



NSW Combined Independent Schools Sports Council

OPERATIONAL GUIDELINES

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1. INTRODUCTION

1.1 NSWCIS Objectives

To advance and support the holistic education of all students attending Schools by providing the framework through which those students, are able to pursue a representative pathway to State and National sporting competition; both within the independent school sector and between CIS and other NSW education sectors, thereby leading to enhanced educational outcomes for the students;

To provide the opportunity for staff of Schools to enhance their skills by taking up representative positions as officials to State and National sporting competitions.

1.2 Background

NSWCIS began operations as a Council of the Board of the Association of Independent Schools in 1995, before becoming a not for profit company in October 2017. During this time independent school students have been able to access a pathway through CIS to the State and National levels in a wide variety of sports.

The following documents provide greater detail:

- i. NSWCIS Background - provides information on the formation of CIS, the Associations that provide access to the representative sport pathway for schools and the sports that are offered by CIS.
- ii. [CIS Representative Sport Pathways](#) - shows the pathways at both the primary and secondary levels from CIS Eligible Associations through CIS to NSW PSSA (Primary) and NSW All Schools (Secondary) to School Sport Australia.

1.3 [Constitution](#)

Provides the structure for the governance of NSW Combined Independent Schools Sports Council, describing, its' purpose and defining the duties and responsibilities of the officers and members.

2. ADMINISTRATION

2.1 NSWCIS Board

The NSWCIS Board can have up to seven members, five of whom must be principals of member schools, with up to two being independent appointees. Board members are appointed annually.

The Board generally meets on a quarterly basis - once per the school term.

The NSWCIS Board deals with all matters relating to the governance of NSWCIS.

2.2 NSW CIS Secretariat

NSWCIS currently employs staff to manage the administration of CIS and oversee the operation of the representative sports pathway.

The CIS secretariat provides support and guidance for the Management Committee, Convenors and Sports Committees in the day to day operation of CIS Sports.

2.3 NSW CIS Management

The Management Committee is formed by a representative from each Eligible Association. They provide a line of communication between CIS and the associations and assist with the overall operations of CIS.

Generally, there will be 4 meetings held each year, 1 per term. Extra meetings may be held if required.

2.3.1 *Eligible Associations*

SECONDARY ASSOCIATIONS

AICES	Association of Independent Co-Educational School
CAS	The Associated Schools of NSW
GPS	Athletics Association of Greater Public Schools
IGSSA	Independent Girls Schools Sports Association
ISA	Independent Schools Association

PRIMARY & SECONDARY ASSOCIATIONS

CSSA	Christian Schools Sports Association
NCIS	North Coast Independent Schools Sports Association
RAS	Riverina Associated Schools

PRIMARY ASSOCIATIONS

ASISSA	All Suburbs Independent Schools Sports Association
HICES	Heads of Independent Co-Educational Schools
HRIS	Hunter Region Independent Schools
HZSA	Hills Zone Sports Association
IPSHA	Independent Primary Schools Heads Association
NASSA	New Anglican Schools Sports Association
SASSA	Southern Anglican Schools Sports Association

There are currently 8 Secondary Associations and 10 Primary Associations.

2.4 NSW CIS Sport Convenors

Each Sport is administered by a CIS Sports Convenor, appointed annually. Nominations are taken from teachers in affiliated schools, from early October, who have the support and approval of their principal to take on this volunteer role. Appointed convenors commencing their role at the beginning of the school year.

2.4.1 *Sport Convenors Responsibilities*

The Convenor is charged with overseeing the administration and conduct of a sport including student nominations, the conduct of pre and post sport committee meetings, the trial/championship, selections, CIS Teams, CIS Trial and Team Budgets and Award Nominations.

More specific details regarding the Convenors role can be found on the website under [handbook](#).

2.5 NSW CIS Sport Sub-Committees

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

Each eligible association is invited to have a minimum of one and a maximum of three members on 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.

This ensures all associations have a voice in the running of the sport and provides valuable feedback for the convenor.

Association Delegates appoint their sub-committee members online, by going to the relevant sport portal, clicking on teams and then selecting the appropriate sub-committee team. Click on edit team and add the member.

Please Note:

- i. Associations that do not have an active sport sub-committee member are limited to three nominations in the relevant sport.
- ii. An active committee member attends all meetings either in person or via Zoom.
- iii. A committee member must be available to attend the CIS Trial/ Championship if required by the Convenor. Assistance in the running of the event is an important part of the sub-committee members role.
- iv. Assist in evaluating the CIS event and formulating recommendations for the following year.
- v. All Sport Sub – Committee members must be members of the specific sport portal on the CIS website.

3. MEETINGS

3.1 Types of Meetings

Meetings are used at various levels to facilitate the development, administration, and activities of CIS. The following meetings are held each year:

- i. **Annual General Meeting**
Held once a year - late May / early June. All members are invited to the AGM.
- ii. **General Meeting**
Generally held once a year for Members to approve the Annual Affiliation Fee proposed by the Board of Directors.
- iii. **Board Meetings**
There are 4 board meetings held each year, one per term. The Chair of NSWCIS runs the meetings.

The Board is charged with the governance of NSWCIS, rather than the day to day operation of sport.

The Board deals with:

- the broad direction, vision, and goals for CIS through strategic planning.
- ratification of CIS policies.
- the overseeing of finance and budgeting; and
- compliance.

iv. Management Meetings

There are 4 Management Meetings held each year, one per term. The committee is comprised of a delegate from each Association. The CEO chairs the meeting, with the NSW CIS Secretariat also in attendance.

Role: The Management Committee is charged with overseeing the day to day operations of CIS. This committee ratifies recommendations from the sports sub-committees and assists in the overall development of **operational** procedures and policies for CIS including:

- implementing the operational procedures to facilitate student's participation in State and National sporting activities.
- assist with the preparation of the calendar.
- facilitate communication between CIS and their member schools.
- appointing of sub-committee representatives.
- assist in identifying and encouraging staff to take on roles such as CIS convenors, and CIS Team officials.
- Approve nominations for convenors
- Review appointments of CIS team officials and recommendations for CIS Team officials received from the sport sub-committee.
- evaluating events and approving/implementing the recommendations of the Sport sub-committees.
- ratifying Awards and assisting with the Awards Evening; and
- set up sub-committees to review and update operational policies, as required or bi-annually.

v. Convenors Meetings

All appointed convenors are required to attend these meetings, chaired by the CEO. There are 2 meetings held per year:

- Meeting 1 - Ensures convenors are aware of their responsibilities, and the CIS guidelines for the conduct of CIS sport.
- Meeting 2 - Ensures that all planning is in place for the following year.

Both meetings provide professional networking opportunities with other CIS Convenors.

vi. Sport Sub- Committee Meetings

The sport sub-committee has a minimum of 1 representative from each association. Associations failing to have an active member on a sport committee are limited to a maximum of 3 student nominations in that sport.

A member of the CIS Secretariat to attend sub – committee meetings wherever possible.

The CIS Sport Convenor chairs the relevant sport sub-committee meeting. Meeting dates to be set by the convenor in line with their sport.

Role: The Sports Sub – Committee is charged with assisting the convenor in the planning and conduct of the CIS Championship/Selection Trial.

The committee is empowered to make decisions regarding the logistics of the CIS event. All decisions will be taken with the best interest of stakeholders in mind and within CIS policies and guidelines.

Recommendations for change to procedure/policy from the sub – committee will be taken to the Management Committee for approval.

