



## GENERAL POLICIES – NATIONAL PROGRAMS

### 1. Anti-Doping

School Sport Australia prohibits the use of banned substances and methods in sport by students participating in its programs as it is contrary to the ethics of sport and potentially harmful to the health of athletes.

[Drugs in Sport Position Statement – Jan 2014](#)

### 2. Approved Championships

A minimum of four teams representing member bodies participate in any Championship to be granted approval as a “School Sport Australia Championship”.

### 3. Awards

- a) For **team sports**, Gold and Silver and Bronze medals shall be awarded at School Sport Australia Championships where there are 6 or more teams competing. Where there are less than six teams only Gold and Silver medals will be presented. All nominated team officials shall also receive the appropriate medals.
- b) For **individual sports**, Gold, Silver and Bronze medals shall be presented to individual and relay placegetters.
- c) Student officials who participate in School Sport Australia Championships will receive a School Sport Australia certificate from the Host State.
- d) The School Sport Australia Plaque will be presented to School Sport Australia All Australian Team Members.

### 4. Championship Levies

Any host state wishing to charge a levy must seek approval from the School Sport Australia Board using the “Levy Approval Application” Form.

[Championship Levies Policy – Jan 2017](#)

### 5. Championship Terminology

- a) All School Sport Australia **Championships** are to be officially referred to in all correspondence and Championship programs as the “**School Sport Australia (Age) Yrs & Under (Sport) Championships**”
- b) All School Sport Australia **Combined Championships** incorporating individual age groups are to be officially referred to in all correspondence and Championship programs as the **School Sport Australia (Sport) Championships**.

### 6. Codes of Conduct

School Sport Australia has developed Codes of Conduct for Championship participants. All personnel involved in School Sport Australia Championships must be made aware of these Codes and the consequences of breaking them prior to all Championships and tours.

[Codes of Conduct – May 2016](#)



1) Managing Behaviour

The following guidelines and procedures are to be followed in managing violations of the Codes of Behaviour.

[Student Behaviour Team Management Procedures - Jan 2014](#)

[Spectator Conduct Guidelines - May 2016](#)

7. Eligibility

1) Ages

a) Age Eligibility shall be the only criteria for participation in School Sport Australia Championships provided students attend an affiliated school of a School Sport Australia member body.

b) Age Eligibility for all Championships shall be as follows:

i) **12 Years and under Program** - 12 years and under in the year of competition and a minimum of 10 years of age in the year of competition, unless there is a sport governing body rule that specifically restricts the allowable age group (for example, a ten (10) year old is not allowed to compete against a twelve (12) year old in a particular sport).

Amended February, 2018

ii) **19 Years and under Program** - 19 years and under in the year of competition and a minimum of 13 years of age in the year of competition, except where other specific age eligibility is applied.

c) School Sport Australia member bodies retain the right to decide the appropriate method of team selection that best meets the educational needs of the students in their state/territory, in accordance with School Sport Australia Rules and Guidelines.

d) In any calendar year students may only participate in one School Sport Australia sport specific championship, at either the 12 years and under age group, or the 19 years & under age group. Students are not able to participate in two age divisions in one sport, in the same calendar year.

2) Students

a) Students representing state teams must attend schools or other educational institutions affiliated to the School Sport Australia member body in that state.

b) If a student has been selected in a state team, and the selection process has already been completed in the State they are moving to, he/she shall retain the right to be part of his/her original state team for that year only, provided:

i. Written consent is obtained from the parents.

ii. The original member body is prepared to accept responsibility for the student.

iii. Permission is obtained from the new Principal

c) Students selected in teams attending a School Sport Australia Championship must attend for the duration of the Championship.



- d) In exceptional circumstances where a member body requires additional students to field a team, an application must be made to the SSA office. The decision to “top up” with students will be made in consultation with the host state, which has the first option to fill the vacancy.
- e) Students must participate in all programmed activities during the Championship unless:
  - i. A medical certificate is provided which confirms their inability to participate or
  - ii. The appointed judiciary approves their non-participation

#### ***8. Excursions***

An educational excursion must be incorporated as a compulsory component of all School Sport Australia Championships and must be scheduled prior to the last day of competition.

