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**POLICES AND GUIDELINES FOR THE  
LINCOLN UNIVERSITY SOUTH ISLAND SECONDARY SCHOOLS  
NETBALL TOURNAMENT 2010**

The S.I.S.S. Netball Association is a representative body, enabling all member schools to have the opportunity to be involved in a decision-making and co-ordinating S.I.S.S. senior netball activities, particularly the continuation of the annual S.I.S.S. tournament.

**POLICY 1**

**THE MANAGEMENT COMMITTEE**

**Rationale**

- a) To provide a consistent and organised structure for its members.
- b) To develop action plans and implement policies that will assist, promote and support S.I.S.S. netball.
- b) To provide a platform for communication and feedback between members and other groups interested in the S.I.S.S. netball.

**Objectives**

- a) To provide clear guidelines and review policies which relate to the S.I.S.S. tournament and the promotion of S.I.S.S. netball.
- b) To determine operational plans and resources required for implementing the Tournament.
- c) To instigate, monitor and manage further initiatives that may arise from the S.I.S.S. tournament.



## Guidelines

- a) Act professionally.
- b) Consult with membership before action.
- c) Ensure the S.I.S.S. meets all the requirements set by the New Zealand Secondary Schools' Sports Council.
- d) Liaise and consult with Netball New Zealand.
- e) Nominees for the Management Committee must be associates of affiliated schools and nominated and seconded by affiliated schools. The nominee's associated school principal must sign the nomination form.
- f) Management Committee members will be elected at the Annual General meeting.
- g) Liaise and consult with Netball New Zealand, regions, centres and umpires on all matters that require mutual consideration.

## Election of Management Committee

- a) Eight members of the association will be elected to the management committee to represent the total membership of the SISSNA. At least six members must be secondary teachers, from the member schools.
- b) Each member will hold office for three years and is eligible for re-election.
- c) The management committee will have the power to co-opt as required with a maximum of four members being co-opted.
- e) Nominations will be requested by the management committee secretary twenty-eight days before the Annual General Meeting. The names of the nominees and their nominating schools will be circulated to all member schools at least fourteen days before the said Annual General Meeting.
- f) In the event of there being more nominations than there were vacancies a secret ballot will be conducted among voting delegates personally present at the Annual General Meeting.

## Cycle of Meetings

The Management committee are to meet twice a year.



## Management Committee Responsibilities

- a) Ensure tournament continuity.
- b) Be responsible for tournament rules being followed.
- c) Ensure policies are written, implemented and actioned.
- d) Circulate to all participating schools, issues that arise and require consultation. Members should then be able to make informed decisions on matters, which arise.
- e) Make decisions and act according to the best interests of SISS netball on matters pertaining to the administration at S.I.S.S. netball.
- f) Make changes to policies as required, especially if changes become necessary between Annual General Meetings.
- g) Set the annual affiliation fee and invoice member schools.
- h) Organise and chair the annual general meeting.
- i) Prepare an annual report and an audited balance sheet for the annual general meeting.
- j) Update tournament rules and the constitution as necessary, using minutes and remits from the preceding annual general meeting, or from changes to policy that occur before the annual general meeting.
- k) Organise records and trophies. Establish a database and keep it up to date. Receive and allocate new trophies or awards.
- l) Communicate with the tournament committee on all sponsorship arrangements that will affect tournament organisation.
- m) Forward seedings and sections to the tournament committee for them to complete the sanctioned draw format. The Management committee will make any changes, which become necessary. Management committee will check the draw before it goes to print to ensure it meets the draw format.
- n) Action the entry of schools to the tournament after an absence.
- o) Forward to the incoming tournament organising committee, by the 31<sup>st</sup> of March in the tournament year, a starting balance of \$1,500.00 as a loan which is to be returned in that year.
- p) Initiate the tournament committee each year through the secretary of the Management Committee or a member of the Management Committee who lives in the location.
- q) Make payment of \$7500 to the organising committee by the 31<sup>st</sup> June.



**Policy 2****TOURNAMENT COMMITTEE****Rationale**

The S.I.S.S. needs a tournament committee from the host venue to organise and administrate the annual S.I.S.S. netball tournament.

**Objectives**

- a) To implement the policies of the S.I.S.S.
- b) To communicate with the management committee on all matters that need clarification or that affect S.I.S.S. policies.
- c) To organise all local administration for the tournament.

