

igsa Sport

Term 1 2024 Tennis Conveners' Handbook



Association of Heads of Independent Girls Schools' New South Wales Inc.
Trading as Independent Girls' Schools Association (IGSA)
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Risk Warning

(Under Section 5M of Civil Liability Act 2002)

On Behalf of IGSA and participating Member Schools listed below:

Abbotsleigh	MLC School	Santa Sabina College
Ascham School	Monte Sant' Angelo	SCEGGS Darlinghurst
Brigidine College	Mount St Benedict	Stella Maris College
Canberra Girls Grammar	NEGS	St Catherine's School
Danebank School	OLMC Parramatta	St Scholastica's College
Frensham	PLC Armidale	St Patrick's College
Kambala	PLC Sydney	St Vincent's College
Kincoppal-Rose Bay	Pymble Ladies' College	Tangara School
Loreto Kirribilli	Queenwood	Tara
Loreto Normanhurst	Ravenswood	Wenona
Meriden School	Roseville College	

Sporting Activities 2024

The Association of Heads of Independent Girls' Schools NSW trading as Independent Girls' Schools Association (**IGSA**) and its members' schools organises many individual and team sporting activities during the course of a year. Some of these are organised with IGSA Sport, a sub-committee of the Association of Heads of Independent Girls' Schools NSW (AHIGS), now trading as IGSA. Students participating in these sporting activities take part in practice and in competitions.

IGSA and its members' schools expect students to take responsibility for their own safety by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property and grounds.

IGSA and its members' schools Sport also expect parents, spectators and other participants to behave in a safe and responsible manner, to comply with the Codes of Conduct and to set a good example for the students.

While IGSA and its members' schools take measures to make the sporting activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events.

Such injury can occur while the student is engaging in or watching a sporting activity, or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student has a pre-existing injury, participating in a sporting activity could result in an exacerbation of that injury.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.

It is the responsibility of IGSA members' schools to ensure that all staff and volunteers undertaking duties at any IGSA Sport event have the required "Working with Children" clearance.

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Important Contacts

IGSA Sport Venue Closure:

The open or closed status of a venue can be checked by accessing the:

IGSA Sport SPAWTZ link: <https://igsasport.spawtz.com>

IGSA Sport Conveners Seminar link <https://form.jotform.com/232328853832056>

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Hours of Operation:

Monday – Friday, 8.00am – 4.00pm

Phone: 02 9888 9477

Address:

LG1, 56 Delhi Rd, North Ryde, 2113

Welcome Tennis Conveners

Dear Tennis Convener

Thank you for convening for the IGSA Sport tennis competition this term. Please read the enclosed information carefully so that you are aware of your duties and the requirements of your position.

This handbook will help you by:

1. Outlining the duties of a Venue Convener.
2. Advising on what to do when a venue appears unsafe for play – wet weather, air quality, heat etc.
3. Providing you with information about IGSA Sport tennis rules and guidelines.
4. Providing guidelines on how to deal with accidents and injuries.
5. Helping you deal with unacceptable behaviour from spectators and players.
6. Providing contact details so that you can call someone when you're unsure of what to do.
7. Enclosing copies of all the forms you will need to do your job.

As you can see, the Conveners' Handbook is very important. You will need to have it with you at the venue each Saturday together with the grade and venue draw.

It is compulsory for all conveners to complete the online conveners' seminar and quiz (<https://form.jotform.com/232328853832056>) at least once each calendar year.

I hope your role as an IGSA Sport Venue Convener is a positive and enjoyable experience. Please feel free to contact me, especially on Saturday mornings, if you have any questions.

Thank you and good luck.

Yours sincerely

Kate Howitt

Kate Howitt

IGSA Director of Sport

Mobile: 0412 097 811

IGSA Sport Tennis Convener Statement of Services

The IGSA Sport Tennis Venue Convener is responsible for the overall conduct of the match, for ensuring that risk assessment and safety procedures are observed and that rules, regulations and guidelines related to tennis are adhered to. To this end, the Convener should be familiar with the IGSA Sport Code of Conduct, the IGSA Harassment Policy, the Conveners' Handbook and with the basic principles of first aid.

Specifically, the services required include:

- Having the Conveners' Handbook with you at all times and apply it as and when required with respect to specific issues that may arise and the overall conduct of the match.
- In the event of wet weather, lightning, thunder, extreme heat etc, follow the procedure outlined in the Conveners' Handbook. In brief, this may involve attendance at the venue and liaison with your School's Sport staff to advise them of your decision to close a venue so that they can update the IGSA Sport venue closure system (see the venue closure page).
- **Prior to the first match**, completing the Safety & Risk Assessment Inspection Checklist for IGSA Sport Sporting Venues. If in doubt, contact the IGSA Sport staff.
- In order to ensure that Conveners take responsibility in working with IGSA to ensure that officials have the required Working with Children checks, the following will apply:
 - The convener must read the updated handbook.
 - The convener must complete the updated seminar at least once per year.
 - The convener must sign the venue convener declaration to confirm that there are no officials who are not on the approved list of officials supplied by the IGSA office.
 - If there is an unapproved substitute official then the match **will not go ahead and matches at the venue will be cancelled.**
- Checking that all referees have returned to IGSA Sport their signed contract, completed Statement by a Supplier and Contractor Details forms (they cannot referee until these have been completed and returned). Once they have completed all the forms, distribute the referees' cards and sign them after each round.
- Ensuring that the venue is set up in a manner appropriate for play.
- Ensuring that ice packs and a first aid kit are available at the venue.
- Should an accident occur during the match, implement the procedure outlined in the Conveners' Handbook. In brief this involves:
 1. reassuring the injured player
 2. seeking help – staff member, team manager, parent
 3. assessing injury – if serious call ambulance and ensure injured player is accompanied
 4. complete detailed **accident report** and submit with summary sheet.
- **After the final match**, completing the Summary Sheet and Venue Conveners' Declaration and return the required paperwork to the IGSA Sport Office.
- **After all matches are finished**, enter the results in SPAWTZ and mark the attendance / availabilities and send the complete the summary sheet via email to the IGSA Sport office immediately; at the latest by 8am Monday morning. Posting all originals as soon as is practicable.
- Completing the convener's game sheet each round with details of referees and match times.
- Sighting and verifying qualifications of all referees. These details are to be noted on each card to ensure correct payment during and at the end of the season.
- Packing away the venue after play has finished.
- Where required, contact Kate Howitt (0412 097 811) or Matt Mulroney (0493 092 881) for advice on your duties, responsibilities, incidents or accidents.

IGSA Sport Tennis Dates and Committee

Dates	Event
5 February 2024	IGSA Sport term 1 tennis registrations due
7 February 2024	IGSA Sport open tennis representative player nominations
19 February 2024	IGSA Sport open tennis trials – Pymble Ladies' College
20 February 2024	NSWCIS open tennis player entries due
27 February 2024	NSWCIS open tennis championships
11 April 2024	IGSA Sport term 1 tennis post season meeting
9 September 2024	IGSA Sport term 4 tennis 2024 team entries, player profiles & officials
24 September 2024	IGSA Sport term 4 tennis 2024 grading meeting
14 October 2024	IGSA Sport term 4 tennis registrations due
18 November 2024	IGSA Sport term 1 tennis 2025 team entries and player profiles due
4 December 2024	IGSA Sport term 4 tennis 2024 post season meeting
4 November 2024	IGSA Sport term 1 tennis 2025 grading meeting

Convener & NSWCIS Representative	Suzi Litchfield, Roseville College

Playing Saturdays

Term 1 (Championship)

February 10, 17, 24,
 March 2, 9, 16, 23
 No matches 30 March due to Easter
 April 6 (Finals 1v2, 3v4)
 There are no semi finals or playoffs scheduled
 however *teams with only 6 in a grade may play semis
 and/or finals.*

Term 4 (Invitational)

October 19, 26
 November 2, 9, 16, 23, 30
 This season will be played as first past the post –
 no finals or playoffs.

Trophy - Awarded to the winner of S01 in the Championship season.

The trophy is to be returned to IGSA Sport at the grading meeting – CLEANED and ENGRAVED.

2023 Term 1 S01 Champions Meriden School (MER01)
 Donated by Meriden School

IGSA Sport Tennis Rules & Guidelines 2024 Term 1

Player registrations

1. Players must be enrolled in years 7 - 12 at the school they represent and be registered with the IGSA Sport office by the Monday prior to the start of the competition.
2. Students playing in year 7 grades can only be year 7 students, “J” grades are students in years 7, 8 and 9 only and “S” grades are open teams so any student in years 7 – 12 are eligible.
3. Players are considered registered after they play their second match (and signed on as required).
4. Players may play in a higher grade than the one in which they are registered. Once they have played 3 matches in the higher grade they are then registered in the higher grade.
5. Team registrations have some flexibility in the first 2 weeks of the competition to ensure that students are in the correct grade.
6. Where schools have teams in the same grade they must nominate the higher or lower team and rules relating to playing up or down will apply.
7. A player unavailable for a round match, semi or final may be replaced by a floater or a player from another team (in accordance with the playing up rules). However, you cannot exceed the number of players originally registered for that team. This does not permit students to play in two semis or finals although they can play a maximum of two round matches each week.
8. Byes & matches cancelled due to a venue closure will count towards matches played.
9. A player must have signed on for 3 round matches in any team for this sport, in accordance with the playing up rules to be eligible for semis and finals. Details of player eligibility will be forwarded to school staff in advance of the final round. If this is not received before the final round, school staff should contact the IGSA Sport office.
10. A player, who has signed on for 3 matches but not played in the semi final, is still eligible for the final.
11. A player may only play for 1 team in the semi-finals and finals.
12. Where play offs exist, semis and finals rules do NOT apply to these matches.
13. Injured or ill players who have not signed on for 3 matches are not eligible for semis or finals.
14. A team playing an illegal player may be required to forfeit the match.
15. The minimum and maximum number of registrations per team for each sport is:

Sport	Minimum	Maximum
Badminton	3	5
Tennis	4	6
Basketball	5	12
Football	11	16
Hockey	11	16
Netball	7	12
Touch	6	14
Water Polo	7	13

With an allowance for 2 extra players maximum. Permission is required from the IGSA Sport staff to register more than the maximum. Please note - you may only field the maximum number of registrations in each round match, semi or final. Failure to do so may incur a forfeit result.

16. Each school may use up to **5** floating registrations during the season. Where a student is used for one match only, no fee will be charged.

Legal Playing Up Rules

Some examples of legal and illegal plays-

- ✓ student plays 2 matches in one day – LEGAL.
- ✗ student from J01 plays in grade S13 - ILLEGAL & FORFEIT.
- ✗ student plays less than 3 round matches OR plays 3 but fails to sign on, NOT ELIGIBLE FOR SEMIS OR FINALS.
- ✓ student in S13 plays down in S14 in Week 2 – LEGAL provided she then remains in S14 for remainder of season OR if she plays up she is automatically re registered in the higher Grade.
- ✓ student from J01 plays up - Week 1 – S01, Week 3 – S03, Week 5 – S02 AUTOMATICALLY RE-REGISTERED IN S03 - the lowest she may now play.
- ✓ a school has 2 teams in grade J01 being team 11 & 12 - Players in both teams may not move between teams, regardless of which team is numbered lower.

Legal grades for playing in round matches, semi-finals & finals

Where necessary, players may play in another team that is in a higher grade than the team they were originally registered in. Exceptions include:

Senior Grades

S01 Can only play in this grade (schools with multiple teams in S01 may not move players between teams).

All other senior grades can only play in a grade higher than their own team.

Junior Grades

J01 Can only play in S01 –S04 (schools with multiple teams in J01 may not move players between J01 teams).

J02 Can only play in S01 – S06 and J01.

J03 Can only play in S01 – S12 & J01 – J02.

J04 Can only play in S01 – S12 & J01 – J03.

Year 7 players playing in J01 – J02 may play down into Y701 grade.

Year 7 players playing in J03 – J20 may play down into any year 7 grade.

Please note that a year 7 player in a junior grade may only play down twice per term.

Year 7 Grades

Y701 Can only play in S01 – S04 & J01 – J04.

Y702 Can only play in S01 – S06, J01 – J12 & Y701.

Discipline - For Breaches of Code of Behaviour

Please read the Code of Conduct available on the IGSA website. A summary is contained in the Conveners handbook. Please make sure all players, coaches and umpires are aware of the Code of Conduct. An IGSA Sport Incident Report must be completed for any breaches of this code.

IGSA Sport Summary Code of Conduct for Inter-School Sport

Why: The Summary Code of Conduct is designed to provide a brief outline of the rules, guidelines and principles governing inter-school sport. It is a quick reference document only and does not replace the IGSA Sport Code of Conduct. In the event of a perceived conflict between the two, the latter will prevail.

Who: The Summary Code of Conduct applies to anyone participating in IGSA Sport including students, staff, coaches, umpires, officials, parents, spectators and volunteers.

What: The Summary Code of Conduct covers four areas: principles, expectations, authority and rules.

Principles:

- Participation in inter-school sport is important for all students: it fosters social, emotional, personal and physical development.
- Winning is less important than co-operation, team spirit and good sportsmanship.

Expectations:

- All participants, regardless of their role, will be expected to treat others with respect, courtesy and encouragement. Disparaging comments will not be tolerated nor will aggressive, abusive or offensive language or behaviour.
- Should disputes arise, resolve them in a calm and constructive manner.
- There will be no argument with or criticism of, the referee. If you disagree with a decision, refer to the IGSA Complaints Policy available on the website.
- Harassment will not be tolerated in any form.

Authority:

- The match officials have complete control of the match. In matters regarding play and the rules of the match, their decision is final.
- The venue convener has responsibility for all other aspects of the match such as safety at the venue.
- The referee and venue convener will work together to achieve a fair outcome. They may also consult staff members present.
- In the event of misconduct, the match officials may caution, suspend or send off the offender. In extreme circumstances they may stop play or terminate the match.

Rules:

- Unacceptable conduct is outlined in the Code of Conduct and includes any behaviour that might reasonably be expected to damage the self esteem of another or the reputation of an individual, school or the independent school sector generally. This includes derogatory remarks, dangerous behaviour, property damage, inciting violence, verbal or physical abuse or harassment.
- Players engaging in unacceptable conduct may be cautioned, suspended or sent off. Anyone else engaging in unacceptable conduct will be cautioned and if this fails, asked to leave.

Protests

A coach or team captain is entitled to lodge a protest should they be dissatisfied with any aspect of the match. The following procedure will apply:

The coach or team captain must lodge the protest in writing with the Convener at the venue as soon as possible or notify the IGSA Sport staff by 12 noon on the Monday following the match.

The opposing team must be notified of the intent to protest and the reason for it. The protest will be addressed as soon as possible by the IGSA Sport staff.

Venue Closure (i.e. Wet Weather, Extreme Heat)

The Convener must make a decision concerning commencement of play and any stoppages or cancellation due to inclement weather. Any such decisions should be made after consultation with coaches, managers and any school staff present. Where it is necessary to call off matches, the Convener is requested to notify their **school's sport staff** so the IGSA Sport venue closure page can be updated for players and parents to check.

The open or closed status of a venue can be checked by accessing the:

IGSA Sport mobile app: <https://igsasport.spawtz.com/Leagues/VenueStatus>

Point Scores & What Happens with Matches Cancelled Due to Venue Closure

In the case of a venue closure in singles: 4 completed games and in doubles 5 completed games, will be considered played and the score taken from when the match was stopped.

In the case of an incomplete match due to venue closure, completed sets (4 or more) shall retain their points and incomplete or cancelled sets will be awarded ½ points each.

Matches that do not play, or are cancelled before reaching 4 sets are considered cancelled. Once 4 sets or more have been completed, the result stands.

The total point score at the end of the season for each team (before semis and finals if they exist), is divided by the number of matches played. This result (average points) is then used to determine which teams play in semis and / or finals.

There are no points awarded for a match cancelled due to venue closures.

Point Score

Win:	5 Points
Draw:	3 Points
Only where sets AND games won are the same	
Loss:	1 Point
Forfeit:	-1 Point
Forfeit Score For / Against:	8 – 0
Washed out matches	0 points

Example table below shows points & match results

	ABB01			LOK01			MLC01			PLS01			PYM01			RAV01			STC01			WEN01							
GRADE S01	F	A	Sc	F	A	Sc	F	A	Sc	F	A	Sc	F	A	Sc	F	A	Sc	F	A	Sc	F	A	Sc	F	A	Sc		
ABB01				4.0	4.0	1	5.5	2.5	5	0.0	0.0	W	7.0	1.0	5	0.0	0.0	W	2.5	5.5	1	3.0	5.0	1			1st	PYM01	
LOK01	4.0	4.0	5				0.0	0.0	W	4.0	4.0	3	0.0	0.0	W	5.0	3.0	5	4.0	4.0	1	2.0	6.0	1			2nd	RAV01	
MLC01	2.5	5.5	1	0.0	0.0	W				5.0	3.0	5	7.0	1.0	5	0.0	0.0	W	2.5	5.5	1	0.0	8.0	1			3rd	MLC01	
PLS01	0.0	0.0	W	4.0	4.0	3	3.0	5.0	1				6.5	1.5	5	7.0	1.0	5	1.0	7.0	1	0.0	0.0	W			4th	ABB01	
PYM01	1.0	7.0	1	0.0	0.0	W	1.0	7.0	1	1.5	6.5	1				0.0	0.0	W	0.0	8.0	1	0.0	8.0	1			5th	LOK01	
RAV01	0.0	0.0	W	3.0	5.0	1	0.0	0.0	W	1.0	7.0	1	0.0	0.0	W				0.0	8.0	1	0.0	8.0	1			6th	PLS01	
STC01	5.5	2.5	5	4.0	4.0	5	5.5	2.5	5	7.0	1.0	5	8.0	0.0	5	8.0	0.0	5				0.0	0.0	W			7th	STC01	
WEN01	5.0	3.0	5	6.0	2.0	5	8.0	0.0	5	0.0	0.0	W	8.0	0.0	5	8.0	0.0	5	0.0	0.0	W						8th	WEN01	
TOTAL	18.0	22.0	17	21.0	19.0	15	23.0	17.0	17	18.5	21.5	15	36.5	3.5	25	28.0	4.0	20	10.0	38.0	6	5.0	35.0	5					
Averages	3.40			3.00			3.40			3.00			5.00			5.00			1.00			1.00							

Please note: a draw will be awarded only in the case where sets and games are equal. If sets are drawn, but one team has won more games, they will be awarded the win points.

