

# North West Metropolitan Zone



## Policy and Procedures

### Introduction

These are the policies and procedures of the North West Metropolitan School Sport Association. All staff and students of member schools will adhere to the following document for all North West Metropolitan Association competitions.

### General

- ✚ Sportsmanship and the enjoyment of participation are paramount in Zone Sport. All players, coaches, supporters and officials are bound by the Zone Code of Conduct. (*See Appendix A*)
- ✚ Matches will be played in accordance with the current Laws of the Game, and such rulings hereon as such recognised by parent bodies, EXCEPT as modified by the current rules of the North West Metropolitan Association. All rules are available at [www.nwmsport.com](http://www.nwmsport.com).
- ✚ In the event of inclement weather or any other unforeseen circumstances, sports organisers of participating schools will decide before 10am on the day of games scheduled whether or not the game is to be played. Points will be awarded for all games played. Matches not played due to inclement weather will be recorded as drawn games.
- ✚ Play should not commence until a supervising teacher from both schools is present. All supervising teachers must remain at the venue until the conclusion of the match.

### Memberships

- ✚ The member schools of the Zone are, Asquith, Ashfield, Epping, Homebush, North Sydney, Normanhurst and Randwick Boys High Schools.
- ✚ Uniforms: as per each sports rules and requirements. Predominant colours of uniforms are: Asquith-White, Normanhurst-Red, Epping-Gold, Homebush-Sky Blue, Randwick-Green, Ashfield-Black and North Sydney-Maroon.

## Structure of Competitions

- ✚ Sport organisers must nominate teams for each season based on a date to be determined by the Zone Secretary.
- ✚ In all competitions if a school enters one team only, then that team shall be in the **1<sup>st</sup>/A grade competition**. The Committee is empowered to review special cases and make the necessary change upon application by the Sports Organiser of the school concerned.
- ✚ Allocation of teams into appropriate competitions will be decided by the Zone Committee.
- ✚ Schools have the option to nominate extra teams. These teams will only be accepted into a competition if there is an appropriate vacancy.
- ✚ If a team is requested by the **ZONE** to play in a higher grade eg a B team playing in an A Grade Competition, they will have the right to 2<sup>nd</sup> place in the B Grade Semi-final draw.

## Finals Format

### Semi-Finals

- ✚ Semi Finals will be conducted in all grades by the four teams leading in the point score at the end of the competition rounds
- ✚ In all sports where teams are tied on competition points, the higher placed team will be determined by count back. The count back is determined by (i) the team that has won the most number of games. If that is equal then (ii) the team that has lost the least number of games, then (iii) the team that won the last game between the 2 teams, then (iv) the team that won the prior game between the 2 teams then (v) Toss of a coin (sport organisers at a zone committee meeting)
- ✚ The semi-final draw shall be 1 v 4 and 2 v 3. The committee or convener will organise venues. This will generally be the home venue for the higher placed team unless convener requests otherwise.
- ✚ **Drawn Semi Finals.** If scores are tied at the conclusion of the game in semi-finals there will be NO EXTRA TIME played. The team finishing higher in the competition will progress to Grand Final.
- ✚ In the event of weather conditions preventing the semi-final from being played the team finishing higher in the competition will progress to Grand Final.

### Grand-Finals

- ✚ The grand final will be contested at a venue determined by the Zone Committee or Zone Convener.
- ✚ **Drawn Grand Finals.** If scores are tied at the conclusion of game in a grand final there will be EXTRA TIME (5 mins each way/SET/END/GAME) played according to sport specific rules. These rules will be provided to all schools by the Zone Secretary prior to grand-final day.

- ✚ In the event of weather conditions preventing the grand-final from being played both teams will be declared joint premiers.

Neutral Referees/Umpires for Semis/Grand Finals should be appointed by Convener or Zone Secretary.

## **Forfeit**

The official starting time for Zone Competition is 1.00pm unless otherwise stated on the official draw.

