



# **Term 1 2025 Water Polo Conveners' Handbook**



Association of Heads of Independent Girls Schools' New South Wales Inc.  
Trading as Independent Girls' Schools (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 2025

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>

### IGSA Sport Staff

#### Matt Mulroney

Mobile: 0493 092 881

#### IGSA Co-Director of Sport

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#### Jenny Walton

#### IGSA Administration Manager

Email: [jwalton@igsa.nsw.edu.au](mailto:jwalton@igsa.nsw.edu.au)

#### Laura Joseph

#### IGSA Administration Officer

Email: [ljoseph@igsa.nsw.edu.au](mailto:ljoseph@igsa.nsw.edu.au)

#### General email

(sports results and queries)

[info@igsa.nsw.edu.au](mailto:info@igsa.nsw.edu.au)

### IGSA Office:

Hours of Operation:

Monday – Friday, 8.00am – 4.00pm

Phone: 02 9888 9477

Address:

LG1, 56 Delhi Rd, North Ryde, 2113



## Welcome Water Polo Conveners

Dear Water Polo Convener

Thank you for convening for the IGSA Sport water polo competition. 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. Providing information on who you can use as a referee and what requirements they must meet BEFORE refereeing.
3. Providing you with information about IGSA Sport water polo rules and guidelines.
4. Providing guidelines on how to deal with accidents and injuries.
5. Helping you deal with unacceptable behaviour from spectators and students.
6. Advising on what to do when a venue appears unsafe for play – wet weather, air quality, heat etc.
7. Providing contact details so that you can call someone when you're unsure of what to do.
8. 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.

*Kate Howitt*

Kate Howitt

**IGSA Director of Sport**

Mobile: 0412 097 811

## IGSA Sport Water Polo Convener Statement of Services

The IGSA Sport Water Polo 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 water polo are adhered to. To this end, the Convener should be familiar with the IGSA Sport Code of Conduct, the IGSA Harassment Policy, the Water Polo 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**, 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 Water Polo Dates and Committee

Date	Event
3 February 2025	IGSA Sport term 1 water polo registrations due
5 February 2025	IGSA Sport Water Polo 18 & under player entries due
17 February 2025	IGSA Sport Water Polo 18 & under trials
27 February 2025	NSWCIS Water Polo 18 & under player entries due
6 March 2025	NSWCIS Water Polo 18 & under Championships
9 April 2025	IGSA Sport term 1 water polo post season meeting
1 September 2025	IGSA Sport term 4 water polo team entries and player profiles due
24 September 2025	IGSA Sport term 4 water polo grading meeting
13 October 2025	IGSA Sport term 4 water polo registrations due
17 November 2025	IGSA Sport term 1 <b>2026</b> water polo team entries and player profiles due
2 December 2025	IGSA Sport term 4 water polo post season meeting
2 December 2025	IGSA Sport term 1 <b>2026</b> water polo grading meeting

<b>Convener &amp; NSWCIS Representative</b>	Andrew Yanitsas, St Catherine's School
<b>Selectors</b>	Tara McManus, Ascham
	Claire Hatherell, Brigidine College
	Chloe Wilcox, Meriden
	Luiz Cruz, St Catherine's School

### Playing Saturdays

#### Term 1 (Invitational)

February	8, 15, 22
March	1, 8, 15, 22
March	29 - Semis 1 v 4, 2 v 3, no playoffs
April	5 - Finals (winner of both semis).

#### Term 4 (Championship)

October	18, 25
November	1, 8, 15, 22, 29

This season will be played as first past the post – no finals or playoffs except for S01 / J01 who will play a “double-header round” during the season with finals and playoffs on 29 November. For all other grades, there are no semi-finals or playoffs scheduled however *teams with only 6 in a grade may play semis and / or finals.*

**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.)

S01 Champions                      Meriden School

## 2025 Term 1 IGSA Sport Water Polo Rules & Guidelines

### Player registrations

1. Players must be enrolled in years 7 - 12 at the school they represent and be registered in their relevant team in SPAWTZ 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 players 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 players 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
<b>Water Polo</b>	<b>7</b>	<b>13</b>

*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 player is used for one match only, no fee will be charged.



## Legal Playing Up Rules

### Some examples of legal and illegal plays-

- ✓ player plays 2 matches in one day – LEGAL.
- ✗ player from J01 plays in grade S13 - ILLEGAL & FORFEIT.
- ✗ player plays less than 3 round matches OR plays 3 but fails to sign on, NOT ELIGIBLE FOR SEMIS OR FINALS.
- ✓ player 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.
- ✓ player 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 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 the IGSA Sport staff so a message may be put on the IGSA Sport venue closure pages 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 venue being closed during a match, any match that has completed one half will be considered played, and the score taken from when the match was stopped.

Matches that do not play, or are cancelled before reaching half time are considered cancelled.

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

There are no points awarded for matches cancelled due to the venue being closed.

### Point score

Win:	5 Points
Draw:	3 Points
Loss:	1 Point
Forfeit:	-1 Point
Forfeit Score For / Against:	7 – 0
Washed out matches	0 points

We will continue the '**Capped Points**' system to encourage coaches to adopt the 'mercy guidelines' and to adopt the fairest strategy with regard to for and against points for final placings. Please note that the 'capped score' will only be in place when the IGSA Sport office records the official score. The differential will be capped at **12 goals**.

## Match sheets

All players are to sign the sheets at the Convener's table **before** play. The sheets should not leave this area. At the completion of the match, team captains and referees must report to the Convener to complete details of the match on the sheets.

**The match sheets are to be sent in to the IGSA Office each round.**

No player 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.

## Referee

Players should be reminded that the referee is in full control of the match.

All teams will go on and off with the siren or bell, however the referee has full control of the match and their whistle will indicate the start and finish of a match.

**Do not argue with the referee at any time. This also applies to coaches and spectators**, who are reminded that they are expected to behave in a manner which at all times reflects the ethos of the members' schools of IGSA. **Spectators are not to approach referees concerning any decision.**

**Where referees are not available at a venue** teams are responsible for starting their own matches and **sharing the refereeing of that match**. Extra time will not be allowed.

When only 1 referee exists, this referee may referee the whole pool if agreed on by both teams and the referee or the coaches can split the role of the 2<sup>nd</sup> referee e.g. half each.

## 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			

- 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

## Payment Information - Umpires & Referees

<b>Basketball</b>	<b>\$18</b> Bench Duty (only where approved by IGSA Sport)	<b>\$25</b> Unqualified but competent, Y1 or Y2	<b>\$35</b> Y3, C or Y4	<b>\$40</b> 1B or Y5	<b>\$45</b> 1A or above
<b>Football</b>	<b>\$20</b> Assistant Ref	<b>\$25</b> Unqualified but competent	<b>\$30</b> Level 4	<b>\$35</b> Level 3	<b>\$45</b> Level 2 and above
<b>Hockey</b>		<b>\$25</b> Unqualified but competent	<b>\$35</b> Foundation Support / Lead	<b>\$40</b> Development	<b>\$45</b> Advanced / Performance
<b>Netball</b>		<b>\$25</b> Unqualified but competent	<b>\$35</b> Nat C or District / Assoc. Badge	<b>\$40</b> Nat B	<b>\$45</b> Nat A / AA
<b>Touch</b>		<b>\$25</b> Unqualified but competent	<b>\$30</b> Level 1	<b>\$32</b> Level 2 – 3	<b>\$35</b> Level 4 - 6
<b>Water polo</b>	<b>\$18</b> Bench Duty (only where approved by IGSA Sport)	<b>\$25</b> Unqualified but competent	<b>\$30</b> Level 1 / NSW C / Junior Badge / Community Level	<b>\$32</b> Level 2 / NSW B / Development Level	<b>\$35</b> Level 3 / NSW A / Senior Badge / Advanced or Elite level

IGSA Sport will determine payment per match based on the referee's level of qualifications. The number of completed terms of officiating the same IGSA Sport will also be taken into consideration in determining the pay rate.

IGSA Sport will pay:

- A maximum of 2 referees for all completed or partially completed matches including forfeits occurring on the day.
- If there is only one referee during the match, payment stays the same.
- For football, 1 referee and two assistant referees.
- For basketball and water polo, a maximum of 2 referees & 1 bench duty per match where considered necessary. Note – bench duty will only be paid at multiple court / pool venues and must be separately identified on the convener's sheet and referees' cards.
  - 1 court / pool venue – maximum 0 bench duty payment
  - 2 court / pool venue – maximum 2 bench duty payments
  - 3 court / pool venue – maximum 3 bench duty payments
- Special exceptions may be approved by the IGSA Sport staff.

## Venue Closure Payments

	Umpires / Referees
Closure during day of play.	Matches cancelled before completion are paid as completed. No payment for matches cancelled following venue closure

# IGSA Sport Term 1 2025 Water Polo Match Rules

## Playing Saturdays

Round 1	8 February 2025
Round 2	15 February 2025
Round 3	22 February 2025
Round 4	1 March 2025
Round 5	8 March 2025
Round 6	15 March 2025
Round 7	22 March 2025
Semi-Finals (1 vs 4, 2 vs 3)	29 March 2025
Finals (Semis winners)	5 April 2025

## S01 / J01 Double Headers

*In Championship seasons, if there are only 7 available rounds, S01 and J01 grades will have a double-header round scheduled, to allow for finals to be played on the last weekend.. (1 vs 2, 3 vs 4, 5 vs 6, 7 vs 8).*

## Match Times

**All grades play** 4 x 8 mins

1 min break at quarter times and 2 min break at half time.

Change ends at half time. Matches being played at small venues with uneven pool depths will swap ends after each quarter. These pools include Loreto Normanhurst, Santa Sabina, Monte and Ascham.

In **S01, S02, J01, J02 and Y701**. 30 sec possession rule (shot clock) applies

Each convening school is responsible for timing the 30s.

**Other Grades** No possession rule (running time).

**Time Outs:** Time outs are permitted only in S01 (for one minute). A time-out can be called at any point in the match. Teams are limited to one time-out per match. The match clock must stop.

All teams should be at their playing venue 20 mins before match time.

## 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

**Teams more than 5 minutes late or less than the specified minimum number of players will forfeit their match.** However, opponents may choose to play the match for points or play a “friendly” match, provided this decision is made prior to the start of the match. This decision cannot be reversed once play has started. If a decision to play for points is made, the forfeit no longer applies. No extra time will apply in such a case.

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.

## Injury Time

There is no provision for injury time. Any injured players must be substituted as soon as possible.

## Number of Players

**A team must have at least 5 players available** throughout the match or a forfeit is declared. A player may play no more than 2 matches on any one day except for semis & finals where they may only play in 1 match.

## Safety

**Nails must be short, both fingers and toes.** Referees will be requested to do nail checks. Please make this clear to all players. Coaches should be encouraged to carry nail scissors. **No jewellery** is to be worn. No taping of jewellery allowed. Nails cannot be taped.

No casts and /or splints: a player wearing a cast or splint because of an injury may not participate.

Players are permitted to wear sports goggles, sports glasses or sports sunglasses as long as, in the opinion of the referee, they pose no danger to the player or other players. The Optometrists Association of Australia has stated that children involved in sport, requiring assisted vision, should wear protective eyewear such as sports goggles or sports glasses with soft or flexible frames fitted with a plastic or polycarbonate lens. IGSA Sport recommends players carry a letter from their optometrist confirming goggles are suitable for playing sport.

**Caps must be worn and tied up** during the match to avoid serious injury.

**Teach players to play the ball - not the player.** Violent action will not be tolerated under any circumstance. See the IGSA Sport Code of Conduct.

We will be continuing our '**capped margins**' system to encourage coaches to adopt the 'mercy rule' and to adopt the fairest strategy with regard to for and against points for final placings. Please note that the 'capped margin' will only be in place when the IGSA Sport office records the official score. The score differential will be capped at 12 goals.