A minimum of two sport sub-committee meetings per sport are held each year:

- i. **Pre-Event Meeting** - This ensures that everything is organised for the upcoming Trial/Championship.
- ii. **Post Event Meeting** - This meeting ensures the event is evaluated and any recommendations are made to the CIS Management Committee for the following year.

3.2 Conduct of Meetings

Meetings can be held in a variety of ways:

- Physical Meetings – participants meet at a central venue.
- Tele-Conference.
- Online Meetings e.g. Zoom

N.B. All Zoom Meetings are to be coordinated through the CIS Office – please contact the CIS Office with the proposed date and time and the office will set-up the Meeting and forward the link.

The purpose of the meeting and where attendees are coming from should be taken into consideration when scheduling and determining the type of meeting to be held.

3.3 Decision Making in Meetings

NSWCIS prefers a consultative approach to decision making where member schools are given a voice through their association, at both the sport – committee and the management committee level.

Proviso

In any CIS decision – making process at the management level, the CEO retains the power of veto. The CEO being ultimately responsible to the Board for any decisions.

The power of veto will only be used in circumstances, where the CEO believes that to proceed may cause irreparable damage to the CIS Brand, and must be supported by, or a directive of the board.

General Guidelines

- Decision making by consensus is encouraged.
- CIS uses committees, with representatives from each association to enable the needs and views of all associations to be considered when making decisions regarding the operations of CIS.
- Where an issue requires a vote, there will be one vote per association, with the majority carrying the decision.
- Only those present at the meeting can vote.
- Where a delegate is unable to attend a meeting, an alternate representative may be sent, or proxy given (in writing) to another member of the committee.
- Decisions will be recorded in the minutes of the meeting and the person or group responsible for implementation is noted.
- Each association is entitled to a representative on all sport sub-committees and on the management committee. This ensures all associations have a voice in the operations of CIS.

Emergency Decisions

- These decisions are made when time limitations do not allow the usual collaborative process to be followed. This decision may be taken by the Convenor and the CIS secretariat i.e. cancellation of an event due to wet weather.

4. MEMBERSHIP

4.1 Members

Independent Schools are the members of NSW CIS and pay a yearly affiliation fee to maintain their membership.

Members who have not paid their affiliation fees for the current year, will be considered unfinancial and ineligible for membership in the following year.

Associations supply a list of affiliated schools choosing to access the CIS Representative pathway through their association in the following year by 1 December in the current year.

Financial members submitted on an Eligible Association School list will not need to re-apply online for membership online in the subsequent year.

4.2 Affiliation Fees

Fees are charged per student in the school as per the year groups stipulated below:

- NSW CIS - Secondary Affiliation Fees– School Enrolments Years 7 –12.
- NSW CIS Primary Affiliation Fees – School Enrolments Years 3 –6.

Affiliation Fees for the current year are \$4.91 (incl. GST per student). The affiliation fees will be determined each year by the board and ratified at a general meeting.

4.3 Application for Membership

An Independent School wishing to apply for membership of NSW CIS needs to:

- i. Notify NSW CIS CEO of their intention to become a Member.
- ii. Affiliate to one of our Eligible Associations (listed in 2.3.1). Affiliation to an eligible Association provides access for students to the representative sports pathway.
- iii. Sign off on the [Schools Terms and Conditions](#) and upload to the online [MembershipForm](#)

Please Note:

New Applications for membership, must be received by the end of Term 1, with Affiliation Fees paid in full to access the sports pathway in the current year.

5. ELIGIBILITY

5.1 Player Eligibility

5.1.1 General Eligibility

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

- be enrolled and attending at a school which affiliates through an existing independent school Eligible Sports Association to the NSW CISSC.

Please Note:

As “Home School” students do not fulfill these criteria, they are ineligible to participate in NSW CIS selections unless they are accepted by a participating school as one of its own.

- participate in the scheduled NSW CIS selection trial(s).

- obtain access to NSW CIS selection trials through **one** eligible association.
- Schools which are members of more than one, eligible association are required to nominate their eligible association pathway for each sport.
- Where there is a variation from the nominated association pathway the school must notify NSW CISSC 48 hours prior to the selected association trial.

(Refer Schedule A – Change in Pathway)

Please Note:

Students may only access CIS through one, eligible sporting association.

5.1.2 Primary Eligibility

- 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 CIS has adopted a similar policy.
- Schools choosing to access the activities of the NSW CIS will be able to nominate students in Year 2 who will turn 8 years of age within that year to participate in the NSW CIS selection events. It is important to note that such involvement clearly requires the support of the school and family of the student(s) involved.
- For the purposes of Association affiliation to the NSW CIS at the primary level, levies will continue to be set to cover school enrolments from Years 3-6 regardless of whether a school chooses to involve Year 2 students in the activities of the NSW CIS.

5.1.3 Secondary Eligibility

- Students turning 20 years and under in the year of Competition may participate in Open NSW CIS events.
- Only students turning 19 years and under in the year of Competition, (except where other Sport specific age criteria is applied), may be considered for selection in Open NSW All Schools Teams.
- Refer to the website for Sport Specific Age Requirements.

5.1.4 PSSA Eligibility

- Students turning 8-13 years in the year of Competition i.e. Age as at 31/12/Year of Competition are eligible for selection in CIS Teams, to compete at NSW PSSA Championships.
- Students turning 8,9 or 13 in the year of Competitions are ineligible for selection in a NSW PSSA Team to compete at the SSA Championships. This should be noted in all CIS Primary Sport information and CIS Programs.

For a more detailed summary of the various sports pathways and information on age eligibility for all CIS Sport refer to the following document:

[CIS Sport Nominations, Age and Pathway Summary Document](#) loaded on the website under handbook

5.2 Staff Eligibility

All nominees for CIS team official positions must be employed by an independent school, have the approval of the principal and be available for all trials and events related to their sport.

Non – Teaching personnel applying for a CIS Primary Team Management position if appointed will need to complete the following Application form found under Handbook.

[Non-School Based Personnel applying for a CIS Team Management Position](#)

6. NOMINATIONS

6.1 Definitions

Sport Portal – The website accepts nominations through each sport portal.

Parent / Guardian Email - This is not the student's email. Nominations must be sent directly to the parent/ guardian.

School Team – is not a team that competes. It is a way of managing your school's nominations in that sport.

Association Team Entry – simply indicates that the association is entering a team to the CIS Championship / Trial.

Association Team Lists – provides the names and schools of those players selected in an association team.

Association Partial Team List – when an association is unable to put forward a full team, but wishes to provide access for a few talented students to the representative pathway.

6.2 General Guidelines

Nominations generally close a week prior to the event – check the calendar carefully.

CIS does not accept Late Nominations. If you are having trouble lodging your nominations, contact CIS. After nominations close, we cannot assist you.

Nominations must have been completed by parents prior to nominations closing. If incomplete the nomination is not visible to CIS or the convenor.

Nominations are only accepted online from NSW CIS Member Schools (teacher) or Member Associations (association delegate).

Once a student or teacher has been registered with CIS any subsequent sport nomination will be a renewal rather than a registration.

As a nominating teacher or association please ensure parent/guardian emails are used as the contact email. No student email addresses.

A sport nomination fee will be charged for all sports. The charge per student /per sport will be invoiced via the Sports Association to the School, at the end of each term.

Failure to attend a Trial - unless the Convenor/CIS is notified prior to the start of the event of a students' inability to attend (sickness, injury) the nomination fee will be charged.

For sports based on individual nominations from schools direct to CIS, generally there is a maximum of three nominations accepted per school.