Result Sheets

All students are to sign the result sheets at the convener's table **before** play. The sheets MUST not leave the venue. At the completion of the match, team captains must report to the Convener to hand in the completed result sheet.

Please note that the printed names are not in playing order. **Names & playing order must be filled in before play commences & may not be changed after play starts.** Conveners are to ensure that every player "signs on" in the appropriate place after arrival at the venue.

The result sheets are to be sent promptly in to the IGSA Sport office each week.

No student is to sign for another.

If possible, each team must make sure they have a **scorer to sit with the opposition scorer.**

Team captains must sign the result sheet at the conclusion of the match to verify the score. Once both captains have signed the result sheet, no changes to the score will be made. If the result is in doubt, the convener is responsible for determining the final score.

Payment Information - Conveners

IGSA Sport will determine the payment for Conveners based on prior IGSA Sport convening experience.

Completed Terms of Service		1 – 3	4 – 6	7 – 19	20+
Sport	Max no. of match slots	Payment per match slot			
Badminton	3	\$37	\$39	\$42	\$46
Tennis	2	\$60	\$64	\$69	\$77
Basketball	4	\$30	\$32	\$35	\$39
Football	4	\$30	\$32	\$35	\$39
Hockey	4	\$30	\$32	\$35	\$39
Netball	4	\$30	\$32	\$35	\$39
Touch	4	\$30	\$32	\$35	\$39
Water polo	5	\$24	\$26	\$28	\$31
Set Up / Pack Away Fee for all sports		\$35 / round	\$35 / round	\$35 / round	\$35 / round

- The number of match slots and fields / courts / pools used at a venue may vary each week. Conveners are only required if matches are scheduled at their venue.
- It is recommended that conveners allow enough time prior to the first match to set up and after the last match to pack away the venue.
- IGSA Sport will pay up to the maximum number of match slots at the venue plus a set up / pack away fee based on the draw and matches completed or partially completed.
- Conveners may, where required, referee in addition to convening providing that convening at all times takes priority over refereeing. In this case, no more than \$25 per match may be claimed for refereeing.
- Special exceptions can be approved by the IGSA Sport Staff and in consultation with the IGSA Accountant where possible.

Venue Closure Payments

	Convener
Closure during day of play.	Set up / pack away fee plus completed and / or partially completed match slots

IGSA Sport Tennis Match Rules 2024 Term 1

Playing Saturdays

Round 1	10 February 2024
Round 2	17 February 2024
Round 3	24 February 2024
Round 4	2 March 2024
Round 5	9 March 2024
Round 6	16 March 2024
Round 7	23 March 2024
No sport	30 March 2024 (Easter Saturday)
Finals (1 v 2, 3 v 4)	6 April 2024

There will be no playoffs for teams finishing 5 - 8 in Term 1 2024 (with the exception of grades with 6 teams).

Match Times

Matches should commence at the stated starting time. Four players from each school must be ready to commence the match with doubles. Where a team is still missing players and unable to commence after the five-minute grace period, they will lose the affected doubles, and win-points for that set will be awarded to the team who had all their players and was able to play. Where both teams are missing players and cannot commence the doubles sets, ½ points are awarded to each team.

Unless there is a clear reason for not doing so, **all matches must be completed within the allocated time frame.** The Convener must encourage students to keep matches progressing.

In normal circumstances, failure to complete a match when one team has already won is considered unsporting behaviour and may affect the final result for other teams in the grade.

All hit ups should not exceed three minutes and are only necessary for each student's first match.

Match 1 Start times	Match 2	4 players	5 players	6 players
7:30 AM	9:45 AM	**S01 / S02 / S03 / S04/ S05 / S06 / S07 / S08 / J01 start at 7:30am	Players must be numbered 1-5	Players must be numbered 1-6
7:45 AM	9:55 AM	No 1 Doubles Pair v No 1 Doubles Pair	Players 1 & 2	Players 1 & 2
		No 2 Doubles Pair v No 2 Doubles Pair	Players 3 & 4	Players 5 & 6
			Player 5 does not play	Players 3 & 4 do not play
8:20 AM Approx.	10:30 AM Approx.	No 1 Singles Player v No 1 Singles Player	Player 1	Player 1
		No 2 Singles Player v No 2 Singles Player	Player 2	Player 2
8:45 AM Approx.	10:55 AM Approx.	No 3 Singles Player v No 3 Singles Player	Player 3	Player 3
		No 4 Singles Player v No 4 Singles Player	Player 5	Player 4
			Player 4 does not play	Players 5 & 6 do not play
9:10 AM Approx.	11:20 AM Approx.	No 1 Doubles Pair v No 2 Doubles Pair	Players 4 & 5	Players 3 & 4
		No 2 Doubles Pair v No 1 Doubles Pair	Players 1 & 2	Players 5 & 6
			Player 3 does not play	Players 1 & 2 do not play
9:40 AM	12:00 PM	FINISH		

If playing with 4, the combination comprising the doubles pairs may be made in any suitable way e.g. number 1 doubles pair may be number 2 & number 3 singles players as they are a more suited combination than the number 1 and number 2 singles players.

If playing with 5 or 6, you must stick to the formats shown above and also on the “*Example of IGSA Sport Tennis Result Sheet*”.

Each school is responsible for fairly numbering the players in order of playing ability from 1 to 4 (or 5-6). The playing order can change from week to week depending on player performance but the school is responsible for adjusting the numbering system each week. Please note that numbering / ranking may vary for singles and doubles (this rule is only for 4 players).

	S01 / S02 / S03 / S04/ S05 / S06 / S07 / S08 & J01	All other grades (includes Y701)
Maximum no of players each week	5	6 (if using 6 players all player MUST play 2 sets)
Singles	first to 6	6 games in total
Doubles	first to 6	8 games in total
Deuce	3 point deuce (see below)	3 point deuce (see below)
Tie-breaker	Short tie break played when 5 – 5. First to 5 wins and if the score is 4-4 there is a sudden death point	not applicable
Match not completed due to no time remaining (9.40am and 12.00pm).	The sets not completed will be considered a draw and each pair will receive a half point and the score recorded as 6 – 6.	In all other grades the players share whatever sets remain unplayed

All games are a three-point deuce – the first deuce is played long and the second deuce is a sudden death point - receiver’s choice.

Forfeits and late players

A team which finds it necessary to forfeit a match and is aware prior to Friday afternoon must notify:

- A) their opponents
- B) the IGSA Sport office

All grades	
Player is late	If it is after 5 minutes from the start of play, their team forfeits that set of doubles.
Play with a team member missing	Play whatever doubles and singles you can. The team with all players receives win points for the sets that cannot be played. The order of play MUST be doubles, singles and reverse doubles
Entire team more than 15 minutes late	Match declared a forfeit.

In the case of a team failing to have the necessary equipment available, the non-offending team may choose to lend their gear and play for points or request a forfeit. This decision must be made prior to the start of the match.

How to Score on the Score Card and Determine the Result:

Set win 1 point

In all grades except S01 / S02 / S03 / S04/ S05 / S06 / S07 / S08 & J01, all games should be played in full and whatever sets are not played at the end should be split between the 2 teams.

In S01 / S02 / S03 / S04 / S05 / S06 / S07 / S08 & J01, all games should be played in full and whatever sets are not played should be declared a draw and each team will receive a half point.

Drawn set (3 all in singles or 4 all in doubles) ½ point

Matches cancelled due to a venue closure 0 points each

A 'match win' is decided on the team which has won the most sets. Where these are even (i.e. 4 each), the team that has won the most games overall will be declared the winner. Should these also be the same, then the match is declared a draw and draw points allocated.

Equipment

Each team **must** supply 4 tennis balls for their match. All balls must be of a suitable standard.

Safety

1. Caps/visors are strongly recommended and students should be encouraged to use a 30+ sunscreen.
2. Students should wear proper fitting shoes; bare feet are not acceptable.
3. Students are not to share drink bottles.
4. IGSA Sport does not provide insurance for accidents or injuries sustained by any participant in inter – school sport. Sport is inherently dangerous. Participants are advised to assess their own needs and to take out insurance appropriate to their circumstances.

Players

A player may not receive any type of coaching from any person while a match is in progress. Communication of any kind, audible or visual, between a player and any other person may be construed as coaching. The exception to this rule is in low junior and low Year 7 grades where players are unsure of where to stand or how to score – a small amount of guidance is allowed in these instances and coaches may stay on the court.

Coaching shall be permitted where there is an off-court break between sets or during interruptions to play caused by bad weather or light where players leave the court. Coaching is not permitted while a court is being serviced at the end of or during a set and players are still on court, or during a toilet break.

Uniforms

All students must wear their nominated school tennis or PE/sports uniform for all matches.

Semi and Finals

In the event of a grade playing semis and / or finals the following will apply – semis (i.e. grades with 6 teams or less) will play 1 v 4 and 2 v 3 OR if it is a straight final it will be 1 v 2 and a playoff between 3 v 4. There will be no playoffs for teams finishing in 5th – 8th.

The format of these matches will be as in earlier rounds.

The following will be used to determine final standings:

1. The position of these teams is determined by their final ranking according to the average of the final points score at the end of the rounds.
2. If two teams have the same average points, it will revert to the winner of the match played between these teams.
3. If two teams have the same average points at the end of the rounds and the match between them was a draw or washout, the positions for semis / straight finals will then be determined by their match points (for / against) difference.

4. If three or more teams have the same average points, the positions for semis / straight finals will be determined by the difference between their for and against scores taken from matches played only between tied teams and averaged over the number of rounds played.
 - i) If item 4 cannot determine necessary positions, teams no longer in contention will be removed from consideration and positions of remaining teams will be determined by the average points from matches played between only teams still in contention.
 - ii) If 4.i. cannot determine necessary positions, the team that has the highest number of “for” points will be ranked highest.
5. If necessary positions still cannot be determined, the final rankings will be decided by a drawing of straws (undertaken by IGSA Sport staff), unless schools involved agree to play a tie-breaker fixture prior to the semis/ finals match weekend.

Please note that should the season be played as **first past the post**, the premiership in each grade will be decided as detailed below:

1. The position of teams is determined by their final ranking according to the final averaged points score at the end of the rounds.
2. If teams have the same averaged points at the end of the rounds, the premiership will be declared “joint premiers”.

In the event of a draw in the finals, the teams will be declared Joint Premiers. NB: *No player may take part in a semi-final or final unless she has played 3 competition matches.*

If any grades have nine teams, winners will be “first past the post” and decided as detailed below:

- The position of teams is determined by their final ranking according to the final averaged points score at the end of the rounds.
- If teams have the same averaged points at the end of the rounds, the premiership will be declared “joint premiers”.

No injury time will apply in semis or finals for all grades

Teams to play in the finals will be decided on the results of the semis and the winners of each semi will play in the final.

When a draw occurs in all grades in a semi or final, teams to progress will be as follows.

If the score is a draw at the end of regular time in SEMIS for all grades - the team that finished highest on the table will progress to the finals.

If the score is a draw at the end of regular time in FINALS for all grades - teams will be declared Joint Premiers.

When a match is affected by a venue closure in a final, both teams will be declared joint premiers.

2024 Term 1 IGSA Sport Tennis Match Sheet

Venue: _____ Grade: _____ Date: _____ Time: _____

Team A	SIGNATURES	Team B	SIGNATURES
Please note the names above are not in playing order			

MATCH FORMAT: S01, S02, S03, S04, S05, S06, S07, S08 & J01 ONLY. All sets - first to 6 (Short tie break played at 5 – 5. First to 5 wins. If the score is 4-4, sudden death point)

All other grades match format: Doubles Sets = 8 games in total Singles Sets = 6 games in total.

All games are a three-point deuce. The first deuce is played long; the second deuce is a sudden death point (receiver's choice)

	No of Players			Players Names in playing order	Games Won	Sets Won
	4	5	6			
D1	1	1	1			
	2	2	2			
D1	3	3	3			
	4	4	4			
S1	1	1	3			
S2	2	2	4			
S3	3	3	5			
S4	4	5	6			
D2	1	1	5			
	2	2	6			
D2	3	4	1			
	4	5	2			
Total Points (Sets Won = 1 point, Drawn = 1/2 point)						

	No of Players			Players Names in playing order	Games Won	Sets Won
	4	5	6			
D1	1	1	1			
	2	2	2			
D1	3	3	3			
	4	4	4			
S1	1	1	3			
S2	2	2	4			
S3	3	3	5			
S4	4	5	6			
D2	3	4	5			
	4	5	6			
D2	1	1	1			
	2	2	2			
Total Points (Sets Won = 1 point, Drawn = 1/2 point)						

If set points are equal (i.e. 4 each) then the winning team is the one that has won the most games

Winning Team	Sets Won	Games Won	Losing Team	Sets Won	Games Won
Captain's Signatures Team A			Captain's Signatures Team B		

IGSA Sport Term 1 Tennis Venues

VENUE	ADDRESS	SUBURB	NOTES for Parking & Access	Dogs Allowed Yes / No	Map Link
Abbotsleigh	Gate 1A Ada Ave	WAHROONGA	Gate 1A Ada Ave	Must be on a leash and owner must clean up after the dog	http://goo.gl/maps/rc17w
Allan Small Park	Saiala Road	EAST KILLARA		No Dogs Allowed	https://maps.app.goo.gl/4ypY3yKEbpNT1dyK7
Ascham School	188 New South Head Road	EDGECLIFF		No Dogs Allowed	http://goo.gl/maps/GZVxt
Camperdown Tennis	33 Mallett St	CAMPERDOWN		No Dogs Allowed	https://goo.gl/maps/pNkmW2J9BRP28U1B7
Cintra Park	Gipps St	CONCORD		No Dogs Allowed	http://goo.gl/maps/qlzYB
Cooper Park	1 Bunna Pl	WOOLLAHRA		No Dogs Allowed	https://goo.gl/maps/KLznBq6X7DU2
Eastside Tennis Centre	1 Court Ave	KINGSFORD		No Dogs Allowed	https://goo.gl/maps/Bu22hok9FagxA2sr6
Forestville Park	Melwood Ave (Cnr Lanford Ave)	FORESTVILLE		No Dogs Allowed	http://goo.gl/maps/Tgfvx
Frensham	Range Rd	MITTAGONG	Take Mittagong turnoff, turn left opposite the Melrose Motel, cross railway bridge to Range Rd. Continue along Range Rd past the main school, follow road around to the left (approx. 250m), continue after a small cottage and take the next left into the school property. Follow road past the hockey courts (left) and pool (right) and park in the usual parking areas. Parker Gym - can turn left into the first gate, park and walk across Range Road OR you can turn right into the gym entry immediately opposite and park out the front of the gym.	Must be on a leash and owner must clean up after the dog	https://goo.gl/maps/KFT8i
Gordon Recreation Ground	between Werona Ave & Rosedale Rd	GORDON		No Dogs Allowed	http://goo.gl/maps/yovpa
Greenlees Park Tennis Centre	2b Wellbank St	CONCORD		No Dogs Allowed	https://goo.gl/maps/N1EU2Nc2GTedeCXA
Hamilton Park	Barellan Avenue	TURRAMURRA		No Dogs Allowed	https://maps.app.goo.gl/gdwQhaf9TSXszfy28
Illawarra / Rockdale Tennis Centre	71 Chapel Rd	ROCKDALE	Park over the bridge near courts 10 to 17	No Dogs Allowed	http://goo.gl/maps/mVoRV