**Guidelines**

- a) Ensure tournament rules are followed.
- b) Consult with management committee and centre and if applicable region, on tournament organisation.
- c) Meet all the requirements necessary to successfully stage the S.I.S.S. tournament in an environment that will foster healthy participation and achievement in secondary school netball.

**TOURNAMENT COMMITTEE RESPONSIBILITIES**

- a) Advise the management committee of the tournament committee personnel responsible for the tournament organisation. These personnel should include a chairperson, secretary, treasurer, umpires controller, draw steward, merchandise officer, sponsorship liaison, media contact and catering person. This should be in writing, by March 1<sup>st</sup> in the year of the tournament to the secretary of the Management Committee.
- b) Receive a loan of \$1500 by 31<sup>st</sup> March, which is to be returned to the management committee following the completion of the tournament.
- c) Be responsible for issuing the entry form and collection of the entry fee. The schools entering, by the end of term two must return both of these.
- d) Receive the tournament payment of \$7500 from the management committee.



- e) Where possible secure local sponsorship for promotional activities, e.g.: badges, clothing, prizes and other activities the tournament committee may wish to offer.
- f) Publish a draw book – local sponsorship may be necessary for a draw book to be produced.
- g) Organise media coverage.
- f) Appoint an umpire controller who will be responsible for all matters involving umpires. (See umpires policy). This includes:  
The application to umpire at tournament
  - Allocation of games
  - Accommodation and catering arrangements
  - Expense applications
- g) Organise sports medicine requirements; include Doctors, Dentists, A& E availability, etc.
- h) Appoint a draw steward to oversee implementation of the sanctioned draw:
  - Times of games
  - When grades play
  - Courts to be used
  - Results of games
 The draw must be checked and approved by the Management Committee prior to it being printed in the programme or released to schools.
- i) Appoint an appeals committee. One member of the management committee must be included on this committee.
- j) Organise collection of trophies prior to the commencement of tournament.
- k) Liaise with selectors and management committee and provide necessary facilities for their use.
- l) Prepare and present to the Management Committee an audited balance sheet within three months of the tournament's completion.
- m) Collate and send all affiliated schools a copy of official results, talented player and umpires and any other awards made.
- n) Will liaise with the management committee member responsible for that venue and region.

**Policy 3****TOURNAMENT UMPIRES****Rationale**

- To provide a consistently high level of umpiring throughout the grades.
- To ensure all games are played in healthy competitive environment, which encourages positive sporting behaviour.

**Objectives**

- a) To provide an appointment procedure, which will ensure the best possible umpires officiate at the tournament.
- b) To provide the best means to reimburse umpires fairly.

**Guidelines**

- a) Application from umpires holding a regional badge or higher, will be given preference.
- b) Current New Zealand umpires will control all quarterfinals, semi-finals and finals, if possible.
- c) Student umpires of appropriate qualification are encouraged to apply.

The tournament umpire controller should be notified that he/she is a school student and allocate games accordingly.

Where possible, umpires shall be appointed to a similar distribution of games in each grade.

- d) Appointed tournament umpires should be available for up to three games on each day. The recommended number of umpires for each tournament is equal to the number of teams entered plus two to three extras.
- e) The organising committee will reserve some accommodation for umpires and inform umpires of this. Individual umpires will then be responsible for booking and payment of their own accommodation.
- f) All umpires who incur accommodation expenses will be reimbursed \$25.00 per day if they umpire their allocated games.**
- g) Travelling expenses to a maximum of approximately \$4,000 will be apportioned on a pro-rata basis on application from umpires who have travelled to the tournament from out of town.
- h) Local umpires who assist on a daily basis may be reimbursed travel if funds allow.



- i) The organising committee will appoint the umpires coaches in consultation with the management umpire liaison representative.
- j) Talented school student umpires will be recognised with tournament certificates and targeted for further development as opportunities arise.



**Policy 4****FINANCIAL MANAGEMENT****Rationale**

To establish an annual financial plan that will identify all known sources of income and expenditure.

**Objectives**

- a) The management committee will be responsible for preparing an annual budget, financial plan and present audited accounts at every AGM
- b) The tournament committee will be empowered to make financial decisions necessary for the tournament's administration.

