

igsa
Sport

Term 2
2025

Basketball
Conveners'

Risk Warning

(Under Section 5M of Civil Liability Act 2002)

On Behalf of IGSA and participating IGSA 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 Patrick's College
Frensham	PLC Armidale	St Scholastica'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.

Table of Contents

Important Contacts	4
Welcome Basketball Conveners	5
IGSA Sport Basketball Convener Statement of Services	6
IGSA Sport Basketball Dates and Committee	7
2025 Term 2 IGSA Sport Basketball Rules & Guidelines	8
Player registrations	8
Legal Playing Up Rules	9
IGSA Sport Summary Code of Conduct for Inter-School Sport	10
Protests	11
Forfeits	11
Point Scores & What Happens with Matches Cancelled Due to Venue Closure	11
Referees	12
2025 Term 2 IGSA Sport Basketball Match Rules	14
Playing Saturdays	14
Match times	14
Number of players	14
Safety	14
Uniform	14
Substitutions and time outs	14
Zone Defence	15
Equipment	15
Scoring	15
Mercy Rule and recommended guidelines:	15
Semis & finals	16
IGSA Sport Basketball – “Bench Duty”	17
24 Second Shot Clock – S01, S02 & J01 Only	17
2025 Term 2 Basketball Venues	18
Venue Closure Procedure and Guidelines	20
General Guidelines	20
IGSA Sport Hot Weather Guidelines	21
SMA Guidelines	21
IGSA Sport Air Quality Guidelines	22
Cancellation by the IGSA Sport office	23
Venue Conveners Checklist	24
Play by the Rules - Maintaining Appropriate Boundaries	26
IGSA Sport Incident Report	29
Accident & Insurance Information	37
Procedure for the Management of Critical Incidents for IGSA Sport Venue Conveners	39
IGSA Sport Accident / Injury Report Form	41
Round Summary Sheets, Venue Convener Declaration, Safety & Risk Assessment Inspection Checklist.	55
Entering results and attendance in Spawtz	85
Logging into Spawtz	85
How to add scores to fixtures	86
How to mark attendance	89
Spare Match (Sign On) Sheets	93
Spare Referee Forms	103
Convener’s Game Sheet Record	133

Important Contacts

IGSA Sport Venue Closure:

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

IGSA Sport competition website: <https://igsasport.spawtz.com>

IGSA Sport Staff

Matt Mulroney

Mobile: 0493 092 881

IGSA Director of Sport

Email: mmulroney@igsa.nsw.edu.au

Kate Howitt

Mobile: 0412 097 811

IGSA Director of Sport

Email: khowitt@igsa.nsw.edu.au

General email

info@igsa.nsw.edu.au

(sports results and queries)

Please use above general email for Laura Joseph / Jenny Walton or any administration staff.

IGSA Office:

Hours of Operation:

Monday – Friday, 8.00am – 4.00pm

Phone: 02 9888 9477

Address:

LG1, 56 Delhi Rd, North Ryde, 2113



Welcome Basketball Conveners

Dear Basketball Convener

Thank you for convening for the IGSA Sport basketball 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 umpiring.
3. Providing you with information about IGSA Sport basketball 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 fulfil the services required..

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 Basketball Convener Statement of Services

The IGSA Sport Basketball 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 basketball are adhered to. To this end, the Convener should be familiar with the IGSA Sport Code of Conduct, the IGSA Harassment Policy, the Hockey Conveners' Handbook and with the basic principles of first aid.