VENUE	ADDRESS	SUBURB	NOTES for Parking & Access	Dogs Allowed Yes / No	Map Link
Kambala	794 New South Head Rd	ROSE BAY	Enter via Tivoli Ave.	No Dogs Allowed	http://goo.gl/maps/ArH1D
Kendall Street	27 Kendall Street	WEST PYMBLE		No Dogs Allowed	http://goo.gl/maps/67RbT
Kincoppal Rose Bay	Cnr Vacluse Rd & New South Head Rd	ROSE BAY	Maureen Tudehope Centre	No Dogs Allowed	https://goo.gl/maps/peCLR
Lane Cove Tennis Courts	Central Park, Kenneth Street	LANE COVE		No Dogs Allowed	https://maps.app.goo.gl/JeFCNMuKc7qRf3WA8
Longueville Tennis Club	corner of Dunois St and Kenneth St	LONGUEVILLE		No Dogs Allowed	https://goo.gl/maps/VyJXg3C4v7uvfVcW8
Loreto Kirribilli	85 Carabella Street	KIRRIBILLI		No Dogs Allowed	http://goo.gl/maps/0Dozd
Loreto Normanhurst	Osbourne Rd	NORMANHURST		Must be on a leash and owner must clean up after the dog	https://goo.gl/maps/QbWSg
Meadowbank Park Tennis	Constitution Road West	MEADOWBANK		No Dogs Allowed	https://goo.gl/maps/NhZkBVwmmvMPfKgE6
Meriden	Margaret Street	STRATHFIELD		No Dogs Allowed	https://goo.gl/maps/a38PbhRPZoG2
Mills Park	Stratford Close	ASQUITH	Off Eden Drive, below Mills Park oval.	No Dogs Allowed	http://goo.gl/maps/kq96N
MLC Burwood	Park Road	BURWOOD		No Dogs Allowed	https://goo.gl/maps/rvbDJ
MLC Burwood	Rowley Street	BURWOOD	Hard Courts	No Dogs Allowed	https://goo.gl/maps/rvbDJ
Mowbray Public School	626/656 Mowbray Rd W	LANE COVE NORTH		No Dogs Allowed	https://goo.gl/maps/RVEDwufGqcpipnVW8
Northbridge Golf Club	296C Sailors Bay Rd	NORTHBRIDGE		No Dogs Allowed	http://goo.gl/maps/wFzsi
Parklands Sports Centre	Cnr Anzac Parade &, Lang Rd	MOORE PARK	Parking available in Fox Studios or surrounding streets	No Dogs Allowed	https://goo.gl/maps/xKV6jk6ptSEP48mk8
PLC Sydney	Boundary St	CROYDON	Enter through green gates on Boundary Street. Street parking only.	No Dogs Allowed	https://goo.gl/maps/c9kyc
Pymble Ladies' College	Avon Road	PYMBLE	Enter via Gate 3 at the end of Avon Rd	Must be on a leash and owner must clean up after the dog	http://goo.gl/maps/LL5xB
Queenwood Tennis & Sports Centre	1110 Oxford Falls Road	OXFORD FALLS		No Dogs Allowed	http://goo.gl/maps/tIuVn
Ravenswood School	Gate 1, Henry St	GORDON		No Dogs Allowed	https://goo.gl/maps/3JiWk
Ridge Street	37 Ridge St	NORTH SYDNEY		No Dogs Allowed	http://goo.gl/maps/SGuzQ
Robert Pymble Park	Alma St	PYMBLE		No Dogs Allowed	http://goo.gl/maps/NPvUi

VENUE	ADDRESS	SUBURB	NOTES for Parking & Access	Dogs Allowed Yes / No	Map Link
Roseville Lawn Tennis	Recreation Ave	ROSEVILLE		No Dogs Allowed	http://goo.gl/maps/tvceY
Santa Sabina College	90 The Boulevard	STRATHFIELD	Access via 11 Jersey Rd NOT 17 Jersey Rd	No Dogs Allowed	http://goo.gl/maps/Mvo9i
Snape Park Tennis Centre	Corner Snape Rd & Hannan Rd	MAROUBRA		No Dogs Allowed	http://goo.gl/maps/XEe3S
Southend Tennis Academy	Maria Street	STRATHFIELD SOUTH	The courts are actually located at the rear of 22 Chiswick St.	No Dogs Allowed	http://goo.gl/maps/fgbcT
St Catherine's School	26 Albion Street	WAVERLEY		No Dogs Allowed	https://goo.gl/maps/4eP8m
St Ives Village Green	Village Green Parade	ST IVES		No Dogs Allowed	https://goo.gl/maps/p3ziThqkTPQ2
St Vincent's College	Rockwall Cres	POTTS POINT	No parking available in school grounds. Press buzzer at front gates. 1 hour only parking on streets.	No Dogs Allowed	http://goo.gl/maps/mNzHC
Strathfield Sports Club	4a Lyons Street	STRATHFIELD	Parking also available off Morwick Street, Strathfield	No Dogs Allowed	http://goo.gl/maps/7XqR9
Tara Anglican School	Masons Drive	PARRAMATTA NORTH	Parking available in school carpark	Must be on a leash and owner must clean up after the dog	https://goo.gl/maps/ZOHvW
Tennis World North Ryde	16 - 18 Epping Rd	NORTH RYDE		No Dogs Allowed	http://goo.gl/maps/zBLYk
The Glade Reserve Tennis Courts	3 Koora Ave, Wahroonga NSW 2076	Wahroonga			https://goo.gl/maps/UF23zNFvMhQv1WFa8
Trumper Park Tennis Centre	Quarry St	PADDINGTON		No Dogs Allowed	https://goo.gl/maps/C9yRadwd5XH2
Vince Barclay Tennis Academy	Macquarie Uni Sports Fields, Cnr Culloden & Talavera Rds	MARSFIELD	NO pets are allowed in this complex. Parking is the first car park where Sydney FC is (as soon as driving into the sport field).	No Dogs Allowed	http://goo.gl/maps/SYGvz
Voyager Artarmon	Corner of Hampden and Barton Rd	ARTARMON		No Dogs Allowed	https://goo.gl/maps/GEVzi8dPoCzBcFwZA
Voyager - Koobilya	Koobilya Street	SEAFORTH		No Dogs Allowed	https://goo.gl/maps/CaXNWfzeDh7yRyms6
Wakehurst Tennis Centre	Upper Clontarf St	SEAFORTH		No Dogs Allowed	https://goo.gl/maps/tsk7b29fra7pRqFg9

VENUE	ADDRESS	SUBURB	NOTES for Parking & Access	Dogs Allowed Yes / No	Map Link
Westleigh Tennis Courts	Eucalyptus Dr, Westleigh NSW 2120	Westleigh			https://goo.gl/maps/HKwwPFdLKZh2nXwL8
Zone Tennis	Wheatleigh St	NAREMBURN		No Dogs Allowed	https://goo.gl/maps/aqrHaVy7z4G2

Venue Closure Procedure and Guidelines

Due to the short season for all IGSA Sport competitions, every attempt is made to play the inter-school matches and cancellations of Saturday sport are rarely made before Saturday morning, unless a venue notifies IGSA Sport that the facilities will not be playable prior to this.

Procedure

To find out if a venue is opened or closed go to <https://igsasport.spawtz.com/Leagues/VenueStatus>

You do not have to be registered to use our mobile app so students, coaches and parents can all access them from their smart phones, tablets or computers.

- ✓ Check venue closures (Click on the venue closures icon)
- ✓ Find matches for selected teams (including links to maps)
- ✓ Check results and ladders (*full point score tables will still be available on the website*).

If play has not been cancelled by IGSA Sport and there is a concern that the weather may impact on the venue, go to your venue and assess its suitability for play.

If required, liaise with school sport staff or coaches to determine suitability for play. Where it is necessary to call off matches, the Convener is requested to notify their school's sport staff so the IGSA Sport venue closure page can be updated for players and parents to check. **Taking in to consideration that once a venue is closed, the venue does not reopen.** The venue convener is only required to stay 30 minutes after the venue closure. If necessary, continue to liaise with IGSA Sport staff throughout the morning.

General Guidelines

- Play should not commence under any circumstance if there is a risk of injury to those involved.
- If conditions deteriorate during the course of the match such that it becomes unsafe to continue, play must cease immediately.
- If an outside venue (non school) is closed by the local council concerned, play must not commence.
- The **lightning safety code** is based on the 30 / 30 rule which calls for all play to be stopped when the lightning / thunder ratio reaches 30 seconds or less, i.e. the time between when the lightning is seen and the last thunder is heard is 30 seconds or less. This means that lightning is seen 10 km away and the next strike has a "significant risk" of hitting the people who have seen the lightning and heard the thunder. All participants must be aware that in the event of lightning, play must not resume until 30 minutes after the last lightning strike and thunder.
- All play must cease immediately if there is **hail**. All students, officials and spectators should seek cover immediately.
- Care should also be taken in the event of **extreme heat**. If there are any concerns or doubt, use refer to the "IGSA Sport Hot Weather Guidelines" or contact the IGSA Sport staff. After consultation with coaches, players and referees, extra drink breaks or cancellation of play should be considered immediately
- Care should also be taken in the event of **poor air quality**. If there are any concerns or doubt, refer to the "IGSA Sport Air Quality Guidelines" or contact the IGSA Sport staff. After consultation with coaches, cancellation of play should be considered immediately

IGSA Sport Hot Weather Guidelines

Each and every school has a responsibility to educate the participants concerning the steps to avoid dehydration and appropriate sun protection.

Procedure

STEP ONE: Altering the conditions of play.

Tennis	Allow additional breaks to drink and sun protect (shade) where possible.
Badminton	Allow additional breaks to drink and sun protect (shade) where possible.
Basketball	Allow additional breaks to drink.
Football	Allow additional breaks to drink and sun protect (shade) where possible.
Netball	Allow additional breaks to drink and sun protect (shade) where possible.
Hockey	Allow additional breaks to drink and sun protect (shade) where possible.
Water Polo	SMA suggests that NO changes to play are needed. Be mindful that indoor facilities for spectators and officials may be an issue with both temperature and humidity.
Touch	Allow additional breaks for drinks and play 4 quarters rather than 2 halves. Limit the number of 11.00am matches or where possible play no matches at 11.00am.

STEP TWO: Cancellation at the venue

Schools and venue conveners will assess the need to close the venue on a case by case basis. Interim measures provided by the SMA guidelines (below) should be considered prior to cancellation.

At an ambient temperature of 36 or above sport must STOP immediately. The normal rules concerning venue closure will apply. There will be no further sport at that venue for the rest of the day.

STEP THREE: Cancellation by the IGSA Sport office

In extreme conditions, the IGSA Sport office will decide in the interest of the players, spectators and officials' welfare that sport be cancelled prior to the day of sport. It would only be for unusual "heatwave" conditions or variations from the average temperature for the time of the year.

This decision should not be taken lightly. The IGSA Sport office will make this decision in consultation with Heads of Sport and the Standing Committee guided by the Sports Medicine Australia (SMA) Guidelines.

SMA Guidelines

Heat exhaustion

- Characterised by a high heart rate, dizziness, headache, loss of endurance / skill / confusion and nausea.
- The skin may still be cool / sweating, but there will be signs of developing vasoconstriction (e.g., pale colour).

To avoid heat exhaustion, if people feel unwell during exercise they should immediately cease activity and rest. Further benefit comes if the rest is in a shaded area with some passing breeze (from a fan if necessary) and the person takes extra hydration. Misting or spraying with water can also help.

Heat stroke

- Characteristics are similar to heat exhaustion but with a dry skin, confusion and collapse.
- Heat stroke may arise in an athlete who has not been identified as suffering from heat exhaustion and has persisted in further activity.

Any collapsed athlete must be treated immediately. It should be assumed that any collapsed athlete is at danger of heat stroke. The best first aid measures are “Strip / Soak / Fan”:

- strip off any excess clothing;
- soak with water;
- fan;
- ice placed in groin and armpits is also helpful.

The aim is to reduce body temperature as quickly as possible. The athlete should immediately be referred for treatment by a medical professional. Important: heat exhaustion/stroke can still occur even in the presence of good hydration.

Dehydration

Dehydration is fluid loss which occurs during exercise, mainly due to perspiration and respiration. It makes an athlete more susceptible to fatigue and muscle cramps. Inadequate fluid replacement before, during and after exercise will lead to excessive dehydration and may lead to heat exhaustion and heat stroke.

Outside temperature

Ambient temperature is the most easily understood guide available, and is most useful on hot, dry days

- 15 - 20 Low: heat illness can occur in distance running. Caution over-motivation.
- 21 - 25 Exceeds 70% Low – moderate: increase vigilance. Caution over-motivation.
- 26 – 30 Exceeds 60% Moderate: reduce intensity and duration of play / training. Take more breaks.
- 31 – 35 Exceeds 50% High – very high: uncomfortable for most people. Limit intensity, take more breaks. Limit duration to less than 60 minutes per session.
- 36 and above Exceeds 30%: very stressful for most people. Postpone and wait for cooler conditions (or a cooler part of the day) or cancellation.

OR

WBGT Temperature (WBGT) index. The WBGT is useful when humidity is high.

- < 20 Low: heat illness can occur in distance running. Caution over-motivation.
- 21 – 25: moderate to high Increase vigilance. Caution over-motivation. Moderate early pre-season training intensity and duration. Take more breaks.
- 26 - 29 High - very high Limit intensity. Limit duration to less than 60 minutes per session.
- 30 and above: extreme. Consider postponement to a cooler part of the day or cancellation (allow swimming).

The Bureau of Meteorology (BOM) produces ambient and WBGT readings for many locations in Australia. You can check these readings and a guide for the relative risk for your location at www.bom.gov.au/info/thermal_stress/index.shtml

IGSA Sport Air Quality Guidelines

Each and every school has a responsibility to educate themselves about the Air Quality Index (AQI) and its effect on sporting activities.

Procedure

Cancellation at the venue

Using the AQI available, all matches should be monitored on a regular basis by the venue convener or the host school's Head of Sport. If the AQI is "poor", warnings will be issued by the venue convener and the host school's Head of Sport to parents and athletes, that the conditions may pose a health hazard, particularly to those with respiratory or cardiovascular conditions. Venue conveners, in conjunction with the host school's Head of Sport, will decide to close the venue if the air quality is at a "hazardous" level. For this to happen, the AQI should be at 200 or greater.

The normal rules concerning venue closure will apply. There will be no further sport at that venue for the rest of the day.

Cancellation by the IGSA Sport office

In extreme conditions and using all available information, the IGSA Sport office will decide in the interest of the players, spectators and official's welfare that sport be cancelled prior to the day of sport.

This decision should not be taken lightly.

Guidelines

When pollution exposure is at low levels, the respiratory tracts usual defence mechanisms trap, transport and clear pollutants effectively. With elevated exposure, short-term accumulation can occur resulting in inflammation and this can exacerbate a number of health conditions with asthma being the most common in athletes.

When threatening or dangerous air quality levels are present, the AQI increases. The AQI is an accepted means of quantifying air quality by public health authorities encompassing:

- Air pollution levels at the nearest monitoring site or region
- The common contributing pollutants
- The overall health risk associated with a given rating.

The AQI is updated hourly and provides an easy-to-understand index. [Current Air Quality](#)

Attentive monitoring of the local AQI and associated air quality alerts, especially during times of extreme environmental conditions, is recommended.

Venue Conveners Checklist

General Preparation

- ✓ Read and understand the Conveners Handbook and have it with you at all times. Please be aware that IGSA Sport rules may differ from club rules.
- ✓ Each round **prior to the start of play, conduct a risk and safety audit** of your venue and know where all facilities are located.
- ✓ Prepare your equipment – cover all contingencies. Make sure you have spoken with your school and if not at a school venue, make sure you know who to speak to in order to have the correct equipment available to you.
- ✓ Make sure you have your own equipment every round e.g. Pens, whistles, first aid, conveners pack, score sheets, risk warning.
- ✓ Organise first aid equipment & ice. School venues should provide this. If at an outside venue please keep receipts of all ice purchases and you will be reimbursed with your payment.
- ✓ Know what is expected of you at your particular venue.

Pre-Match Duties

- ✓ Contact IGSA Sport if you have not received the match sheets by Thursday morning. They are normally emailed on Tuesday or Wednesday.
- ✓ Check the draw and know how many courts / fields / pools etc you have each round.
- ✓ Contact umpires / referees if there are any changes to the draw.
- ✓ Set up conveners table in an obvious position where you can see all courts / fields if possible and display risk warnings in obvious & visible positions.
- ✓ Provide information to players, parents, coaches & umpires / referees regarding matches to be played.
- ✓ Ensure players sign on correctly.
- ✓ Check that all umpires / referees have filled out the necessary IGSA Sport paperwork **before** they referee. This includes having a WWC clearance from IGSA Sport as advised.
- ✓ Allocate umpires / referees to courts / fields and make sure every match has at least one (1) official to start the match. (Coaches MUST step in if necessary).
- ✓ Ensure there are scorers for each match – one (1) from each team, preferably sitting together.
- ✓ Decide on venue closures using IGSA Sport guidelines.

Match Procedure

- ✓ Time the matches – central timing. No injury time for any matches unless specified for semis / finals where being played.
- ✓ Cancel matches if necessary – wet weather, heat, misconduct.
- ✓ Treat & record injuries on an IGSA Sport Accident Report ensuring all details are completed.
- ✓ Monitor behaviour - spectators, players, coaches and use the IGSA Sport Code of Conduct to help you. When resolving disputes, make sure you introduce yourself and your position before discussing any breaches of conduct.
- ✓ Ensure spectators / coaches etc. are not impeding the field / court of play. Spectators should not be able to obstruct or interfere with match proceeding e.g. too close to umpires / referees on sidelines.

Post Match Procedure

- ✓ Collect match sheets and make sure they are signed by both team captains and umpires / referees' names are recorded.
- ✓ Discuss any issues that may be raised by coaches about the match and record if necessary on an Incident Report to be returned to IGSA Sport.
- ✓ Make sure any breaches of the Code of Conduct are clearly recorded on an Incident Report, indicating the player(s) / team name involved.
- ✓ Record scores on the Summary sheet.
- ✓ Enter scores in to SPAWTZ and record attendance / availabilities **ASAP after games conclude**, preferably by Sunday night, (or by 8am Monday morning at the *very* latest).
- ✓ Email Summary sheet and Safety & Risk Assessment Inspection Checklist to IGSA Sport by Saturday afternoon, **particularly for results from the round 7 matches and the semi finals as draws will be organised from these results.**
- ✓ Post original match sheets, Weekly Summary sheets, Venue Declaration and Risk Assessment Inspection Checklist ASAP over the weekend or by 8am Monday. Also include any umpire / referee forms that may have been completed – do not hold on to them until the end of the term.
- ✓ Complete the convener's game sheet each round with details of umpires / referees and match times.
- ✓ **When requested**, post the relevant and fully completed conveners game sheet including details of how many matches each umpire / referee officiated so that your payments can be processed. After the finals (or last round), please send your final conveners game sheet along with the completed umpire / referee cards so all final payments for the term can be arranged. Post any other documents from umpires / referees or yourself that were not completed earlier in the season.