7. NOMINATIONS – PLAYERS

7.1 Types of Nomination

i. Individual Nominations direct to CIS

Schools nominate students direct to the CIS Trials. This trial allows for individuals to show skill through both drill and match situations without needing to be part of an association team.

ii. Individual Nominations via Association Entry

The association is limited to a set number of entries. Those entries do not perform as a team at the trial. The trials allow for individuals to show skill both drill and match situations without being part of an association team.

iii. Association Team Entry

A student is selected in an Association Team or Partial Association Team and competes at the CIS Trial / Championship as part of their association team.

iv. Partial Association Team Entry

Occurs where an association does not have enough students to submit a team but seeks to provide access for their talented athletes. When entering a Partial Team, associations need to submit the names of the nominees at the time Association Entries are due. This enables convenors to plan how to incorporate these students into the trial whilst maintaining equity across the process for all.

v. Major Events

Nominations for these events are taken in two ways:

Meet Manager – Association Teams are advanced through Meet Manager, to CIS. The entry databases are forwarded to Association Delegates prior to the Championships. Entries must be submitted by the closing date. This enables the organisation for the Championship to proceed and facilitates the running of the actual competition.

Website – CIS requests the assistance of schools in nominating students attending the CIS trial to the website, particularly those that have represented CIS in the sport before and likely to be selected again. This assists with the selection of the CIS Team on the day of the Championship. Schools can nominate students that have been selected in their association team for this event, or those that have previously made the CIS Team in this sport by creating a school team (group) for the sport and inviting the relevant student/s to join. This school team (group) may have one member to multiple members. Once in the system, if successful at the CIS Championship students can easily be posted to the CIS Team. Those not nominated prior to the event on making the CIS Team will need to be nominated to the appropriate portal e.g. Swimming on the day, before moving to the CIS registration and uniform area.

7.2 Type of Nomination required for each Sport Table

Individual – Direct to CIS	Individual – Nomination via Association Entry	Association Team Entry	Major Events
Primary AFL	Primary Basketball Boys & Girls	Secondary Basketball Girls	Primary Swimming
AFL Secondary Boys & Girls	Netball – 15 Years & Under to All Schools	Secondary Diving	Secondary Swimming
Secondary Boys Basketball	Primary Tennis	Primary Football Boys	Cross Country
Primary Diving	Secondary Tennis	Secondary Football Boys & Girls	Primary Athletics
Primary Football Girls		Secondary Hockey Boys & Girls	Secondary Athletics
Primary Golf		Netball Challenge Day	
Secondary Golf		Secondary Softball Girls	
Primary Hockey Boys & Girls		Secondary Touch Footy Boys & Girls	
Primary Rugby		Secondary Water Boys & Girls	
Secondary 7's Rugby Girls			
Primary Rugby League			
Secondary Rugby League			
Primary Softball Boys & Girls			
Secondary Boys Softball			
Primary Touch Footy Boys & Girls			
Triathlon			
Secondary Volleyball Boys & Girls			

7.3 Registration Process

Registration only occurs once.

A registration is for students or staff who have never been a contact of the CIS website hosted by Revolutionise Sport in any year.

Staff nominating students will need to REGISTER as a member of the CIS website. This is the first step of the student nomination process.

A teacher or a student only registers once, this creates their membership.

A member will be issued with a username and asked to create a password. Membership details for either a teacher or student remain the same from year to year. A membership can have multiple nominations across sports and years associated with it.

Your username and password can be used to access your membership details at any time and ensure they are up to date e.g. school, email, mobile.

Once a teacher or student is registered to the website i.e. a member, from then on, they will only ever need to choose "Nominate"

7.3 Nomination Process

Before a teacher can nominate students, they must be **registered**.

The first time a student is nominated they will need to be registered as the first step of the process.

7.4.1 *Individual Nominations*

- To nominate a student for any sport the clearest instructions are on the website. The basic process remains the same regardless of the type of nomination.
- Go to the Teachers and School Official's Hub watch the video, read the instructions, and select "Nominate my Students".
- Once registered teachers need to be nominated to specific sports portals, to nominate students. This is done through the "Nominate My Students" tab and is the first part of the process. Ensure you click on **create a team** as part of your nomination process.
- A teacher nominates students, through the creation of a school entry team (group) in the sport portal. Name the team by school and sport e.g. Calrossy Hockey. This enables the teacher to manage the nomination process. This school entry team (group) can take nominations for any level (primary or secondary) or gender in that sport.
- Once created it is possible to go back into the school entry team (group) to:
 - i. make any additional nominations in any category provided nominations are still open.
 - ii. edit or manage your nominations.
- A teacher will need the student's name and the **Parent/Guardian** email address to initiate the nomination. **No Student Emails** are to be used in the nomination process.
- The system will automatically send an email to this address, requesting the parent/guardian completes the nomination process.
- Teachers can check on the progress of a nomination, i.e. has a parent/guardian been online to complete the nomination, by going into "Manage My Nomination" in the "Teachers and School Officials Hub".
- Until parents complete the nomination, it is not visible in the portal to the CIS convenor or CIS, and the student will not be able to trial.
- Teachers can check whether the nomination has been completed in the Manage My Nominations area.

Please Note:

- * If you are having trouble with nominations please contact NSW CIS before Nominations Close.
- * If you have nominated a Student, however the Parent/Guardian has not completed the Nomination, please contact NSW CIS before Nominations Close.

7.4.2 *Association Team Entries*

- Associations can indicate they will be entering a team by adding the names of their Association Team Managers. Those associations entering a Partial Team Entry must submit the name of the players being entered when Association Entries are due.
- Once the Association Entry has been made, an association team list completes the entry and is generally required a week before the championship/trial.

7.4.3 *Association Team Lists*

- This can be completed in two ways – it will be up to the association to determine which method

they use:

- i. **Associations nominate their Teams** - provided they have the students date of birth and parent/guardian email address, associations will be able to nominate students that have been selected in their teams. However, if done this way the Association will need to follow up on the nominations being completed, and the school does not have visibility over the nomination.
- ii. **Associations ask schools to nominate Students** - schools nominate students selected in their team to the sports portal (using the method described above). Schools are then able to follow the progress of the nomination. Once in the portal the Association will be able to add them to their team list ready for the CIS Trial / Championship.

7.4.4 *Close of Nominations/ Nominations Due*

- At “Close of Nominations” if the students name still appears in your school team list, the nomination process has not been completed by the parent and the student will NOT appear on the trial list for CIS or the CIS Sport Convenor. Effectively the student is not yet nominated.
- A teacher will need to email / contact CIS for the student to be eligible to trial. If you do not contact CIS, the student will not be on the nomination list and will not be allowed to trial.
- This MUST be done by the Close of Nominations.

8. NSW CIS TEAM SELECTIONS – PLAYERS

8.1 Exemptions

Applications for exemption must be made in writing to the NSW CIS Executive Officer, endorsed by the student’s school and member sports association and lodged on or before the nomination closing date for the sport trial.

8.1.1 *Injury or Illness*

- 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 NSW CIS selection activity through injury or illness **does not constitute a satisfactory basis for exemption**.

8.1.2 *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:
 - i. notify the NSW CIS Executive Officer/ Senior Sports Administrator by telephone prior to the completion of the trial, and
 - ii. follow notification up with a written explanation, endorsed by the school principal. This must be sent to the NSW CIS Executive Officer within 24 hours of completion of the trial.
- Applications for exemption will be heard by the NSW CIS Appeals Committee and the student’s school notified of their decision within 48 hours of receipt of the application.