[Championship Excursion Guidelines – April 2016](#)

#### ***9. Hosting a National Championship***

[Protocols for Hosting SSA Championships - August 2017](#)

[Team Documentation Policy - Jan 2014](#)

[Championship Program, Handbooks and Reports - May 2016](#)

Sport Management Committee Operating Procedures removed 2018

#### ***10. General Rules***

[General Rules - 12 Years and Under - Jan 2014](#)

#### ***11. Introduction of New Championship Sport***

School Sport Australia will consider the introduction of a new sport to its existing program according a set of established guidelines.

[New Events / Sports to the SSA Program – May 2016](#)

#### ***12. Implementing Changes to Championship Rules and Guidelines***

For all approved School Sport Australia Championships, any changes to the rules and guidelines must be approved in the year prior to the competition except for those Championships held later than the final School Sport Australia Board meeting in that year.

#### ***13. National Secretary Expenses***

Each National Secretary shall be able to claim out-of-pocket expenses, which are incurred in fulfilling their duties, from their State Member Body.

#### ***14. National Sporting Organisation Liaison***

School Sport Australia will work with all the relevant National Sporting Organisations to place School Sport Australia programs within their developmental pathways.

[Guidelines for Endorsement of National Sporting Organisations Programs – Jan 2014](#)

**15. Participation at School Sport Australia Championships**

**a) Member Bodies**

At any School Sport Australia Championship, each School Sport Australia member body shall be entitled to enter one team unless alternative arrangements are agreed to as specified below.

**b) Invitation Teams**

Where there is a Championship, that does not fulfil the eight (8) team entries or an even number of team entries [minimum four (4) teams being one (1) team from four (4) SSA member bodies] and a bye occurs, the following will happen (in priority order):

- i. The Host State may leave the bye intact.
- ii. The Host State may field an invitation team from their own state and must be approved by the SSA Board of Management.  
Intention to field an invitation team must be notified to all SSA member bodies by the SSA Conference in the previous year.  
This team and its members shall compete on the same basis as all other teams.
- iii. If the Host State does not wish to field an invitation team, then the Host State is to issue an invitation to all competing SSA member bodies to field an invitation team. If more than one SSA member body wishes to take up the invitation, then the SSA Board of Management, in consultation with the relevant national secretary, decide on the invitation entry.  
Intention to invite an invitation team from another SSA member body must be notified to all SSA member bodies by the SSA Conference in the previous year.  
This team and its members shall compete on the same basis as all other teams.
- iv. If (i), (ii) and (iii) above are not met, then the Host State, in consultation with the National Secretary, may arrange to A. field a composite team OR B. invite a First Nation Team to compete.  
The composite team must be made up of at least one student from each SSA member body competing at that Championship (where possible). The team officials for the composite team shall be appointed by the Host State in consultation with the National Secretary. The duty of care of students in composite teams shall remain with their own state team officials.  
The composite OR First Nation team option should be used when the lack of depth of competitors in that sport prevent the Host State or another SSA member body from fielding an invitation team.  
Intention to form a composite team OR invite a First Nation team must be notified to all SSA member bodies by the SSA Conference in the previous year.  
This team and its members shall compete on the same basis as all other teams.

Amended August 2017

**c) Multiple Team Participation**

Any decision to admit more than one team from any member body to participate at a School Sport Australia Championship should only be considered if it is felt that it will



encourage the development of the sport in a state/territory and/or provide more students of suitable ability, with an opportunity to participate in higher level competition.

At any School Sport Australia Championship, the first participation priority must always be the participation of all states and territories.

The maximum number of teams participating at any School Sport Australia Championship shall be eight (8).

If it is considered that the championship will be enhanced through the participation of additional teams, more than one team from any state/territory may be invited to participate. Such teams and its members will participate on the same basis as all other teams.

Any decision to allow more than one team from any state/territory to participate will be made by the relevant School Sport Australia Board upon receipt of a proposal from the National Secretary after consultation with all participating states/territories. Such decision must be made in the preceding year.

Any decision to allow multiple team participation shall apply for a maximum of three (3) years and shall be subject to an annual review/evaluation by the SSA Board.

Any recommendation to rescind the decision will be made by the SSA Board.

#### **d) Participation by International Teams**

Consideration may be given to inviting international teams to participate in School Sport Australia Championships where a sport considers that its championships would be enhanced by their participation provided it does not compromise existing competition formats. Such teams must be endorsed by their national school sport body.

Any recommendation to invite an international team to participate must be made at the post Championship meeting of the preceding year and must be approved by the School Sport Australia Board and advised to all other competing states in the preceding year.