Make Sure:

- ✓ You are clearly identifiable as the convener of the venue by wearing IGSA Sport clothing where possible and the supplied name tag at all times.
- ✓ If umpires / referees are not showing up, contact the IGSA Sport office.
- ✓ The umpires / referees available are fair and consistent.
- ✓ Regular umpires / referees are dressed appropriately from round to round e.g. no ripped jeans and bare feet / thongs.
- ✓ You are always approachable and arbitrate fairly and by the rules.
- ✓ Call on the IGSA Sport staff if needed.
- ✓ Don't let situations get out of hand.
- ✓ Use common sense at all times.



(taken from the Play by the Rules website – www.playbytherules.net.au)

Play by the Rules - Maintaining Appropriate Boundaries

Working with children can be enjoyable, rewarding, challenging, frustrating and entertaining - as it should be. It also needs to occur in a positive, respectful and safe environment where children aren't put at risk and adults are protected from accusations of abuse.

As an adult, it is your responsibility to establish and maintain clear professional boundaries with children and young people in sport.

Step 1: Establishing boundaries

a) Communication

- Be aware of what you say and how it might be interpreted.
- Tell children and their parents about your coaching style and explain if / when you're likely to touch children.
- Use age appropriate language in the presence of children.
- Always give feedback that relates to the child's performance, not their personality or appearance.

b) Physical contact boundaries

Only touch children if:

- the contact is relevant to the skill being developed.
- you've asked their permission to do so.

Minimise contact as much as possible (i.e. don't press against a child or have your whole body against a player; be aware of which parts of your body are in contact with the player).

Don't have intimate relationships with people under the age of 18.

c) Location boundaries

Make sure you're never alone with a child (e.g. in a car, changing room etc.).

Avoid entering change rooms. If you have to do so, always knock and announce that you're coming in. Try and have another adult with you.

Don't invite children to your home or encourage them to visit.

You can reinforce your ability to create a safe, positive environment by:

- Complying with your club's policies and procedures for dealing with children;
- Complying with your state or territory's child protection legislation;
- Keeping your coaching skills up to date;
- Seeking advice if you're ever in doubt about a situation or you're concerned about a player's behaviour;
- Showing leadership and addressing instances of inappropriate behaviour when they occur: e.g. stopping team bonding activities that involve abuse, humiliation or risk taking;
- Prohibiting hurtful or sexually provocative matches; and
- Forbidding bullying, ridiculing, scapegoating etc.

Step 2: Maintaining and managing boundaries

Boundaries aren't always easy to maintain, particularly if there's only a few years difference between you and the young people you're coaching. Yet a very real power imbalance exists that can't be overlooked. You're in



(taken from the Play by the Rules website – www.playbytherules.net.au)

a position of authority. You have more experience. And you're older than the children/young people in your care. And, because they are in your care, you need to make sure you don't overstep professional boundaries.

The following questions will help you decide if you're maintaining those boundaries:

- a) Am I treating all children/young people in a similar manner or do I act differently towards one particular child?
- b) Do I talk, dress or act differently when I'm with a particular child?
- c) Would I behave this way if other adults were present?
- d) Would I feel comfortable if I observed this behaviour in another adult?
- e) Could my actions have negative consequences?
- f) If I were a parent, would I want an adult behaving this way towards my own children?

Occasionally a child or young person may attempt to initiate an inappropriate relationship with you (e.g., by asking you out, sending you flirtatious messages, behaving provocatively). If this happens, there are a number of options available that you may consider taking including:

- a) Contacting your child protection authority or an appropriate agency for advice;
- b) Advising a relevant club/association administrator about the problem and requesting that they speak to the child's parents/guardians; or
- c) Transferring the young person to another team / coach.

If children want to touch you – by holding hands, hugging you, wanting cuddles etc. – you need to gently dissuade them from doing so.

One on one coaching

If you need to conduct one-on-one coaching, make sure it's with the parents' knowledge and consent and preferably that it occurs in a public and visible location.

Coaching children with special needs

If you're coaching a child with special needs you may need to have more frequent physical contact with them. Talk to the child and their parents about how you can meet your duty of care obligations in a safe, supportive manner.

Basically, however, you still need to adhere to the boundaries outlined above e.g., don't touch the child more than is necessary; when you do so make sure it's in a public place and that there are other people around who can see you etc.

For more information on coaching children with special needs visit www.ausport.gov.au/dsu/index.asp.

Cultural considerations

Different cultures have different attitudes and traditions around touch – being aware of those traditions will help you avoid causing embarrassment and offence. If you know that a child's family have escaped traumatic circumstances, you'll need to use diplomacy, tact and care in your relationship with the child.



(taken from the Play by the Rules website – www.playbytherules.net.au)

Physical Contact with Children

Issues surrounding physical contact in sport can be controversial and complex. Some sports require physical contact between adults and children for skill development; others do not.

If physical contact is to occur, it should always be within clear guidelines to reduce the risk of inappropriate touching and to ensure people working with children e.g., coaches, officials etc. are not placed in situations where they could be accused of abuse.

Physical contact is appropriate if it:

- is used to assist in skill development
- is required for the child's safety
- occurs with the player's understanding and permission
- is for the child's benefit, not adult gratification
- occurs in an open environment.

Physical contact is inappropriate if it:

- includes touching the groin, genital area, buttocks, breasts or any part of the body that may cause distress or embarrassment
- frightens, distresses or embarrasses a child
- destroys their trust
- occurs in a private place.

Laws exist throughout Australia to protect children and young people from abuse. Measures that are genuinely necessary to protect the health and safety of children and young people are permitted. In deciding whether contact is appropriate ask: "Is it serving the needs of the player/participant or the adult?"

About Play By The Rules

Play by the Rules provides information and online learning for community sport and recreation on how to:

- prevent and deal with discrimination, harassment and child abuse, and
- develop inclusive and welcoming environments for participation.

Check the website more information about how schools and sporting organisations can use the resources on Play by the Rules to promote inclusive, safe and fair participation.

Play by the Rules is a unique partnership between the Australian Sports Commission, the Australian Human Rights Commission, all state and territory sport and recreation and anti-discrimination agencies and the NSW Commission for Children and Young People.

The information on *Play by the Rules* is not intended to be, nor should it be relied upon as, a substitute for legal or other professional advice.



(taken from the Play by the Rules website – www.playbytherules.net.au)

Play by the Rules is supported by the following Australian, State and Territory Government agencies

Australian Sports Commission www.ausport.gov.au/supporting/ethics

Northern Territory Sport & Recreation

Office for Recreation and Sport South Australia

Sport and Recreation Services ACT

Sport and Recreation NSW

Sport and Recreation Services Queensland

Sport and Recreation Tasmania

Sport and Recreation Victoria

Sport and Recreation Western Australia

Australian Human Rights Commission

ACT Human Rights Commission

Anti-Discrimination Board of NSW

Anti-Discrimination Commission Queensland

Equal Opportunity Commission of South Australia

Equal Opportunity Commission of Western Australia

Northern Territory Anti-Discrimination Commission

Tasmanian Office of the Anti-Discrimination Commissioner

Victorian Human Rights and Equal Opportunity Commission

New South Wales Commission for Children and Young People

IGSA Sport Incident Report

Please use this form to provide details of any incidents that occur at your venue.

An incident is classified as something that was considered a breach of the IGSA Sport Code of Conduct, Harassment or any other IGSA policy.

THIS FORM IS NOT TO BE USED FOR REPORTING ACCIDENTS.

INCIDENT DETAILS
Date and Time of incident
Venue at which incident occurred
Sport being played at that venue
Venue Convener on duty at the time of the incident:
Name and school of people involved
Incident Description (please provide as much detail as possible)
Witnesses to the incident (Name and contact details if not a school contact)
Name & Signature of person completing this form

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Name & Signature of person completing this form



Accident & Insurance Information

IGSA Sport does not insure against the cost of medical or dental expenses incurred by students, teachers, umpires, conveners, spectators or any other person participating in school sport.

The NSW State Government provides free **serious injury and death cover** to all NSW school children while they are participating in school authorised sports under the Supplementary Sporting Injuries Benefits Scheme. This Scheme was established to cover accidents or injuries to school children.

All NSW school children, within both the public and private systems are automatically covered under the Supplementary Scheme. Cover is provided for school authorised sporting or athletic activities.

A lump sum benefit is payable to any schoolchild (or the Public Trustee should the child be under 18 years of age) who is injured while participating in a school authorised sporting or athletic activity and who has suffered a permanent disability of a certain kind.

The Supplementary Scheme **does not cover medical expenses or dental costs**. For more information about the Supplementary Sporting Injuries Benefits Scheme and the cover provided, please visit the NSW Sporting Injuries website –

For more information on NSW Sporting Injuries benefits and entitlements or how to apply, visit <https://www.icare.nsw.gov.au/injured-or-ill-people/sporting-injuries/who-we-care-for>, email sportinginjuries@icare.nsw.gov.au or call (02) 7922 5392.

Although IGSA Sport takes measures to make the sporting activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events. **IGSA Sport therefore advises participants to consider their own insurance needs and to take action appropriate to their circumstances.**

IGSA Sport also advises to read the Risk Warning in the policies section of our website.

First Aid

IGSA Sport recommends that all Conveners hold a current First Aid Certificate although it is not compulsory.

It is the responsibility of the Convener to make sure that ice and a first aid kit are available at the venue each Saturday. Check the first aid kit each round and replenish as necessary.

When dealing with blood or other body fluids, always wear gloves.

Convener's Responsibilities

As the Convener responsible for the venue, you may be called upon to respond to an accident or injury. While it is impossible to predict every eventuality, the following guidelines should prove helpful:

1. **Stay calm and use common sense.** If the injury is severe, if you feel unqualified to deal with it or if you would like support, seek assistance from spectators. All PDHPE staff will have current First Aid certificates and several parents may have medical qualifications. Make sure their parents are contacted if they are not present at the match. Complete an injury report and forward it to the IGSA Sport office.
2. **If the situation is an emergency,** call an ambulance (**ph. 000**) and get help from a trained First Aider or medically qualified spectator. (NB Mobile emergency numbers may be different –often 112. Know how to dial an ambulance from your mobile and program the number into your phone).
3. **If the situation is not an emergency,** assess its seriousness. To do this, the Australian Sports Commission recommends the “STOP” approach:
 - Stop play or stop the player from participating.
 - Talk to the injured player to determine where the pain is felt, how serious it is and how the injury occurred. Provide words of encouragement.
 - Observe the player while you are talking to their to assess swelling, bleeding, deformity, possible concussion, etc.

- Prevent further injury.
4. **If the injury is not serious**, The Australian Sports Commission and Sports Medicine Australia recommend the “RICER” approach:
 - Rest injured part to reduce further damage – refrain from putting weight onto injured part.
 - Ice – apply, wrapped in damp towel, to injured area for 20 minutes every two hours for the 1st 48 hours.
 - Compression – firm (but not tight) bandaging will reduce bleeding and swelling.
 - Elevation – raise the injured area above the heart on a pillow for comfort and support.
 - Referral – consult a medical professional for diagnosis and further treatment if required.
 5. For all injuries, major and minor, an IGSA Sport accident report **must be completed**.
 6. St John Ambulance Australia encourages everyone to be prepared for whatever unfortunate event may occur and has now developed their new First Aid app for iPhone and Android phones. The range of St John phone apps can be downloaded from the Apple iTunes and Google Play app stores.

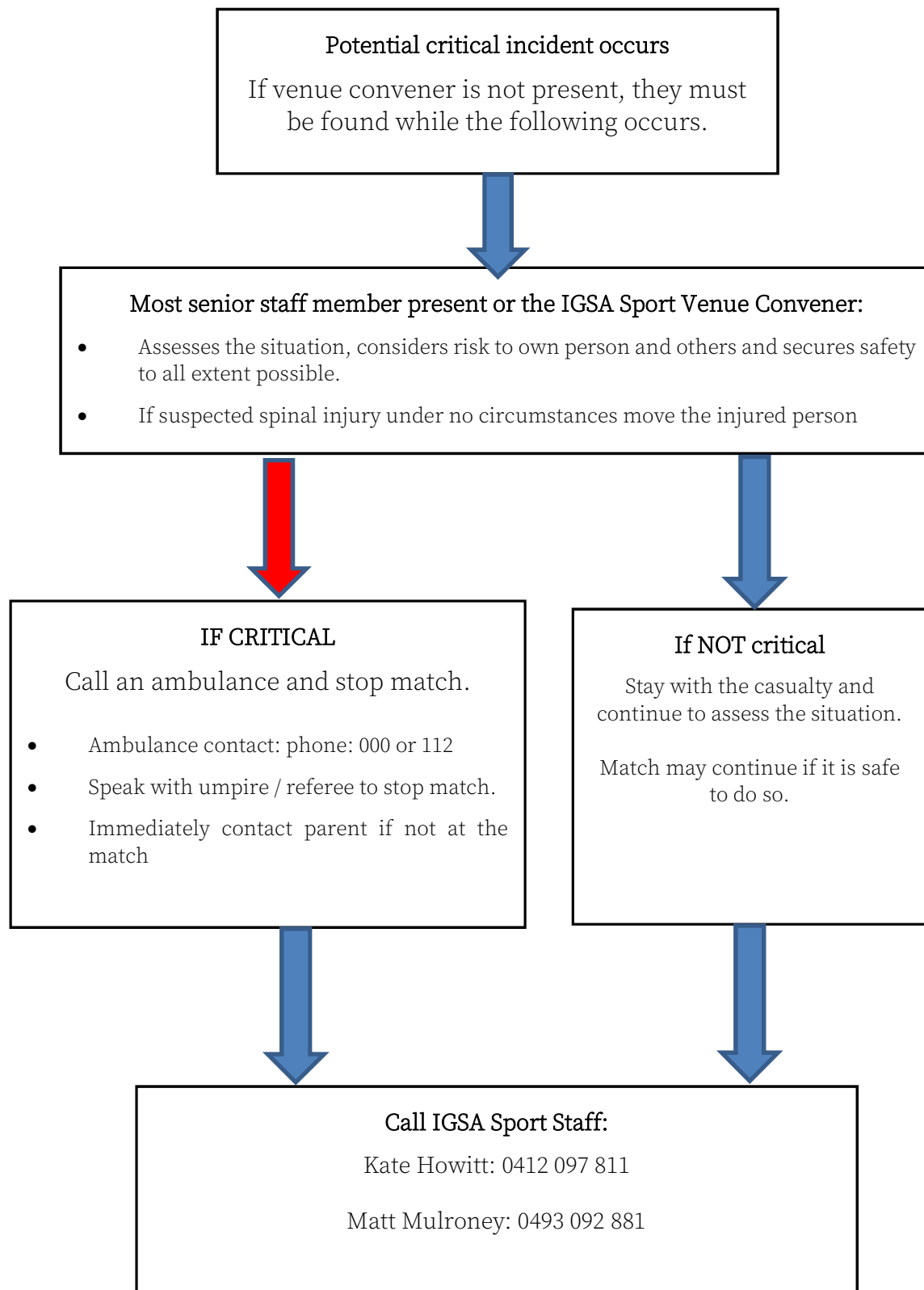
General Safety

1. Encourage players to wear sunscreen and to drink plenty of water in order to avoid dehydration. For more information, consult the Sports Medicine Australia.
2. If the wearing of protective equipment is mandatory, this must be enforced. If the wearing of protective equipment is merely recommended, encourage players to wear it.
3. If bleeding occurs, encourage players to administer their own bleeding control.
4. If cleaning blood or body fluid from a court, floor or change area, wear protective gloves and avoid direct contact.
5. Encourage players to check the suitability and condition of their equipment prior to play.

Further information is available from the following websites:

- Sports Medicine Australia - <http://sma.org.au/resources-advice>
- Smartplay - www.smartplay.com.au
- Australian Sports Commission - www.ausport.gov.au/participating/officials
- Play by The Rules - www.playbytherules.net.au

Procedure for the Management of Critical Incidents for IGSA Sport Venue Conveners



Definition of a Critical Incident – the incident is a high risk situation and for IGSA Sport is defined as anything that cannot be managed by using simple first aid such as a band aid or icing.

Hierarchy of Staff at a Venue

- Head of School
- Director of Sport from the school venue
- Director of Sport from school(s) involved
- PD/H/PE or other School staff
- Team Coach
- Team Manager

If parent of casualty present;

- Follow all procedures in consultation with the parent

If no school staff present;

- Follow all procedures and gain assistance from:
 - Medically qualified parent / spectator e.g., doctor, nurse, physio
 - Another adult
 - Players

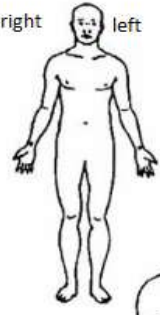
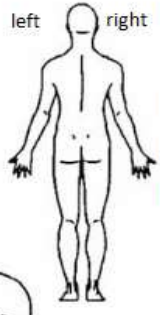
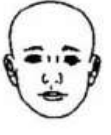
Once ambulance has been called, where possible, delegate responsibility of casualty to most senior staff member at the venue so the following can be addressed:

- Ambulance access
- Assist with first aid requirements e.g. water, ice.
- On going communication with umpires / referees
- Provide feedback to players and / or spectators
- Continue to assess safety of venue

When there is no other adult present, the venue convener's first priority is to the casualty. A player can assist to call the ambulance, communicate instructions and pass on information if required.