Please Note:

- * NSW CIS recognises that the selection process at an Association level is an association based, matter. However, where this involves further selection to NSW CIS teams, CIS recommends eligibility criteria consistency, between

NSWCIS and eligible Associations, this provides a better understanding for students and parents.

8.2 Appeals Process

8.2.1 Appeals

- Appeals may be lodged on behalf of a student, where they believe they have reasonable grounds to dispute the nomination or selection process applied.
- This appeal must be made in writing and received by the NSWCIS CEO within 48 hours following the trial. In addition
- i. where the nomination is submitted by the school direct to CIS, the appeal is to be endorsed by the school principal.
- ii where the nomination is submitted via an association team, the appeal is to be endorsed by both the principal and the Association delegate.
- The NSWCIS Appeals Committee will hear the appeal and a decision relayed to the school within 48 hours of receipt of the appeal.

8.2.2 Appeals Committee

- The Appeals Committee will be comprised of the relevant CIS Sport Convenor, a member of the Management Committee, a minimum of three CIS Board members and such other personnel as the CEO may deem necessary to assist and inform the process, may be approached.
- The CEO will co-ordinate the process and put forward a recommendation from CIS however will not have a vote. All parties i.e. the school and or the Association will be notified of the outcome of the request within 36 hours of the appeal being received by the Appeals Committee.

8.3 NSWCIS Team Lists

CIS Team Lists will be loaded on the website. Team members will also receive a CIS Team Member letter via the website with all the information regarding levies, uniform, trainings, and the next level of competition.

9. NOMINATIONS – NSWCIS CONVENORS & TEAM OFFICIALS

9.1 Convenors CIS Sport Convenors

CIS Sport Convenors are appointed annually with Nominations accepted from the 1 September through until the close of business on the 1st Friday of Term 4. (specific closing date listed on events calendar)

All Nominations are to be submitted online, via clicking on the following [link](#) and selecting the convenors form

9.2 NSWCIS Team Officials – Coaches & Managers

Nominations for NSWCIS Team Officials are accepted online, via clicking on the following [link](#) and then clicking on either Primary or Secondary Team.

Please Note:

- Staff do not need to be logged in to complete the nomination.
- All Applicants must be employees of CIS affiliated schools and those seeking a position with PSSA or All Schools should have prior experience in the role with CIS.
- Team Officials are appointed annually with Nominations open in October each year and closing in early February for year of Competition/ Selection. Staff are encouraged to Nominate in Term 4 for the following year wherever possible (specific closing date listed on events calendar).
- All nominees should have read the following policies prior to completing their nomination:

- i. CIS Child Protection Policy
- ii. CIS Staff Code of Conduct.
- iii. CIS Work Health and Safety.
- iv. CIS Unlawful Discrimination, Harassment and Bullying Statement.
- v. CIS Privacy Policy.
- vi. CIS Critical Incident Policy.
- vii. CIS Social Media Policy.

These policies can be found under Handbook.

9.3 Allocation of Coaches & Managers per Sport

Unless approval has been requested and granted by CIS, only the number of officials per team as outlined in the table below, is permitted.

Primary	# of Teams	# of Officials / Team	Type	Secondary	# of Teams	# of Officials /Team	Type
Athletics	1	4	Managers				
AFL Boys	1	1	Coach	AFL Boys	1	1	Coach
		1	Manager			1	Manager
				AFL Girls	1	1	Coach
						1	Manager
				Baseball		1	Manager
Basketball Boys	1	1	Coach	Basketball Boys	1	1	Coach
		1	Manager			1	Manager
Basketball Girls	1	1	Coach	Basketball Girls	1	1	Coach
		1	Manager			1	Manager
Cricket Boys	1	1	Coach	Cricket Boys	1	1	Coach
		1	Manager			1	Manager
Cricket Girls	1	1	Coach	Cricket Girls	1	1	Coach
		1	Manager			1	Manager
Cross Country	1	4	Managers	Cross Country	1	4	Managers
Diving	1	2	Managers	Diving	1	2	Managers
Football (Soccer) Boys	1	1	Coach	Football (Soccer) Boys	2	1	Coach
		1	Manager			1	Manager
Football (Soccer) Girls	1	1	Coach	Football (Soccer) Girls	1	1	Coach
		1	Manager			1	Manager
Golf	1	1	Manager	Golf	1	2	Managers

Hockey Boys	1	1	Coach	Hockey Boys	1	1	Coach
		1	Manager			1	Manager
Hockey Girls	1	1	Coach	Hockey Girls	2	1	Coach
		1	Manager			1	Manager
Netball	1	1	Coach	Netball	2	2	Coach
		1	Manager			2	Manager
Rugby League	1	1	Coach	Rugby League	2	1	Coach
		1	Manager			1	Manager
		1	Trainer?			1	Trainer?
Rugby Union	1	1	Coach	Rugby Union Girls 7's	1	1	Coach
		1	Manager			1	Manager
Softball Boys	1	1	Coach	Softball Boys	1	1	Coach
		1	Manager			1	Manager
Softball Girls	1	1	Coach	Softball Girls	1	1	Coach
		1	Manager			1	Manager
Swimming	1	4	Managers	Swimming	1	4	Managers
Tennis	1	1	Manager	Tennis	1	2	Managers
Touch Football Boys	1	1	Coach	Touch Football Boys	2	1	Coach
		1	Manager			1	Manager
Touch Football Girls	1	1	Coach	Touch Football Girls	2	1	Coach
		1	Manager			1	Manager
				Volleyball Boys	1	1	Coach
						1	Manager
				Volleyball Girls	1	1	Coach
						1	Manager
				Water Polo Boys	1	1	Coach
						1	Manager
				Water Polo Girls	1	1	Coach
						1	Manager

10. NOMINATIONS – NSWPSSA AND ALL SCHOOLS TEAM MANAGEMENT

10.1 NSWPSSA Team Management – Coach & Manager

Those applying for a NSWPSSA position must be teachers and must have experience within the NSW CIS System.

Applications are online through the NSWPSA website (DASH System) and are due at the end of Term 3.

If you intend to nominate for a NSWPSA Team Management position you will be required to notify CIS Secretariat in advance of your application so that your nomination can be endorsed.

10.2 NSW All Schools Team Management – Coach & Manager

Those wishing to apply for an All Schools position must apply online via the NSWCS website, with nominations closing at the end of Week 2 in Term One of the year of competition.

Applications will be forwarded to the All Schools Committee from the CIS Secretariat.

11. APPOINTMENTS – NSWCS CONVENORS & TEAM OFFICIALS

NWSCS Convenors and Team Officials are appointed annually. The roles are voluntary with no remuneration for these positions.

Where one nomination has been received for a CIS Convenor or Team Official, the CIS Secretariat will seek ratification from the Management Committee.

Where two or more nominations are received for a CIS Convenors position, the CIS Secretariat will seek approval from the Management Committee; where two or more nominations are received for a CIS Team Official, recommendations from the relevant Convenor and Sport Sub-Committee will be considered, by the Management Committee for approval.

Where nominations are received post the official nomination closing date, this approval will be obtained via email or phone.

11.1 Notification of Successful and Unsuccessful NSWCS Applicants

All Applicants (Convenors, Coaches & Managers) will be notified via email of the outcome of their nomination.

In addition, a School Principal will be notified if a member of their staff has been successful in obtaining a NSWCS Convenor's position.

Where a CIS Convenor cannot be found CIS will take on responsibility for the conduct of the sport.