Specifically, the services required include:

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

Dates	Event
24 March 2025	IGSA Sport basketball 16&U and 19&U representative player nominations due
24 March 2025	Basketball term 2 team entries, player profiles & officials due
2 April 2025	IGSA Sport basketball 16&U and 19&U representative trials
8 April 2025	Basketball term 2 grading meeting
28 April 2025	Basketball term 2 registrations due
12 May 2025	NSW CIS basketball team lists due
19 May 2025	NSW CIS Basketball Championships
10 June 2025	Basketball term 3 team entries, player profiles & officials due
24 June 2025	Basketball term 2 post season meeting
24 June 2025	Basketball term 3 grading meeting
21 July 2025	Basketball term 3 registrations due
23 July 2025	NSW CIS Basketball Champion School playoff
22 September 2025	Basketball term 3 post season meeting

Convener	Will Granger, Ascham
19 &U Team Coach	Rachel Maenpaa, Pymble Ladies' College
19 & U Team Manager	Ngairre Musto, Tara
16 &U Team Coach	Nathan Roach, Wenona
16 & U Team Manager	Taryn Mahoney, Abbotsleigh
Selectors	Shelly Gorman, Ascham
	Maddison Scott, Pymble Ladies' College
	Michael Kennedy, Roseville College
	Lauryn Walker, St Catherine's
	Bruce Bolden, Meriden

Playing Saturdays:

Term 2 (Championship)

May 3, 10, 17, 24, 31

June 7 (NO SPORT), 14, 21

There are no semi finals or playoffs scheduled with the exception of S01, J01 and possible *teams with only 6 in a grade who may play semis and / or finals.*

S01 and J01 ONLY will play a double header on a selected weekend with finals played 21 June.

Term 3 (Invitational)

July 26

August 2, 9, 16, 23, 30

September 6, 13 (Semis 1 v 4, 2 v 3 no playoffs), 20 (Finals)

Trophy - Awarded to the winner of the Championship season.

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

S01 Champions Pymble Ladies' College
Donated by Roseville College

NSW CIS Basketball Champion School

The school that wins or finishes highest on the S01 ladder (if the winning school does not use the IGSA Sport representative pathway) will represent IGSA Sport in the NSW CIS Champion Schools competition. The winning team from NSW CIS will go on to play in the NSW Champion School Championship.

2025 Term 2 IGSA Sport Basketball Rules & Guidelines

Player registrations

1. Players must be enrolled in years 7 - 12 at the school they represent and be registered with the IGSA Sport office by the Monday prior to the start of the competition.
2. Players are considered registered after they play their second match (and signed on as required).
3. 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.
4. Team registrations have some flexibility in the first 2 weeks of the competition to ensure that students are in the correct grade.
5. 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.
6. A player unavailable for a round match, semi or final may be replaced by a floater or a player from another team (in accordance with the playing up rules). However, you cannot exceed the number of players originally registered for that team. This does not permit students to play in two semis or finals although they can play a maximum of two round matches each week.
7. Byes & matches washed out will count towards matches played.
8. 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.
9. A player, who has signed on for 3 matches but not played in the semi-final, is still eligible for the final.
10. A player may only play for 1 team in the semi-finals and finals.
11. Where play offs exist, semis and finals rules do NOT apply to these matches.
12. Injured or ill players who have not signed on for 3 matches are not eligible for semis or finals.
13. A team playing an illegal player may be required to forfeit the match.
14. The minimum and maximum number of registrations per team for each sport is:

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

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

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

Legal Playing Up Rules

Some examples of legal and illegal plays-

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

Forfeits

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.

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

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

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

IGSA Sport competition website: <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:	20 – 0
Washed out matches	0 points

For and Against: We will continue the ‘Capped Points’ 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 score’ will only be in place when the IGSA Sport office records the official score. The points differential will be capped at **30** points.

Match sheets

All students 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 umpires 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 student is to sign for another.

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

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

Referees

Referees to wear appropriate uniform which is NOT affiliated with any school.

Students should be reminded that the referee is in full control of the 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' school 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.

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

Payment Information - Conveners

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

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

- The number of match slots and fields / courts / pools used at a venue may vary each round. 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, umpire in addition to convening providing that convening at all times takes priority over umpiring. In this case, no more than \$25 per match may be claimed for umpiring.
- 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

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

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

IGSA Sport will pay;

- A maximum of 2 umpires / referees for all completed or partially completed matches including forfeits occurring on the day.
- For football, 1 referee and 2 assistant referees.
- If there is only one umpire 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 umpires' 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

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

2025 Term 2 IGSA Sport Basketball Match Rules

Playing Saturdays

May 3, 10, 17, 24, 31

June (7 - NO SPORT), 14, 21

There are no semi finals or playoffs scheduled however teams with only 4 or 6 in a grade may play semis, finals and/or playoffs.