International teams accepted to participate at any School Sport Australia Championship shall be considered to be an official team, eligible to win the championship and with students eligible for any awards (but not for merit or touring team selection). The team shall be entitled to one vote at Championship meetings.

### **16. Photography/videography at School Sport Australia Championships**

- a)** School Sport Australia abides by any state education department duty of care and child protection policies.
- b)** School Sport Australia requires member bodies to indicate photography/videography clearance on the team checking sheet.
- c)** School Sport Australia adheres to any regulations imposed by the management at all venues which are used for its Championships, including the photography/videography of participants.
- d)** The taking of photographs/videos is permitted at School Sport Australia Championships except where a Championship is held at a venue which prohibits such photography/videography.



- e) School Sport Australia endorses the use of official photographers/videographers at School Sport Australia National Championships.

#### **17. Postponement/Transfer/Cancellation of Championships**

Where due to unforeseen circumstances, consideration has to be given to postponing, transferring or cancelling a Championship, such decision is to be made by the SSA Board after advice from the Host State, and consultation with all other participating states

If a decision to transfer a Championship is made, all participating states should be offered the opportunity to host the Championship. If necessary, a ballot may be conducted.

#### **18. Provision of Lunches for Championships**

- a) **Championship Officials:** Lunch is to be provided for championship officials, including Student Umpires/Referees. These costs can be included in the championship levy.
- b) **Team Officials:** There is no obligation on host states to provide lunches for team officials as their own state/territory travel allowances provide for this. If a host state is intending to provide lunches for team officials during a championship they must advise this in the first information bulletin and may then include this cost in their tax invoice to participating states. These costs cannot be included in the Championship levy.
- c) **Students:** Host states are not obliged to supply lunches for students unless specified in the Championship Rules and Guidelines.

#### **19. Risk Management**

School Sport Australia accepts risk management as a prime responsibility within the total education and sporting environment within which it exists. This includes the legal and economic environment in which SSA currently operates and the legal exposure that can relate from the activities it conducts

SSA is committed to the health, safety and wellbeing of students, staff and others involved in all activities conducted and requires all member bodies and appointed officials to manage the hazards and risks associated with all School Sport Australia activities

At all SSA Championships and other activities SSA and member bodies will

- a) Establish the context for effective risk management.
- b) Outline the responsibilities staff and others have for the safe delivery of the activity.
- c) Adhere to the minimum procedural requirements for the approval and implementation of risk management in all locations.
- d) Complete and implement the established School Sport Australia Risk Management register and ensure it is communicated to all stakeholders

#### **20. Social Media at School Sport Australia Championships**

- a) School Sport Australia abides by any state education department duty of care and child protection policies.
- b) School Sport Australia requires member bodies to indicate social media clearance on the team checking sheet.



- c) The use of social media is permitted at School Sport Australia Championships except where a Championship is held at a venue which prohibits such photography.
- d) School Sport Australia endorses the use of official social media at School Sport Australia National Championships.

### **21. Sport Participation Policy**

Where considered appropriate, provision can be made for the granting of any one, or more, of the following sport participation strategies in the effort to enhance the participation experience and engagement of students attending School Sport Australia Championships.

The strategies outlined in this policy can be granted and implemented based on a number of reasons including;

- a reduced population of appropriately aged students in a specific sport.
- a small general population from which to select students from in the State/Territory seeking approval.
- a specific sport is in growth phase of development, with further work with the State Sporting Organisation (SSO) required.

[Sport Participation Policy – Aug 2017](#)

### **22. Sports Trainers**

Suitably qualified and accredited personnel must be appointed for all School Sport Australia Championships and be in attendance for the duration of the Championship.

### **23. Student Officials**

[Student Officials – May 2015](#)

### **24. Student Welfare**

Student Welfare is integral to all aspects of School Sport Australia Championships. SSA aims to ensure that a safe and supportive environment and culture is created and maintained so that the experience is enhanced for all students.

[Hydration Guidelines - Jan 2014](#)

[Sun Protection Guidelines – Jan 2014](#)

#### **1) Heat/Extreme Weather**

In the event of extreme weather conditions, including heat, refer to the School Sport Australia sport specific rules and guidelines. If there is no reference in these rules and guidelines the policy of the State Sporting Organisation where the championship is being held will apply.

**25. Transport**

**a) Team Officials**

Transport options for team officials to be provided by the host state including contact details for relevant hire companies. Individual states/territories to book and pay for their own transport.

Amended August 2017

**b) Student Umpires/Referees**

It is the Host States responsibility to provide transport to and from the venue, the cost is included in the Championship Levy.