## Uniforms

1. Players must play in their nominated school costume.
2. Each 2 teams will require at least one set of caps. These must be in contrast to the colour of the ball. The first named team shall wear white caps. Goal keepers wear red caps.
3. The referees must be aware of each captain's cap number before the start of each match.

## Equipment

The F.I.N.A. approved women's water polo ball should be used for all grades. Grade Y701 will use a size 4 and all other year 7 grades will use size 3 balls. The pool will be 25m in length maximum. Lower grades are permitted to play in smaller pools where necessary.

## Substitutions

Substitutions can be made at any time providing the player swims to the correct corner before replacement enters or at the end of a quarter or after a goal is scored. Players must enter from the correct entry point. Illegal entry by the defending team is punished with exclusion and a turnover.

## Rules & Rule Changes

### Rule Changes

1. The 2m rule will now only apply within the goal mouth area. To be more specific, there will now be a new 'zone', rectangular in shape, that runs along the goal-line, two metres outwards from each post, and from the goal line to two metres out, making a box similar to that in football. The 2m rules will now only apply in this area.

2. Penalty Fouls

*'The referee can delay whistling a penalty, and wait to see if the attacking player scores a goal in the same action. If the player does not score, the referee should sanction the penalty. The referee may raise an arm indicating a possible penalty.'*

Previously, if a player had missed an opportunity whilst the referee was playing advantage, instead of awarding a penalty, there was no opportunity for the referee to pull play back for the initial penalty. The new rules will mean referees can delay awarding a penalty, even after a missed opportunity by the attacker.

## Penalty Situations

In the situation a player has achieved position, where a referee deems that the result would be a probable goal and they are impeded or fouled in any way, a penalty will be awarded. This is the case even if the player has the ball in hand.

The referee is entitled to allow the action to continue and allow the attacker to shoot. If the shot doesn't result in a goal, he can still award a penalty after the fact.

There are also other situations where a referee may award a penalty if he/she feels that there is a "probable" goal. For example:

- A player swimming towards goal with only the goal keeper to beat who has a defender attacking from behind. Previously if the defensive player stopped the progress of the player in attack before they reached the 5.0m line the referee excluded the defender. It is now the 6.0m line, the referee will eject the defender, and the attacker can continue and shoot. Any interference by the excluded player will result in a penalty.
- A defender who is defending an attacker on the perimeter in set play and manages to gain possession through a steal or turnover foul; if the previous attacker now defender was to throw the ball away to prevent a clear counter attack, the referee (if they think would have resulted in a "probable" goal) may award a penalty even if it occurred in the other half.

*All players shall leave the 6 metre area and shall be at least three metres from the player taking the throw. On the 6 metre line, on each side of the player taking the throw, one player of the defending team shall have the first right to take position. The defending goalkeeper shall be positioned between the goal posts with no part of her body beyond the goal line at water level.*

## Rules

3. Foul outside 6.0m: If a player receives a foul outside 6.0m and the ball has remained outside 6.0m, they are legally allowed to:
  - Pick up the ball and shoot
  - Pick up, play the ball, baulk and shoot or pass off
  - Play the ball then swim in towards goal and shoot or pass – there is no need to pass off or have a second player play the ball

Note: If the immediate shot is not taken, the ball must be clearly put into play. It must leave the hand as explained in the rule book.

- Fouls are taken from the position of the ball, they no longer have to be taken where the foul occurred.
4. Corner Throw
    - When a team is awarded a corner throw the player taking the throw is "alive" and as is the case of a foul outside 6.0m is now free to:
    - Shoot directly from the corner
    - Play the ball and swim in and pass or shoot
    - Play the ball then baulk and shoot

Again, there is no longer a requirement for the ball to be played by a second attacking player.

5. Goal Keepers

goal keepers have been given extra privileges:

- They may be nominated to be a shooter in the event of a penalty shoot out.
- They can go over half way, but lose goal keepers privileges of two hands, punching ball etc. once outside the 6.0m line.



- They can go up into attack if they wish and act as an extra field player. This means a team may attack 7 on 6 if they wish.

## 6. Flying Substitutions

The penalty box remains as always and is still used in the case of exclusions however the box has been extended along the bench side of the pool from the goal line up to half way. This is defined by the line defined in Physical changes.

This area can be used for general substitutions during play, it is designed to allow substitutions without jeopardising your attack.

- Substitutes may wait in the corridor outside the field of play anywhere up to half way, the player seeking substitution may swim to the side of the pool go under the side rope, surface and “high five” their replacement. The replacement may then enter the field of play. The exiting player must then leave the corridor and return to the bench immediately. They are allowed to climb out over the edge of the pool.
- Substitute players cannot be in the corridor for an extended time and must return to the bench if instructed by the referee.
- Where the width of the pool allows there should be a line along both sides of the pool outside the field of play to allow “Flying Substitutions”. Many of our pools are too narrow for this, however due to the impact this will have on the tactics of the match we will need a line up the bench side of the pool maybe only 500 – 600 mm wide to allow for these substitutions to occur

7. The penalty box should be located on the opposite side to the official’s table.
8. It is an exclusion foul to block the arms of the player taking the free throw. A defending player having committed a foul shall move away from the player taking the free throw before raising an arm to block a pass or shot; a player who fails to do so shall be excluded for ‘interference’.
9. Intentionally splashing the face of an opponent anywhere in the pool is a major foul, earning a 20 second exclusion from the pool.
10. All penalty shots will be taken from five metres.
11. The instant free throw shot will be taken from six metres.
12. A defender trying to block a shot may only raise one arm.
13. A goal throw is taken, where a defender deflects a ball over the goal line, but does not enter the goal.
14. A player receiving a ‘violent action’ foul is out for the match and concedes a penalty shot. This player may be substituted but not until four minutes actual playing time has elapsed.
15. Where it is necessary for a coach to referee a Year 7 match, such coach may also coach their own team. This rule must be made clear to both teams and spectators before the start of the match.
16. Coaches must stand on the opposite side to the official’s table, with their team. The coach may extend their coaching position forwards 5 metres when they are attacking and to a position inline with the goals when the team is defending.
17. Maximum three people on the bench apart from the players and only the head coach is allowed to call out to the players and offer instruction.
18. In Year 7 grades, a player – when sent to the exclusion zone for a major foul – will suffer no time penalty and may re-enter the game upon reaching the exclusion zone.

**All other rules are as defined on the NSW Water Polo Web site - [www.nswwaterpolo.com.au](http://www.nswwaterpolo.com.au)**

## Water Polo Mercy Guidelines

(None of these are **RULES**, only suggestions / guidelines)

- If team is winning by 12 or more, either the winning team takes off a player or losing team adds a player (this decision can be made by the winning team coach and is optional).
- If winning by 12 or more the scoreboard keeps a distance of 12 goals.
- After a goal is scored, encourage to bring all players back to a deep zone.
- Rotate star players.
- Switch positions of players (changing goalie etc).

### Semis & finals

**Where no semis or finals are played**, the premiership will be “first past the post” and will be 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”.

**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 5<sup>th</sup> – 8<sup>th</sup> positions.

The following will be used to determine final standings and therefore the teams who will play in semis and / or finals:

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.

**Semi-Finals:** When a draw occurs in semi-finals NO EXTRA TIME will be played. In the event of a draw the highest placed team will proceed to the final.

**Finals:** When a draw occurs in finals, extra time will be played in all grades. If the score is a draw at the end of full time, teams will play 2 periods of 3 minutes of extra time with immediate change over. If after extra time scores are drawn, the teams will be declared Joint Premiers.

When a venue is closed and the final is unable to be played, both teams 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.*

## Water Polo Venue Convener Guidelines

It has been acknowledged that IGSA Sport needs to support the water polo officials who control our matches at the various venues. To assist our venue conveners in the support of our officials, we have devised some guidelines. It is our intention that these guidelines will be adopted at every water polo venue.

- Develop a comprehensive understanding of the IGSA Sport Water Polo Rules
- Introduce yourself to coaching staff prior to the commencement of the match.
- Display the pink risk warning close to the sign on area.
- Make sure ice is available for soft tissue injuries.
- Ensure a parent / coach from each team is on bench duty.
- Ensure that the referee CHECKS the finger and toe nails of all players. No player/s is allowed to play if the referee does not find their nails suitable. Jewellery is strictly forbidden.
- Show the bench duty people how to operate the scoreboard (if applicable).
- Sit with them for a small portion of the first quarter to check that all is correct.
- Make sure you are aware of what grades require a “shot clock”.
- You are then not to operate the scoreboard.
- Actively supervise the venue.
- Liaise with officials to ensure that the IGSA Sport Code of Conduct is maintained.
- If the behaviour of any coach is questionable then stand at that end of the pool and observe the coach in question. An incident form MUST be completed for any concerning behaviours.
- At the next break in play (time out or the end of a quarter) liaise with the official and the official may issue a warning (yellow card).
- If the behaviour has shown no sign of improving, the referee MAY ask the coach to leave (red card). This is in extreme circumstances where the referee feels that the coach fails to heed the warnings and shows gross disrespect to the referee.
- After each match the two captains MUST sign the sheet. Make sure the captain is aware of the recorded score.
- Enter the scores and attendances online on SPAWTZ.
- Complete all relevant paperwork and send a digital copy to IGSA Sport on the Saturday. The originals should be posted over the weekend.

## IGSA Sport Water Polo Venues

Please note no dogs are allowed at any IGSA Water Polo venue.

“Non-school” venues charge an entry fee for players and spectators.

VENUE	ADDRESS	SUBURB	NOTES for Parking and Access	Map Link
Ascham School	Octagon Rd	DARLING POINT	<b>NO SPECTATORS INSIDE THE POOL AREA - players, officials and coaching staff only. Parents may watch from outside the pool complex</b> Access via Octagon Rd, off St Marks Rd, Darling Point	<a href="https://goo.gl/maps/5UJuifW6Geet2Sgj9">https://goo.gl/maps/5UJuifW6Geet2Sgj9</a>
Ashfield Aquatic Centre	Corner of Frederick and Elizabeth Street	ASHFIELD	Entry costs: \$4.60/spectator, coaches/school staff free, (students will be charged \$5.20 per entry at the end of the term via an invoice to the school)	<a href="https://goo.gl/maps/7Wecw">https://goo.gl/maps/7Wecw</a>
Danebank	109 -111 The Avenue	HURSTVILLE		<a href="https://goo.gl/maps/Tpf8S">https://goo.gl/maps/Tpf8S</a>
Frensham Centenary Pool	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.	<a href="https://goo.gl/maps/KFT8i">https://goo.gl/maps/KFT8i</a>
Loreto Normanhurst	Osborn Rd	NORMANHURST		<a href="https://goo.gl/maps/QbWSg">https://goo.gl/maps/QbWSg</a>
MLC Burwood	Park Road	BURWOOD	<b>NO SPECTATORS INSIDE THE POOL AREA - players, officials and coaching staff only. Parents may watch from outside the pool complex</b>	<a href="https://goo.gl/maps/45Fb2gxPUB2MFcmr9">https://goo.gl/maps/45Fb2gxPUB2MFcmr9</a>
Monte Sant’ Angelo	128 Miller St	NORTH SYDNEY	Access via the Berry St Gate – located on Berry St, North Sydney	<a href="https://goo.gl/maps/PV1GH">https://goo.gl/maps/PV1GH</a>
PLC Sydney	Boundary St	CROYDON		<a href="https://goo.gl/maps/R4svBvvGfgVywAtN8">https://goo.gl/maps/R4svBvvGfgVywAtN8</a>
Queenwood	44 Mandalong Rd	MOSMAN		<a href="https://goo.gl/maps/pyM8qUSi1AZz1H379">https://goo.gl/maps/pyM8qUSi1AZz1H379</a>
St Catherine’s	26 Albion St	WAVERLEY		<a href="https://goo.gl/maps/EoLL1MHYQoAumj4g7">https://goo.gl/maps/EoLL1MHYQoAumj4g7</a>
Tara Aquatic Centre	Masons Drive	NORTH PARRAMATTA		<a href="https://goo.gl/maps/zney1oTMHiddPu4Z8">https://goo.gl/maps/zney1oTMHiddPu4Z8</a>
Wenona Pool	6 Elliot St	NORTH SYDNEY	Enter via Elliott St with spectator viewing on Level 2. Parking may be found in Ridge Street Council car park or on street parking in Miller & Ridge Streets and around St Leonards Park.	<a href="https://goo.gl/maps/zWrt4P6rLoLW1hst5">https://goo.gl/maps/zWrt4P6rLoLW1hst5</a>

## 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

If required, venue conveners should 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.