S01 and J01 divisions will play a double header during the season, to enable finals and playoffs to occur for all teams on the final weekend (1 vs 2, 3 vs 4, 5 vs 6, 7 vs 8).

Match times

All matches will be held at 8.00 am, 9.00 am, 10.00 am & 11.00 am.

The match consists of 20 minute halves - running time (stop clock for time outs) - 2 minutes half time. There is no additional injury time.

Number of players

A team must have at least four (4) players to start a match.

Safety

1. No jewellery and no long or sharp fingernails are allowed. No taping of jewellery is allowed. Nails must be checked before the start of every match. Nails cannot be taped.
2. No casts and/or splints: A student wearing a cast or splint because of an injury may not participate.
3. 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 glasses are suitable for playing sport.

Uniform

All students must wear their nominated school basketball uniform.

Shorts MUST NOT have pockets. In the case where shorts have pockets then the shorts must be turned inside out and pockets taped. Consistent breaches to be reported to IGSA.

Captains are to be identified by their number – this is to be noted by the scorer and referee at the start of the match.

Each player must have a properly **NUMBERED shirt (front & back)**. Bibs are to be worn, if absolutely necessary, and should be worn to distinguish schools with similar colours.

Within each team any number can be used but they must not be repeated. The preferred numbering system is 4 - 15, 20 - 25, 30 - 35, 40 - 45, 50 - 55.

Match Rules - Unless otherwise stated, matches will be played according to the current Basketball Australia rule book.

Substitutions and time outs

1. No substitutions or time outs in the last minute of the first half.
2. In the last minute of the second half the clock will stop on every whistle. (You may still have time-outs in this minute). The clock starts:
 - if possession alternates – when the ball is touched by a player in the court
 - during out of bounds – when the ball is touched by a player in the court
 - during free throws

- if successful, it is the same as out of bounds
 - If unsuccessful, when it touches a player on court (E.g. rebounder)
 - The clock is not stopped when a basket is scored
3. Two time outs per team per match, which can be taken at any time (except the last minute of the first half). The clock stops for time outs. One time out per team allowed in extra time (in the case of finals).
 4. Time Outs are 1 minute and should be timed although the team that calls the time out can call “time in” whenever they choose.

Zone Defence

1. Zone Defence is permitted only in senior grades.
2. In year 7 & junior competition - no zone defence is enforced.
 - 1st illegal defence = warning
 - 2nd illegal defence and any subsequent breach = tech foul on coach. The coach is not to be ejected for illegal defence.
 - NB. Double tech foul still exists for misbehaviour.

Equipment

All grades are to play with a size 6 ball.

The use of electronic scoreboards and the 24 second shot clock is compulsory at S01, S02 and J01 matches only.

Scoring

Own goals count and are awarded to the captain on the score sheet.

We will be continuing the ‘**Capped Points**’ 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 score’ will only be in place when the IGSA Sport office records the official score. The points differential will be capped at **30** points.

Mercy Rule and recommended guidelines:

Referees and conveners are asked to encourage:

- The Mercy Rule should be initiated when there is a **30 points** difference in the score. The team ahead by 30 points being required to drop back to half way when defending. To be managed by the referees with support of the venue conveners. (This is a RULE and must be abided by)
- No Zone: If the team winning by more than **20 points** is sitting in a zone, this will not be allowed. The winning team should match up with a player.

Mercy guidelines for basketball

These are guidelines and cannot be enforced by any team.

