriate NSWCISSC selection processes for the year (eg format, dates, venues, budgets, yearly calendar)
- represent the views of their Sports Association at sub-committee meetings
- attend and assist in the conduct of the CIS Championship/Trial Event as required by the convenor
- provide feedback to their Sports Association and affiliated schools on the activities of the NSWCISSC and the outcomes of meetings in their delegated area
- assist in the development of recommendations to the NSWCISSC in areas including team levies, apparel, selection policies, uniform and general team selection and management
- assist in the recommendation of appointments of NSWCISSC Coaches, Managers and Selectors and members to external committees requiring NSWCIS representation.

Where due to distance, i.e. RAS or NCIS, delegates will incur considerable costs and time loss from attendance, every effort should be made by the delegate to contact the Convenor prior to a scheduled meeting to discuss issues and follow up discussion with the Convenor within a day of the meeting. Teleconferencing is available and practical, and this method of meeting should be employed where feasible. When due to unexpected circumstances, a delegate is replaced by a member association, it is the Association Delegate's responsibility to notify the NSWCIS Executive and the Convenor of the sport. If an Association cannot abide by the above requirements, the Sport Convenor will notify the NSWCIS Executive detailing non-attendance / non-contribution. In this case, the NSWCIS Executive will decide on further association participation in the Sport concerned. Generally a non active committee member will limit access in that sport for their association to 3 students.

NSWCIS REPRESENTATIVE TEAM SELECTIONS

To be eligible for selection in a NSWCIS representative team a student must:

- ✧ be enrolled and attending at a school which affiliates through an existing independent school Sports Association to the NSWCISSC. **Note** - As "Home School" students do not fulfil this criteria, they are ineligible to participate in NSWCIS selections unless they are accepted by a participating school as one of its own.
- ✧ participate in the scheduled NSWCIS selection trial(s)
- ✧ **obtain access to NSWCISSC selection trials through one member association.** Schools which are members of more than one member association are required to nominate their member association pathway for each sport. Where there is a variation from the nominated association pathway the school must notify NSWCISSC 48 hours prior to the selected association trial. Refer Schedule A – Change in Pathway

Please note: Students may only access CIS through one member sporting association.

While exemption may be considered for a student competing in the particular sport at a higher level for which trials are being held, it should be noted that as a general principle, a student failing to participate in a scheduled NSWCISSC selection activity through injury or illness does not constitute a satisfactory basis for exemption.

While as a general practice, the selectors decision will be final, application for exemption from this policy may be made (through the Sport Convenor) to the NSWCISSC Appeals Committee at the time of nomination. Applications for exemption must be made in writing to the NSWCISSC Executive Officer, endorsed by the student's school and member sports association and lodged 7 days prior to the trial.

Request for consideration in exceptional circumstances

Where exceptional circumstances prevail within the 24 hours prior to the commencement of the trial a student/s can apply for consideration in exceptional circumstances. Where possible a student/s school must

- a. notify the NSWCISSC Executive Officer/ Sports Administrator by telephone prior to the completion of the trial.
- b. follow notification up with a written explanation, endorsed by the school principal. This must be sent to the NSWCISSC Executive Officer within 24 hours of completion of the trial.

Applications for exemption will be heard by the NSWCISSC Appeals Committee and the student's school notified of their decision within 48 hours of receipt of the application.

The Appeals Committee will be comprised of the Executive Officer of the NSWCISSC and NSWCISSC sports administrators. The Convenor of the relevant sport and such other personnel as the NSWCISSC Executive may deem necessary to assist and inform the process may be approached. The Convenor will be notified of a response to the request within 36 hours of the appeal being received by the Appeals Committee.

While the NSWCISSC recognises that selections at an Association level is an association based matter, it recommends that where this involves further selection to NSWCIS teams, eligibility consistency with NSWCIS in selections at association level can provide a better understanding for students and parents.

Where the Appeals Committee upholds an exemption for a student from a trial, and consequently it may be expected that some student/s may be dropped from the final team,

selectors are advised that where possible, in the interest of sensitivity to the eliminated students (and concerned parents), that a Squad is chosen at the set trials. The Squad should be notified of the exemption and should be comprised of a sufficient number to ensure that it is several students, not a single student, finally eliminated from the chosen team.