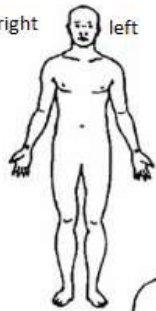
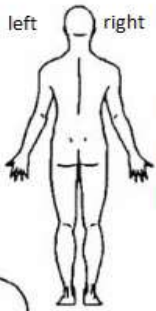

IGSA Sport Accident / Injury Report Form

Injury details: This report reflects an accurate record of the injured person's reported symptoms of injury

NAME OF PERSON INJURED		VENUE	
School attended by injured player		Venue Convener: (Print Name & Sign)	
Players' DOB (Day/Month/Year) / /		DATE INJURY OCCURRED / /	
Sport Being Played Team No & Grade		First Aid Provided By: (Print Name & Sign)	
Does the injured player currently play the same sport in another competition		<input type="checkbox"/> Yes <input type="checkbox"/> No Time of First Aid:	
Please indicate during WHICH EVENT the injury occurred		INITIAL TREATMENT	
<input type="checkbox"/> Saturday Sport <input type="checkbox"/> Rep Trials <input type="checkbox"/> Rep Matches / Comp <input type="checkbox"/> Sports Carnival <input type="checkbox"/> Warm Up <input type="checkbox"/> Competition <input type="checkbox"/> Event <input type="checkbox"/> Other		<input type="checkbox"/> No treatment required <input type="checkbox"/> CPR <input type="checkbox"/> RICER <input type="checkbox"/> Crutches <input type="checkbox"/> Sling / splint <input type="checkbox"/> Dressing <input type="checkbox"/> Strapping <input type="checkbox"/> Massage <input type="checkbox"/> Stretching	
NATURE OF INJURY			
<input type="checkbox"/> New Injury <input type="checkbox"/> Previous injury from other terms <input type="checkbox"/> Previously injured this term <input type="checkbox"/> Other (please explain)			
CONCUSSION		<input type="checkbox"/> Possible concussion - removed from play <input type="checkbox"/> Notification form distributed	
SYMPTOMS OF INJURY			
<input type="checkbox"/> Blisters <input type="checkbox"/> Inflammation / swelling <input type="checkbox"/> Spinal injury <input type="checkbox"/> Bleeding nose <input type="checkbox"/> Cramp <input type="checkbox"/> Cardiac problem <input type="checkbox"/> Bruising / contusion <input type="checkbox"/> Suspected bone fracture / break <input type="checkbox"/> Electrical shock <input type="checkbox"/> Cut <input type="checkbox"/> Dislocation <input type="checkbox"/> Burn <input type="checkbox"/> Graze / abrasion <input type="checkbox"/> Head injury <input type="checkbox"/> Insect bite / sting <input type="checkbox"/> Sprain (Ligament) <input type="checkbox"/> Loss of consciousness <input type="checkbox"/> Poisoning <input type="checkbox"/> Strain (Muscle / Tendon) <input type="checkbox"/> Respiratory problem <input type="checkbox"/> Other:			
BODY PART INJURED (circle below)		HOW DID THE INJURY OCCUR	
Name of part		<input type="checkbox"/> Contact with a fixed object (e.g. wall, goal post)	
Location of injury		<input type="checkbox"/> Contact with another person <input type="checkbox"/> Overbalance <input type="checkbox"/> Contact with a ball or equipment (e.g. bat / stick) <input type="checkbox"/> Overstretch <input type="checkbox"/> Fall <input type="checkbox"/> Slip/trip <input type="checkbox"/> Venue **Refer note below <input type="checkbox"/> Running <input type="checkbox"/> Other: <input type="checkbox"/> Sidestep <input type="checkbox"/> Landing	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>right left</p>  </div> <div style="text-align: center;"> <p>left right</p>  </div> </div> <div style="text-align: center; margin-top: 10px;">  </div>		Did player return to play? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Extra detail regarding how the injury occurred:	
		Was protective equipment worn on the injured body part? <input type="checkbox"/> Yes <input type="checkbox"/> No	
FOLLOW UP ACTION			
<input type="checkbox"/> None <input type="checkbox"/> Medical practitioner / physiotherapist <input type="checkbox"/> Hospital <input type="checkbox"/> Ambulance <input type="checkbox"/> Other:			
Signature of person completing form:			Date: / /
Note: Staff without medical training should refer all medical decisions to appropriately qualified persons. Do not attempt to 'diagnose' an injury. Users of this form are advised that medical information should be treated confidentially.			
** If the venue thought to have contributed to the cause of the accident / injury, please ensure you take a photo of the affected site and forward with the copy of this form.			
Please ensure you contact IGSA Sport staff ASAP if an ambulance is called or serious injury occurs.			

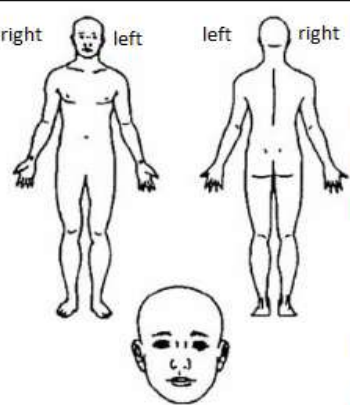
IGSA SPORT ACCIDENT / INJURY REPORT FORM

Injury details: This report reflects an accurate record of the injured person's reported symptoms of injury

NAME OF PERSON INJURED		VENUE	
School attended by injured player		Venue Convener: (Print Name & Sign)	
Players' DOB (Day/Month/Year) / /		DATE INJURY OCCURRED / /	
Sport Being Played Team No & Grade		First Aid Provided By: (Print Name & Sign)	
Does the injured player currently play the same sport in another competition		<input type="checkbox"/> Yes <input type="checkbox"/> No	Time of First Aid:
Please indicate during WHICH EVENT the injury occurred		<input type="checkbox"/> Saturday Sport	INITIAL TREATMENT
<input type="checkbox"/> Rep Trials <input type="checkbox"/> Rep Matches / Comp		<input type="checkbox"/> Sports Carnival	
<input type="checkbox"/> Warm Up <input type="checkbox"/> Competition <input type="checkbox"/> Event <input type="checkbox"/> Other		<input type="checkbox"/> No treatment required	
NATURE OF INJURY		<input type="checkbox"/> New Injury	<input type="checkbox"/> CPR <input type="checkbox"/> RICER
<input type="checkbox"/> Previous injury from other terms <input type="checkbox"/> Previously injured this term		<input type="checkbox"/> Crutches	<input type="checkbox"/> Sling / splint
<input type="checkbox"/> Other (please explain)		<input type="checkbox"/> Dressing	<input type="checkbox"/> Strapping
<input type="checkbox"/> Massage		<input type="checkbox"/> Stretching	
CONCUSSION		<input type="checkbox"/> Possible concussion - removed from play	<input type="checkbox"/> Notification form distributed
SYMPTOMS OF INJURY			
<input type="checkbox"/> Blisters	<input type="checkbox"/> Inflammation / swelling	<input type="checkbox"/> Spinal injury	
<input type="checkbox"/> Bleeding nose	<input type="checkbox"/> Cramp	<input type="checkbox"/> Cardiac problem	
<input type="checkbox"/> Bruising / contusion	<input type="checkbox"/> Suspected bone fracture / break	<input type="checkbox"/> Electrical shock	
<input type="checkbox"/> Cut	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Burn	
<input type="checkbox"/> Graze / abrasion	<input type="checkbox"/> Head injury	<input type="checkbox"/> Insect bite / sting	
<input type="checkbox"/> Sprain (Ligament)	<input type="checkbox"/> Loss of consciousness	<input type="checkbox"/> Poisoning	
<input type="checkbox"/> Strain (Muscle / Tendon)	<input type="checkbox"/> Respiratory problem	<input type="checkbox"/> Other:	
BODY PART INJURED (circle below)		HOW DID THE INJURY OCCUR	
Name of part		<input type="checkbox"/> Contact with a fixed object (e.g. wall, goal post)	
Location of injury		<input type="checkbox"/> Contact with another person <input type="checkbox"/> Overbalance	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>right</p>  </div> <div style="text-align: center;"> <p>left</p>  </div> </div> <div style="text-align: center; margin-top: 10px;">  </div>		<input type="checkbox"/> Contact with a ball or equipment (e.g. bat / stick)	
		<input type="checkbox"/> Fall	
		<input type="checkbox"/> Venue **Refer note below	
		<input type="checkbox"/> Slip/trip	
		<input type="checkbox"/> Running	
		<input type="checkbox"/> Sidestep	
		<input type="checkbox"/> Landing	
Did player return to play?		Extra detail regarding how the injury occurred:	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Was protective equipment worn on the injured body part?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
FOLLOW UP ACTION			
<input type="checkbox"/> None <input type="checkbox"/> Medical practitioner / physiotherapist <input type="checkbox"/> Hospital			
<input type="checkbox"/> Ambulance <input type="checkbox"/> Other:			
Signature of person completing form:			Date: / /
<p>Note: Staff without medical training should refer all medical decisions to appropriately qualified persons. Do not attempt to 'diagnose' an injury. Users of this form are advised that medical information should be treated confidentially.</p>			
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Sport Being Played Team No & Grade		First Aid Provided By: (Print Name & Sign)	
Does the injured player currently play the same sport in another competition		<input type="checkbox"/> Yes <input type="checkbox"/> No Time of First Aid:	
Please indicate during WHICH EVENT the injury occurred		INITIAL TREATMENT	
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Location of injury		<input type="checkbox"/> Contact with another person <input type="checkbox"/> Overbalance <input type="checkbox"/> Contact with a ball or equipment (e.g. bat / stick) <input type="checkbox"/> Overstretch <input type="checkbox"/> Fall <input type="checkbox"/> Slip/trip <input type="checkbox"/> Venue ***Refer note below <input type="checkbox"/> Running <input type="checkbox"/> Other: <input type="checkbox"/> Sidestep <input type="checkbox"/> Landing	
right left left right 		Did player return to play? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Extra detail regarding how the injury occurred:	
		Was protective equipment worn on the injured body part? <input type="checkbox"/> Yes <input type="checkbox"/> No	
FOLLOW UP ACTION			
<input type="checkbox"/> None <input type="checkbox"/> Medical practitioner / physiotherapist <input type="checkbox"/> Hospital <input type="checkbox"/> Ambulance <input type="checkbox"/> Other:			
Signature of person completing form:		Date: / /	
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** If the venue thought to have contributed to the cause of the accident / injury, please ensure you take a photo of the affected site and forward with the copy of this form.			
Please ensure you contact IGSA Sport staff ASAP if an ambulance is called or serious injury occurs.			

IGSA Sport Possible Concussion or Head Injury Notification Form

Student name.....School.....

Date of injury.....Sport.....Venue.....

The student mentioned above may have received a head injury / concussion. IGSA Sport would like to make you aware of the signs and symptoms that may arise, which may require an evaluation and/or treatment. The injured student **MUST** be taken to hospital or to a Doctor **IMMEDIATELY** if the following occurs:

Vomiting	Develops a headache
Becomes dizzy, drowsy or nauseous	Memory difficulties
Appears vague, disoriented or confused	Develops 'pins and needles'
Stands or walks with a stagger or lurch	Slurs their speech
Cannot follow simple instructions	Becomes aggressive
Has a fit or convulsion/seizure	Displays any unusual behaviour
Cannot recall simple information	Delicate to light or noise
Slow reactions	Cannot be roused from sleep

OR: If none of the above symptoms are displayed, but you are still concerned, the child should rest and be observed for 24-48 hours.

IMPORTANT NOTICE: the student **SHOULD NOT** resume school, work, exercise, sports training or competition until authorised and cleared by a Doctor. (Please check your school's concussion guidelines/policy)

An injury report will be completed by either the venue convener, team coach or parent. This report will be sent to your school sport coordinator and Head of Sport. Please keep your school up-to-date with any diagnosis or result.

Convener Name..... Signature.....

IGSA Sport Possible Concussion or Head Injury Notification Form

Student name.....School.....

Date of injury.....Sport.....Venue.....

The student mentioned above may have received a head injury / concussion. IGSA Sport would like to make you aware of the signs and symptoms that may arise, which may require an evaluation and/or treatment. The injured student **MUST** be taken to hospital or to a Doctor **IMMEDIATELY** if the following occurs:

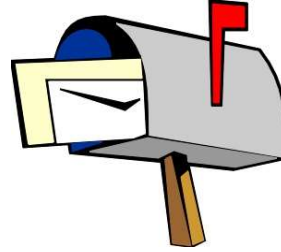
Vomiting	Develops a headache
Becomes dizzy, drowsy or nauseous	Memory difficulties
Appears vague, disoriented or confused	Develops 'pins and needles'
Stands or walks with a stagger or lurch	Slurs their speech
Cannot follow simple instructions	Becomes aggressive
Has a fit or convulsion/seizure	Displays any unusual behaviour
Cannot recall simple information	Delicate to light or noise
Slow reactions	Cannot be roused from sleep

OR: If none of the above symptoms are displayed, but you are still concerned, the child should rest and be observed for 24-48 hours.

IMPORTANT NOTICE: the student **SHOULD NOT** resume school, work, exercise, sports training or competition until authorised and cleared by a Doctor. (Please check your school's concussion guidelines/policy)

An injury report will be completed by either the venue convener, team coach or parent. This report will be sent to your school sport coordinator and Head of Sport. Please keep your school up-to-date with any diagnosis or result.

Convener Name..... Signature.....



Round Summary Sheets, Venue Convener Declaration & Risk Assessment & Inspection Checklist

Please complete these sheets each round and return with the completed match sheets as soon as possible after the matches are finished.

Please email the summary sheet (photo is fine) on Saturday to

info@igsa.nsw.edu.au

and then post all originals by 8am, Monday to:

IGSA Sport Office
LG1, 56 Delhi Rd
NTH RYDE NSW 2113

NB: It is most important that these sheets are returned **as soon as possible**. They are not only important for the results, they also form part of our risk policy so it is important that you complete them in full and return them **immediately** after each round.

With over 5000 registrations needing to be checked each round, scores compiled and the following rounds' match sheets downloaded and emailed, your help in inputting the results and "attendance / availabilities" in to SPAWTZ is extremely valuable.

Please complete the round summary sheet with all details – **round, date, venue and full details of teams & scores**. Check you have the winning / losing teams and scores around the right way.

Please note any requests for more forms, or any suggestions for improvements can also be noted on these sheets.

IGSA Sport Tennis Summary Sheet Round _____

Please EMAIL RESULTS ASAP & then post this in with the sign on sheets.

Venue: _____

Mail to: LG1 56 Delhi Road
North Ryde NSW 2113

Email info@igsa.nsw.edu.au

Phone 9888 9477

	Grade	Team A	Score	Team B	Score
Courts 1 & 2					
7.30 / 7.45 am			/8 ()		/8 ()
9.45 / 9.55 am			/8 ()		/8 ()
Courts 3 & 4					
7.30 / 7.45 am			/8 ()		/8 ()
9.45 / 9.55 am			/8 ()		/8 ()
Courts 5 & 6					
7.30 / 7.45 am			/8 ()		/8 ()
9.45 / 9.55 am			/8 ()		/8 ()
Courts 7 & 8					
7.30 / 7.45 am			/8 ()		/8 ()
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Courts 9 & 10					
7.30 / 7.45 am			/8 ()		/8 ()
9.45 / 9.55 am			/8 ()		/8 ()
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9.45 / 9.55 am			/8 ()		/8 ()
Courts 17 & 18					
7.30 / 7.45 am			/8 ()		/8 ()
9.45 / 9.55 am			/8 ()		/8 ()
Courts 19 & 20					
7.30 / 7.45 am			/8 ()		/8 ()
9.45 / 9.55 am			/8 ()		/8 ()

Comments: _____

Safety & Risk Assessment Inspection Checklist for IGSA Sport Sporting Venues

1. Name of person conducting inspection: _____

Mobile No: _____ Role - convener / referee / other (specify): _____

2. Date of Inspection: _____ 3. Time of Inspection: _____

4. Name of Sporting Venue: _____ 5. Sport being played: _____

6. Safety Audit Checklist: **Please place a tick, cross or N/A next to each item.**

Condition of Goals, Nets, Hoops etc

- All fixtures are secure and sturdy
- Are permanently fixed to ground or side of pool (e.g. netball, basketball, water polo)
- Are suitably padded e.g. netball
- Are free of any sharp obtrusions
- General condition is of a good standard
- Any nets are free of holes e.g. hockey

Condition of Playing Surface

- Is free of any potholes
- Is free of all trip and slip hazards
- Surface does not have dangerous cracks e.g. tennis /basketball courts
- Surface is not slippery
- There are no tree roots over playing surface
- There is no foreign matter on playing surface e.g. glass, sticks, rubbish
- Appropriate line markings are visible
- Surface is of a suitable standard and size for secondary students

Condition of Surrounding Fences

- All fences are secure and sturdy
- There is adequate fencing around the entire venue where appropriate
- There are no sharp or dangerous objects on or near fences
- Fences are in good condition

Toilet / Change Room Facilities, Public Pavilions and Surrounding Spectator Areas

- Facilities are suitably clean
- No dangerous items are stored in pavilions or change rooms
- All areas are free of any trip or slip hazards
- All facilities in good condition
- Any public seating is in good condition
- There are no sharp or dangerous objects
- There is no foreign matter on ground e.g. glass, sticks, rubbish

7. Please make any comments that you feel are relevant regarding the safety of your venue:

8. Describe any action taken to remove or barricade any hazardous areas: _____

9. Hazards that need urgent attention: _____

**** Please take photos and email to IGSA Sport should you identify any hazards.**

Venue Convener's Declaration

This sheet must be completed, signed and returned to IGSA Sport each round by the venue convener.