Coaches are encouraged to implement the following strategies:

- If a team is winning by 20 points or more at half time, winning team must refrain from “trapping” and playing full court defence and every player must guard their player from half court.
- Since there are a number of different playing positions in basketball, if the winning team has a large lead, have the students try different playing positions. As a coach, you can also work on your teams’ weaknesses (e.g.: as a team we’re not allowed to score inside the key, or complete X amount of passes before shooting the ball).
- Another option is to substitute the stronger players out of the match and tell them to work on their weaknesses when they’re put back on (dribbling with their weak hand, etc.)
- Winning teams can pass at least three (or five) times, or pass the ball to all players, before attempting to score.

- Teams could run back to touch the baseline after they score so as to give the other team more time to bring the ball down the court.
- Every player on the winning team must have scored before anyone can attempt a second shot, or players must shoot from outside the key.

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 will play 1 v 4 and 2 v 3. There will be no playoffs for teams finishing in 5th – 8th 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.

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

When a draw occurs in all grades in a semi or final, extra time will be played.

In the case of a draw at the end of regular time in a semi or final, a 3-minute break will be taken followed by 5 minutes only of extra time. In extra time there is to be a running clock except for the final minute when the match is fully timed. There are no time outs in extra time.

If a draw still exists at the end of extra time in the semi, then the team finishing highest in the rounds will go through to the final.

If a draw still exists at the end of the final, the teams will be declared joint premiers.

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

IGSA Sport Basketball – “Bench Duty”

Please note the following:

** Coaches are to NEATLY identify the shirt number that the students will play in next to their names on the scoresheet. All students are to then sign the sheet in a clear and legible manner. **

At the completion of the match, the completed scoresheet is to be handed into the venue convener. Failure to do so will result in no points being awarded to either team.

1. **Match times:** 20 minutes halves – running time – 2 mins half time break
2. **In the last minute of the second half, the clock will stop on every whistle** (you may still have time outs in this minute). **The clock starts when:**
 - Alternate possession – when ball is touched by a player in the court
 - Out of bounds – when ball is touched by a player in the court
 - During free throws
 - If successful it is the same as out of bounds
 - If unsuccessful when it touches a player on court (E.g. rebounder)
 - Clock is not stopped when a basket is scored.
3. **No subs or time outs in the last minute of the first half.**
4. **Two x time outs per team which can be taken in any half.**
5. **Time outs are 1 minute and the clock shall be stopped.** The team that calls time out can call “time in” whenever they choose.
6. **A 24 second shot clock operates for Grades S01, S02 and J01 only.** The 24 seconds commences/starts in the back court as soon as possession changes.

**** If you have any problems please consult with your venue convener. ****

24 Second Shot Clock – S01, S02 & J01 Only

The 24 SECOND OPERATOR – is responsible for the operation of the 24 second device. The 24 second operator must be very attentive and have their fingers near the switch / buttons whilst the clock is running.

On an unsuccessful shot the device must be stopped the instant the ball touches the ring and reset once a team gains possession.

Resetting the shot clock whenever a team gains control of a live ball on the playing court.

Stopping and resetting the shot clock

- When the referee blows the whistle for a foul, violation or a jump ball resulting in a change of possession
- When an unsuccessful shot for a field goal hits the ring unless the ball lodges on the basket support
- When a shot for goal enters the basket
- When the match is stopped because of the actions of an opponent of the team in control of the ball

Stopping and holding the shot clock (not reset)

- When the same team that previously had control is awarded a throw in
- After the ball goes out of bounds
- When a jump ball is called
- Following a double foul
- After a match stoppage due to the team in control
- A cancellation of equal penalties