Appeals

A nominee who is unsuccessful in gaining selection has the right of appeal.

Any appeal must be made through the student's school by the staff member responsible for the sport. This appeal must be made in writing, be endorsed by the school principal and be received by the NSWCISSC Executive Officer within 48 hours following the trial.

The NSWCISSC Appeals Committee will hear the appeal and a decision relayed to the school within 48 hours of receipt of the appeal.

OPERATION OF CIS SPORTS/ ACTIVITIES

CISSC operates a wide variety of sports at both the primary & secondary level (*refer to Sports on website*). CIS Sports are conducted under the parent body (NSW) rules. Any modifications to rules for use at CIS events will be noted under the specific sport on the CIS website eg. age eligibility. Sports are administered through sports committees (delegates from each member association) under the guidance of an appointed convenor.

EXTREME WEATHER

In the case of extreme weather CIS events will not be cancelled until the day of competition (unless forced by the closure of available venues), and wherever possible wet weather arrangements will be made for the day of selections. Where a trial cannot proceed on the scheduled day, the team may be selected on paper or alternatively a trial rescheduled within the following week. The trial process maybe streamlined to facilitate minimal disruption to students and schools whilst facilitating the selection of a CIS team. Refer to the website for details regarding possible wet weather arrangements for a particular sport.

APPOINTMENT OF CIS SPORT CONVENOR

Convenors must be an employee of a CIS affiliated school. Nominations are due during Term 4 for the following school year. All nominations must have the approval of the principal. Following the close of nominations, convenors are recommended and following approval of council, letters of appointment are sent to the successful applicants. The convenors position is held for a year and those wishing to continue must re apply each year. CIS Sports will not operate without a convenor.

CONVENORS and SPORTS ADMINISTRATION

For detailed information on the conduct of all CIS Sports refer to Sports Administration on the CIS website, namely:

- Pre – Event , Event and Post – Event Organisation
- Risk Assessments
- Convenors Responsibilities
- Team Official Responsibilities
- Budgeting
- Teacher Relief
- Uniform
- Forms

APPOINTMENT OF NSW CIS TEAM OFFICIALS

(Coach, Manager, Selectors, Committee Delegates)

Objective:

A major objective of the NSW CIS is to provide opportunities for school staff to participate at the State and National level in areas including Coaching, Managing, Selecting and

Committee representation.

General Principles:

- ✧ All vacancies for appointment to official NSWCIS positions should be advertised annually throughout the affiliated association network.
- ✧ Unless approval has been requested and granted by CIS, a maximum of two official positions (i.e. coach / manager) should be allocated to NSWCIS teams containing twenty-five members or less, while for teams in excess of twenty-five (e.g. Swimming, Cross Country, Athletics) appointments should be made using a teacher / pupil ratio of one to twenty as a guideline.
- ✧ When appointing school staff to official NSWCIS positions, there appear to be clear benefits in maintaining, where possible, a cyclical replacement policy that ensures that at least one of the NSWCIS Officials (ie Coach, Manager, nominated selector(s)) has previously been involved at the relevant NSW All Schools (Secondary) or NSWPSA (Primary) event/level.
- ✧ There also appear to be clear benefits in the appointment to each NSWCIS representative team of a shadow/assistant Coach or Manager who would be involved in
- ✧ all team lead-up activities up until but not including the actual time of competition. Please note there is no remuneration associated with these positions.

Such benefits include:

- the availability of an informed back-up person should any formally appointed NSWCIS Official become unavailable for any reason (eg illness, unforeseen circumstances) at the time of team involvement;
 - the availability of an additional person to share and assist in the overall coaching and managerial duties and responsibilities leading up to the participation of the NSWCIS team;
 - the professional development of an additional person at the NSWCIS level with the view to a more formal/senior appointment in future years.
- ✧ While consensus is the preferred method of decision-making, should a Committee vote be required, it will be taken on the basis of one vote per affiliated Association.