12. SELECTION GUIDELINES

12.1 Selection Committee / Panel

Nominations for a Selection Committee/Panel are taken online, via the following [link](#) whereby you click on either Primary or Secondary Team Staff.

You do not need to be logged in to complete the nomination with Nominations opening in October each year and closing in early February of the year of competition. (specific closing date listed on the events calendar)

In order to minimise costs, it is preferable to utilise staff as selectors wherever possible provided they have the appropriate experience and qualifications.

Generally, each association supplies a selector if required. Where a sport does not require a selector from each association the Convenor in consultation with the committee recommends the number of selectors required. Once the number of selectors is confirmed the committee and Convenor ratify the appointment of selectors.

The appointment of an additional independent selector is recommended. The convenor in liaison with the CIS Secretariat to organise.

The following guidelines should be taken into consideration when appointing selectors:

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

12.2 Selectors Responsibilities

The convenor is responsible for overseeing the selection process and will ensure that all selectors are aware of their responsibilities.

All selectors need to be aware of the following:

- * the CIS selection criteria. (refer to Selection guidelines on website)
- * know that selections are based on the performance of all students on the day. Students must take the field/court at the trial and perform well enough to be selected in a CIS Team.
- * notify the convenor if they have first-hand knowledge or experience of a triallist through their role as coach or manager either within the school or community/club environment, with the exception of students from their current school and sign the Selectors Interest Register.
- * retain a copy of their selectors notes as required by the convenor.
- * confidentiality - Selectors should not discuss the details of any selector's discussions with any players or parents.

All selection notes and the selectors Interest Register will be filed until the NSW PSSA or All Schools Level for their sport has been completed as well as a list of shadow players (unannounced) in case they are called up into the team.

SECTION B: SPORT OPERATIONS

13. AWARDS

13.1 Criteria

The awards criteria are loaded on the website under [Awards](#).

13.2 Award Nominations

Medallion Nominations are done automatically and do not need to be submitted.

Blue (Secondary) and **Red** (Primary) Nominations are submitted by the CIS Convenor of the relevant sport. These nominations are submitted online, through the Teachers and School Officials Hub.

Parents are unable to submit Award Nominations.

Award Nominations should be submitted as soon as possible after the SSA Championships for the relevant sport has been completed.

13.3 Awards Committee

This is a sub-committee of the CIS Management Committee and is formed each year to oversee the ratification of Awards and assist with the organisation of the Awards Evening.

Awards for the current year are finalised at an awards committee meeting held early December each year.

13.4 Awards Evening

The Awards Evening is held in February to acknowledge the outstanding sporting achievements of CIS athletes in the preceding year.

Students who are being awarded Reds or Blues or are members of either the Primary or Secondary Teams of the Year are invited to the NSW CIS Awards Evening.

Invitations will be sent via email to the parent / guardian and also to the principal of the awardee's school.

Medallions are forwarded to Heads of Sport at schools following the awards evening, for presentation to recipients in an appropriate assembly.

14. CIS TEAM – GENERAL ORGANISATION

14.1 Communication

Following CIS Team selection, the team list will be loaded to the website by the CIS Convenor. All official communication with the team from CIS, the Convenor or Team Manager will be via email over the website, to the team member's parent / guardian.

A team member letter will be forwarded including the following:

- i. confirmation of Team Management – Coach and Manager.
- ii. Information enabling the ordering of uniform and payment of the Team member levy.
- iii. details regarding training sessions and the next level of competition.

WhatsApp - Should a manager choose to use WhatsApp or similar to facilitate team communication, CIS is to be notified. A member of the CIS Secretariat will join the WhatsApp Group.

14.2 Scheduling Team Training Sessions

CIS recommends training session times and dates are planned prior to the trials and confirmed at the team meeting held immediately following selection.

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.

A maximum of 4 training sessions for any CIS team prior to the NSW PSSA or NSW All Schools Championships. CIS Primary Teams are encouraged to have one of their training sessions on the Monday before the PSSA Championships commence.

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. Sports choosing to introduce a camp for their training session must liaise with CIS in the 12 months prior to implementing it, so that appropriate notification can be given through the calendar.

Failure to attend training sessions may result in exclusion from the team.

Students who are unable to attend a training session for any reason must contact the Team Manager.

In general, injured players are expected to attend training sessions. Where the injury is ongoing, affecting more than one training session, this must be discussed with the Team Manager. Team Managers should be aware of the impact of injuries and non-attendance at training and the ability to compete at the PSSA or All Schools event. Where a student fails to attend more than one training session, the Team Manager is to alert the Convenor/CIS.

Any decision to withdraw a student from a CIS Team must in the first instance be approved by the Chief Executive Officer.

14.3 Travel/Accommodation for CIS Team Management and CIS Teams

i. CIS Teams at PSSA (Primary)

- For PSSA Championships held outside Sydney where daily travel is not possible, CIS encourages teams to stay together.
- Team managers are encouraged to engage a parent to co-ordinate the team staying together.
- Parents are responsible for:
 - organising their child's transport and accommodation if required.
 - the supervision of their child outside of competition time.
- NSW CIS Team Management are required to stay in accommodation organised by the host association, along with team management from the other competing associations.
- CIS to liaise with team management regarding their travel arrangements.

ii. CIS Teams at NSW All Schools Championships (Secondary)

- Generally, All Schools events are held in Sydney and CIS Teams do not require accommodation. Some country/ regional students selected in the team may need to travel and therefore require accommodation before and/or after the event.
- Parents are responsible for:
 - organising their child's transport and accommodation if required.
 - the supervision of their child outside of competition time.

iii. CIS Teams at National Championships – (Secondary only)

- Currently CIS Rugby League Open Touch Football and Water Polo Teams are entered directly into National Championships/Events.
- Travel and Accommodation arrangements vary for each of the sports, but generally include one of the following options:
 - CIS organises travel and accommodation for the team/s.
 - CIS organises accommodation for the team and parents organise transport for their child to and from the event.
 - Parents organise transport and accommodation for their child.
- CIS liaises with convenor to organise the most appropriate method for the sport.

14.4 Team Dinners

Team management may organise team dinners to enhance team bonding. Team dinners are not mandatory.

15. CODES OF BEHAVIOUR

NSWCIS promotes the sporting ideals of fairness, honesty and integrity which are central to the code of behaviour for students, officials, and spectators.

The Codes of Behaviour for students, officials and spectators can be located on the NSWCIS website and all those who represent, participate in, and attend CIS events will be expected to adhere to these codes.

For students selected to represent NSWCIS in events which will take place across multiple days a signed copy of the Code of Behaviour will be required to ensure that NSWCIS standards are maintained and upheld. This will be managed by the relevant Team Manager.

Codes of Behaviour can be found under [Handbook](#)

16. EVENT FORMATS

The main objective of CIS is the provision of a pathway and as such selection of CIS Teams/Athletes to represent CIS at the next level. When considering the format of the event, ensuring the process provides the opportunity for all students to display their skills and is open, fair, and transparent is essential.

CIS events can be conducted in a variety of ways depending on the sport, the number of students or teams being accommodated, limitations of the venue etc. Formats can include:

- i. Skill based drills and match play scenarios
- ii. Skill based drills and barbarian team gala days
- iii. Inter – Association based Gala Days
- iv. Carnivals – e.g. swimming

Convenors to work with their committees and liaise with CIS Secretariat to ensure that the most effective format is being used for their sport.