**Noting that once a venue is closed, the venue does not reopen, except in the case of tennis where a venue may be closed for the first matches and reopened for the second.**

The venue convener is only required to stay 30 minutes after the venue closure, unless there is a possibility of it reopening for the second matches in the case of tennis only. If necessary, continue to liaise with your school's sport staff or the IGSA Sport staff throughout the morning.

The venue convener is only required to stay 30 minutes after the venue closure unless there is a chance that the venue may reopen, in which case, they are required to stay until 30 minutes after the expected start of the second matches. If necessary, continue to liaise with your school's sport staff or IGSA Sport staff throughout the morning.

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 SPAWTZ 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

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.

### 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, refer to the "IGSA Sport Hot Weather Guidelines" or contact your school's or 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 your school's or 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](http://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.

## 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](http://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](http://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.

### **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](http://www.playbytherules.net.au))

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

Australian Sports Commission [www.ausport.gov.au/supporting/ethics](http://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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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





## 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](mailto: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 weekly 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 game. 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 them 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 1<sup>st</sup> 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.

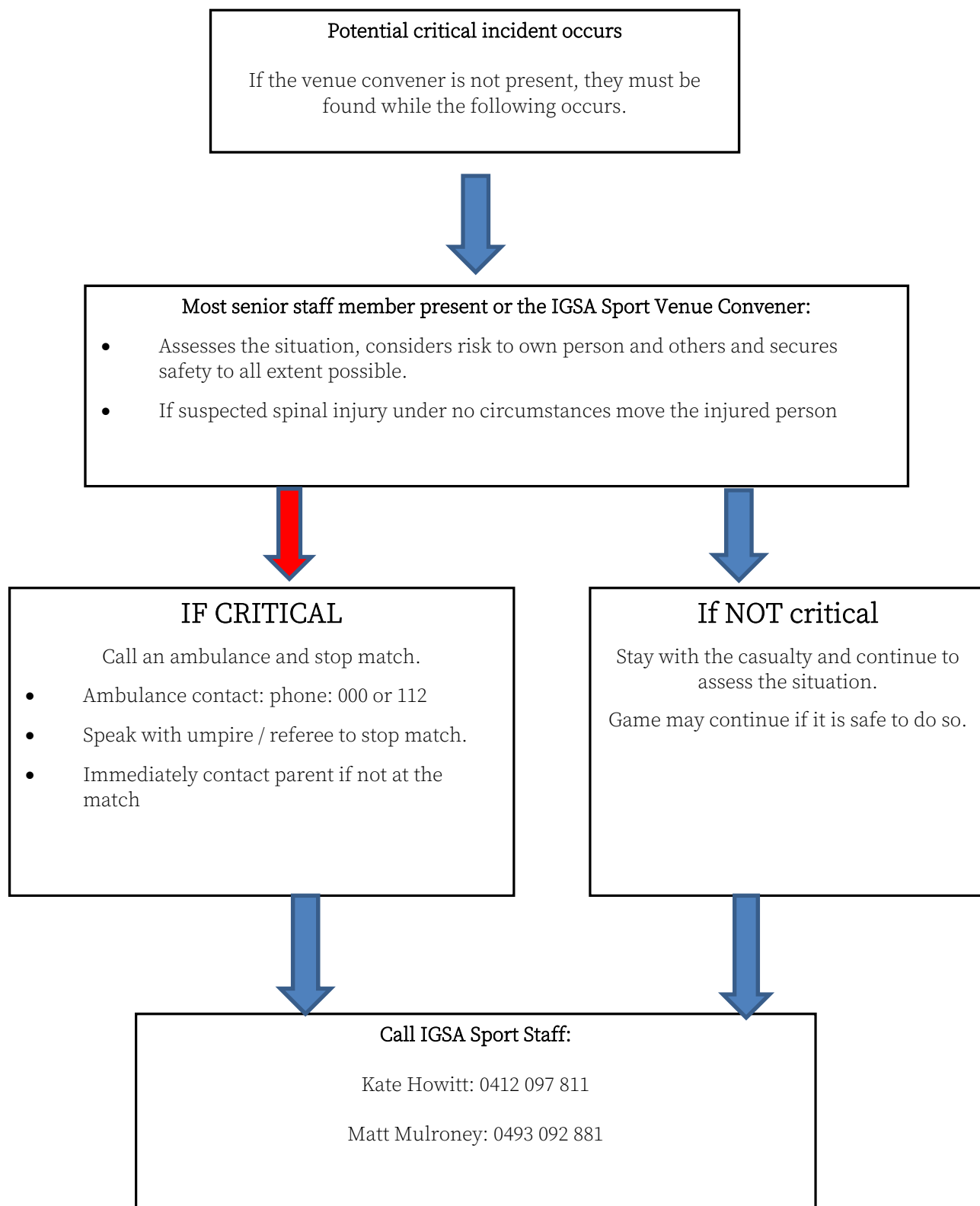
#### General Safety

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](http://www.smartplay.com.au)
- Australian Sports Commission - [www.ausport.gov.au/participating/officials](http://www.ausport.gov.au/participating/officials)
- Play by The Rules - [www.playbytherules.net.au](http://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:

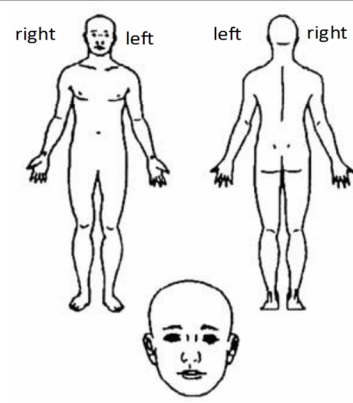
- Ambulance access
- Assist with first aid requirements e.g. water, ice.....
- On going communication with umpires / referees
- Provide feedback to players and / or spectators
- Continue to assess safety of venue

**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

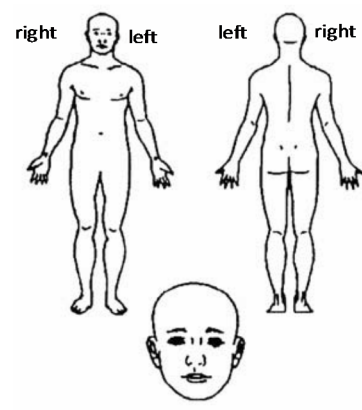
*Injury details: This report reflects an accurate record of the injured person's reported symptoms of injury*

<b>NAME OF PERSON INJURED</b>		<b>VENUE</b>
<b>School attended by injured player</b>		<b>Venue Convener:</b> (Print Name & Sign)
<b>Players' DOB (Day/Month/Year)</b> /        /		<b>DATE INJURY OCCURRED</b> /        /
<b>Sport Being Played</b> Team No & Grade		<b>First Aid Provided By:</b> (Print Name & Sign)
<b>Does the injured player currently play the same sport in another competition</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Time of First Aid:</b>
<b>Please indicate during WHICH EVENT the injury occurred</b> <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		<b>INITIAL TREATMENT</b> <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
<b>NATURE OF INJURY</b> <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)		
<b>CONCUSSION</b> <input type="checkbox"/> Possible concussion - removed from play <input type="checkbox"/> Notification form distributed		
<b>SYMPTOMS OF INJURY</b> <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:		
<b>BODY PART INJURED (circle below)</b>		
<b>Name of part</b>		<b>HOW DID THE INJURY OCCUR</b> <input type="checkbox"/> Contact with a fixed object (e.g. wall, goal post) <input type="checkbox"/> Contact with another person <input type="checkbox"/> Overbalance <input type="checkbox"/> Contact with a ball or equipment <input type="checkbox"/> Overstretch (e.g. bat / stick) <input type="checkbox"/> Slip/trip <input type="checkbox"/> Fall <input type="checkbox"/> Running <input type="checkbox"/> Venue **Refer note below <input type="checkbox"/> Sidestep <input type="checkbox"/> Other: <input type="checkbox"/> Landing
<b>Location of injury</b>		
		<b>Did player return to play?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
		<b>Extra detail regarding how the injury occurred:</b>
		<b>Was protective equipment worn on the injured body part?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>FOLLOW UP ACTION</b> <input type="checkbox"/> None <input type="checkbox"/> Medical practitioner / physiotherapist <input type="checkbox"/> Hospital <input type="checkbox"/> Ambulance <input type="checkbox"/> Other:		
<b>Signature of person completing form:</b>		<b>Date:</b> /    /
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.		
<b>** 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.</b>		
Please ensure you contact IGSA Sport staff ASAP if an ambulance is called or serious injury occurs.		



**IGSA SPORT ACCIDENT / INJURY REPORT FORM**

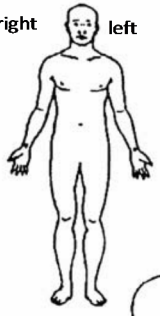
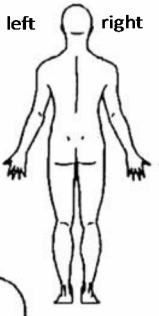

***Injury details: This report reflects an accurate record of the injured person's reported symptoms of injury***

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	
Please indicate during WHICH EVENT the injury occurred		<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			
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			
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<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"/> 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:        /        /	
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.			
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## IGSA SPORT ACCIDENT / INJURY REPORT FORM

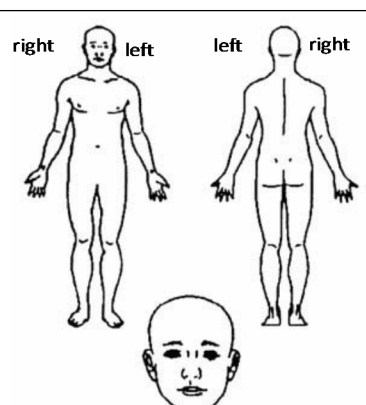
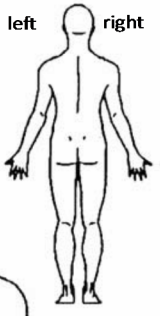
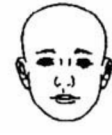
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<b>Does the injured player currently play the same sport in another competition</b>		<b>Time of First Aid:</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>INITIAL TREATMENT</b>	
<b>Please indicate during WHICH EVENT the injury occurred</b>		<input type="checkbox"/> Saturday Sport	
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<input type="checkbox"/> Warm Up <input type="checkbox"/> Competition <input type="checkbox"/> Event <input type="checkbox"/> Other		<input type="checkbox"/> No treatment required	
<b>NATURE OF INJURY</b>		<input type="checkbox"/> CPR <input type="checkbox"/> RICER	
<input type="checkbox"/> New Injury		<input type="checkbox"/> Crutches <input type="checkbox"/> Sling / splint	
<input type="checkbox"/> Previous injury from other terms <input type="checkbox"/> Previously injured this term		<input type="checkbox"/> Dressing <input type="checkbox"/> Strapping	
<input type="checkbox"/> Other (please explain)		<input type="checkbox"/> Massage <input type="checkbox"/> Stretching	
<b>CONCUSSION</b>		<input type="checkbox"/> Possible concussion - removed from play <input type="checkbox"/> Notification form distributed	
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<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:			
<b>BODY PART INJURED (circle below)</b>		<b>HOW DID THE INJURY OCCUR</b>	
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;">             right   </div> <div style="text-align: center;">             left   </div> </div>		<input type="checkbox"/> Contact with a ball or equipment (e.g. bat / stick) <input type="checkbox"/> Overstretch	
		<input type="checkbox"/> Slip/trip	
		<input type="checkbox"/> Running	
		<input type="checkbox"/> Sidestep	
		<input type="checkbox"/> Landing	
<input type="checkbox"/> Fall		<input type="checkbox"/> Venue **Refer note below	
<input type="checkbox"/> Other:		<input type="checkbox"/> Other:	
Did player return to play? <input type="checkbox"/> Yes <input type="checkbox"/> No		Extra detail regarding how the injury occurred:	
<b>Was protective equipment worn on the injured body part?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>FOLLOW UP ACTION</b> <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.			
<b>** 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.</b>			
<b>Please ensure you contact IGSA Sport staff ASAP if an ambulance is called or serious injury occurs.</b>			