PLEASE NOTE THAT CONVENERS WILL NOT BE PAID unless they have actioned and signed the following statement **each round and the sheet is returned to IGSA Sport.**

I certify that I _____ (print name) have completed the following duties for today's round of matches:

- A **pre-match risk and safety audit of the venue** and playing conditions has been conducted by both myself and the referees / umpires (if applicable) at the venue and will be returned to the IGSA Sport office with the weekly results.
- Any identified hazards have been photographed and emailed to IGSA Sport.
- I have displayed the **IGSA Sport Risk Warning** sign in a position that is visible to all participants, and spectators and officials.
- I have confirmed that all officials have had a **WWC clearance** by IGSA Sport.
- Accident reports** have been completed and emailed to IGSA Sport office for all accidents that have occurred today.
- Incident reports** (e.g. breach of code of conduct) have been completed and returned to the IGSA Sport office for all accidents that have occurred today.
- I have signed all umpire / referees' cards (if applicable) at my venue and recorded a copy of the number of matches each umpire / referee has officiated on my convener's sheet.
- I have entered the results and attendance / availabilities in to SPAWTZ.
- The summary sheet for this round has been completed and emailed to the IGSA Sport office and all originals will be sent via post to the IGSA Sport office ASAP.

Venue: _____

Date: _____

Signature: _____

IGSA Sport Tennis Summary Sheet Round _____

Please EMAIL RESULTS ASAP & then post this in with the sign on sheets.

Venue: _____

Mail to: LG1 56 Delhi Road
North Ryde NSW 2113

Email info@igsa.nsw.edu.au
Phone 9888 9477

	Grade	Team A	Score	Team B	Score
Courts 1 & 2					
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9.45 / 9.55 am			/8 ()		/8 ()

Comments: _____

Safety & Risk Assessment Inspection Checklist for IGSA Sport Sporting Venues

1. Name of person conducting inspection: _____

Mobile No: _____ Role - convener / referee / other (specify): _____

2. Date of Inspection: _____ 3. Time of Inspection: _____

4. Name of Sporting Venue: _____ 5. Sport being played: _____

6. Safety Audit Checklist: **Please place a tick, cross or N/A next to each item.**

Condition of Goals, Nets, Hoops etc

- All fixtures are secure and sturdy
- Are permanently fixed to ground or side of pool (e.g. netball, basketball, water polo)
- Are suitably padded e.g. netball
- Are free of any sharp obtrusions
- General condition is of a good standard
- Any nets are free of holes e.g. hockey

Condition of Playing Surface

- Is free of any potholes
- Is free of all trip and slip hazards
- Surface does not have dangerous cracks e.g. tennis /basketball courts
- Surface is not slippery
- There are no tree roots over playing surface
- There is no foreign matter on playing surface e.g. glass, sticks, rubbish
- Appropriate line markings are visible
- Surface is of a suitable standard and size for secondary students

Condition of Surrounding Fences

- All fences are secure and sturdy
- There is adequate fencing around the entire venue where appropriate
- There are no sharp or dangerous objects on or near fences
- Fences are in good condition

Toilet / Change Room Facilities, Public Pavilions and Surrounding Spectator Areas

- Facilities are suitably clean
- No dangerous items are stored in pavilions or change rooms
- All areas are free of any trip or slip hazards
- All facilities in good condition
- Any public seating is in good condition
- There are no sharp or dangerous objects
- There is no foreign matter on ground e.g. glass, sticks, rubbish

7. Please make any comments that you feel are relevant regarding the safety of your venue:

8. Describe any action taken to remove or barricade any hazardous areas: _____

9. Hazards that need urgent attention: _____

**** Please take photos and email to IGSA Sport should you identify any hazards.**

Venue Convener's Declaration

This sheet must be **completed, signed and returned to IGSA Sport each round** by the venue convener.

PLEASE NOTE THAT CONVENERS WILL NOT BE PAID unless they have actioned and signed the following statement **each round and the sheet is returned to IGSA Sport.**

I certify that I _____ (print name) have completed the following duties for today's round of matches:

- A **pre-match risk and safety audit of the venue** and playing conditions has been conducted by both myself and the referees / umpires (if applicable) at the venue and will be returned to the IGSA Sport office with the weekly results.
- Any identified hazards have been photographed and emailed to IGSA Sport.
- I have displayed the **IGSA Sport Risk Warning** sign in a position that is visible to all participants, and spectators and officials.
- I have confirmed that all officials have had a **WWC clearance** by IGSA Sport.
- Accident reports** have been completed and emailed to IGSA Sport office for all accidents that have occurred today.
- Incident reports** (e.g. breach of code of conduct) have been completed and returned to the IGSA Sport office for all accidents that have occurred today.
- I have signed all umpire / referees' cards (if applicable) at my venue and recorded a copy of the number of matches each umpire / referee has officiated on my convener's sheet.
- I have entered the results and attendance / availabilities in to SPAWTZ.
- The summary sheet for this round has been completed and emailed to the IGSA Sport office and all originals will be sent via post to the IGSA Sport office ASAP.

Venue: _____

Date: _____

Signature: _____

IGSA Sport Tennis Summary Sheet Round _____

Please EMAIL RESULTS ASAP & then post this in with the sign on sheets.

Venue: _____

Mail to: LG1 56 Delhi Road
North Ryde NSW 2113

Email info@igsa.nsw.edu.au
Phone 9888 9477

	Grade	Team A	Score	Team B	Score
Courts 1 & 2					
7.30 / 7.45 am			/8 ()		/8 ()
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9.45 / 9.55 am			/8 ()		/8 ()

Comments: _____

Safety & Risk Assessment Inspection Checklist for IGSA Sport Sporting Venues

1. Name of person conducting inspection: _____

Mobile No: _____ Role - convener / referee / other (specify): _____

2. Date of Inspection: _____ 3. Time of Inspection: _____

4. Name of Sporting Venue: _____ 5. Sport being played: _____

6. Safety Audit Checklist: **Please place a tick, cross or N/A next to each item.**

Condition of Goals, Nets, Hoops etc

- All fixtures are secure and sturdy
- Are permanently fixed to ground or side of pool (e.g. netball, basketball, water polo)
- Are suitably padded e.g. netball
- Are free of any sharp obtrusions
- General condition is of a good standard
- Any nets are free of holes e.g. hockey

Condition of Playing Surface

- Is free of any potholes
- Is free of all trip and slip hazards
- Surface does not have dangerous cracks e.g. tennis /basketball courts
- Surface is not slippery
- There are no tree roots over playing surface
- There is no foreign matter on playing surface e.g. glass, sticks, rubbish
- Appropriate line markings are visible
- Surface is of a suitable standard and size for secondary students

Condition of Surrounding Fences

- All fences are secure and sturdy
- There is adequate fencing around the entire venue where appropriate
- There are no sharp or dangerous objects on or near fences
- Fences are in good condition

Toilet / Change Room Facilities, Public Pavilions and Surrounding Spectator Areas

- Facilities are suitably clean
- No dangerous items are stored in pavilions or change rooms
- All areas are free of any trip or slip hazards
- All facilities in good condition
- Any public seating is in good condition
- There are no sharp or dangerous objects
- There is no foreign matter on ground e.g. glass, sticks, rubbish

7. Please make any comments that you feel are relevant regarding the safety of your venue:

8. Describe any action taken to remove or barricade any hazardous areas: _____

9. Hazards that need urgent attention: _____

**** Please take photos and email to IGSA Sport should you identify any hazards.**

Venue Convener's Declaration

This sheet must be completed, signed and returned to IGSA Sport each round by the venue convener.

PLEASE NOTE THAT CONVENERS WILL NOT BE PAID unless they have actioned and signed the following statement **each round and the sheet is returned to IGSA Sport.**

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- I have entered the results and attendance / availabilities in to SPAWTZ.
- The summary sheet for this round has been completed and emailed to the IGSA Sport office and all originals will be sent via post to the IGSA Sport office ASAP.

Venue: _____

Date: _____

Signature: _____

IGSA Sport Tennis Summary Sheet Round _____

Please EMAIL RESULTS ASAP & then post this in with the sign on sheets.

Venue: _____

Mail to: LG1 56 Delhi Road
North Ryde NSW 2113

Email info@igsa.nsw.edu.au
Phone 9888 9477

	Grade	Team A	Score	Team B	Score
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9.45 / 9.55 am			/8 ()		/8 ()

Comments: _____

Safety & Risk Assessment Inspection Checklist for IGSA Sport Sporting Venues

1. Name of person conducting inspection: _____

Mobile No: _____ Role - convener / referee / other (specify): _____

2. Date of Inspection: _____ 3. Time of Inspection: _____

4. Name of Sporting Venue: _____ 5. Sport being played: _____

6. Safety Audit Checklist: **Please place a tick, cross or N/A next to each item.**

Condition of Goals, Nets, Hoops etc

- All fixtures are secure and sturdy
- Are permanently fixed to ground or side of pool (e.g. netball, basketball, water polo)
- Are suitably padded e.g. netball
- Are free of any sharp obtrusions
- General condition is of a good standard
- Any nets are free of holes e.g. hockey

Condition of Playing Surface

- Is free of any potholes
- Is free of all trip and slip hazards
- Surface does not have dangerous cracks e.g. tennis /basketball courts
- Surface is not slippery
- There are no tree roots over playing surface
- There is no foreign matter on playing surface e.g. glass, sticks, rubbish
- Appropriate line markings are visible
- Surface is of a suitable standard and size for secondary students

Condition of Surrounding Fences

- All fences are secure and sturdy
- There is adequate fencing around the entire venue where appropriate
- There are no sharp or dangerous objects on or near fences
- Fences are in good condition

Toilet / Change Room Facilities, Public Pavilions and Surrounding Spectator Areas

- Facilities are suitably clean
- No dangerous items are stored in pavilions or change rooms
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- All facilities in good condition
- Any public seating is in good condition
- There are no sharp or dangerous objects
- There is no foreign matter on ground e.g. glass, sticks, rubbish

7. Please make any comments that you feel are relevant regarding the safety of your venue:

8. Describe any action taken to remove or barricade any hazardous areas: _____

9. Hazards that need urgent attention: _____

**** Please take photos and email to IGSA Sport should you identify any hazards.**

Venue Convener's Declaration

This sheet must be completed, signed and returned to IGSA Sport each round by the venue convener.

PLEASE NOTE THAT CONVENERS WILL NOT BE PAID unless they have actioned and signed the following statement **each round and the sheet is returned to IGSA Sport.**

I certify that I _____ (print name) have completed the following duties for today's round of matches:

- A **pre-match risk and safety audit of the venue** and playing conditions has been conducted by both myself and the referees / umpires (if applicable) at the venue and will be returned to the IGSA Sport office with the weekly results.
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- I have entered the results and attendance / availabilities in to SPAWTZ.
- The summary sheet for this round has been completed and emailed to the IGSA Sport office and all originals will be sent via post to the IGSA Sport office ASAP.

Venue: _____

Date: _____

Signature: _____

IGSA Sport Tennis Summary Sheet Round _____

Please EMAIL RESULTS ASAP & then post this in with the sign on sheets.

Venue: _____

Mail to: LG1 56 Delhi Road
North Ryde NSW 2113

Email info@igsa.nsw.edu.au

Phone 9888 9477

	Grade	Team A	Score	Team B	Score
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9.45 / 9.55 am			/8 ()		/8 ()

Comments:

Safety & Risk Assessment Inspection Checklist for IGSA Sport Sporting Venues

1. Name of person conducting inspection: _____

Mobile No: _____ Role - convener / referee / other (specify): _____

2. Date of Inspection: _____ 3. Time of Inspection: _____

4. Name of Sporting Venue: _____ 5. Sport being played: _____

6. Safety Audit Checklist: **Please place a tick, cross or N/A next to each item.**

Condition of Goals, Nets, Hoops etc

- All fixtures are secure and sturdy
- Are permanently fixed to ground or side of pool (e.g. netball, basketball, water polo)
- Are suitably padded e.g. netball
- Are free of any sharp obtrusions
- General condition is of a good standard
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- Is free of any potholes
- Is free of all trip and slip hazards
- Surface does not have dangerous cracks e.g. tennis /basketball courts
- Surface is not slippery
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- There is no foreign matter on playing surface e.g. glass, sticks, rubbish
- Appropriate line markings are visible
- Surface is of a suitable standard and size for secondary students

Condition of Surrounding Fences

- All fences are secure and sturdy
- There is adequate fencing around the entire venue where appropriate
- There are no sharp or dangerous objects on or near fences
- Fences are in good condition

Toilet / Change Room Facilities, Public Pavilions and Surrounding Spectator Areas

- Facilities are suitably clean
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7. Please make any comments that you feel are relevant regarding the safety of your venue:

8. Describe any action taken to remove or barricade any hazardous areas: _____

9. Hazards that need urgent attention: _____

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- I have entered the results and attendance / availabilities in to SPAWTZ.
- The summary sheet for this round has been completed and emailed to the IGSA Sport office and all originals will be sent via post to the IGSA Sport office ASAP.

Venue: _____

Date: _____

Signature: _____

IGSA Sport Tennis Summary Sheet Round _____

Please EMAIL RESULTS ASAP & then post this in with the sign on sheets.

Venue: _____

Mail to: LG1 56 Delhi Road
North Ryde NSW 2113

Email info@igsa.nsw.edu.au

Phone 9888 9477

	Grade	Team A	Score	Team B	Score
Courts 1 & 2					
7.30 / 7.45 am			/8 ()		/8 ()
9.45 / 9.55 am			/8 ()		/8 ()
Courts 3 & 4					
7.30 / 7.45 am			/8 ()		/8 ()
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Courts 11 & 12					
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Courts 15 & 16					
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9.45 / 9.55 am			/8 ()		/8 ()
Courts 17 & 18					
7.30 / 7.45 am			/8 ()		/8 ()
9.45 / 9.55 am			/8 ()		/8 ()
Courts 19 & 20					
7.30 / 7.45 am			/8 ()		/8 ()
9.45 / 9.55 am			/8 ()		/8 ()

Comments: _____

Safety & Risk Assessment Inspection Checklist for IGSA Sport Sporting Venues

1. Name of person conducting inspection: _____

Mobile No: _____ Role - convener / referee / other (specify): _____

2. Date of Inspection: _____ 3. Time of Inspection: _____

4. Name of Sporting Venue: _____ 5. Sport being played: _____

6. Safety Audit Checklist: **Please place a tick, cross or N/A next to each item.**

Condition of Goals, Nets, Hoops etc

- All fixtures are secure and sturdy
- Are permanently fixed to ground or side of pool (e.g. netball, basketball, water polo)
- Are suitably padded e.g. netball
- Are free of any sharp obtrusions
- General condition is of a good standard
- Any nets are free of holes e.g. hockey

Condition of Playing Surface

- Is free of any potholes
- Is free of all trip and slip hazards
- Surface does not have dangerous cracks e.g. tennis /basketball courts
- Surface is not slippery
- There are no tree roots over playing surface
- There is no foreign matter on playing surface e.g. glass, sticks, rubbish
- Appropriate line markings are visible
- Surface is of a suitable standard and size for secondary students

Condition of Surrounding Fences

- All fences are secure and sturdy
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Venue: _____

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IGSA Sport Tennis Summary Sheet Round _____

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Comments: _____

Safety & Risk Assessment Inspection Checklist for IGSA Sport Sporting Venues

1. Name of person conducting inspection: _____

Mobile No: _____ Role - convener / referee / other (specify): _____

2. Date of Inspection: _____ 3. Time of Inspection: _____

4. Name of Sporting Venue: _____ 5. Sport being played: _____

6. Safety Audit Checklist: **Please place a tick, cross or N/A next to each item.**

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- All fixtures are secure and sturdy
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- There is no foreign matter on playing surface e.g. glass, sticks, rubbish
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IGSA Sport Tennis Summary Sheet Round _____

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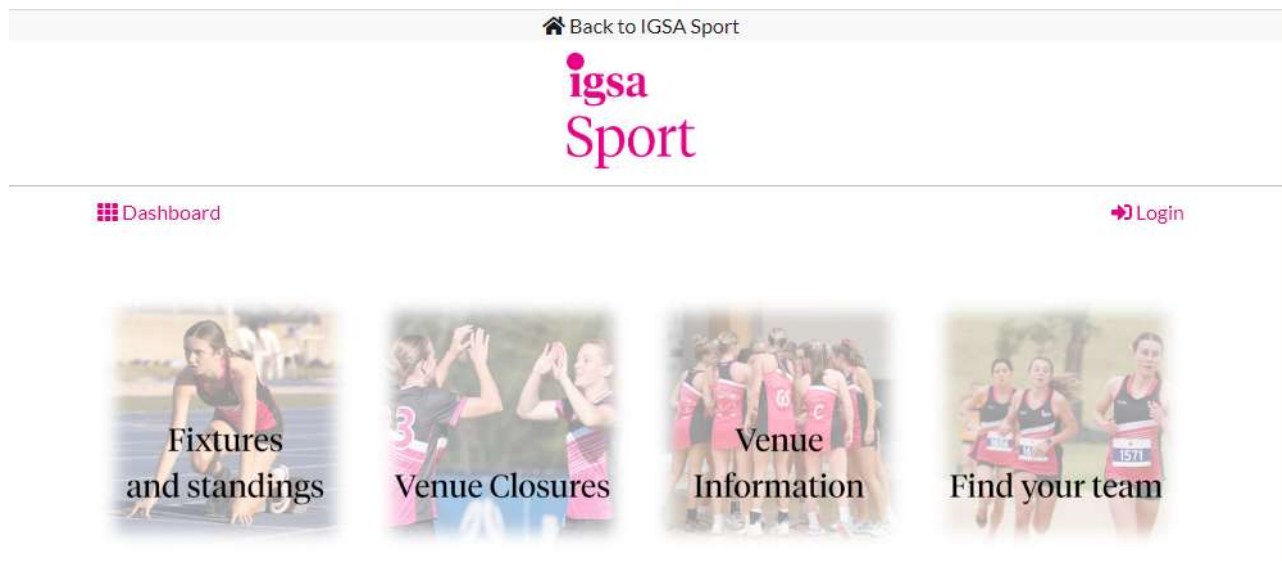
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Venue: _____

Date: _____

Signature: _____

Entering results and attendance in Spawtz



IGSA Sport has introduced a new competition management system that allows venue conveners to enter the results and attendance directly in to Spawtz.