- ✚ Teams not commencing within 15minutes of the scheduled starting time may be liable to loss of competition points.
- ✚ Should the first match commence late, the duration of the match should be adjusted to permit the second match to commence at the scheduled starting time.
- ✚ In the event that a school may forfeit, priority must be given to making all available players compete in the higher grade and forfeit the lower grade. ie forfeit 2nd grade but play 1st grade.
- ✚ If schools know in advance of the unavailability of a team, sport organisers can agree to play for 'double points' only if the same teams are drawn to play again that season.

## **Eligibility and Substitutions**

Players will be restricted to playing in one full match **ONLY** on any sports afternoon and only in the one age division. The only exception to this rule is where there are no other players from the appropriate age/grade available and a player from a lower grade/age replaces an **INJURED** player in the higher grade/age. In this circumstance the injured player is unable to return to the field in this game. A reserve may only play in a higher grade (i.e. 'B' grade to 'A' grade, 2<sup>nd</sup> to 1<sup>st</sup> grade) if he has played a full game in the lower grade.

Individual sports may allow variations to the above.

## **Age**

The correct playing age is determined by:

1. Winter Season the age you will be turning in that current year.
2. Summer Season is determined by the age you are turning the following year (ie the year the competition concludes)
3. Note that Rugby has special age restrictions. Refer to specific Rugby Rules.

## Finals

To be eligible to play in a semi-final/grand-final a student must have played in at least 3 of the last 5 competition games played by the team in that grade/age. A bye, wash out, forfeit does not count. Where teams have a parallel team in the finals (e.g. 1<sup>st</sup> & 2<sup>nd</sup> grade) players may move between grades until the higher place team is eliminated from the competition. A special dispensation can be granted by the Convener/Zone Committee.

**If any eligibility rules are not adhered to, the outcome of the affected games will be recorded as forfeit loss.**

## Before The Start of Play

- ✚ The home school is responsible for all arrangements associated with the correct, efficient and safe running of each game.
- ✚ Supervising teacher/s and officials are responsible to ensure all players are suitably attired in full playing uniform with appropriate protective equipment.
- ✚ In all cases, unless otherwise agreed upon by both schools, home teams will be responsible for the officiating of games.
- ✚ All supervising teacher/s must have a complete team roll with correct age marked clearly on the roll to be shown to opposition coaches if requested prior, during or after the match.

## Point Score

Competition Points will be allocated for competition matches as follows:

Result	Points
Win	5
Draw	3
Loss	1
Forfeit (Loss)	0
Forfeit (Win)	4
Bye (equal number of bye/teams in competition)	0
Bye (unequal number of bye/teams in competition)	2
<b>Cricket-see sport specific rules</b>	

- ✚ Should any team withdraw or be disqualified from any competition, all matches played and to be played against that team are to be considered as byes, except where a full round has been completed where points will then stand.
- ✚ Where the teacher in a charge of a team or referee wishes to lodge a formal complaint regarding the infringement of, or failure to observe, any of the rules governing the conduct of matches set down herein, the Sports Organiser or Referee will forward this complaint, on or before the Monday

following the match about which the complaint is being made, to the Zone Secretary, who will contact the Sports Organiser of the Schools concerned.

## Score Sheets

- ✚ All supervising teachers or coaches should be using the relevant Zone Score Sheet for each sport. Both schools should check score sheets at the conclusion of the match and agree on the final score before leaving the venue.
- ✚ Score sheets can be found on the zone website [www.nwmsport.com](http://www.nwmsport.com).

## Disciplinary Procedures

All students and staff of the zone and all people in attendance at a zone fixture are subject to the zone code of conduct and can be brought to the attention of the zone disciplinary committee, if deemed necessary.

### Students

Any player dismissed from the playing arena by a referee/umpire will be subject to the findings of the zone executive (minor) and/or the zone disciplinary committee (major).