## IGSA SPORT ACCIDENT / INJURY REPORT FORM

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

<b>NAME OF PERSON INJURED</b>		<b>VENUE</b>	
<b>School attended by injured player</b>		<b>Venue Convener:</b> (Print Name & Sign)	
<b>Players' DOB (Day/Month/Year)</b> /       /		<b>DATE INJURY OCCURRED</b> /       /	
<b>Sport Being Played</b> Team No & Grade		<b>First Aid Provided By:</b> (Print Name & Sign)	
<b>Does the injured player currently play the same sport in another competition</b>		<b>Time of First Aid:</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>INITIAL TREATMENT</b>	
<b>Please indicate during WHICH EVENT the injury occurred</b>		<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	
<b>NATURE OF INJURY</b>		<input type="checkbox"/> CPR <input type="checkbox"/> RICER	
<input type="checkbox"/> New Injury		<input type="checkbox"/> Crutches <input type="checkbox"/> Sling / splint	
<input type="checkbox"/> Previous injury from other terms <input type="checkbox"/> Previously injured this term		<input type="checkbox"/> Dressing <input type="checkbox"/> Strapping	
<input type="checkbox"/> Other (please explain)		<input type="checkbox"/> Massage <input type="checkbox"/> Stretching	
<b>CONCUSSION</b>		<input type="checkbox"/> Possible concussion - removed from play <input type="checkbox"/> Notification form distributed	
<b>SYMPTOMS OF INJURY</b>			
<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:			
<b>BODY PART INJURED (circle below)</b>		<b>HOW DID THE INJURY OCCUR</b>	
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;">             right   </div> <div style="text-align: center;">             left   </div> </div>		<input type="checkbox"/> Contact with a ball or equipment (e.g. bat / stick) <input type="checkbox"/> Overstretch	
		<input type="checkbox"/> Slip/trip	
		<input type="checkbox"/> Running	
		<input type="checkbox"/> Sidestep	
		<input type="checkbox"/> Landing	
		<input type="checkbox"/> Fall	
		<input type="checkbox"/> Venue **Refer note below	
		<input type="checkbox"/> Other:	
Did player return to play?		Extra detail regarding how the injury occurred:	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Was protective equipment worn on the injured body part?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>FOLLOW UP ACTION</b>			
<input type="checkbox"/> None <input type="checkbox"/> Medical practitioner / physiotherapist <input type="checkbox"/> Hospital			
<input type="checkbox"/> Ambulance <input type="checkbox"/> Other:			
<b>Signature of person completing form:</b>		<b>Date:</b> /       /	
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.			
<b>** 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.</b>			
<b>Please ensure you contact IGSA Sport staff ASAP if an ambulance is called or serious injury occurs.</b>			





## 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	Sensitive 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:

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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	Sensitive to light or noise
Slow reactions	Cannot be roused from sleep

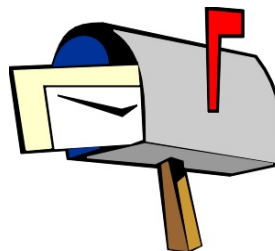
**OR: If none of the above symptoms are displayed, but you are still concerned, the child should rest and be observed for 24-48 hours.**

**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.

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

[info@igsa.nsw.edu.au](mailto:info@igsa.nsw.edu.au)

and then post all originals 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 after each round.

With over 5000 registrations must be checked each week, 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 Water Polo 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](mailto:info@igsa.nsw.edu.au)

Phone 9888 9477

[illegible]

Comments:

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## 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:

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

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9. Hazards that need urgent attention: \_\_\_\_\_

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**\*\* 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**.

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 results for that round.
- ☐ 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 games 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 Water Polo 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](mailto:info@igsa.nsw.edu.au)

Phone 9888 9477

[illegible]

Comments:

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

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

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9. Hazards that need urgent attention: \_\_\_\_\_

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

# Venue Convener's Declaration

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Venue: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## IGSA Sport Water Polo 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](mailto:info@igsa.nsw.edu.au)

Phone 9888 9477

[illegible]

Comments:

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## 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)
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### Condition of Playing Surface

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- ☐ All fences are secure and sturdy
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7. Please make any comments that you feel are relevant regarding the safety of your venue:

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

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9. Hazards that need urgent attention: \_\_\_\_\_

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# Venue Convener's Declaration

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Venue: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## IGSA Sport Water Polo Summary Sheet Round \_\_\_\_\_

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Venue:

Mail to: LG1 56 Delhi Road  
North Ryde NSW 2113

Email [info@igsa.nsw.edu.au](mailto:info@igsa.nsw.edu.au)

Phone 9888 9477

[illegible]

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

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9. Hazards that need urgent attention: \_\_\_\_\_

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**\*\* 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**.

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 results for that round.
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- ☐ 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 Water Polo Summary Sheet Round \_\_\_\_\_

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

Venue: \_\_\_\_\_  
Mail to: LG1 56 Delhi Road Email [info@igsa.nsw.edu.au](mailto:info@igsa.nsw.edu.au)  
North Ryde NSW 2113 Phone 9888 9477

Pool 1 (please circle winning team)					
Time (please insert time below)	Grade	Team A	Score	Team B	Score

Pool 2 (please circle winning team)					
Time (please insert time below)	Grade	Team A	Score	Team B	Score

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:

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

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9. Hazards that need urgent attention: \_\_\_\_\_

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**\*\* 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**.

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 results for that round.
- ☐ 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.
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- ☐ I have signed all umpire / referees' cards (if applicable) at my venue and recorded a copy of the number of games 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 Water Polo 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](mailto:info@igsa.nsw.edu.au)

Phone 9888 9477

[illegible]

Comments:

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## 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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- ☐ Fences are in good condition

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

- ☐ Facilities are suitably clean
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- ☐ All facilities in good condition
- ☐ Any public seating is in good condition
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Venue: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## IGSA Sport Water Polo 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](mailto:info@igsa.nsw.edu.au)

Phone 9888 9477

[illegible]

Comments:

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## 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
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### Condition of Playing Surface

- ☐ Is free of any potholes
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- ☐ All fences are secure and sturdy
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9. Hazards that need urgent attention: \_\_\_\_\_

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Venue: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## IGSA Sport Water Polo Summary Sheet Round \_\_\_\_\_

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Venue:

Mail to: LG1 56 Delhi Road  
North Ryde NSW 2113

Email [info@igsa.nsw.edu.au](mailto:info@igsa.nsw.edu.au)

Phone 9888 9477

[illegible]

Comments:

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## 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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Signature: \_\_\_\_\_



## IGSA Sport Water Polo Summary Sheet Round \_\_\_\_\_

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Email [info@igsa.nsw.edu.au](mailto:info@igsa.nsw.edu.au)

Phone 9888 9477

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Comments:

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Venue: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_





Fixtures  
and standings



Venue Closures



Venue  
Information



Find your team

## 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

Email address:

Password:

☐ Remember me

[Forgotten your password?](#)

Login

## How to mark attendance

1. When you login this is the page you should see the below screen, if you don't here is the link <https://igsasport.spawtz.com/ActionController/FixtureUmpireList>

https://igsasport.spawtz.com/ActionController/FixtureUmpireList

Assoc of Heads of Independent Girls Schools NSW Admin Control Panel  
Logged in as Convenor Test Logout

Spawtz

Show fixtures from 15/12/2021 to 29/12/2021 [Quick results](#)

Click on the edit fixture link next to a fixture to update that fixture's results. Click on the edit stats link to update the statistics for that fixture.

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	<a href="#">Edit</a> <a href="#">Stats</a>
	8:00AM	S02	ASC01-Netball vs PYM02-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 2	<a href="#">Edit</a> <a href="#">Stats</a>
	8:00AM	S02	KAM01-Netball vs NEG01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 3	<a href="#">Edit</a> <a href="#">Stats</a>
	9:00AM	S02	KRB01-Netball vs MLC01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 1	<a href="#">Edit</a> <a href="#">Stats</a>
	9:00AM	S01	BRI01-Netball vs WEN01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 2	<a href="#">Edit</a> <a href="#">Stats</a>
	9:00AM	S01	LON01-Netball vs STC01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 3	<a href="#">Edit</a> <a href="#">Stats</a>
	10:00AM	S01	PLS01-Netball vs ROS01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 1	<a href="#">Edit</a> <a href="#">Stats</a>
	10:00AM	S01	PYM01-Netball vs QUE01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 2	<a href="#">Edit</a> <a href="#">Stats</a>

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.

https://igsasport.spawtz.com/ActionController/FixtureUmpireList

Assoc of Heads of Independent Girls Schools NSW Admin Control Panel  
Logged in as Convenor Test Logout

Spawtz

Show fixtures from 15/12/2021 to 29/12/2021 [Quick results](#)

Click on the edit fixture link next to a fixture to update that fixture's results. Click on the edit stats link to update the statistics for that fixture.

Date	Time	Division	Teams	Venue, Playing Area	Result
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	8:00AM	S02	KAM01-Netball vs NEG01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 3	<a href="#">Edit</a> <a href="#">Stats</a>
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	9:00AM	S01	BRI01-Netball vs WEN01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 2	<a href="#">Edit</a> <a href="#">Stats</a>
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	10:00AM	S01	PYM01-Netball vs QUE01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 2	<a href="#">Edit</a> <a href="#">Stats</a>

3. Click on ‘Availabilities’ on the left of the page.

https://figsport.spawtz.com/Admin/Leagues/Fixtures/Detail.aspx?FixtureId=8005&FromUrl=https%3a%2f%2figsport.spawtz.com%2fAdminController%2fFixtureUmpireList

**Spawtz** Assoc of Heads of Independent Girls Schools NSW Admin Control Panel  
Logged in as Convenor Test Logout

ABB01-Netball vs RAV01-Netball

Details

History

**Availabilities**

**Fixture Schedule**

Venue: Please select a venue

Playing Area: Abbotsleigh Indoor 1

Date/Time: 25/12/2021 08:00 am Time Hints

Duration: 60 minutes

**Fixture Details**

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: (Forfeit: )

Away Team: RAV01-Netball

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

If all the team (or most) are in attendance, use the new feature and select the “played” button in the header for each team. You can then deselect any not in attendance.

**Spawtz** Assoc of Heads of Independent Girls Schools NSW Admin Control Panel  
Logged in as Jenny Walton Logout

Dashboard Calendar Leagues Teams Users Email/SMS Reports Config

ABB14-Basketball vs RAV06-Basketball 4/06/2022 8:00 AM at Abbotsleigh Gym, Abbotsleigh Gymnasium

Details

History

**Availabilities**

**ABB14-Basketball**

Name	Role	Availability	Updated Date	Played
				<input checked="" type="checkbox"/>

OR you can go through the team and select each individual player.