This is an easy way for schools to be able to see the results over the weekend.

You should still forward a copy of the summary sheet via email as normal and pop all originals in the post.

Venue Convener

Venue conveners have access to:

- Mark Attendance
- Add Scores

Logging into Spawtz

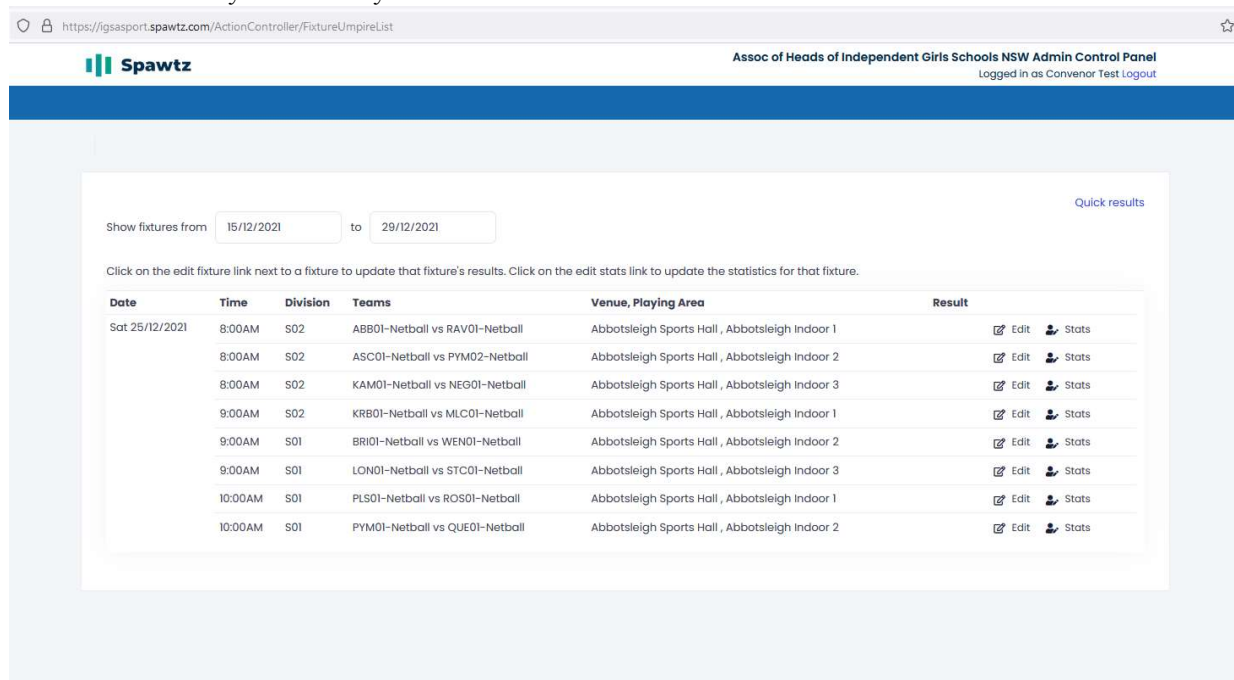
Go to <https://igsasport.spawtz.com/Login.aspx>

Login with the username and password provided by IGSA

A screenshot of the IGSA Sport login page. It features the IGSA Sport logo on the left and a "GO TO MAIN SITE" button with a right-pointing arrow on the right. Below the logo is a login form with the following elements: "Email address:" followed by a text input field; "Password:" followed by a text input field; a checkbox labeled "Remember me"; a link labeled "Forgotten your password?"; and a "Login" button.

How to add scores to Fixtures

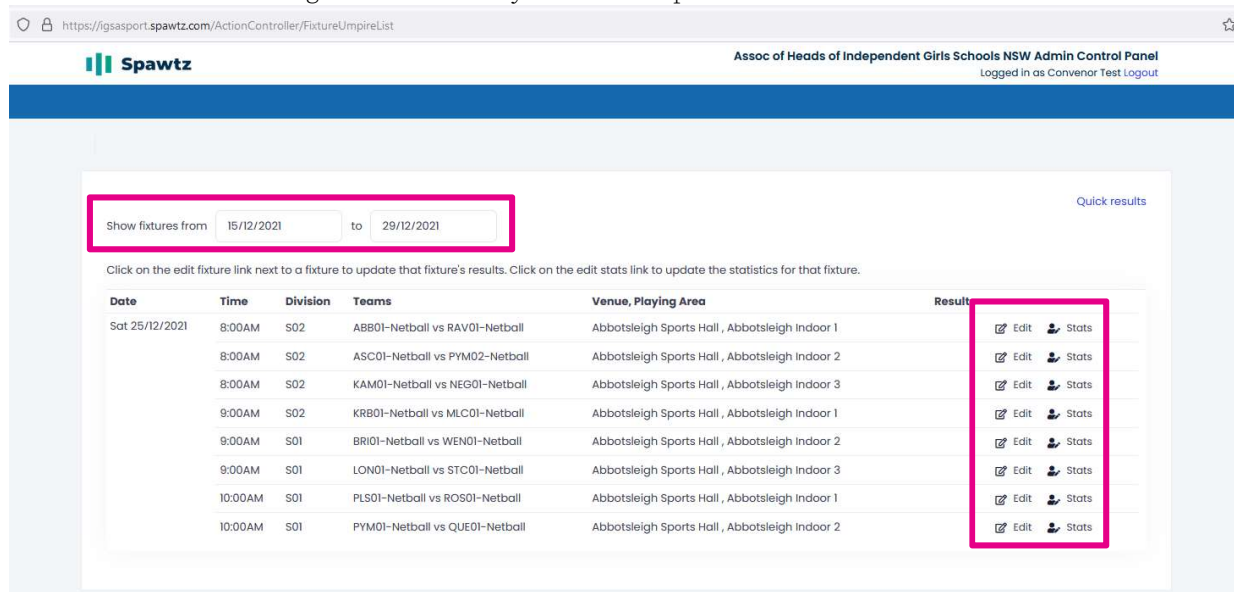
1. When you login, this is the page you should see the below screen. If not, please contact the IGSA office so they can check you have been “connected” to the correct venue & matches.



The screenshot shows the Spawtz Admin Control Panel for the Assoc of Heads of Independent Girls Schools NSW. The page displays a fixture list for the date 25/12/2021. The fixtures are listed in a table with columns for Date, Time, Division, Teams, Venue, Playing Area, and Result. Each fixture has an 'Edit' link and a 'Stats' link next to it. The page also includes a search filter for fixtures from 15/12/2021 to 29/12/2021 and a 'Quick results' link.

Date	Time	Division	Teams	Venue, Playing Area	Result
Sat 25/12/2021	8:00AM	S02	ABB01-Netball vs RAV01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 1	Edit Stats
	8:00AM	S02	ASC01-Netball vs PYM02-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 2	Edit Stats
	8:00AM	S02	KAM01-Netball vs NEG01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 3	Edit Stats
	9:00AM	S02	KRB01-Netball vs MLC01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 1	Edit Stats
	9:00AM	S01	BRI01-Netball vs WEN01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 2	Edit Stats
	9:00AM	S01	LON01-Netball vs STC01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 3	Edit Stats
	10:00AM	S01	PLS01-Netball vs ROS01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 1	Edit Stats
	10:00AM	S01	PYM01-Netball vs QUE01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 2	Edit Stats

2. You can adjust the dates as required in the Show Fixture from boxes at the top of the screen, then click 'Edit' at the right of the fixture you want to update.



The screenshot shows the Spawtz Admin Control Panel for the Assoc of Heads of Independent Girls Schools NSW. The page displays a fixture list for the date 25/12/2021. The fixtures are listed in a table with columns for Date, Time, Division, Teams, Venue, Playing Area, and Result. Each fixture has an 'Edit' link and a 'Stats' link next to it. The page also includes a search filter for fixtures from 15/12/2021 to 29/12/2021 and a 'Quick results' link. Red boxes highlight the date filter and the Edit/Stats links.

Date	Time	Division	Teams	Venue, Playing Area	Result
Sat 25/12/2021	8:00AM	S02	ABB01-Netball vs RAV01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 1	Edit Stats
	8:00AM	S02	ASC01-Netball vs PYM02-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 2	Edit Stats
	8:00AM	S02	KAM01-Netball vs NEG01-Netball	Abbotsleigh Sports Hall , Abbotsleigh indoor 3	Edit Stats
	9:00AM	S02	KRB01-Netball vs MLC01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 1	Edit Stats
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	10:00AM	S01	PYM01-Netball vs QUE01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 2	Edit Stats

3. Scroll down the fixture details to where it has “1 2 3 and sets”, click on the + sign to add more sets. Enter the score in the boxes UNDER each set.
REMEMBER THAT TENNIS SCORES MUST EQUAL 8 (4 singles & 4 doubles sets). For example, 7.5 – 0.5 or 6 – 2 etc.
REMEMBER THAT BADMINTON SCORES MUST EQUAL 5 (3 singles & 2 doubles sets).

Check that the sets are correct (see example below 5 – 3). As long as you have the details in each set box, it should calculate the correct score.

Then press save

	1	2	3	4	5	6	7	8		Sets
<input type="checkbox"/> Forfeit?	4	5	6	3	3	3	6	3	+	5
<input type="checkbox"/> Forfeit?	4	3	0	3	3	3	2	5	+	3

A forfeit match should have a score of 8 – 0 and tick the box indicating it was a forfeit in the box next to the team that forfeited.

A forfeit match should have a score of 8 – 0 and tick the box indicating it was a forfeit in the box next to the team that forfeited.

4. Matches **cancelled due to a venue closure** should be recorded as a 0 – 0 score. IGSA Sport staff will tick the box that says “Results from this fixture should not count towards standings” so that it is not included in the average of the points.

League :	IGSA Sport Tennis
Season :	2022 Term 1
Division :	S03
Name :	
Fixture Type :	Standard
Home Team :	FRE01-Tennis
Away Team :	MLC01-Tennis

	1	2	3		Sets
FRE01-Tennis: <input type="checkbox"/> Forfeit?				+	0
MLC01-Tennis: <input type="checkbox"/> Forfeit?				+	0

Results from this fixture should not count towards standings

This is a cross league fixture

How to mark Attendance

1. Once you have entered the score, you can then stay in that same match and click on 'Availabilities' on the left of the page.

The screenshot shows the Spawtz Admin Control Panel for the fixture 'ABB01-Netball vs RAV01-Netball'. The left sidebar has three tabs: 'Details', 'History', and 'Availabilities', with 'Availabilities' selected and highlighted with a red box. The main content area is divided into two sections: 'Fixture Schedule' and 'Fixture Details'. The 'Fixture Schedule' section includes dropdown menus for Venue (Please select a venue), Playing Area (Abbotsleigh Indoor 1), Date/Time (25/12/2021, 08:00 am), and Duration (60 minutes). The 'Fixture Details' section includes fields for Created Date (Tuesday 21 December 2021 at 09:22), League (IGSA Sport Netball), Season (Test Season), Division (S02), Name (Round 1), Fixture Type (Standard), Home Team (ABB01-Netball), Home Team score (input field), and Away Team (RAV01-Netball).

2. Using the tick boxes on the right of the players names you can mark who played.

The screenshot shows the Spawtz Admin Control Panel for the fixture 'ABB01-Netball vs RAV01-Netball (Round 1)'. The left sidebar has three tabs: 'Details', 'History', and 'Availabilities', with 'Availabilities' selected and highlighted with a red box. The main content area shows the fixture details and a list of players for 'ABB01-Netball'. The list has columns for Name, Role, Availability, Updated Date, and Played. The 'Played' column is highlighted with a red box. The 'Played' column contains tick boxes for each player. Below the list, there is a section for 'RAV01-Netball' with a similar table structure.

Name	Role	Availability	Updated Date	Played
Student 10	Regular	Unknown		<input type="checkbox"/>
Student 104	Regular	Unknown		<input type="checkbox"/>
Student 109	Regular	Unknown		<input type="checkbox"/>
Student 118	Regular	Unknown		<input type="checkbox"/>
Student 150	Regular	Unknown		<input type="checkbox"/>
Student 254	Regular	Unknown		<input type="checkbox"/>
Sports Coordinator	Organiser	Unknown		<input type="checkbox"/>
Sports Organiser	Organiser	Unknown		<input type="checkbox"/>

3. Once all players are marked for attendance scroll to the bottom of the page and click Save.

https://figsasport.spawtz.com/ActionController/FixtureAvailabilities/8005

Details
History
Availabilities

ABB01-Netball

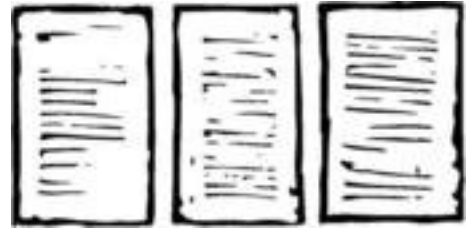
Name	Role	Availability	Updated Date	Played
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Sports Coordinator	Organiser	Unknown		<input type="checkbox"/>
Sports Organiser	Organiser	Unknown		<input type="checkbox"/>

RAV01-Netball

Name	Role	Availability	Updated Date	Played
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Save Close

5. To get back to enter more fixtures click 'Close' at the bottom of the page.



Spare Match Sheets

Each round, IGSA Sport will email the match sheets with all relevant details for the upcoming matches at your venue.

Enclosed are spare match sheets for the season.

You are responsible for filling out ALL match details correctly including; team names, grade, venue and results on the spare sheets provided.

The players must then print their name and sign beside it – the same way each round.

Also ensure that all names written on the sign on sheets are legible. If you can't read it we probably can't either.

Please remind the captains that they are to sign off the sheet **at the end of the match** once they have checked that the correct score and winner / loser has been recorded on the sign on sheet. This is important as should there be a discrepancy, the result that is written on the sheet and signed by both captains will be the one that stands!!

Additional forms can be downloaded from the website.

2024 IGSA Sport Tennis Match Sheet

Venue: _____ Grade: _____ Date: _____ Time: _____

Team A	SIGNATURES	Team B	SIGNATURES

Please note the names above are not in playing order

MATCH FORMAT: S01, S02, S03, S04, S05, S06, S07, S08 & J01 ONLY. All sets - first to 6 (Short tie break played at 5 - 5. First to 5 wins. If the score is 4-4, sudden death point)

All other grades match format: Doubles Sets = 8 games in total Singles Sets = 6 games in total.

All games are a three-point deuce. The first deuce is played long; the second deuce is a sudden death point (receiver's choice)

	No of Players			Players Names in playing order	Games Won	Sets Won
	4	5	6			
D1	1	1	1			
	2	2	2			
D1	3	3	3			
	4	4	4			
S1	1	1	3			
S2	2	2	4			
S3	3	3	5			
S4	4	5	6			
D2	1	1	5			
	2	2	6			
D2	3	4	1			
	4	5	2			
Total Points (Sets Won = 1 point, Drawn = 1/2 point)						

	No of Players			Players Names in playing order	Games Won	Sets Won
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S4	4	5	6			
D2	3	4	5			
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Total Points (Sets Won = 1 point, Drawn = 1/2 point)						

If set points are equal (i.e. 4 each) then the winning team is the one that has won the most games

Winning Team	Sets Won	Games Won	Losing Team	Sets Won	Games Won
Captain's Signatures Team A			Captain's Signatures Team B		

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Spare Convener Forms

Copies of all required forms are in this Conveners' Handbook.

NO CONVENER will be paid unless

1. If over 18, they have a WWC clearance as confirmed by IGSA Sport.
2. They have completed and returned to IGSA Sport:
 - ✓ A signed contract - Acceptance of Offer signed
 - ✓ ATO Statement by a Supplier (*if not yet completed this calendar year*)
 - ✓ Contractor Detail form (*if not yet provided or details have changed*)
3. They have completed and returned the relevant Convener Game Sheet (located at the back of this handbook).

Payments WILL NOT be made until all these forms have been forwarded to the IGSA Sport Office. The Convener Game Sheet will be reconciled to the matches played at that venue.

Payments will be made during the Term and will be paid based on information supplied on the correctly completed convener's game sheet forwarded.

Please note that a delay in forwarding any of this information may delay payments.

More copies are available on the IGSA Sport website under tennis.

7 December 2023

_____(Name)
_____(Address)
_____(Suburb, Post Code)

Dear _____(Name),

We are pleased to engage you as a Tennis Convener with the Association of Heads of Independent Girls' Schools NSW trading as Independent Girls' Schools Association (**IGSA**), to convene sports matches between the students of the various IGSA members' schools for the season (**Services**) on the terms and conditions contained in this letter.

Details of engagement and payment

1. Subject to any earlier termination under clause 13, your engagement is for a maximum period of 8 weeks from Saturday 10 February 2024 to Saturday 6 April 2024, excluding 30 March 2024 (**Term**).
2. You acknowledge that IGSA does not warrant or represent that your engagement will continue beyond the Term. However, if for any reason, your engagement continues after expiry of the Term, then the terms of this letter of engagement will continue to apply.
3. It is expected that you will attend all Saturday sessions during the Term, unless a previous arrangement has been made with the IGSA Sport Staff.
4. The number of match slots you are required to convene at each Saturday session may vary depending upon the draw for your venue.
5. You will be paid a set up / pack away fee of \$35 plus between \$60 and \$77 per game slot as per the table below. This rate is based on your years of prior IGSA convening experience. The maximum number of match slots you will be paid for each Saturday is 2.