**Guidelines**

- a) The management committee will be responsible for profits from the individual tournaments and will use these to foster S.I.S.S. netball.
- b) All monies paid to the association shall be lodged in an approved account and administered jointly by two signatories from the management committee.
- c) The financial year of the association shall end at 31<sup>st</sup> of July in any year.
- d) The management committee will set entry fee to the tournament.
- e) There shall be a hosting fee of \$500.00 from the schools entry fee, to be used at the tournament committee's discretion.
- f) There shall be a fee charged to institutions, or organisation that want to promote or advertise themselves prior to or during the S.I.S.S. tournament. Approval of this fee and the institutions will be sought from the Management Committee.
- g) If the tournament runs at a loss and the management committee are not able to cover the loss, then all participating schools will share equally in the loss.
- i) If the association decides to wind up, then any accumulated funds shall be distributed for the benefit of S.I.S.S. netball.
- k) A duly appointed auditor shall audit annual accounts.



## **Policy 5**

### **SPONSORSHIP**

#### **Objectives**

- To secure sponsorship for the S.I.S.S. and market in coordination with sponsor.
- To avoid a conflict of interest in sponsorship arrangements.

#### **Guidelines**

- a) The management committee will be responsible for securing and managing major sponsorship.
- b) The tournament committee may then secure additional sponsorship to assist them in the organising and administering the tournament in consultation with and the approval of the management committee and major sponsor.
- c) The tournament committee will work with the management committee in ensuring the major sponsorship agreement is successfully implemented at the tournament.
- d) Affiliates are fully aware of their obligation to the major sponsorships to avoid potential conflicts.

**Policy 6****DRAW****Rationale**

To establish a draw that will be fair to all terms in all grades and encourage spirited competition throughout the tournament.

**Objective**

To be prepared to adapt or modify the draw as required by members and passed for alteration at the annual general meeting.

**Guidelines**

- a) All members should view the draw objectively.
- b) Players will play a maximum of 90 minutes per day.
- c) Top seedings appropriate for the draw will be maintained in order.

**SISSNA Tournament Draw Structure – 32 teams**  
**Modified Olympic Draw**

**Stage One - Initial Sections**  
**Section seedings total = 66**

<b>S</b>	<b>T</b>	<b>U</b>	<b>V</b>
1	8	5	4
16	9	12	13
17	24	21	20
32	25	28	29

<b>W</b>	<b>X</b>	<b>Y</b>	<b>Z</b>
3	6	7	2
14	11	10	15
19	22	23	18
30	27	26	31

**Stage two – Cross-section play****Seedings = 34**

Top 16

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
S1	U1	W1	Y1
T1	V1	X1	Z1
W2	Y2	S2	U2
X2	Z2	T2	V2

Bottom 16

<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
S3	U3	W3	Y3
T3	V3	X3	Z3
W4	Y4	S4	U4
X4	Z4	T4	V4

**Stage 3 – Cross-section**1<sup>st</sup> to 4<sup>th</sup>

A1 v B1      C1 v D1

5<sup>th</sup> to 8<sup>th</sup>

A2 v B2      C2 v D2

9<sup>th</sup> to 12<sup>th</sup>

A3 v B3      C3 v D3

13<sup>th</sup> to 16<sup>th</sup>

A4 v B4      C4 v D4

17<sup>th</sup> to 20<sup>th</sup>

E1 v F1      G1 v H1

21<sup>st</sup> to 24<sup>th</sup>

E2 v F2      G2 v H2

25<sup>th</sup> to 28<sup>th</sup>

E3 v F3      G3 v H3

29<sup>th</sup> to 32<sup>nd</sup>

E4 v F4      G4 v H4

**Stage 4**

Winners vs Winners) To determine final placings

Losers vs Losers      )

e.g. Winner A1 v B1 versus Winner C1 v D1 = Final for 1<sup>st</sup> and 2<sup>nd</sup>Loser A1 v B1 versus Loser C1 v D1 = play-off for 3<sup>rd</sup> and 4<sup>th</sup>

- Bottom three placings are relegated from A and B grades
- Top three placings from B and C grades are promoted.



**Policy 7****SELECTION****Rationale**

To select as fairly as possible talented players and school student umpires, from all teams and grades of the tournament.