ABB01-Netball vs RAV01-Netball (Round 1) 25/12/2021 8:00 AM at Abbotsleigh Indoor 1, Abbotsleigh Sports Hall

Details  
History  
✓ Availabilities

**ABB01-Netball**

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"/>

**RAV01-Netball**

Name	Role	Availability	Updated Date	Played
------	------	--------------	--------------	--------

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

ABB01-Netball vs RAV01-Netball (Round 1) 25/12/2021 8:00 AM at Abbotsleigh Indoor 1, Abbotsleigh Sports Hall

Details  
History  
✓ Availabilities

**ABB01-Netball**

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

**RAV01-Netball**

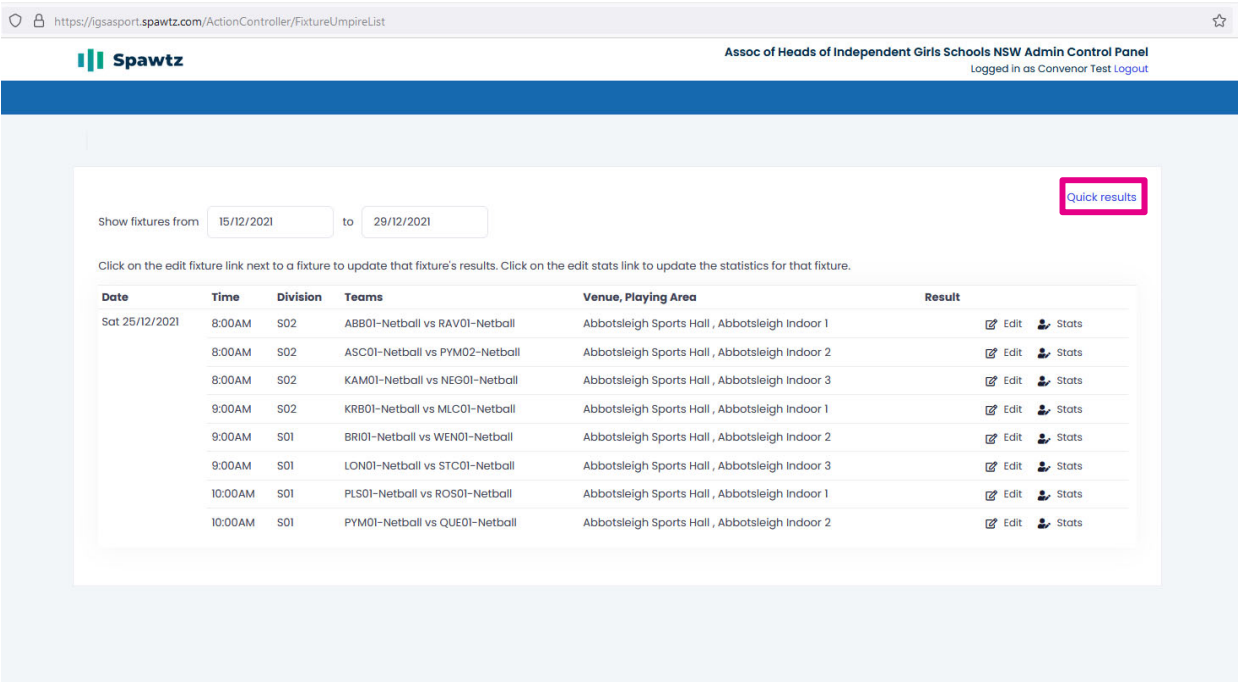
Name	Role	Availability	Updated Date	Played
------	------	--------------	--------------	--------

Save Close

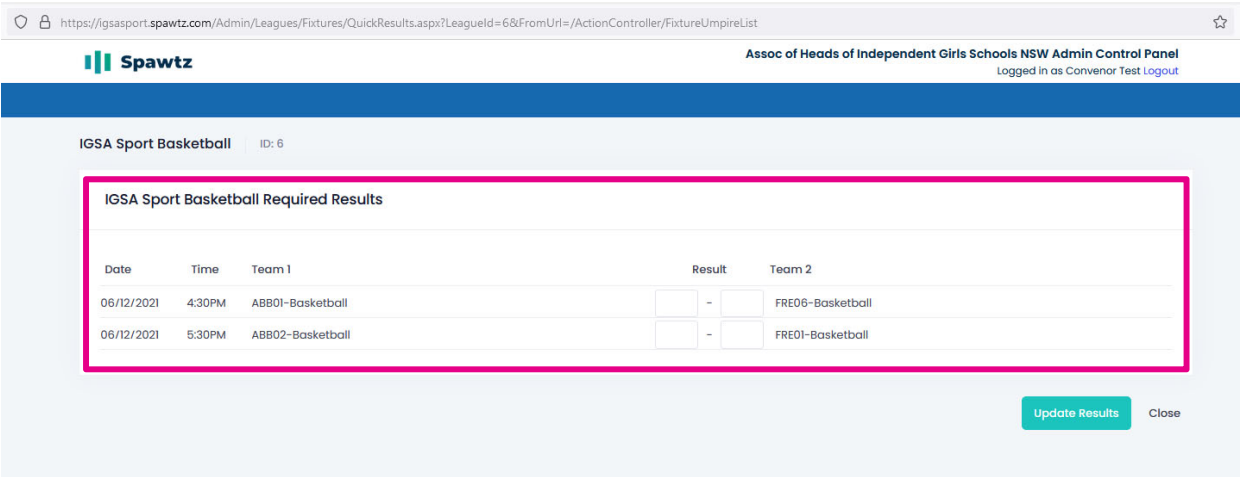
# How to add scores to Fixtures

1. When you login this is the page you should see the below screen, if you don't here is the link <https://igsasport.spawtz.com/ActionController/FixtureUmpireList>

Simply click on the 'Quick Results' link in the top right corner of the fixtures list.



2. This will open the quick results entry for all previously played fixtures at your venue/s.



3. Enter the results per team for each fixture in the results fields and click ‘Update Results’

https://figsasport.spawtz.com/Admin/Leagues/Fixtures/QuickResults.aspx?LeagueId=6&FromUrl=/ActionController/FixtureUmpireList

Spawtz

Assoc of Heads of Independent Girls Schools NSW Admin Control Panel

Logged in as Convenor Test Logout

IGSA Sport Basketball

ID: 6

IGSA Sport Basketball Required Results

Date	Time	Team 1	Result	Team 2
06/12/2021	4:30PM	ABB01-Basketball		FRE06-Basketball
06/12/2021	5:30PM	ABB02-Basketball		FRE01-Basketball

Update Results

Close

4. You can also update fixtures on an individual fixture basis by opening each fixture by clicking ‘Edit’ at the right of the fixture you want to update.

https://figsasport.spawtz.com/ActionController/FixtureUmpireList

Spawtz

Assoc of Heads of Independent Girls Schools NSW Admin Control Panel

Logged in as Convenor Test Logout

Show fixtures from 15/12/2021 to 29/12/2021

Quick results

Click on the edit fixture link next to a fixture to update that fixture's results. Click on the edit stats link to update the statistics for that fixture.

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	<div>Edit Stats</div>
	8:00AM	S02	ASC01-Netball vs PYM02-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 2	<div>Edit Stats</div>
	8:00AM	S02	KAM01-Netball vs NEG01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 3	<div>Edit Stats</div>
	9:00AM	S02	KRB01-Netball vs MLC01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 1	<div>Edit Stats</div>
	9:00AM	S01	BRI01-Netball vs WEN01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 2	<div>Edit Stats</div>
	9:00AM	S01	LON01-Netball vs STC01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 3	<div>Edit Stats</div>
	10:00AM	S01	PLS01-Netball vs ROS01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 1	<div>Edit Stats</div>
	10:00AM	S01	PYM01-Netball vs QUE01-Netball	Abbotsleigh Sports Hall , Abbotsleigh Indoor 2	<div>Edit Stats</div>



5. Scroll down to the Fixture details on the Details page.

https://igsasport.spawtz.com/Admin/Leagues/Fixtures/Detail.aspx?FixtureId=8005&FromUrl=https%3a%2f%2figsasport.spawtz.com%2fActionController%2fFixtureUmpireList

**Spawtz** Assoc of Heads of Independent Girls Schools NSW Admin Control Panel  
Logged in as Convenor Test [Logout](#)

ABB01-Netball vs RAV01-Netball

[Details](#)  
[History](#)  
[Availabilities](#)

### Fixture Schedule

Venue: Please select a venue  
Playing Area: Abbotsleigh Indoor 1  
Date/Time: 25/12/2021 08:00 am [Time Hints](#)  
Duration: 60 minutes

### Fixture Details

Created Date: Tuesday 21 December 2021 at 08:22

League: IGSA Sport Netball  
Season: Test Season  
Division: S02  
Name: Round 1  
Fixture Type: Standard  
Home Team: ABB01-Netball  
Home Team score: (Forfeit: )  
Away Team: RAV01-Netball

6. Enter the Home and Away team scores then click Save at the bottom.

port.spawtz.com/Admin/Leagues/Fixtures/Detail.aspx?FixtureId=8005&FromUrl=https%3a%2f%2figsasport.spawtz.com%2fActionController%2fFixtureUmpireList%3fNB%3d1

Open a new tab (Ctrl+T)

### Fixture Details

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: 5 (Forfeit: )  
Away Team: RAV01-Netball  
Away Team score: 2 (Forfeit: )

☐ Results from this fixture should not count towards standings  
☐ This is a cross league fixture

### Clash Details

Umpire Convenor Test is umpiring another fixture at the same time.  
Umpire Convenor Test is umpiring another fixture at the same time.

[Save](#) [Close](#)

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





## Spare Water Polo Match Sheets

Each week IGSA Sport will email the match sheets with all relevant details for the upcoming weekend games 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 week.

*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!!



# IGSA Sport Water Polo Result Sheet

Venue:

Grade:

Date:

Time:

TEAM A		Cap No'	SIGNATURES	Personal Faults	Goals				Total Goals
1					1	2	3	4	
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
				TOTAL =					

Winning Team:

Score

Referee's

Signatures:

TEAM B		Cap No'	SIGNATURES	Personal Faults	Goals				Total Goals
1					1	2	3	4	
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
				TOTAL =					

Captain's

Signatures

Captains should check the final score before signing

Team A

Team B

BREACH OF CODE OF CONDUCT – Please complete IGSA Sport Incident Report



# IGSA Sport Water Polo Result Sheet

Venue:

Grade:

Date:

Time:

TEAM A		Cap No'	SIGNATURES	Personal Faults	Goals				Total Goals
					1	2	3	4	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
				TOTAL =					

Winning Team:

Score

Referee's

Signatures:

TEAM B		Cap No'	SIGNATURES	Personal Faults	Goals				Total Goals
					1	2	3	4	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
				TOTAL =					

Captain's

Signatures

Captains should check the final score before signing

Team A

Team B

BREACH OF CODE OF CONDUCT – Please complete IGSA Sport Incident Report





# IGSA Sport Water Polo Result Sheet

Venue:

Grade:

Date:

Time:

TEAM A		Cap No'	SIGNATURES	Personal Faults	Goals				Total Goals
1					1	2	3	4	
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
				TOTAL =					

Winning Team:

Score

Referee's

Signatures:

TEAM B		Cap No'	SIGNATURES	Personal Faults	Goals				Total Goals
1					1	2	3	4	
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
				TOTAL =					

Captain's

Signatures

Captains should check the final score before signing

Team A

Team B

BREACH OF CODE OF CONDUCT – Please complete IGSA Sport Incident Report



# IGSA Sport Water Polo Result Sheet

Venue:

Grade:

Date:

Time:

Captain's Signatures
Captains should check the final score before signing
<u>Team A</u>
<u>Team B</u>

TEAM B		Cap No'	SIGNATURES	Personal Faults	Goals				Total Goals
					1	2	3	4	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
				TOTAL =					

**BREACH OF CODE OF CONDUCT – Please complete IGSA Sport Incident Report**



# IGSA Sport Water Polo Result Sheet

Venue:

Grade:

Date:

Time:

Winning Team:	
Score	

Referee's Signatures:	

TEAM B		Cap No'	SIGNATURES	Personal Faults	Goals				Total Goals
					1	2	3	4	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
				TOTAL =					

**BREACH OF CODE OF CONDUCT – Please complete IGSA Sport Incident Report**



# IGSA Sport Water Polo Result Sheet

Venue:

Grade:

Date:

Time:

TEAM A		Cap No'	SIGNATURES	Personal Faults	Goals				Total Goals
					1	2	3	4	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
			TOTAL =						

Winning Team:
Score

Referee's Signatures:

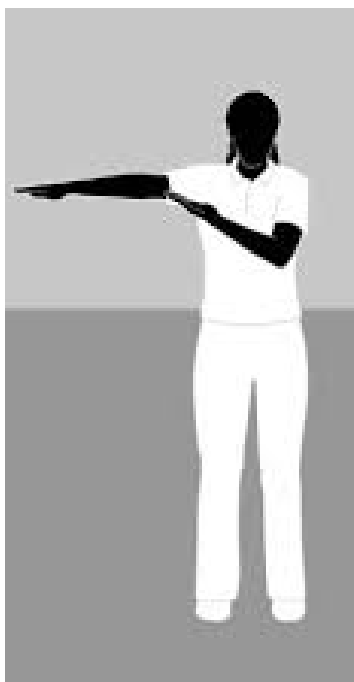
Captain's Signatures
Captains should check the final score before signing
<u>Team A</u>
<u>Team B</u>

TEAM B		Cap No'	SIGNATURES	Personal Faults	Goals				Total Goals
					1	2	3	4	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
				TOTAL =					

**BREACH OF CODE OF CONDUCT – Please complete IGSA Sport Incident Report**







## Spare Referee Forms

Several copies of all required forms are in this Conveners' Handbook.