Appointment Process

CIS Coaches, Managers and Team Officials

Official nominations **must be submitted online**. Officials Nomination forms may be found under Related Documents on each Sports page of the CIS website. Before submitting the form details of requirements relating to the sport and general NSWCIS guidelines regarding nominations must be read. All nominees for CIS coaching, managing or team official positions must be teachers in or employed by an independent school and should ensure they are available for all listed trials and events relevant to their sport. Nomination for all Coaches, Managers and selectors closes early February each year. Check the calendar for a confirmed date.

The procedure for completing the nomination form is as follows:

- i) complete the on line officials Nomination Form found under Links on each sport page of the website.
 - ii) Once submitted, you will be able to see a copy of your nomination if you go to My Profile (right hand corner of screen) and then select My Nominations. These will only be visible if you are logged in to the AIS website.
- ✧ Upon receipt of nominations, the Convenor, following discussion at the Committee level, should forward appointment recommendations to the Executive Officer.
 - ✧ Where single or multiple nominations are received for any position, committees are encouraged to consider the following in relation to each applicant when called upon to prioritise and make recommendations to the NSWCISSC on the appointment of NSWCISSC Coaching Staff and Officials:
 - previous experience at the age level (i.e. Primary/Secondary) and in the position applied for;
 - current accreditation relevant to the position applied for (eg Level 0, 1 or 2 Coaching Certificates, First Aid Certificates);
 - previous experience in the environment in which they will be involved [eg NSW All Schools (Secondary), NSWPSA (Primary)] if appointed;
 - overall previous experience at the School, Association and Community level
 - ✧ In order to provide appropriate personnel for positions where no nominations have been received, the Committee, in consultation with CIS, should consider rotating the responsibility on an annual basis through participating Associations. All the above mentioned recommendations regarding accreditation and experience should also be considered through this process.
 - ✧ Successful applicants will be notified via the Convenor of the sport and through the CIS website.

Appointment of Selection Panel for CIS Team Secondary

The Sports sub-committee is responsible for determining the number of selectors required for the event. Should nominations exceed the number required for the trials the committee will determine the number needed and make recommendations for appointment. The convenor will then liaise with the secretariat regarding the appointment of the selections panel

The following guidelines should be kept in mind when appointing selectors

- A minimum number of selectors ideally should be three and if possible an independent selector should be included
- Selectors should be experienced and competent within their sport
- Selectors should reflect a range of member associations, not just one.
- Ideally selectors should not be in the role of manager/coach whilst selecting

Where a sport requires a selector nomination from each participating association, and an association is unable to provide a selector, the convenor is to source an independent selector e.g. through the parent body.

Once selectors have been appointed the convenor should circulate this to all committee members and association delegates. This may be done via the minutes.

Primary

The nomination process for primary is determined at the committee level. Often the committee member may take on the role of selector, or source an alternate selector from their association. The guidelines outlined above should be taken into consideration when appointing selectors

Appointment of CIS Employees to PSSA and All Schools Positions

Applicants must be employees of CIS affiliated schools. All applications must be forwarded to CIS. Primary applications will be due at the end of Term 3. Secondary applications are generally required by the middle of Term 1. The due date will be advertised in the calendar. No applications should be forwarded to All Schools without approval of the CIS Executive Officer.

Allocation of Official Duties – CIS, PSSA and All Schools

Member Association Delegates should notify their members of their required duties. They should, in particular, inform members of NSWCIS/All Schools and PSSA Carnival Official duties so these may be allocated well in advance.

Where there is no NSWCIS structure prior to All Schools Selections and attendance at events is through individual nomination, e.g. Triathlon, Junior School Golf etc., it is nevertheless the NSWCIS Sport Convenor's responsibility to provide information of trials to all member Associations for dissemination to their member schools.

SELECTION PROCESS FOR CIS TEAMS

There are a wide variety of selection processes currently being utilised by CIS to select teams. These include individual selections trials and gala days. Each committee in conjunction with the CIS secretariat, will determine the selection process. An outline of the format of the selection trial is to be posted on the CIS website.

Where a Gala Day format is being used and individual nominations are received from a member association not entering a team, the convenor in consultation with CIS secretariat is to determine the best method of incorporating those nominations into the selection trial. This will depend on the number of individual nominations received.