2025 Term 2 Basketball Venues

Venue	Address	Suburb	Notes for Parking & Access	Dogs Allowed Yes / No	Map Link
Abbotsleigh Gymnasium	Ada Ave, Gate 1A	WAHROONGA		No Dogs Allowed	https://goo.gl/maps/WZYxGTULcGJoJRMbA
Abbotsleigh Sports Hall	Ada Ave, Gate 1A	WAHROONGA		No Dogs Allowed	https://goo.gl/maps/WZYxGTULcGJoJRMbA
Auburn Basketball Stadium	Church Street	LIDCOMBE	The Stadium can be found past Wyatt Park.	No Dogs Allowed	https://goo.gl/maps/o2YIJ
Camellia Indoor Sports Centre	9 Grand Ave	CAMELLIA	(Formerly named Billbergia Sports Centre.)	No Dogs Allowed	https://goo.gl/maps/me8tV3i3dDrjRdrB8
Concord Oval Recreation Centre	8 Gipps St	CONCORD		No Dogs Allowed	https://maps.app.goo.gl/Dug4H5vwtL4yxtnv8
Danebank Indoor	105 The Avenue	HURSTVILLE		No Dogs Allowed	https://goo.gl/maps/UMVb9EvAoaKXrqLL7
Frensham School Sports Hall	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.	No Dogs Allowed	https://goo.gl/maps/KFT8i
Frensham School (Parker Gym)	Range Rd	MITTAGONG	Take Mittagong turnoff, turn left opposite the Melrose Motel, cross railway bridge to Range Rd. You can turn left into the first gate, park and walk across Range Road OR you can turn right into the gym entry immediately opposite and park out the front of the gym.	No Dogs Allowed	https://goo.gl/maps/KFT8i
Heffron Centre	441 Bunnerong Rd	MAROUBRA		No Dogs Allowed	https://goo.gl/maps/q2YSARQGXFQYHX7V6
Hoops Capital East (Entertainment Quarter)	1 Driver Ave	MOORE PARK	Entry via Errol Flynn Blvd. Two hours free parking usually available at the Entertainment Quarter.	No Dogs Allowed	https://goo.gl/maps/NQcWNeV8nogQ66eZA
Kincoppal Rose Bay	Cnr Vaucluse Rd & New South Head Rd	ROSE BAY	Maureen Tudehope Centre, Vaucluse Road, Vaucluse	No Dogs Allowed	https://goo.gl/maps/peCLR
Knox Grammar School – MacNeil Courts	7 Woodville Ave	WAHROONGA	Access via the main Gates on Woodville Avenue (Gate 16), or through the MacNeil Gate on the Pacific Highway (Gate 10).	No Dogs Allowed	https://maps.app.goo.gl/iQcRHsWQg8GVYDCX8
Loreto Normanhurst	Osborn Rd	NORMANHURST	INDOOR - Enter via 4th driveway on left in Osborn Rd	No Dogs Allowed	https://goo.gl/maps/QbWSg

Venue	Address	Suburb	Notes for Parking & Access	Dogs Allowed Yes / No	Map Link
Marie Bashir Mosman Sports Centre	1 Cross Street	MOSMAN		No Dogs Allowed	https://goo.gl/maps/FexewfL892JvtdCy6
Meriden School	Margaret Street	STRATHFIELD	Under cover parking available on school grounds underneath sports centre. Café also available.	No Dogs Allowed	https://goo.gl/maps/a38PbhRPZoG2
Monte Sant Angelo Scientia Courts	128 Miller St	NORTH SYDNEY		No Dogs Allowed	https://goo.gl/maps/PV1GH
Mount St Benedict College Hall	449C Pennant Hills Rd	PENNANT HILLS	Turn left into the school and car park as you travel west/south along Pennant Hills Road. Walk down the rear driveway to the College Hall.	No Dogs Allowed	https://maps.app.goo.gl/ahRmW2tvqPc5w51Z7
Northern Beaches Indoor Sports Centre (NBISC)	Jacksons Rd	WARRIEWOOD		No Dogs Allowed	https://goo.gl/maps/3cQCD
PLC Sydney	Boundary St	CROYDON	Enter via Young Street carpark for Gymnasium	No Dogs Allowed	https://goo.gl/maps/c9kyc
Pymble Ladies' College	Avon Road	PYMBLE	Enter via gate 3 at the end of Avon Rd	No Dogs Allowed	https://goo.gl/maps/iZqXnsXtenneypU7
Roseville College	24 Victoria Street	ROSEVILLE	Enter via 24 Victoria Street. (Bancroft entrance not available.)	No Dogs Allowed	https://goo.gl/maps/51YhG
SCEGGS Darlinghurst	215 Forbes Street	DARLINGHURST		No Dogs Allowed	https://goo.gl/maps/aMHJn
Shore School	Hunter Crescent	NORTH SYDNEY	Enter via Hunter Crescent, parking available on site.	No Dogs Allowed	https://maps.app.goo.gl/AfaDBwhA7ZcA7gNe7
St Catherine's School	26 Albion Street	WAVERLEY		No Dogs Allowed	https://goo.gl/maps/4eP8m
Sydney Academy of Sport (SASR)	Wakehurst Parkway	NARRABEEN		No Dogs Allowed	https://maps.app.goo.gl/4iHbYJLP82XcZHGX8
Sydney University Sports & Aquatic Centre	Darlington Rd	DARLINGTON		No Dogs Allowed	https://goo.gl/maps/1BVIU
Tara Anglican School	Masons Dr	PARRAMATTA NORTH		No Dogs Allowed	https://goo.gl/maps/hGGgug8H9igsVNfK9