You will find the referee cards in the folder. If you require more cards please contact the IGSA Sport office by phone 9888 9477 or by writing a note on the round summary sheets.

Conveners must **complete and return** the following forms.

- ✓ **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 and referee cards have been received at our office.

Referees must **complete and return** the following forms.

- ✓ **Contract** - Acceptance of Offer signed
- ✓ **ATO Statement by a Supplier** *(if not yet completed this calendar year)*
- ✓ **Contractor Details form**

IGSA Sport will pay a maximum of 2 referees for all completed or partially completed matches including forfeits occurring on the day. However, if **there is only one referee during the match, payment stays the same**

**Payment CANNOT be made to conveners, referees / umpires** until all these forms have been forwarded, relevant checks completed and the convener's game sheets are reconciled with the draw and venue closure information.

**We will also require the umpire / referees' cards for the final payment which will be reconciled with the convener's game sheets and prior payments.**

More copies of contracts and forms for both conveners and referees are available on the IGSA Sport website under Water Polo.



12 December 2024

\_\_\_\_\_(Name)  
\_\_\_\_\_(Address)  
\_\_\_\_\_(Suburb, Post Code)

Dear \_\_\_\_\_(Name),

We are pleased to engage you as a Water Polo Referee with the Association of Heads of Independent Girls' Schools NSW trading as Independent Girls' Schools Association (**IGSA**), to officiate 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 9 weeks from Saturday 8 February 2025 to Saturday 5 April 2025 (**Term**).
2. You acknowledge that IGSA Sport 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. The number of matches you are required to officiate each Saturday may vary depending on the draw for your venue. It is expected that you will attend all Saturday sessions, unless a previous arrangement has been made with the IGSA Sport Staff.
4. The maximum number of paid matches per week will be 6. You will be paid between \$18 and \$35 per match as per the table below. This rate is based on the information you have supplied IGSA Sport regarding your qualifications and prior IGSA Sport refereeing experience.

	\$18	\$25	\$30	\$32	\$35
<b>Water polo</b>	Bench Duty (only where approved by IGSA Sport)	Unqualified but competent	Level 1 / NSW C / Junior Badge / Community Level	Level 2 / NSW B / Development Level	Level 3 / NSW A / Senior Badge / Advanced or Elite level

5. 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.
6. Payment **will only be made after** IGSA Sport have completed a WWC check and your referee card is received and reconciled to your venue convener's game sheet. It is your responsibility to ensure that you return all required documents to the IGSA Sport office in order for your payment to be processed.
7. If IGSA Sport does not require your services to referee on a particular day or for a particular number of matches you will not be paid for the matches that you have not refereed.

## Terms and conditions

8. You are required to provide the Services, with due care, skill and diligence and comply with all lawful and reasonable direction.
9. You are not to disclose any confidential information to a third party.
10. You may delegate the provision of part, or all, of the Services to another person in consultation with IGSA Sport.
11. 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.
12. IGSA 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, to bring IGSA into disrepute;
    - (iii) if you give a false assurance under clause 16; or
    - (iv) if you do not provide the undertaking in clause 17 prior to commencing to provide the Services or provide a false undertaking.
13. You acknowledge that you provide the Services to IGSA 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. IGSA will not be responsible for the provision of personal / carer's leave, annual leave or any other employment-related benefits. IGSA will maintain compulsory workers compensation insurance as required by law.
14. IGSA will maintain public liability insurance for claims arising out of your participation as a referee. You will be responsible for the payment of the excess (\$2500) for any claim arising wholly as a result of your conduct.
15. **If you are over 18**, 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 are under 18** your appointment is subject to you providing IGSA with an undertaking in the form of **Schedule 2** prior to the commencement of Services.

If you do not provide your WWC number or sign the undertaking prior to the commencement of Services or you provide a false undertaking, IGSA may terminate your engagement without notice.

### Acceptance of this engagement

16. By accepting this engagement, you are taken to have given IGSA the assurance that you have the experience, qualifications and accreditations set out below:
- (a) you are 16 years of age or older or if under 16, IGSA have approved your engagement and discussed the risk assessment with your parent or guardian.
  - (b) you have provided IGSA with your **WWC number** or signed the declaration in Schedule 2 if under 18;
  - (c) you have read and signed the attached **IGSA Child Safe Code of Conduct**.
  - (d) you are accredited to referee through the relevant state sporting body or are working towards such accreditation or possess sufficient experience with the sport to be confident umpiring an IGSA Sport match.

If you (or your parent or guardian) 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.

If you are **under 18 years of age and your parent or guardian warrants that you have suitable qualifications and experience**, your parent or guardian accepts this engagement and its terms on your behalf.

17. You acknowledge that IGSA strongly recommends that all referees and conveners hold a current first aid certificate.
18. **Enclosed** with this letter is the IGSA Sport Code of Conduct incorporating the IGSA Harassment Policy and Risk Warning. By signing the acceptance of engagement, you (your parent or guardian) are confirming that you have read these documents and agree to abide by their terms.

### Other documents required

19. 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 with the signed acceptance page of this letter **prior to** you commencing to provide the Services.
20. Any personal information will be used to verify your WWC clearance and for payment purposes only. Please refer to the IGSA website for a copy of the Privacy Policy.

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, together with the other documents required. If you are under 18 years of age, your parent or guardian will also need to sign.

Yours sincerely

*Kate Howitt*

Mrs Kate Howitt  
**IGSA Director of Sport**  
Mobile: 0412 097 811

## SCHEDULE 1 – Statement of Services

### IGSA Sport Water Polo Referee

IGSA Sport Water Polo Referees are responsible for officiating at IGSA Sport inter-school water polo matches in accordance with the Water Polo Australia Rulebook, and additional IGSA Sport Rules & Guidelines (see website).

Referees must:

- Provide your name, date of birth and WWC number to IGSA Sport **BEFORE** commencing refereeing to ensure that you are eligible to officiate under the WWC clause of this contract.
- Complete and return all contracts and forms as required prior to the start of officiating.
- Report to the venue on time and dressed appropriately.
- Conduct a risk and safety inspection of the playing surface prior to the match and determine whether playing conditions are safe and suitable. If in doubt, speak with the Venue Convener.
- Liaise with the Venue Convener regarding any rule changes, pitch safety checks and other issues.
- Ensure that all mandatory safety equipment rules are observed. If these rules are breached then play must not commence or continue.
- Ensure that no girls are wearing jewellery.
- Be familiar with and implement the IGSA Sport Code of Conduct and the IGSA Harassment Policy (see website <https://igsa.nsw.edu.au/>).
- Checking the venue status by accessing either:  
**IGSA Sport mobile app:** <https://igsasport.spawtz.com/>
- If you are already at your venue and conditions become dangerous, suspend play and speak with your venue convener.
- Follow the steps below should an accident occur during the match:
  1. blow time out and assess the situation
  2. reassure the injured girl
  3. seek help – staff member, team manager, parent
  4. re-commence play at an appropriate time.

## SCHEDULE 2 – Contractor Personnel Undertaking (if UNDER 18)

The Association of Heads of Independent Girls' Schools NSW trading as Independent Girls' Schools Association (IGSA), requires that all contractors under 18 provide the undertaking set out below.

### 1. Undertaking

1.1. I undertake to IGSA that:

- (a) I am not a Disqualified Person;
- (b) none of the Assessment Requirement Triggers apply to me;
- (c) I am not subject to an interim bar on engaging in child related work under section 17 of the WWC Act and I have not had an application for a Working with Children Check Clearance refused;
- (d) I have not had any previous employment or engagement terminated on the grounds that I engaged in any Reportable Conduct and/or sex offence or any misconduct that may involve Reportable Conduct and/or a sex offence;
- (e) I have not retired or resigned from any previous employment or engagement following allegations that I engaged in any Reportable Conduct and/or sex offence or any misconduct that may involve Reportable Conduct and / or a sex offence;
- (f) I have never been charged with engaging in any Reportable Conduct and/or sex offence;
- (g) I am not currently the subject of allegations that I engaged in Reportable Conduct and/or sex offence or any misconduct that may involve Reportable Conduct and/or a sex offence;
- (h) I have never been the subject of allegations of any Reportable Conduct and/or sex offence or any misconduct that may involve Reportable Conduct and/or a sex offence;
- (i) I will not engage in any Reportable Conduct and/or sex offence; and
- (j) I have not been the subject of proceedings commenced for any of the offences specified in Item 1(3) of Schedule 1 of the WWC Act (whatever the outcome of those proceedings).<sup>1</sup>

1.2. If you cannot give the undertaking set out above, you should not sign this Undertaking. You may, however, wish to speak with the **Executive Officer** about the relevant occurrence.

### 2. Definitions

In this Undertaking:

- (a) **"Assessment Requirement Trigger"** means an offence or finding of misconduct involving children, as defined in Schedule 1 of the WWC Act.<sup>2</sup>
- (b) **"Child related work"** means work as defined in section 6 of the WWC Act<sup>3</sup> and further defined in Part 2 of the Child Protection (Working with Children) Regulation 2013. <sup>4</sup>
- (c) **"Children's Guardian"** means the Children's Guardian appointed under section 178 of the Children and Young Persons (Care and Protection) Act 1998.
- (d) **"Disqualified Person"** means a person who has been convicted of, or against whom proceedings have been commenced for, a disqualifying offence. A list of disqualifying offences is at Item 1 of Schedule 2 of the WWC Act.<sup>5</sup>
- (e) **"Reportable Conduct"** means:
  - (i) any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including grooming of a child, child pornography offences or an offence involving child abuse material);
  - (ii) any assault, ill treatment or neglect of a child; or

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<sup>1</sup> This may be found at: [http://www.austlii.edu.au/au/legis/nsw/consol\\_act/cpwca2012388/sch1.html](http://www.austlii.edu.au/au/legis/nsw/consol_act/cpwca2012388/sch1.html)

<sup>2</sup> This may be found at: [http://www.austlii.edu.au/au/legis/nsw/consol\\_act/cpwca2012388/sch1.html](http://www.austlii.edu.au/au/legis/nsw/consol_act/cpwca2012388/sch1.html)

<sup>3</sup> This may be found at: [http://www.austlii.edu.au/au/legis/nsw/consol\\_act/cpwca2012388/s6.html#child-related\\_work](http://www.austlii.edu.au/au/legis/nsw/consol_act/cpwca2012388/s6.html#child-related_work)

<sup>4</sup> This may be found at: [http://www.austlii.edu.au/au/legis/nsw/consol\\_reg/cpwcr2013479/](http://www.austlii.edu.au/au/legis/nsw/consol_reg/cpwcr2013479/)

<sup>5</sup> This may be found at: [http://www.austlii.edu.au/au/legis/nsw/consol\\_act/cpwca2012388/sch2.html](http://www.austlii.edu.au/au/legis/nsw/consol_act/cpwca2012388/sch2.html)

(iii) any behaviour that causes psychological harm to a child, whether or not, in any case, with the consent of the child.

