



2 October 2024

\_\_\_\_\_(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 7 weeks from Saturday 19 October to Saturday 30 November 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
<b>Set Up / Pack Away Fee</b>		\$35 / round			

- 6. Providing we have received your correctly completed conveners game sheet 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.

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

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 20 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 referees 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 a Supplier" form for taxation purposes, and the "Contractor Details" 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](mailto: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 (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.
- 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.
- In order that Conveners take responsibility in working with IGSA to ensure 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 officials have returned their signed contract, completed Statement by a Supplier and Contractor Details forms to IGSA Sport (they cannot umpire until these have been completed and returned). Once the forms are completed, distribute the umpire cards and sign them after each round.
- 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 a detailed **accident report** and submit via email with summary sheet.
- In the event of a breach of the Code of Conduct or complaint, complete a detailed **incident report** and submit via email with summary sheet. If necessary, contact Kate Howitt or Matt Mulroney.
- **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 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 umpires and match times.
- Sighting and verifying qualifications of all umpires. 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 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 2 October 2024.

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 (<https://form.jotform.com/232328853832056>).

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 enable students, parents or officials to easily locate the convener on duty, we offer an IGSA Sport polo or hoodie. If you would like either a polo **OR** hoodie, please advise your size in the table below. *(Circle style & size)*

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

You will also be issued with an official conveners lanyard.



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## 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.

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Signature

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Full name

---

Date



# 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](http://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](mailto: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 \_\_\_\_\_