Dismissals will be classified as:

- (a) minor---0 to 2 zone matches in that sport to be determined by the zone executive.
- (b) major---3 or more matches across all zone events as determined by the zone disciplinary committee.

- ✚ All reports relevant to the dismissal are to be forwarded to the zone secretary within 48 hours of the incident.
- ✚ The zone disciplinary committee will consist of three members. Two members of the zone executive and a sports organiser not associated with the school(s) involved. The zone president will appoint all three members.
- ✚ Subsequent to the school being informed of the disciplinary committee's decision, the school will have a period of one school day to lodge an appeal with the zone secretary. **The only grounds of appeal against decisions of the zone disciplinary committee are (a) severity of sentence and/or (b) new evidence.**

### Teachers

Serious matters of staff misconduct are to be referred by the zone secretary directly to the home school principal for investigation.

## **Information for Sport Organisers**

Sport organisers and teachers should refer to the websites below for useful and relevant sport information and support.

Zone Website: [www.nwsport.com](http://www.nwsport.com)

DEC School Sport Unit: [www.sports.det.nsw.edu.au](http://www.sports.det.nsw.edu.au)

## NORTH WEST METROPOLITAN HSSA

### CODE OF CONDUCT

#### PLAYERS

- Play for enjoyment, not just to please your parents, teacher or coach
- Play by the laws of the game
- Never argue with the referee's decision. Let your captain or coach ask any necessary questions
- Control your temper-no 'mouthing off'
- Work equally hard for yourself and your team. Your team's performance will benefit and so will your own
- Be a good sport. Applaud all the good play, whether it is done by your team or your opponent
- Shake hands with all of the opposing team at the conclusion of the match, and clap them off in the spirit of good sportsmanship
- Treat all players as you yourself would like to be treated. Do not interfere with, bully or take advantage of any player
- Treat everyone equally regardless of sex, disability, ethnic origin or religion
- Remember that the goals of the game are-to have fun, improve your skills and feel good
- Co-operate with your coach, teacher, team mates, referee and opponents, for without them you do not have a game.

#### PARENTS/SPECTATORS

- Condemn all violent or illegal acts, whether they are by players, coaches, officials, parents or spectators
- Respect the referee's decisions-don't complain or argue about calls or decisions during or after a game
- Behave! Unsportsmanlike language, harassment or aggressive behaviour will not be tolerated.
- Encourage players to play by the laws and to respect opposition players and officials
- Never ridicule or scorn a player for making a mistake-respect their efforts
- Understand that sport is part of a total life experience, and the benefits of involvement go far beyond the final score of the game.
- Participate in positive cheering that encourages the players in the team you are supporting; do not engage in any cheering that taunts or intimidates opponents, their fans or officials
- Remember that students participate for their own enjoyment, not yours!
- At all times, follow the directions of the Ground Marshall and/or other match day staff
- Never arrive at a game under the influence of alcohol

#### COACHES

- Actively discourage foul play, unsportsmanlike behaviour, dissent or querying of referee decisions by players or coaching staff during games
- Seek to maximise the participation and enjoyment for all players regardless of ability; avoid the tendency to overuse a talented player; treat all players as equals, regardless of their talent
- Show concern and caution towards all sick and injured players. Follow the advice of a physician and/or sports trainer to the letter when determining when an injured player is ready to recommence training or playing
- Teach players that an honest effort and competing to the best of their ability is as important as victory
- Maintain appropriate, professional relationships with players at all times
- Always consider the health, safety and welfare of the players
- Teach young players to realise that there is a big gap between their play and the professional game; do not coach them as if they are professionals
- Ensure that your coaching reflects the level of competition being played; do not be a "winner at all costs" coach
- As coach, conduct yourself at all times in a manner, and in all situations, that shows leadership, respect for the game and respect for all those that are involved in the game-the players, officials, the spectators, the parents, the referees and the media