Reportable Conduct does not extend to:

- (i) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or
- (ii) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures, or
- (iii) conduct of a class or kind exempted from being reportable conduct by the Ombudsman, except where there is an alleged pattern or repeated instances of such conduct.

Note: Examples of conduct that would not constitute "reportable conduct" include (without limitation), touching a child in order to attract a child's attention, to guide a child or to comfort a distressed child; a school teacher raising his or her voice in order to attract attention or to restore order in the classroom; and conduct that is established to be accidental.

- (f) **"WWC Act"** means the Child Protection (Working with Children) Act 2012 (NSW).
- (g) **"Working with Children Check Clearance"** means an authorisation from the Children's Guardian to engage in child related work in accordance with the WWC Act.

-----  
Referee's Signature

-----  
Parent or Guardian's Signature

-----  
Print Name

-----  
Print Name

-----  
Date





## IGSA Sport Referee – Acceptance of Offer

\_\_\_\_\_  
Name **Water Polo Referee** at \_\_\_\_\_  
Please Print Clearly Venue

I confirm that I have had the opportunity to consider and discuss the letter of offer of engagement dated 12 December 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 referee voluntarily and at my own risk.

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

I confirm that (*please delete whichever is not applicable*)

☐

my qualification is: \_\_\_\_\_ and I am currently a member of \_\_\_\_\_ Referee's Association or

☐

I currently hold no formal qualifications.

I confirm that (*please delete whichever is not applicable*)

☐

I am **under 18** and have completed Schedule 2 or

☐

I am over 18 and my **Working with Children (WWC)** number is: .

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If under 18**, a parent or guardian must also accept the offer:

Parent / Guardian Signature: \_\_\_\_\_ 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

## **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.  
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## 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.

- ☐ The payer is not making the payment in the course of carrying on an enterprise in Australia.
- ☐ The supplier is an individual aged under 18 years and the payment does not exceed \$350 a week.
- ☐ The payment does not exceed \$75, excluding any goods and services tax (GST).
- ☐ The supply that the payment relates to is wholly input taxed.
- ☐ The supply is made by an individual or partnership without a reasonable expectation of profit or gain.
- ☐ The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.
- ☐ The whole of the payment is exempt income for the supplier.

The supplier is an individual and has given the payer a written statement to the effect that the supply:

- ☐ is made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
- ☐ is wholly of a private or domestic nature (from the supplier's perspective).

### 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](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 \_\_\_\_\_

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12 December 2024

\_\_\_\_\_(Name)  
\_\_\_\_\_(Address)  
\_\_\_\_\_(Suburb, Post Code)

Dear \_\_\_\_\_(Name),

We are pleased to engage you as a Water Polo Referee with the Association of Heads of Independent Girls' Schools NSW trading as Independent Girls' Schools Association (**IGSA**), to officiate 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 9 weeks from Saturday 8 February 2025 to Saturday 5 April 2025 (**Term**).
2. You acknowledge that IGSA Sport 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. The number of matches you are required to officiate each Saturday may vary depending on the draw for your venue. It is expected that you will attend all Saturday sessions, unless a previous arrangement has been made with the IGSA Sport Staff.
4. The maximum number of paid matches per week will be 6. You will be paid between \$18 and \$35 per match as per the table below. This rate is based on the information you have supplied IGSA Sport regarding your qualifications and prior IGSA Sport refereeing experience.

	\$18	\$25	\$30	\$32	\$35
<b>Water polo</b>	Bench Duty (only where approved by IGSA Sport)	Unqualified but competent	Level 1 / NSW C / Junior Badge / Community Level	Level 2 / NSW B / Development Level	Level 3 / NSW A / Senior Badge / Advanced or Elite level

5. 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.
6. Payment **will only be made after** IGSA Sport have completed a WWC check and your referee card is received and reconciled to your venue convener's game sheet. It is your responsibility to ensure that you return all required documents to the IGSA Sport office in order for your payment to be processed.
7. If IGSA Sport does not require your services to referee on a particular day or for a particular number of matches you will not be paid for the matches that you have not refereed.

## Terms and conditions

8. You are required to provide the Services, with due care, skill and diligence and comply with all lawful and reasonable direction.
9. You are not to disclose any confidential information to a third party.
10. You may delegate the provision of part, or all, of the Services to another person in consultation with IGSA Sport.
11. 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.
12. IGSA 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, to bring IGSA into disrepute;
    - (iii) if you give a false assurance under clause 16; or
    - (iv) if you do not provide the undertaking in clause 17 prior to commencing to provide the Services or provide a false undertaking.
13. You acknowledge that you provide the Services to IGSA 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. IGSA will not be responsible for the provision of personal / carer's leave, annual leave or any other employment-related benefits. IGSA will maintain compulsory workers compensation insurance as required by law.
14. IGSA will maintain public liability insurance for claims arising out of your participation as a referee. You will be responsible for the payment of the excess (\$2500) for any claim arising wholly as a result of your conduct.
15. **If you are over 18**, 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 are under 18** your appointment is subject to you providing IGSA with an undertaking in the form of **Schedule 2** prior to the commencement of Services.

If you do not provide your WWC number or sign the undertaking prior to the commencement of Services or you provide a false undertaking, IGSA may terminate your engagement without notice.

### Acceptance of this engagement

16. By accepting this engagement, you are taken to have given IGSA the assurance that you have the experience, qualifications and accreditations set out below:
- (a) you are 16 years of age or older or if under 16, IGSA have approved your engagement and discussed the risk assessment with your parent or guardian.
  - (b) you have provided IGSA with your **WWC number** or signed the declaration in Schedule 2 if under 18;
  - (c) you have read and signed the attached **IGSA Child Safe Code of Conduct**.
  - (d) you are accredited to referee through the relevant state sporting body or are working towards such accreditation or possess sufficient experience with the sport to be confident umpiring an IGSA Sport match.

If you (or your parent or guardian) 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.

If you are **under 18 years of age and your parent or guardian warrants that you have suitable qualifications and experience**, your parent or guardian accepts this engagement and its terms on your behalf.

17. You acknowledge that IGSA strongly recommends that all referees and conveners hold a current first aid certificate.
18. **Enclosed** with this letter is the IGSA Sport Code of Conduct incorporating the IGSA Harassment Policy and Risk Warning. By signing the acceptance of engagement, you (your parent or guardian) are confirming that you have read these documents and agree to abide by their terms.

### Other documents required

19. 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 with the signed acceptance page of this letter **prior to** you commencing to provide the Services.
20. Any personal information will be used to verify your WWC clearance and for payment purposes only. Please refer to the IGSA website for a copy of the Privacy Policy.

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, together with the other documents required. If you are under 18 years of age, your parent or guardian will also need to sign.

Yours sincerely

*Kate Howitt*

Mrs Kate Howitt  
**IGSA Director of Sport**  
Mobile: 0412 097 811

## SCHEDULE 1 – Statement of Services

### IGSA Sport Water Polo Referee

IGSA Sport Water Polo Referees are responsible for officiating at IGSA Sport inter-school water polo matches in accordance with the Water Polo Australia Rulebook, and additional IGSA Sport Rules & Guidelines (see website).

Referees must:

- Provide your name, date of birth and WWC number to IGSA Sport **BEFORE** commencing refereeing to ensure that you are eligible to officiate under the WWC clause of this contract.
- Complete and return all contracts and forms as required prior to the start of officiating.
- Report to the venue on time and dressed appropriately.
- Conduct a risk and safety inspection of the playing surface prior to the match and determine whether playing conditions are safe and suitable. If in doubt, speak with the Venue Convener.
- Liaise with the Venue Convener regarding any rule changes, pitch safety checks and other issues.
- Ensure that all mandatory safety equipment rules are observed. If these rules are breached then play must not commence or continue.
- Ensure that no girls are wearing jewellery.
- Be familiar with and implement the IGSA Sport Code of Conduct and the IGSA Harassment Policy (see website <https://igsa.nsw.edu.au/>).
- Checking the venue status by accessing either:  
**IGSA Sport mobile app:** <https://igsasport.spawtz.com/>
- If you are already at your venue and conditions become dangerous, suspend play and speak with your venue convener.
- Follow the steps below should an accident occur during the match:
  5. blow time out and assess the situation
  6. reassure the injured girl
  7. seek help – staff member, team manager, parent
  8. re-commence play at an appropriate time.

## SCHEDULE 2 – Contractor Personnel Undertaking (if UNDER 18)

The Association of Heads of Independent Girls' Schools NSW trading as Independent Girls' Schools Association (IGSA), requires that all contractors under 18 provide the undertaking set out below.

### 1. Undertaking

1.1. I undertake to IGSA that:

- (a) I am not a Disqualified Person;
- (b) none of the Assessment Requirement Triggers apply to me;
- (c) I am not subject to an interim bar on engaging in child related work under section 17 of the WWC Act and I have not had an application for a Working with Children Check Clearance refused;
- (d) I have not had any previous employment or engagement terminated on the grounds that I engaged in any Reportable Conduct and/or sex offence or any misconduct that may involve Reportable Conduct and/or a sex offence;
- (e) I have not retired or resigned from any previous employment or engagement following allegations that I engaged in any Reportable Conduct and/or sex offence or any misconduct that may involve Reportable Conduct and / or a sex offence;
- (f) I have never been charged with engaging in any Reportable Conduct and/or sex offence;
- (g) I am not currently the subject of allegations that I engaged in Reportable Conduct and/or sex offence or any misconduct that may involve Reportable Conduct and/or a sex offence;
- (h) I have never been the subject of allegations of any Reportable Conduct and/or sex offence or any misconduct that may involve Reportable Conduct and/or a sex offence;
- (i) I will not engage in any Reportable Conduct and/or sex offence; and
- (j) I have not been the subject of proceedings commenced for any of the offences specified in Item 1(3) of Schedule 1 of the WWC Act (whatever the outcome of those proceedings).<sup>6</sup>

1.2. If you cannot give the undertaking set out above, you should not sign this Undertaking. You may, however, wish to speak with the **Executive Officer** about the relevant occurrence.

### 2. Definitions

In this Undertaking:

- (a) **"Assessment Requirement Trigger"** means an offence or finding of misconduct involving children, as defined in Schedule 1 of the WWC Act.<sup>7</sup>
- (b) **"Child related work"** means work as defined in section 6 of the WWC Act<sup>8</sup> and further defined in Part 2 of the Child Protection (Working with Children) Regulation 2013. <sup>9</sup>
- (c) **"Children's Guardian"** means the Children's Guardian appointed under section 178 of the Children and Young Persons (Care and Protection) Act 1998.
- (d) **"Disqualified Person"** means a person who has been convicted of, or against whom proceedings have been commenced for, a disqualifying offence. A list of disqualifying offences is at Item 1 of Schedule 2 of the WWC Act.<sup>10</sup>
- (e) **"Reportable Conduct"** means:
  - (i) any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including grooming of a child, child pornography offences or an offence involving child abuse material);
  - (ii) any assault, ill treatment or neglect of a child; or

<sup>6</sup> This may be found at: [http://www.austlii.edu.au/au/legis/nsw/consol\\_act/cpwca2012388/sch1.html](http://www.austlii.edu.au/au/legis/nsw/consol_act/cpwca2012388/sch1.html)

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<sup>8</sup> This may be found at: [http://www.austlii.edu.au/au/legis/nsw/consol\\_act/cpwca2012388/s6.html#child-related\\_work](http://www.austlii.edu.au/au/legis/nsw/consol_act/cpwca2012388/s6.html#child-related_work)

<sup>9</sup> This may be found at: [http://www.austlii.edu.au/au/legis/nsw/consol\\_reg/cpwcr2013479/](http://www.austlii.edu.au/au/legis/nsw/consol_reg/cpwcr2013479/)

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(iii) any behaviour that causes psychological harm to a child, whether or not, in any case, with the consent of the child.