Some options include:

- **Assigning individual nomination/s to other association team/s** for the day – this should be negotiated with the Association Delegates.
- **Using a Barbarians Team.** This is where individual nominations are combined to make a team. Extra numbers to fill the team can be sort by asking associations to bring shadows or to supply reserves for certain time slots. Shadows supplied by an association to help fill a Barbarian Team will be eligible for selection.

The format utilised should provide the fairest and most equitable opportunity for all players.

NSW CIS TEAMS

DUTY OF CARE

Team Officials to ensure that the team is thoroughly prepared with all arrangements , including travel, accommodation, communication, health information, student supervision are adequately planned and documented prior to the event. Any non teaching team officials must complete a Child Protection Form.

Coach and manager should establish clear codes of conduct for acceptable behaviour of students, both on and off the field whilst representing NSW CIS.

Any serious issues should immediately be reported to Lyndall Jesse, NSW CIS Executive Officer. Incident and accident reports must be submitted asap – Fax 9290 2274;

REPRESENTATIVE TEAM BILLETING

Billeting of NSW CIS representative teams required to travel away to non-metropolitan areas for overnight or extended periods of time is an option and can be considered part of the social and cultural benefits of the exchange.

Convenors, Coaches or Managers should consult with the Executive Officer in relation to guidelines for Duty of Care and relevant details from the Child Protection Act before organising billeting. Accommodation with parents or as a team under teacher supervision are also viable options

REPRESENTATIVE TEAM TRAVEL

NSW CIS representative teams or members of a CIS team travelling to non-metropolitan areas for short or long term visits under the guidance and care of formally appointed NSW CIS team officials, must inform CISSC of their travel arrangements, including student supervision, mode of transport and travelling dates and times.

SCHEDULING OF NSW CIS ACTIVITIES AND EVENTS

When scheduling NSW CIS team activities and events it is anticipated that Convenors, Coaches and Managers will make every effort to avoid clashing with established religious practices and weekend school sporting commitments while also minimising significant impact on school time.

Other variables or activities that should be considered by NSW CIS appointed officials when scheduling activities and events include:

- geographic isolation of students
- travel time and financial costs for students
- the diversity of school ethos within the independent school sector
- constraints from other education sectors where joint initiatives are involved
- allowance of sufficient lead time between NSW CIS activities and NSW All Schools / NSW PSSA activities for geographically isolated students to access discount airfares if desired
- the combining of NSW CIS Primary and Secondary selection activities where practicable (e.g. Swimming, Cross Country, Diving, Gymnastics)

Convenors should be conscious of not only their time commitment, but of the extra demands placed on all school staff, students and parents by the inclusion of additional events, particularly when these involve activities held "out of season", e.g. Association School based competitions - Basketball, Tennis. Any such activities should be considered carefully and a strong agreement to commitment by committee members should be given before they are adopted.

TRAINING REQUIREMENTS & REPRESENTATIVE COMMITMENT

- ✧ When allocating training sessions for a sport, the notes under Scheduling of CIS Activities and Events should be considered.
- ✧ CIS expects that the number of training sessions will not exceed 4 and should be limited

- to one per week. Any variation to this requires approval from CIS.
- ✧ Training session duration should be age and skill level appropriate.
 - ✧ CIS recommends training session times and dates are set immediately following team final selection. These should be organised in consultation with the coach, manager, players and parents where possible. Once these have been agreed upon, no changes will be made.
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- ✧ Due to the nature and drawing area for some sports, a camp may be the preferred training option. In this instance the camp will be the ONLY training session and will be a maximum of 3 days in duration. Camp dates must be in the CIS Calendar by the end of the preceding year.
 - ✧ Failure to attend training sessions may result in exclusion from the team. As a general principle, a student failing to participate in a scheduled NSWCISSC training session or camp through injury or illness does not constitute a satisfactory basis for exemption. If due to exceptional circumstances, a team member is unable to attend a training session, or part of, an application for exemption must be submitted via the student's school, sports Association and the relevant sport convenor.
 - ✧ Any decision to withdraw a student from a CIS Team must in the first instance be approved by the Executive Officer

METHOD OF INFORMATION DISTRIBUTION FOR PLAYER / OFFICIALS NOMINATIONS

The most up to date Calendar is on the website. The Newsletter lists Nomination Closing Dates and CIS/PSSA/All Schools events that fall in the next two weeks and is emailed weekly. Teachers that wish to be added to the CIS Newsletter Email List should contact CIS with their email details.