Recommendations for major changes in format for an event must be forwarded to the Management Committee via CIS Secretariat for approval. Generally, major changes cannot be made in the year of competition. i.e. moving from an individual based trial to an inter association based gala day.

Convenors are encouraged to forward any recommendations on to CIS as soon as possible following the completion of their event.

The convenor and sub-committee can make operational changes to the conduct of the event to facilitate the smooth running of the selection trial/ championship on the day.

Where an inter-association gala day based format is being used to select the CIS Team, convenors are to be aware of ensuring all students have the opportunity to trial.

In the case of partial association team nominations (usually NCIS and RAS) the convenor will liaise with CIS to ensure those students are given the same opportunities as those in full association teams.

The method used to facilitate this will vary depending on the sport and the number of partial team nominations received. Methods may include:

- i. if numbers are very low, they may join another association team.
- ii. combining RAS and NCIS.
- iii. other associations are asked to provide 1 or 2 shadow players to play in a Barbarian Team. Shadow players provided by an association will be eligible for selection in the CIS Team.

17. EVENT STAFFING

All staff at the event are required to stay until the conclusion of the event. Should an official need to leave early this should be organised with the convenor prior to the event, with the official required to name a suitable replacement to fulfil the duty.

All non-teaching staff taking on event official roles must submit their WWC # to the Convenor/ CIS prior to the event.

- i. **General Sports** – AFL, Baseball, Basketball, Cricket, Football, Golf, Hockey, Netball, Rugby League, Rugby, Tennis, Touch, Volleyball, Water Polo.
 - Staffing requirements and duties vary enormously from sport to sport, depending on the level, number of trialists, and format of the trial.
 - Convenor to provide CIS with a list of the duties to be covered, indicating those that are covered by the committee and extra duties to be allocated, following their first sub- committee meeting.
 - The CIS Sports Committee provides the basic staff to run the selection event in their sport. All committee members should be available to attend the trial if required by the convenor.
 - If a committee member is unable to attend the trial, they are responsible in consultation with their Association Delegate to organise an appropriate replacement.
 - If additional staffing is required, the committee will assist the convenor in sourcing this, the load being spread across associations. e.g. each association may be asked to provide a referee.
- ii. **Major Events** – Swimming and Diving, Cross Country, Athletics and Team Triathlon

- Each major event will have a list of duties to be filled for the events to run safely, smoothly, and efficiently. These duties will then be allocated out between participating associations.
- A list of association duties will be posted on the website under Events and the relevant trial, under related documents.
- As CIS is a state level event, it is expected officials allocated to these events by associations have prior experience in officiating in the role they have been allocated. Particularly in athletics where staff may be responsible for running an event e.g. high jump
- A completed association duty list to be forwarded to CIS and the convenor by the due date.
- All non-teaching staff supplied by an association must have their WWC number recorded on the Association duty list.
- All officials to be aware they are required for the full day. They remain in their role until the conclusion of the event. No official can leave the carnival without the consent of the convenor and will need to organise a suitable replacement.

iii. PSSA / All Schools Events - Major Events only.

- At major PSSA and All Schools events including their Swimming, Cross Country, and Athletics Championships, CIS is allocated a number of duties at each event.
- CIS Associations are asked to supply a number of officials to fulfil the CIS quota. Staff taking on an official role for CIS will have their Teacher Relief paid at 100%.
- CIS official allocations for these PSSA / All Schools Major events will be added at the bottom of the Association Duty List for the relevant CIS Championships and are due at the same time.

iv. PSSA/All Schools Events – General Sports

PSSA Championships

- All other PSSA sports are in a matrix, with all associations allocated a number of Championship to host each year. Supply of officials is generally part of the host associations role. The host association for each sport changes each year. On average CIS will host one or two PSSA Championships in a year.

All Schools Championships

- The sport convenors from each sector form an All Schools Committee for the relevant sport. The duties at a Championship are either divided up between the three associations, or an association acts as the host. How this is done varies from sport to sport.

18. EXTREME WEATHER – Heat, Lightning, Wet Weather, Poor Air Quality

18.1 Cancellation/Postponement of Events

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.

Updates regarding weather arrangements will be provided in the first instance on the CIS website as well as via our social media channels and email where possible.

Extreme Weather – Event Cancellation Guidelines, can be found under [Handbook](#) (Convenors Documents).

19. HEALTH, SAFETY and WELLBEING

19.1 First Aid at CIS Events

First Aid coverage will be provided at all NSW CIS events.

For Trials and Team Training Sessions (with participation numbers less than 20) First Aid can be administered (if approved by NSW CIS) by either the Sport Convenor or the Team Manager who will be First Aid accredited and have access to an up-to-date First Aid Kit.

For Trials and Competitions/Events (with participation numbers greater than 20) NSW CIS will engage the services of an Official First Aid Provider.

The Official First Aid Provider will be provided with a schedule of respective NSW CIS Events and have in attendance at least one qualified First Aid Officer for the Event. An additional First Aid Officer may be confirmed depending upon total participation numbers and the magnitude of the Event.

NSW CIS will confirm the attendance of a First Aid Officer in the week leading up to the scheduled Event.

19.2 COVID Safe Practices

NSW CIS developed COVID guidelines (see link below) to help ensure that our School Sport Representative Pathway is a COVID safe environment for all of our Student Athletes, Coaches & Managers, Officials and Spectators.

These guidelines are based on the best available evidence and advice provided to optimise participant and community safety and is used in conjunction with the directives and guidelines of the Government and NSW Health.

Our guiding principles behind these guidelines are to:

- Keep our Community safe.
- Align with the policies and directions of our Government and NSW Health. and
- Maintain a level of consistency throughout our School Communities.

All NSW CIS participants (this includes players, parents/guardians, coaches, officials, volunteers, spectators, and administrators) must play a role in helping to slow the spread of COVID-19.

The guidelines outlined will remain fluid and will be modified as we return to the 'new' normal. There may be some more specific guidelines for specific sports or venues dependent upon respective COVID Safe Plans and these will be listed within the Risk Assessments of the Events Pages on the NSW CIS website.

CIS COVID-19 Guidelines, can be found under the [Handbook](#)

19.3 Risk Assessments

Risk Assessments are a mandatory requirement for all NSW CIS events and are required to be completed by the CIS Sport Convenor in consultation with their sport sub-committee. The Risk assessment should be completed at the pre- event meeting and subsequently uploaded to the relevant Sports Event page on the NSW CIS website prior to the Event.

The Risk Assessments are a process of systematically thinking through potential risks that might have a negative impact on the event and through the development of strategies minimise the risk.

It is imperative that the Sport Convenor and the Sub Committee are aware of all of the potential risks associated with each event and that they take all of the necessary precautions listed within the Risk Assessment.

It is equally important that Staff nominating Students to attend Trials and Events have read and understand the Risk

Assessment associated with the respective sports event. This document will be uploaded on the events page of the NSW CIS website.