Reportable Conduct does not extend to:

- (i) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or
- (ii) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures, or
- (iii) conduct of a class or kind exempted from being reportable conduct by the Ombudsman, except where there is an alleged pattern or repeated instances of such conduct.

Note: Examples of conduct that would not constitute "reportable conduct" include (without limitation), touching a child in order to attract a child's attention, to guide a child or to comfort a distressed child; a school teacher raising his or her voice in order to attract attention or to restore order in the classroom; and conduct that is established to be accidental.

- (f) **"WWC Act"** means the Child Protection (Working with Children) Act 2012 (NSW).
- (g) **"Working with Children Check Clearance"** means an authorisation from the Children's Guardian to engage in child related work in accordance with the WWC Act.

-----  
Referee's Signature

-----  
Parent or Guardian's Signature

-----  
Print Name

-----  
Print Name

-----  
Date



## IGSA Sport Referee – Acceptance of Offer

\_\_\_\_\_  
Name **Water Polo Referee** at \_\_\_\_\_  
Please Print Clearly Venue

I confirm that I have had the opportunity to consider and discuss the letter of offer of engagement dated 12 December 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 referee voluntarily and at my own risk.

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

I confirm that (*please delete whichever is not applicable*)

☐

my qualification is: \_\_\_\_\_ and I am currently a member of \_\_\_\_\_ Referee's Association or

☐

I currently hold no formal qualifications.

I confirm that (*please delete whichever is not applicable*)

☐

I am **under 18** and have completed Schedule 2 or

☐

I am over 18 and my **Working with Children (WWC)** number is: .

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If under 18**, a parent or guardian must also accept the offer:

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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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.

---

Signature

---

Full name

---

Date

Association of Heads of Independent Girls Schools' New South Wales Inc.  
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## 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.

- ☐ The payer is not making the payment in the course of carrying on an enterprise in Australia.
- ☐ The supplier is an individual aged under 18 years and the payment does not exceed \$350 a week.
- ☐ The payment does not exceed \$75, excluding any goods and services tax (GST).
- ☐ The supply that the payment relates to is wholly input taxed.
- ☐ The supply is made by an individual or partnership without a reasonable expectation of profit or gain.
- ☐ The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.
- ☐ The whole of the payment is exempt income for the supplier.

The supplier is an individual and has given the payer a written statement to the effect that the supply:

- ☐ is made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
- ☐ is wholly of a private or domestic nature (from the supplier's perspective).

### 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](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 \_\_\_\_\_

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



## 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 and your referees 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 Water Polo.

Please direct any referees who have not received their paperwork to the website to download, complete and return to the IGSA Sport office or they can send an email to [info@igsa.nsw.edu.au](mailto:info@igsa.nsw.edu.au) and we will forward a copy to them.



**PLEASE REMEMBER,** IGSA Sport will pay;

- A maximum of 2 referees for all completed or partially completed matches including forfeits occurring on the day.
- **If there is only one referee during the match, payment stays the same.**
- For basketball and water polo, a maximum of 2 referees & 1 bench duty per match where considered necessary. Note – bench duty will only be paid at multiple court / pool venues and must be separately identified on the convener's sheet and referees' cards.
  - 1 court / pool venue – maximum 0 bench duty payment
  - 2 court / pool venue – maximum 2 bench duty payments
  - 3 court / pool venue – maximum 3 bench duty payments
- Special exceptions may be approved by the IGSA Sport staff.

**However, if there is only one referee during the match, payment stays the same.**





## 2025 Water Polo 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 8/02/2025	Round 2 15/02/2025	Round 3 22/02/2025	Office Use
<b>Set up / pack away</b> (Please circle)		<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>	
If your venue was closed please indicate <b>time of closure.</b>					
If closed, did you HAVE TO attend venue or were you advised prior?		Yes / No	Yes / No	Yes / No	
Number of pools at your venue					
1 <sup>st</sup> match start time					
Last match finish time					
Please indicate the number of matches played or part played in each match slot (Includes forfeits on the day)	Match slot start times:↓				
<b>Total number of matches played or part played at your venue</b>					

**Record how many matches at your venue & which referees officiated (refereed or bench duty) each round in the table below** (if you require more room, please use the extra table on the next page).

Referee (Name)	Round 1 8/02/2025		Round 2 15/02/2025		Round 3 22/02/2025		Total Matches		Office Use
	Ref	B/D	Ref	B/D	Ref	B/D	Ref	B/D	

Conveners must **complete and return** the following forms.

- ✓ **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 and referee cards have been received at our office.

Referees must **complete and return** the following forms.

- ✓ **Contract** - Acceptance of Offer signed
- ✓ **ATO Statement by a Supplier** (*if not yet completed this calendar year*)
- ✓ **Contractor Details form**

IGSA Sport will pay a maximum of 2 referees for all completed or partially completed matches including forfeits occurring on the day. However, if **there is only one referee during the match, payment stays the same**

Referee (Name)	Round 1 8/02/2025		Round 2 15/02/2025		Round 3 22/02/2025		Total Matches		Office Use
	Ref	B/D	Ref	B/D	Ref	B/D	Ref	B/D	

**PLEASE REMEMBER,** IGSA Sport will pay;

- **A maximum of 2 referees** for all completed or partially completed matches including forfeits occurring on the day.
- **If there is only one referee during the match, payment stays the same.**
- For basketball and water polo, a maximum of 2 referees & 1 bench duty per match where considered necessary. Note – bench duty will only be paid at multiple court / pool venues and must be separately identified on the convener’s sheet and referees’ cards.
  - 1 court / pool venue – maximum 0 bench duty payment
  - 2 court / pool venue – maximum 2 bench duty payments
  - 3 court / pool venue – maximum 3 bench duty payments
- Special exceptions may be approved by the IGSA Sport staff.

## 2025 Water Polo Conveners Game Sheet T1 Rounds 4 - 6

At \_\_\_\_\_ (Insert Venue)

Convener's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

		Round 4 1/03/2025	Round 5 8/03/2025	Round 6 15/03/2025	Office Use
<b>Set up / pack away</b> (Please circle)		<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>	
If your venue was closed please indicate <b>time of closure</b> .					
If closed, did you HAVE TO attend venue or were you advised prior?		Yes / No	Yes / No	Yes / No	
Number of pools at your venue					
1 <sup>st</sup> match start time					
Last match finish time					
Please indicate the number of matches played or part played in each match slot (Includes forfeits on the day)	Match slot start times:↓				
<b>Total number of matches played or part played at your venue</b>					

**Record how many matches at your venue & which referees officiated (refereed or bench duty) each round in the table below** (if you require more room, please use the extra table on the next page).

Referee (Name)	Round 4 1/03/2025		Round 5 8/03/2025		Round 6 15/03/2025		Total Matches		Office Use
	Ref	B/D	Ref	B/D	Ref	B/D	Ref	B/D	

Conveners must **complete and return** the following forms.

- ✓ **Contract** - Acceptance of Offer signed
- ✓ **ATO Statement by a Supplier** (*if not yet completed this calendar year*)
- ✓ **Contractor Details form**
- ✓ **Referee cards** – qualifications sighted, recorded & initialled by convener. The number of matches officiated by the referee to be recorded on the back of the card each round and signed by the convener. Total number of matches to be countersigned by the referee at the end of the season.

Your payment **WILL NOT BE MADE** until all forms and referee cards have been received at our office.

Referees must **complete and return** the following forms.

- ✓ **Contract** - Acceptance of Offer signed
- ✓ **ATO Statement by a Supplier** (*if not yet completed this calendar year*)
- ✓ **Contractor Details form**

**The final referees' payments will not be processed** until they have been reconciled to your game sheet. Therefore, please ensure that you accurately and thoroughly record how many matches your referees officiate each round as well as the number of matches held at your venue.

IGSA Sport will pay a maximum of 2 referees for all completed or partially completed matches including forfeits occurring on the day. However, if **there is only one referee during the match, payment stays the same**

Referee (Name)	Round 4 1/03/2025		Round 5 8/03/2025		Round 6 15/03/2025		Total Matches		Office Use
	Ref	B/D	Ref	B/D	Ref	B/D	Ref	B/D	

**PLEASE REMEMBER,** IGSA Sport will pay;

- **A maximum of 2 referees** for all completed or partially completed matches including forfeits occurring on the day.
- **If there is only one referee during the match, payment stays the same.**
- For basketball and water polo, a maximum of 2 referees & 1 bench duty per match where considered necessary. Note – bench duty will only be paid at multiple court / pool venues and must be separately identified on the convener's sheet and referees' cards.
  - 1 court / pool venue – maximum 0 bench duty payment
  - 2 court / pool venue – maximum 2 bench duty payments
  - 3 court / pool venue – maximum 3 bench duty payments
- Special exceptions may be approved by the IGSA Sport staff.

# 2025 Water Polo Conveners Game Sheet T1 Rounds 7 - Finals

At \_\_\_\_\_ (Insert Venue)

Convener's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

		Round 7 22/03/2025	Semis 29/03/2025	Finals 5/04/2025	Office Use
<b>Set up / pack away</b> (Please circle)		<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>	
If your venue was closed please indicate <b>time of closure</b> .					
If closed, did you HAVE TO attend venue or were you advised prior?		Yes / No	Yes / No	Yes / No	
Number of pools at your venue					
1 <sup>st</sup> match start time					
Last match finish time					
<b>Please indicate the number of matches played or part played in each match slot</b> (Includes forfeits on the day)	Match slot start times:↓				
<b>Total number of matches played or part played at your venue</b>					

**Record how many matches at your venue & which referees officiated (refereed or bench duty) each round in the table below** (if you require more room, please use the extra table on the next page).

Referee (Name)	Round 7 22/03/2025		Semis 29/03/2025		Finals 5/04/2025		Total Matches		Office Use
	Ref	B/D	Ref	B/D	Ref	B/D	Ref	B/D	

Conveners must **complete and return** the following forms.

- ✓ **Contract** - Acceptance of Offer signed
- ✓ **ATO Statement by a Supplier** (*if not yet completed this calendar year*)
- ✓ **Contractor Details form**
- ✓ **Referee cards** – qualifications sighted, recorded & initialled by convener. The number of matches officiated by the referee to be recorded on the back of the card each round and signed by the convener. Total number of matches to be countersigned by the referee at the end of the season.

Your payment **WILL NOT BE MADE** until all forms and referee cards have been received at our office.

Referees must **complete and return** the following forms.

- ✓ **Contract** - Acceptance of Offer signed
- ✓ **ATO Statement by a Supplier** (*if not yet completed this calendar year*)
- ✓ **Contractor Details form**

**The final referees' payments will not be processed** until they have been reconciled to your game sheet. Therefore, please ensure that you accurately and thoroughly record how many matches your referees officiate each round as well as the number of matches held at your venue.

IGSA Sport will pay a maximum of 2 referees for all completed or partially completed matches including forfeits occurring on the day. However, if **there is only one referee during the match, payment stays the same**

Referee (Name)	Round 7 22/03/2025		Semis 29/03/2025		Finals 5/04/2025		Total Matches		Office Use
	Ref	B/D	Ref	B/D	Ref	B/D	Ref	B/D	

**PLEASE REMEMBER,** IGSA Sport will pay;

- **A maximum of 2 referees** for all completed or partially completed matches including forfeits occurring on the day.
- **If there is only one referee during the match, payment stays the same.**
- For basketball and water polo, a maximum of 2 referees & 1 bench duty per match where considered necessary. Note – bench duty will only be paid at multiple court / pool venues and must be separately identified on the convener's sheet and referees' cards.
  - 1 court / pool venue – maximum 0 bench duty payment
  - 2 court / pool venue – maximum 2 bench duty payments
  - 3 court / pool venue – maximum 3 bench duty payments
- Special exceptions may be approved by the IGSA Sport staff.