**Objectives**

To recognise excellence shown at the S.I.S.S. tournament, by players and umpires.

**Guidelines**

- a) Management Committee in conjunction with the tournament organising Committee will appoint the selectors.
- b) Selectors duties will be clearly explained to the appointees.
- c) Up to '21' A grade, '15' B grade and '7' C grade players and '5' umpires will be selected from tournament participants, in recognition of outstanding play or umpiring performance during the tournament.
- d) Certificates will be awarded by the S.I.S.S. Schools, regions and the media will be notified by the tournament.
- e) The management committee will continue to explore opportunities that may enhance the development of these talented player and umpires, also the winning teams.
- f) The top four 'A' grade teams will qualify as the South Island Representatives at the N.Z.S.S. finals.
- g) If any of top 4 teams are unavailable for the New Zealand finals, 'A' grade teams in order of final placing may replace them.

**Selectors Duties**

- a) To implement the policies of S.I.S.S. netball.
- b) To implement the selection policy of SISSNA for talented players as detailed.
- c) Selection of the Talented Players is to be based on their performance at the S.I.S.S. tournament.



## South Island Secondary Schools Netball Talented Players Selection Policy

### Objectives:

- To select players who have performed to a high level throughout the week of the SISSNA tournament.
- To recognize excellence shown at the SISS tournament by players.

### Selection Policy

- The Talented players from the A grade will comprise of up to 21 players
- The Talented Players from the B grade will comprise of up to 15 players
- The Talented Players from the C grade will comprise of up to 7 players
- The Selection Panel will comprise of two selectors for each of A, B and C grades where possible, appointed by the Management Committee in consultation with the Organising Committee.
- The Panel will have an overall Convener appointed by the Management Committee of SISSNA.
- Selections will be finalized by midday of the final day of the tournament.

### Selection Procedure

- Selections are based upon the grades in which the players are competing i.e. A grade players can only be chosen in the 21 from A grade etc.
- The selection process for the Talented Players is to be conducted by mutual agreement by the selectors and the convener.
- The Selectors will observe games and player performances over the four days of the tournament to ensure all players are given adequate opportunity to be viewed prior to final selections of the talented players.
- Selectors draw up lists of players based upon their observations of the core competencies and personal qualities listed below.
- Selectors must confer regularly with the other selectors within and outside of their grade to reduce their lists based on a consistent and unbiased process.
- The convener of selectors has the casting vote in the event of a tie or deadlock between selectors on the selection of a player.



<b>Core Competencies</b>	<b>Personal qualities</b>
High quality of technical skill and consistency of performance	Strong work ethic
Shows sound tactical understanding to consistently make appropriate decisions in demanding situations	Shows discipline on and off the court
Incorporates flair and innovation in their game	Shows ability to withstand pressure on and off the court
Can sustain intensity in performance throughout game	Demonstrates team qualities
Has the skills and capabilities to represent New Zealand at the highest level	Versatility, consistency and adaptability
	Ability to serve as a role model to others

Certificates and prizes will be awarded to those players selected at the end of the tournament.

Distribution of the player's names will be made by SISSNA to NNZ, regions, schools, media and other agencies as required.



**Policy 8****COMBINED TEAMS****Rationale**

To allow for students from more than one school to combine to form a combined team.

**Objective**

To allow small schools to participate in S.I.S.S. tournament.

**Guidelines**

Composite teams are only permissible if:

- a) If all eligibility criteria are met, e.g. Age, attendance as in S.I.S.S. Tournament rules.
- b) Both Principals of the schools involved agree to combine.
- c) One Principal must take responsibility for the team.
- d) The team must be called by a name that indicates more than one school.
- e) Schools may only combine in 'C' Grade.
- f) Teams that combine are eligible for points and rankings in the given year.
- g) Neither school is eligible for promotion.
- h) Only two schools may combine.
- i) Schools should only combine because of lack of playing numbers.
- j) If a school should through injuries or other reasons beyond their control, be limited in numbers of players prior to/or during the tournament but not have made a combined team entry, then they must approach the Management Committee for dispensation to take players from another school to make up their team.
- k) Entry of a combined team must be approved by the Chairperson of the local organising committee, the Chair or appointee of the S.I.S.S. Netball Management and the member of the S.I.S.S. Netball Management Committee liaising with the organising committee.