Convenors should notify CIS of any changes in their sport as soon as possible. Updates will be made on the website and in the weekly newsletter. Closing and Trial Championship Dates will be advertised at least 2 weeks in advance in the newsletter. Staff and schools should use the website to ascertain dates for particular sports. All member schools are advised to have at least one Sport / PD/H/PE staff member on the Newsletter mail out list.

The Convenor should ensure that all members of the sub-committee have the necessary information. Committee members are then responsible to pass this on to their Association Delegate for distribution to schools if necessary.

No date or venue change may take place without prior approval of the NSWCIS Executive Officer. A copy of any information sent to Member Associations for distribution must be forwarded to the NSWCIS Executive Officer.

AWARDING OF SCHOOL COLOURS

The NSWCISSC recognises that the awarding of School Colours is a school based matter.

As a general principle, on selection of a student(s) in a NSWCIS representative team the school of the student(s) involved may use the following format should it be the custom of the school to acknowledge selection with the awarding of Colours:-

NSWCIS (Insert Sport) (Insert Year)

YEAR 2 STUDENT PARTICIPATION



MAJOR SUPPORTERS



In accordance with the NSW PSSA age group participation policy allowing students from 8-13 years of age within a K-6 framework to be eligible to compete in NSW PSSA activities, the NSW CISSC has recommended the adoption of a similar policy.

Therefore, schools choosing to access the activities of the NSW CISSC will be able to nominate students in Year 2 who will turn **8 years of age** within that year to participate in NSW CISSC selection events. It is important to note that such involvement clearly requires the support of the school and family of the students(s) involved.

For the purposes of Association affiliation to the NSW CISSC at the primary level, levies will continue to be set to cover school enrolments from Years 3-6 whether or not a school chooses to involve Year 2 students in the activities of the NSW CISSC.

PRIMARY STUDENTS UNDER 10 YEARS and OVER 12 YEARS IN YEAR OF COMPETITION

Students turning 8, 9 or 13 in the year of competition may be selected in a NSW CIS Primary sport team but may not be selected in a NSW PSSA Team for School Sport Australia Exchanges. This should be noted in all CIS Programmes.

SECONDARY AGE ELIGIBILITY

Only students turning 19 years and under in the year of competition, (except where other specific age criteria is applied), may be considered for selection in open All Schools teams. Students turning 20 years and under in the year of competition may participate in Open NSW CIS events. ***A CIS Sport Nominations, Age and Pathway Summary Document is loaded on the website under Handbook***

TEACHER REPLACEMENT SUBSIDY

An affiliated school may make application to the Executive Officer of the NSW CISSC for a financial subsidy to assist in meeting the costs incurred in employing a teacher replacement to cover the absence of a staff member appointed by the NSW CISSC as an official representative.

While not being an exhaustive list, the following official positions / roles may be used as a guideline:

- a staff member appointed as a NSW CIS Convenor, Coach and Manager to organise and attend a NSW CIS Selection event.
- a staff member appointed as a coach or manager of a NSW CIS representative team to participate in a NSW All Schools (Secondary) or NSW PSSA (Primary) championship event, at the representative event only.
- a staff member appointed as a coach or manager of a NSW All Schools (Secondary) or NSW PSSA (Primary) representative team to participate in an Australian Schools Championship / Exchange.
- a staff member appointed as a NSW CIS delegate to attend a NSW All Schools (Secondary) or NSW PSSA (Primary) Council meeting(s)

- Any application outside of these guidelines must be submitted to the Executive Officer prior to the event

NB: It should be noted that any costs involved in the involvement of Team Managers / Coaches/ Selectors of affiliated Association teams in an official NSW CIS selection / championship event continue to remain the responsibility of each individual participating Association.

Reimbursement to a school (up to 80% of replacement cost) will be considered by the NSW CISSC on receipt of a formal invoice with an ABN from the school stating:

- the amount claimed
- the date(s) of teacher replacement
- the teacher(s) involved
- the official NSW CIS duties undertaken.

Teacher Relief Forms are available on the website under Sport Administration.