CIS Risk Assessment Template, can be found under [Handbook](#) (Convenors Documents)

19.4 Incident / Accident Reports

All incidents and accidents which take place at any NSW CIS event or any sanctioned NSW CIS event involving NSW CIS students or staff must be reported via one of the following formats.

i. General Injury/Accident

- In reference to a general injury/accident, the Convenor (or Team Staff/Official) must complete the General Injury/Accident Form which can be located on the relevant Event page of the NSW CIS website and then forward it to NSW CIS as soon as possible.
- This report is then filed, and any follow-up is conducted by the NSW Secretariat.

ii. Critical Injury/Accident

- In reference to a critical injury/accident (whereby someone's life is in jeopardy or in the case of an acute injury), the Convenor (or Team Staff/Official) must contact CIS Management as a matter of urgency to brief them on the situation.
- Following this notification, they will be required to complete the Critical Injury/Accident Form which can be located on the relevant Event page of the NSW CIS website and then forward it to NSW CIS as soon as possible.
- This report is then filed and is followed up by the NSW Secretariat to check on the welfare of the injured and also that all of the correct policies and procedures were adhered to prior to and during the incident.

iii. Critical Incident

- If a Student has been identified as being in serious breach of NSW CIS' Code of Conduct and ultimately brought the organization into disrepute then the Convenor (or CIS Team Staff/Official) must contact CIS Secretariat as a matter of urgency to inform them of the incident which has transpired, and any action that has been taken.
- Following this notification, they will be required to complete the Critical Incident Form which can be located on the relevant Event page of the NSW CIS website and then forward it to NSW CIS as soon as possible.
- CIS secretariat to contact the principal of the student involved and other parties as maybe required.

19.5 Blood Policy – Infectious Disease Control

If an athlete has a skin bleeding wound, it must immediately be reported to a responsible official, then medical attention sought.

If a bleeding wound occurs, the student's participation must be interrupted until the bleeding has been stopped and the wound is both rinsed with water and, if dirty, washed with soap then covered with a waterproof dressing. If bleeding cannot be controlled completely, the athlete should not be allowed to continue playing.

It is important that whoever deals with injuries should wear gloves.

NSW CIS will minimise athletes' exposure to any infectious diseases by adhering to all recommended guidelines from

relevant authorities regarding the prevention of infectious diseases, promoting practices that reduce the transmission of infection and implement effective hygiene practices.

19.5.1 Students (Athlete's)

- It is every student's responsibility to maintain strict personal hygiene at all times, in all activities on and off the field. Open cuts and abrasions occurring during a match or training must be reported and managed immediately.
- Students should avoid unnecessary contact with the blood of other students.

19.5.2 Trials and Competitions

- It is NSW CIS responsibility to ensure that a hygienic environment is maintained:
 - All clothing, equipment and surfaces contaminated by blood must be treated as potentially infectious and treated accordingly.
 - A Blood Kit will be available at all NSW CIS Events, which will include gloves, bleach, paper towel and disposable bags.
 - On sanitization of the area the gloves and paper towel must be placed into a disposable plastic bag, sealed and placed in a rubbish bin.
 - In all training and competition areas, open cuts and abrasions must be reported to first aid staff.
 - If Clothes are blood stained, they should be changed for clean ones (or cleaned) once the wound has been treated.
 - Gloves must be changed and discarded as soon as they are torn or punctured and after contact with each athlete.
 - Hands must be washed after removal and disposal of gloves.
- NSW CIS will ensure that all Staff and Officials are aware of the Blood Policy.

19.6 Sport Specific Requirements

All specific equipment requirements for students to attend trials and participate in respective competitions and events will be listed on the relevant event page on the NSW CIS website.

All students will be required to bring their own water bottles and towels to trials and events as well as other listed equipment.

19.6.1 Mouthguards

- It is compulsory that all students who participate in Rugby Union, Rugby League, AFL, and Hockey events must wear a mouthguard to be eligible to take the field – 'no mouthguard, no play'.
- NSW CIS also recommends that students who participate in Basketball and Football also wear mouthguards for their own well-being and safety.

19.6.2 Shin Pads

- It is mandatory for all Students participating in Trials/Events for Hockey and Football wear shin pads. In order to be eligible to partake in these events shin pads must be worn – 'no shin pads, no play'.

19.6.3 Additional Medication

- Those Students who have been diagnosed with such conditions as Asthma and Anaphylaxis must bring their specific medication to their Trial/Event.
- For individual trial sports if any student has a Medical Management Plan, this must be forwarded to

either the Convenor or CIS prior to the trials/event.

- Where sports are association team entry based, association team officials are requested to make CIS aware of students trialling with a Medical Management Plan if appropriate.

19.7 WWC Checks

All NSW CIS Staff, Team Officials and Events Officials must have a current Working with Children Accreditation, which will be kept on file.

Any independent school employee officiating at an event that is not registered to the CIS website is asked to submit their WWC # as requested on the Association Officials List for Major events.

CIS Convenors to submit an officials list for their sport trials including the WWC # of any official not already registered to the CIS website.

20. SOCIAL MEDIA

Social Media such as Facebook, Instagram, Twitter, YouTube, and Blogging represent a growing form of communication within the community and is used by NSW CIS to engage with their members, participants, their families and the wider public.

Social Media posts should be in keeping with the image that NSW CIS wishes to present to the public and posts made through its media channels should not damage the organisation's reputation in any way.

Any CIS social media posts/accounts must have either the approval from the Senior Sports Administrator or the CEO. Social Media posts will generally only be published during NSW CIS office hours unless prior arrangements have been made with approval of the Chief Executive Officer.

Our Social Media Policy can be located on the NSW CIS website, where responsibilities and processes are clearly outlined.

NSW CIS Social Media Policy, can be found under [Handbook](#) (Management Policies)

21. SPORT BUDGETS

All NSW CIS Teams Sports Budgets, whether it be for CIS Trials/Championships or Teams competing at NSWPSA or NSW All Schools events are structured on a cost recovery basis.

These respective budgets are compiled by the respective Sport Convenor and/or the NSW CIS Secretariat with the understanding that some CIS Sport Trials and Competitions will operate at a loss and will be subsidised by those sports with greater participation numbers.

It is also important to note that in relation to CIS Teams that the projected expenses of these respective Teams will be the basis of the Team Member Levy. The income generated by this Levy covers all costs associated with preparing and competing at the next level.

21.1. NSW CIS Trials and Competitions

The **Income** generated from these events comes from the payment of the Sports Nomination Fee, which is a charge per student for each sport nomination. The Sports Nomination Fee is stated on the NSW CIS Sports Event pages on the website.

At the conclusion of each school term NSW CIS will invoice schools via their Sports Association for the number of students the school nominated in sports events for that period.

The income generated from the Nomination Fee is then utilized to offset the relevant **Expenses** incurred from each

event. Such expenses may include venue hire, first aid, catering for officials, referees, equipment hire, and other sundry costs associated with hosting the event.

N.B. If a Student fails to notify NSW CIS of their inability to attend a Trial/Competition prior to the Event then the school will still be charged the Sport Nomination Fee.

21.2 CIS Team Member Levy (NSWPSSA and All Schools Events)

To ensure the costs associated with competing at NSWPSSA and NSW All School Events) are covered each selected Student is required to pay a Team Member Levy. This Levy will cover the costs of the following:

- Team Entry Fee.
- Venue Training Hire & Referees – Teams are only permitted a maximum of 4 x Training Sessions, all of which need to be confirmed and approved prior to the Team announcement.
- Travel for the Coach and Manager to Training and the Championships will be covered, with the maximum to be charged per student is \$50.00.
- Sustenance at the Championship for the Coach and Manager – this will include the Officials Dinner. Accommodation for the Coach and Manager.
- Team Photos.
- Team Equipment (if required).

All invoices associated with NSW CIS Trials, Competitions, NSWPSSA and NSW All Schools Events should be forwarded to the Convenor and NSW CIS for payment with the knowledge that the expenses are respective to what was budgeted.

Officials claiming reimbursement for expenses incurred must include receipts with the payment request and be approved by the relevant sport convenor.