## **Policy 9**

### **BEHAVIOUR**

#### **Rationale**

All those involved in S.I.S.S. Netball Tournament (students, teachers, coaches, officials, spectators) have the right to enjoy their sport in a healthy positive environment which values above all else, respect for fair play principles in sport.

#### **Purpose**

- a) To ensure that all affiliate schools of the S.I.S.S. Netball Association take responsibility for the individuals participating in competition.

#### **Guidelines**

- a) S.I.S.S. Netball Association tournament supports the Fair Play Charter.
- b) All schools should be familiar with the Tournament Rules.
- c) S.I.S.S. Netball Association tournament is Smoke, Drug and Alcohol Free.
- d) Schools are encouraged to have teachers in managerial and/or coaching positions.

The NZSSSC will assist schools in providing guidelines on Fair Play. A code of conduct follows. This is the basis for SISSNA determining responsibility for the behaviours of those people who represent a school in sport.

### **Members Schools' Code of Conduct**

As Principal I agree to being held responsible for all matters pertaining to sport in which this school is involved.

These matters include –

- Ensuring that all teams from the school are in the charge of a responsible coach and/or manager
- Ensuring that all students are aware of and are bound by the Smoke, Drug and Alcohol free conditions under which the event is managed
- Ensuring that all sports fixtures played at venues for which this school has responsibility are safe for both players and spectators
- Ensuring that all players representing this school meet the eligibility rules of NZSSSC and SISSNA regarding –
  - Age
  - Bona fide student status all members
  - Type of school for which entry is deemed appropriate
- ensuring the athletes and officials are aware of their responsibilities and commitments before they send their entry for an event
- ensuring that no player from another school is encouraged to change schools in any one year to participate in future events
- ensuring that if this school offers any form of financial inducement – be that cash or kind that it will be through advertisement and not by way of individual approach.

**Contravention of this code could lead to a school's suspension from all events under the jurisdiction of NZSSSC.**



## **Policy 10**

### **RELATIONSHIPS WITH NNZ AND THE NZSSSC**

#### **Rationale**

Co-operation between NZSSSC and National Sporting Organisations or RSOs\* (see Note 1) is essential to foster healthy participation and achievement in secondary school sport.

#### **Purposes**

- a) To ensure understanding between NZSSSC, NNZ and SISSNA to enable identification and resolution of the issues facing secondary school sports.
- b) To co-ordinate National and Regional Tournaments in harmony with the school year.
- c) To provide effective planning of school netball programmes through co-operation between NZSSSC, NNZ and SISSNA.
- d) To foster regional and national programmes for students and teacher umpires.
- e) To assist NNZ to develop netball within Secondary schools.

#### **Guidelines**

- a) NNZ and SISSNA should demonstrate a broad base of participation by Secondary School students.
- b) SISSNA should provide the NZSSSC and NNZ with the following supporting material.
  - (i) Current constitution, by-laws and rules.
  - (ii) List of officials and contact addresses.
  - (iii) Programmes for development at secondary school level.
- c) SISSNA will promote regular and ongoing communication with NNZ and NZSSSC.

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\* Note 1 including approved delegated National and Regional Secondary School Sports Associations.

**Policy 11****SAFETY****Rationale**

Netball should be performed in an environment that is designed to maximise aspects of safety and minimise the potential risks to those competing.

**Purposes**

- a) To ensure safe and healthy environments in which students play and compete.
- b) To ensure that injuries that do occur are treated appropriately.
- c) To ensure that those in charge of netball are aware of the importance of providing personal safety equipment as and where required.
- d) To raise awareness of the dangers of illegal performance enhancing substances.
- e) To raise the level of coaching expertise as a means of reducing injury.

**Guidelines**

- a) Where possible, students should perform in equivalent groupings.
- b) Safety equipment should be regularly checked, assessed and readily available.
- c) Principals should be aware of the benefits of having appropriately trained coaches working with their sports teams. Opportunities should be given to teachers wishing to seek accreditation. This has financial implication for schools and for national and regional sporting organisations.
- d) Use of tournament facilities should always include the provision of safe and adequate resources to cope with an emergency and injury treatment.
- d) Schools should make competitors aware of the dangers of performance enhancing substances and of the consequences for those who use them.