Completed Terms of Service		1 – 3	4 – 6	7 – 19	20+
Sport	Max No of game slots	Payment per game slot			
Tennis	2	\$60	\$64	\$69	\$77
Set Up / Pack Away Fee		\$35 / round			

6. Providing we have received your correctly completed referee's card by the advised deadline, payment will be made to you by instalments during the Term by electronic funds transfer (EFT) to your nominated bank account and may take up to **three** weeks. A payment confirmation remittance advice will be forwarded either to your email address or postal address.
7. Payment **will only be made after** IGSA have completed a WWC check and you have returned your correctly completed convener's game sheet which can be reconciled to the matches held at your venue. It is your responsibility to ensure that you return all required documents to the IGSA Sport office in order for your payments to be processed.

8. If IGSA Sport does not require your services to convene on a particular day or for a period of time, you will not be paid for the time that you have not convened.

Terms and conditions

9. Details of the Services to be provided are set out in **Schedule 1**.
10. You are required to provide the Services, with due care, skill and diligence and comply with all lawful and reasonable direction.
11. You are not to disclose any confidential information to a third party.
12. In all matters relating to the Services you will be responsible to IGSA Sport. For practical purposes all communications (including any dispute resolution) should be directed to the IGSA Director of Sport, Mrs Kate Howitt.
13. IGSA Sport can terminate your engagement:
- (a) at any time on 1 day's notice or payment of fees in lieu of notice; and
 - (b) immediately without notice if you:
 - (i) breach any material provision of this agreement;
 - (ii) engage in any serious misconduct or any conduct likely, in the reasonable opinion of IGSA Sport, to bring IGSA Sport into disrepute;
 - (iii) if you give a false assurance under clause 16; or
 - (iv) if you do not provide the undertakings in clause 19 prior to commencing to provide the Services or provide a false undertaking.
14. You acknowledge that you provide the Services to IGSA Sport as an independent contractor and that nothing in this letter constitutes a relationship of employer and employee, principal and agent or partnership between you and IGSA Sport. IGSA Sport will not be responsible for the provision of personal / carer's leave, annual leave or any other employment-related benefits. IGSA Sport will maintain compulsory workers compensation insurance as required by law.
15. IGSA will maintain public liability insurance for claims arising out of your participation as a convener. You will be responsible for the payment of the excess (\$2,500) for any claim arising wholly as a result of your conduct.
16. Your appointment is subject to a satisfactory Working with Children Check by the Office of Children's Guardian to comply with the following NSW legislation:
- Child Protection (Working with Children) Act 2012
 - Child Protection (Working with Children) Regulation 2013
 - Child Protection Legislation Amendment Act 2015
- If you do not provide your WWC number undertaking **prior to the commencement of Services** or you provide a false undertaking, IGSA Sport may terminate your engagement without notice.
17. You may delegate the provision of part, or all, of the Services to another person in consultation with IGSA Sport.
18. It is **compulsory for all conveners to complete the conveners' seminar** online at least once each calendar year.

Acceptance of this engagement

19. By accepting this engagement, you are taken to have given IGSA the assurance that you have the experience, qualifications and accreditations set out below:
- (i) **you are 18 years of age or older;**
 - (ii) you have provided IGSA with your **WWC number;**
 - (iii) **you have read and signed the attached IGSA Child Safe Code of Conduct.**
 - (iv) you have **completed the compulsory conveners' seminar** online prior to the commencement of the sporting season; and
 - (v) if umpiring, that you are familiar with the national rule book of your sport.
- If you cannot give these assurances, you should not sign the acceptance. If you sign the acceptance when you are not in a position to give such assurance and an assurance is found to be false or inaccurate, IGSA may terminate your engagement without notice.
20. You acknowledge that IGSA Sport strongly recommends that all umpires and conveners hold a current first aid certificate.
21. **Enclosed** with this letter are the IGSA Sport Code of Conduct (incorporating the IGSA Harassment Policy) and the Conveners' Handbook (incorporating the risk assessment documentation). These documents are not incorporated into this agreement, however by signing the acceptance of engagement you are confirming that you have read these documents and agree to abide by their terms.

Documents required

22. Finally, please complete the enclosed "Statement by Supplier" form for taxation purposes, and the "Payment via Electronic Funds Transfer" form. Completed forms must be returned to the IGSA Sport Office along with the signed acceptance page of this letter **prior to** you commencing to provide the Services.

Please indicate your acceptance of these terms by signing the attached acceptance of this letter of engagement and returning it to the IGSA Sport Office at LG1 56 Delhi Road, North Ryde NSW 2113 (or via email to info@igsa.nsw.edu.au) together with the other documents required.

Yours sincerely

Kate Howitt

Kate Howitt
IGSA Director of Sport
Mobile: 0412 097 811

Schedule 1 – Statement of Services

IGSA Sport Tennis Convener

The IGSA Sport Tennis Venue Convener is responsible for the overall conduct of the game, for ensuring that risk assessment and safety procedures are observed and that rules, regulations and guidelines related to tennis are adhered to. To this end, the Convener should be familiar with the IGSA Sport Code of Conduct, the IGSA Harassment Policy, the Conveners' Handbook and with the basic principles of first aid.

Specifically, the services required include:

- Having the Conveners' Handbook with you at all times and apply it as and when required with respect to specific issues that may arise and the overall conduct of the match.
- In the event of wet weather, lightning, thunder, extreme heat etc, follow the procedure outlined in the Conveners' Handbook. In brief, this may involve attendance at the venue and liaison with the your School's Sport staff to advise them of your decision to close a venue so that they can update the IGSA Sport venue closure system (see the venue closure page).
- **Prior to the first match**, conduct a safety and risk audit of the venue and determine whether playing conditions are safe and suitable. If in doubt, contact the IGSA Sport staff.
- In order to ensure that Conveners take responsibility in working with IGSA Sport to ensure that officials have the required Working with Children checks, the following will apply:
 - The convener must read the updated handbook.
 - The convener must attend the updated seminar.
 - The convener must sign the Venue Convener declaration to confirm that there are no officials who are not on the approved list of officials supplied by the IGSA Sport office.
 - If there is an unapproved substitute official then the match will not go ahead and matches at the venue will be cancelled.
- Checking that all referees have returned to IGSA Sport their signed contract, completed Statement by a Supplier and Contractor Details forms (they cannot referee until these have been completed and returned them). Once they have completed all the forms, distribute the referee's cards and sign them after each round.
- Ensuring that the venue is set up in a manner appropriate for play.
- Ensuring that ice packs and a first aid kit are available at the venue.
- Should an accident occur during the match, implement the procedure outlined in the Conveners' Handbook. In brief this involves:
 1. reassuring the injured player
 2. seeking help – staff member, team manager, parent
 3. assessing injury – if serious call ambulance and ensure injured player is accompanied
 4. complete detailed **accident report** and submit with summary sheet.
- **After all matches are finished**, enter the results in SPAWTZ and mark the attendance / availabilities and send the complete the summary sheet via email to the IGSA Sport office immediately; at the latest by Monday morning. Posting all originals as soon as is practicable.
- Completing the convener's game sheet each round with details of venue closures, referees and match times.
- Packing away the venue after play has finished.
- Where required, contact Kate Howitt (0404 109 188) or Matt Mulroney (0493 092 881) for advice on your duties, responsibilities, incidents or accidents.



IGSA Sport Venue Convener – Acceptance of Offer

_____ **Tennis Convener** at _____
Name *Please Print Clearly* Venue

My **Working with Children (WWC)** number is: _____

I confirm that I have had the opportunity to consider and discuss the letter of offer of engagement dated 7 December 2023.

I acknowledge that sporting activities are dangerous and may result in personal injury, illness, permanent disability or death and resultant economic loss or property damage. I am participating as a convener voluntarily and at my own risk.

I release IGSA Sport from liability for any personal injury, disability, or loss or damage to property I suffer arising from my participation in the sporting activity as a convener.

I accept the offer of engagement on the conditions set out in the letter.

Signature: _____ Date: _____

Please indicate the following. *(please tick)*

I have completed the online conveners' seminar and questionnaire during this calendar year ([Conveners Seminar Link](#)).

I am unable to complete online but have made alternate arrangements *(please provide details below, e.g. arranged to go through via phone with IGSA Sport staff on "x date")*:

To ensure that any student, parent or official is able to the convener on duty, we offer an IGSA Sport polo or hoodie. Please advise your size for the official IGSA Sport polo **OR** hoodie. *(Circle style & size)*

Polo	10	12	14	16	18	20	22	24	M	L	XL	2XL	3XL	4XL
OR	Ladies sizes								Men's sizes					
Hoodie		12K	14K	XS (16)	S (18)				M	L	XL	2XL		

You will also be issued with an official conveners lanyard.

Association of Heads of Independent Girls Schools' New South Wales Inc.
Trading as Independent Girls' Schools (IGSA)
ABN 81 660 358 175

LG1 56 Delhi Rd
North Ryde NSW 2113
<https://igsa.nsw.edu.au/>
02 9888 9477



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<https://igsa.nsw.edu.au/>
02 9888 9477

Child -Safe Code of Conduct

All paid and unpaid staff and contractors, including volunteers, conveners and umpires of IGSA are responsible for the safety and wellbeing of children and young people who engage with IGSA. All paid and unpaid staff and contractors are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

They will:

- Act in accordance with IGSA's Code of Conduct policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff and contractors.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children in IGSA.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Identify and mitigate risks to children's safety and wellbeing.
- Respond to any concerns or complaints of child harm or abuse promptly.
- Report all suspected or disclosed child harm or abuse as required by IGSA's policy.

They will NOT:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to IGSA's activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by IGSA's policy and procedure on reporting.
- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.



If they think this Code of Conduct has been breached by another person in IGSA they will:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to IGSA's Executive Officer or another manager or leader in IGSA.
- Follow IGSA's policies and procedures for receiving and responding to complaints and concerns.

I agree to abide by this Child Safe Code of Conduct during my association with IGSA.

I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my contract with IGSA.

Signature

Full name

Date

Association of Heads of Independent Girls Schools' New South Wales Inc.
Trading as Independent Girls' Schools (IGSA)
ABN 81 660 358 175

LG1 56 Delhi Rd
North Ryde NSW 2113
<https://igsa.nsw.edu.au/>
02 9888 9477

Statement by a Supplier

Complete this statement if you:

- are an individual or a business
- have supplied goods or services to another enterprise (the payer), and
- are not required to quote an Australia business number (ABN).

HOW TO COMPLETE THE STATEMENT

- Print clearly in BLOCK LETTERS using a black pen only.
- Use BLOCK LETTERS - S M I T H S T
- Place in ALL applicable boxes

Please complete Sections A & B

Section A: Supplier details

1. **Your name?** (Please clearly print your name)

2. **Your address?** (Please clearly print your residential address)

Suburb/town _____ State/Territory _____ Postcode _____

3. **Your reason/s for not quoting an ABN?** Place in the appropriate box/es.

- | | |
|---|---|
| <input type="checkbox"/> The payer is not making the payment in the course of carrying on an enterprise in Australia. | <input type="checkbox"/> The supplier is an individual and has given the payer a written statement to the effect that the supply: |
| <input type="checkbox"/> The supplier is an individual aged under 18 years and the payment does not exceed \$350 a week. | <input type="checkbox"/> is made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or |
| <input type="checkbox"/> The payment does not exceed \$75, excluding any goods and services tax (GST). | <input type="checkbox"/> is wholly of a private or domestic nature (from the supplier's perspective). |
| <input type="checkbox"/> The supply that the payment relates to is wholly input taxed. | |
| <input type="checkbox"/> The supply is made by an individual or partnership without a reasonable expectation of profit or gain. | |
| <input type="checkbox"/> The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia. | |
| <input type="checkbox"/> The whole of the payment is exempt income for the supplier. | |

Section B: Declaration **Please note YOU must complete this section**

Under pay as you go (PAYG) legislation and guidelines administered by the Australian Tax Office, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated.

Name of supplier (or authorised person) _____ (Please clearly print your name)

Signature of supplier (or authorised person) _____

Daytime phone number _____

Penalties apply for deliberately making a false or misleading statement.

Date _____

Do not send this statement to the Tax Office. Give the completed statement to any payer that you are supplying goods or services to. The payer must keep this document with other records relating to the supply for 5 years

Payers can check ABN records of suppliers by visiting abr.business.gov.au or phoning **13 72 26**, 24 hours a day, 7 days a week.

Contractor Details Form

IGSA will make payment for your services via Electronic Funds Transfer (EFT) to your nominated bank account. Payment **may take up to 4 weeks** after all paperwork including this form, the signed referee cards and convener sheets have been received and reconciled.

Please complete this form (noting that it is your responsibility to provide us with all of your correct information) & return it by either via mail or email to info@igsa.nsw.edu.au .

Name			
Date of Birth		Gender	
Contact Phone Number			
Residential Address			
Suburb		Postcode	
Email			
Superannuation Fund			
Super Fund Member No.			

BANK ACCOUNT INFORMATION (if not already provided this calendar year)

Please use bank & remittance email details previously provided this year (*tick box*)

Bank Account Holder			
Bank / Institution			
BSB (6 Digits)		Account No. (Max 9 Digits)	

NEXT OF KIN*We are required to maintain a list of next of kin of all our independent contractors.** This is held in a secure location that only IGSA personnel are able to access. Please provide the following details:

Emergency Contact _____

Their Contact Number _____ or _____

Your Signature _____ Date _____



Convener's Game Sheet Record

Please make sure you keep this sheet(s) up to date.

This sheet is a record for your payment; **without it, you cannot be paid.** Please forward to our office at the intervals requested and once you have completed all your obligations as a convener (i.e. once your venue is no longer being used).

Record how many matches were conducted at your venue each round in the table on your game sheet.

To avoid issues with payments, please be accurate & thorough.

More copies are available on the IGSA Sport website under Tennis.

2024 Tennis Conveners Game Sheet T1 Rounds 1 - 3

At _____ (Insert Venue)

Convener's Name: _____

Email Address: _____

Contact Phone No: _____

Have you completed the online conveners' seminar this year? _____ (Yes / No)

	Round 1 10/02/2024	Round 2 17/02/2024	Round 3 24/02/2024	Total	Office Use	
Set up / pack away (Please circle)	Yes / No	Yes / No	Yes / No			
If your venue was closed please indicate time of closure .						
If closed, did you HAVE TO attend venue or were you advised prior?	Yes / No	Yes / No	Yes / No			
Number of courts at your venue						
1 st match start time						
Last match finish time						
If your venue was closed (e.g. washed out), please indicate time of closure.						
Please indicate the number of matches played or part played in each match slot (Includes forfeits on the day)	7:30 / 7:45am To 9:40am					
	9:45 / 9:55am To 12pm					
Total number of matches played or part played at your venue						

Payment **will only be made after:**

- ✓ IGSA have completed a WWC check,
- ✓ The convener has completed the online conveners' seminar
- ✓ The Convener has returned your correctly completed convener's game sheet which can be reconciled to the games held at your venue.
- ✓ You have completed and returned:
 - **Contract** - Acceptance of Offer signed
 - **ATO Statement by a Supplier** (*if not yet completed this calendar year*)
 - **Contractor Details Form**

Your payment will not be made until all forms have been received at our office.

2024 Tennis Conveners Game Sheet T1 Rounds 4 - 6

At _____ (Insert Venue)

Convener's Name: _____

Email Address: _____

Contact Phone No: _____

	Round 4 02/03/2024	Round 5 09/03/2024	Round 6 16/03/2024	Total	Office Use	
Set up / pack away (Please circle)	Yes / No	Yes / No	Yes / No			
If your venue was closed please indicate time of closure .						
If closed, did you HAVE TO attend venue or were you advised prior?	Yes / No	Yes / No	Yes / No			
Number of courts at your venue						
1 st match start time						
Last match finish time						
If your venue was closed (e.g. washed out), please indicate time of closure.						
Please indicate the number of matches played or part played in each match slot (Includes forfeits on the day)	7:30 / 7:45am To 9:40am					
	9:45 / 9:55am To 12pm					
Total number of matches played or part played at your venue						

Payment **will only be made after:**

- ✓ IGSA have completed a WWC check,
- ✓ The convener has completed the online conveners' seminar
- ✓ The Convener has returned your correctly completed convener's game sheet which can be reconciled to the games held at your venue.
- ✓ You have completed and returned:
 - **Contract** - Acceptance of Offer signed
 - **ATO Statement by a Supplier** (*if not yet completed this calendar year*)
 - **Contractor Details Form**

Your payment will not be made until all forms have been received at our office.

2024 Tennis Conveners Game Sheet T1 Rounds 7 - Finals

At _____ (Insert Venue)

Convener's Name: _____

Email Address: _____

Contact Phone No: _____

	Round 7 23/03/2024	EASTER 30/03/2024	Finals 06/04/2024	Total	Office Use
Set up / pack away (Please circle)	Yes / No		Yes / No		
If your venue was closed please indicate time of closure .					
If closed, did you HAVE TO attend venue or were you advised prior?	Yes / No		Yes / No		
Number of courts at your venue					
1 st match start time					
Last match finish time					
If your venue was closed (e.g. washed out), please indicate time of closure.					
Please indicate the number of matches played or part played in each match slot (Includes forfeits on the day)	7:30 / 7:45am To 9:40am				
	9:45 / 9:55am To 12pm				
Total number of matches played or part played at your venue					

Payment **will only be made after:**

- ✓ IGSA have completed a WWC check,
- ✓ The convener has completed the online conveners' seminar
- ✓ The Convener has returned your correctly completed convener's game sheet which can be reconciled to the games held at your venue.
- ✓ You have completed and returned:
 - **Contract** - Acceptance of Offer signed
 - **ATO Statement by a Supplier** (*if not yet completed this calendar year*)
 - **Contractor Details Form**

Your payment will not be made until all forms have been received at our office.