## GENERAL POLICIES – INTERNATIONAL PROGRAMS

### 1. International Programs

School Sport Australia provides opportunities for student participation in international sporting programs as part of a recognised NSO pathway. The international program incorporates international tours, international Championships hosted in Australia, International Schoolsport Federation (ISF) Championships and Pacific School Games.

[International Programs Policy Statement – Nov 2016](#)

### 2. International Tour Progress Payment Scheme

School Sport Australia endorses student participation in international sport programs in Australia and overseas. From time to time financial assistance may be required by participants to pay for an International Tour. A progress payment scheme will be offered as an option to participants to pay for the tour over a longer period than prescribed by the Tour Official. This arrangement is designed to assist families in which large payments may have an impact on their financial position and smaller regular payments over a longer a period is more manageable.

[International Tour Payment Progress Policy 2017](#)

### 3. Managing Behaviour

The following guidelines and procedures are to be followed in managing violations of the Codes of Behaviour.

[Student Behaviour Team Management Procedures - Jan 2014](#)

## GENERAL POLICIES – GOVERNANCE

### 1. Accommodation

#### 1) Student Accommodation

All students at School Sport Australia Championships should be accommodated in a safe and supporting environment with an emphasis on student well-being and child protection according to the National Safe Schools Framework March 2011.

Available at [www.safeschoolshub.edu.au](http://www.safeschoolshub.edu.au).

Each School Sport Australia member body is responsible for the accommodation of students at School Sport Australia Championships. Accommodation of students at School Sport Australia Championships can be organized in a variety of ways including team accommodation and parent arranged accommodation

School Sport Australia does not endorse billeting as an accommodation option for National and International Championships.

### 2. Affiliated Bodies

[Competition Categories – May 2016](#) (previously Affiliation Policy)

[Participation in SSA Championships by Non-Affiliated Organisations -May 2016](#)

### 3. Awards

[Awards Policy – May 2016](#)

### 4. Communication

All communication regarding the SSA Championship, from National Secretaries and Championship Convenors, must be directed through each SSA member body's office.

All other communication is directed through School Sport Australia office to SSA member bodies.

[Communication Protocols - May 2015](#)

### 5. Championship Philosophy

[Championship Philosophy - January 2013](#)

### 6. National Secretaries

[National Secretary - Appointment - Roles Responsibilities – May 2016](#)

### 7. Privacy

School Sport Australia employees, Board Members, hosting member bodies, team officials, students and parents, are required by law to protect the personal and health information SSA collects and holds.

[Privacy Policy – March 2015](#)

### 8. Sponsorship



Sponsorship includes financial and contra arrangements detailed in MOUs, business partnerships commercial agreements, bequests or philanthropic support.

- a) School Sport Australia shall abide by each state/territory member body Education Department Code of Practice for Sponsorship and Promotion in School Education.
- b) All sponsorship matters are to be considered on their merits, however, sponsorship from tobacco and alcohol companies will not be acceptable.
- c) All sponsorship of School Sport Australia Championships shall be forwarded to the host state unless otherwise agreed to by the School Sport Australia Board.

There are no restrictions on the number of minor or associated sponsorships that a host state may obtain for any Championship.

	Policies / Guidelines
1.	Awards Policy
2.	Championship Excursion Guidelines
3.	Championship Levies Policy
4.	Championship Philosophy
5.	Championship Programs, Handbooks and Reports
6.	Codes of Conduct
7.	Communication Protocols
8.	Competition Categories (previously Affiliation Policy)
9.	Drugs in Sport Position Statement
10.	General Policies and Guidelines
11.	General Rules – 12 Yrs & Under
12.	Guidelines for the Endorsement of National Sporting Organisations Programs
13.	Hydration Guidelines
14.	International Programs Policy Statement
15.	National Secretaries – Appointment / Roles and Responsibilities
16.	New Events /Sports to the School Sport Australia Program
17.	Participation in School Sport Australia Championships by Non-Affiliated Organisations
18.	Privacy policy
19.	Protocols for Hosting SSA Championships
20.	Spectator Conduct Guidelines
21.	Sports Participation Policy (previously Age Dispensation Policy)
22.	Sports Management Committee Operating Procedures
23.	Sportsmanship / Fair Play Award Criteria
24.	Student Behaviour Team Management Procedures
25.	Student Officials
26.	Sun Protection Guidelines
27.	Team Documentation Policy