22. SPORT RULES

All NSW CIS Sports are conducted under the parent body rules i.e. NSW State Sporting Organization for the respective sport.

Modifications to rules that will be in use for CIS events will be duly noted under the specific sport, event information page which can be located on the NSW CIS website. Any modification of the rules, to those of the State Sporting Organization need to be discussed and approved by the respective Sports Committee (under the guidance of the Convenor) charged with coordinating and conducting the respective event.

23. STUDENT OFFICIALS – REFEREES AND UMPIRES

CIS supports a pathway for secondary student officials to State & National level representation. The basic pathway is:

Step 1 - Umpire/referee at CIS Primary Championship/Trial.

Step 2 - Selected to represent CIS as a student referee/umpire with the CIS Primary Team.

Step 3 - Umpire/referee at the NSWPSSA Championship.

Step 4 - Selected as a NSWPSSA student referee/umpire to attend the SSA 12 Yrs. & U Championship.

The pathway is available to secondary students only. A student will need to be nominated as a student referee/umpire to attend the event.

Student umpires/referees should have qualifications and experience in officiating, to access the pathway. In most sports access to the pathway for Secondary students is at primary events. i.e. a secondary student wishing to access the student official's pathway in netball will need to attend the CIS Primary Netball Gala Day so their skill level can be assessed.

Student referees can be nominated as individuals direct to CIS. Nominations close on the same day as players/associations nominations for the primary event close.

The CIS Convenor will ensure a selection or evaluation process is in place at the trial/event, if nomination/s for student officials are received e.g. engaging an umpire/referees' co-ordinator who focuses on developing and evaluating student referees. Students will only represent CIS if they are assessed as having a level of confidence and competence that will cope with officiating at the NSWPSA Championships.

Student referees/umpires selected to represent CIS will be required to pay the Team member levy and purchase some mandatory items of general uniform.

Generally, 1 student referee/umpire will be selected to accompany a CIS Primary Team, although this can vary from sport to sport and year to year.

CIS student referees/umpires will be under the supervision of the CIS Team management during competition hours.

24. TEACHER REPLACEMENT SUBSIDY

A member school may make application to the CEO of the NSW CIS 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 CIS 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 or Manager to organise and attend a NSW CIS Selection event.
- a staff member appointed as coach or manager of a NSW CIS representative team at either a NSW All Schools (Secondary) or NSWPSA (Primary) Championship event. This is for the days allocated for competing at the event.
- a staff member appointed as a coach or manager of a NSW All Schools (Secondary) or NSWPSA (Primary) representative team to participate in a SSA Championship / Exchange.
- a staff member appointed as a NSW CIS delegate to attend a CHS (Secondary) or NSWPSA (Primary) Council meeting(s).
- A staff member appointed as a CIS official at a NSW PSSA or NSW All Schools Event.

Any application outside of these guidelines must be submitted to the CIS Office prior to the event.

NB: It should be noted that any costs incurred by Team Managers / Coaches/ Selectors of Eligible Association teams at an official NSW CIS selection / championship event, continue to remain the responsibility of each individual participating Association.

Claims for Teacher Relief can be made on the Teacher Relief - Tax Invoice Form loaded under Handbook> Sports Administration Documents

All details including:

- school bank account details.
- the amount claimed.
- Teachers involved.
- Duties undertaken and dates.

Please note all Teacher Relief is paid at 100% directly to the school.

25. UNIFORM & APPAREL

Valour Sport is the Exclusive Uniform and Apparel Supplier for NSW CIS.

Uniform orders and payments will be taken online through the relevant Team Shop. It is a one stop shop and team member levy payment will be required at the same time.

25.1 Students Uniform

Once selected to represent CIS, students will be provided with a letter outlining the mandatory requirements in terms of Team Uniform and the process that parents/guardians will be required to undertake in order to purchase the uniform and confirm one's position in the Team, via payment of the Team Member levy.

Each student will be provided with a unique access code to the respective sports online shop through the Valour Sport website. There will be a deadline to ensure that all purchases are finalized to allow time for the uniform to be packaged and delivered to the Team Manager prior to the event.

If students miss the uniform order deadline there will be a late payment charge.

25.2 Replacements and Refunds

- i. Replacements - Should a replacement be required due to incorrect sizing or faulty workmanship parents should contact Valour direct. The item will need to be returned to Valour once it has been received the new item will be sent direct to the parent.
- ii. Refunds – Where a player withdraws due to injury, CIS to liaise with Valour to organise the refund

25.3 Team Officials/Convenors Uniform

Similar to the students, all Team Officials will be provided with a letter outlining the process whereby they will be able to purchase CIS uniform to a nominated value as determined by NSW CIS Management.

Each Team Official/Convenor will be provided with a unique access code to the respective sports online shop through the Valour Sport website. There will be a deadline to ensure that all purchases are finalized to allow time for the uniform to be packaged and delivered with the rest of the team uniform to the Team Manager prior to the event.

25.4 Online Apparel Store

In addition to NSW CIS Official Team Uniform, there will also be an online apparel store available through the Valour Sport website for students, parents, supporters, and the general public.

None of the Official Team Uniform items will be available within the Apparel Store, these items will remain exclusive to those students and team officials representing NSW CIS.

Any replacements required on items purchased through the apparel store to be organised directly with Valour.

26. VENUE BOOKINGS

For the most part the Sports Convenor is responsible for the booking of the venue. Once initial dates have been confirmed within the Calendar, the Convenor will contact the appropriate venue to confirm a booking.

On confirmation of the venue the Convenor will notify the NSW CIS Office. If any documentation needs to be completed or if any deposit needs to be made as part of the process this will need to be forwarded to the NSW CIS Secretariat for approval.

For major events such as Swimming, Athletics, Cross Country and Triathlon, these bookings will be made and confirmed by the NSW CIS Office.

27. WEBSITE

27.1 General Information

The public website focuses on providing schools, teachers' and associations with the information required to nominate students to CIS events, with the opportunity to progress from CIS to, state and national level representation.

Different people (parents/teachers/convenors/delegates) use the website for different purposes, depending on their role. The interactions of users with the website are managed through 3 hubs, namely:

1. *Parents and Students Hub* – Parents can update your child's membership details and check they have been nominated for a sport.
2. *Teachers and School Officials Hub* – Teachers can register themselves to the website, nominate students, and manage their nominations.
3. *Convenors, Association Delegates and CIS Staff Hub*
 - a) *Convenors* – access to their sport portal enabling them to organise their trials and manage the sport.
 - b) *CIS Team Managers* - access to their CIS team, facilitating communication and team administration.
 - c) *Association Delegates* - have access privileges across all sport portals.

These hubs direct our core users to the tasks they need to complete, providing instructions along the way. The three hubs are found on the CIS website home page.

27.2 Public Website - Menu

i. Events

This provides a calendar list of all the upcoming events in the current year. The list can be filtered both by sport and by past or upcoming events.

To access information regarding Nominations and CIS Championship/Trial events click on the event. The access "INFO" on the right-hand side of the page. All the information staff and parents require will be listed here or attached to the page as a document.

ii. Sports

The sports pages provide information on the convenors, sport sub-committees, selected teams, and Results. Convenors are to provide copies of CIS Championships results for publication on the website within a week of the event.

III. Resources and Awards

This section contains the following:

- Handbook – Background, Structure, Constitution, Operational Guidelines, Administration documents.
- Newsletters – Weekly updates.
- Awards – Criteria, Award winners.

v. Contacts

vi. Merchandise

LINK: [NSWCIS Online Merchandise Shop](#)