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.

Taking in to consideration that once a venue is closed, the venue does not reopen. The venue convener is only required to stay 30 minutes after the venue closure. If necessary, continue to liaise with IGSA Sport staff throughout the morning.

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

IGSA Sport Hot Weather Guidelines

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

Procedure

STEP ONE: Altering the conditions of play.

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

STEP TWO: Cancellation at the venue

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

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

STEP THREE: Cancellation by the IGSA Sport office

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

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

SMA Guidelines

Heat exhaustion

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

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

Heat stroke

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

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

- strip off any excess clothing;
- soak with water;

- fan;
- ice placed in groin and armpits is also helpful.

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

Dehydration

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

Outside temperature

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

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

OR

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

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

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

IGSA Sport Air Quality Guidelines

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

Procedure

Cancellation at the venue

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

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

Cancellation by the IGSA Sport office

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

This decision should not be taken lightly.

Guidelines

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

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

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

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

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

Venue Conveners Checklist

General Preparation

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

Pre-Match Duties

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

Match Procedure

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

Post Match Procedure

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

Make Sure:

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



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

Play by the Rules - Maintaining Appropriate Boundaries

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

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

Step 1: Establishing boundaries

a) Communication

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

b) Physical contact boundaries

Only touch children if:

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

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

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

c) Location boundaries

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

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

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

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

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



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

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

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

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

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

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

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

One on one coaching

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

Coaching children with special needs

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

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

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

Cultural considerations

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

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.



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

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.

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

Australian Sports Commission	www.ausport.gov.au/supporting/ethics
Northern Territory Sport & Recreation	Equal Opportunity Commission of South Australia
Office for Recreation and Sport South Australia	Equal Opportunity Commission of Western Australia
Sport and Recreation Services ACT	Northern Territory Anti-Discrimination Commission
Sport and Recreation NSW	Tasmanian Office of the Anti-Discrimination Commissioner
Sport and Recreation Services Queensland	Victorian Human Rights and Equal Opportunity Commission
Sport and Recreation Tasmania	New South Wales Commission for Children and Young People
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	

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.

Please note that there is no need to complete both a paper version from the handbook and the digital version via the QR code or link. However, if you are unable to access the digital versions, please ensure you use the paper copies in the Convener Handbook.

Completing a form via your phone:

- When required to complete an incident report, scan the QR code either below or from the laminated page to launch the form in your phone's browser window.
- Complete all required information on the form and hit submit at the bottom of the page.
- Ensure that you see the 'Thank You' page to confirm that your submission has been received.



Completing a form via your laptop:

- Prior to the first round of fixture, bookmark the following pages in your browser:
 - o Injury and accident report: <https://form.jotform.com/231987928108065>
 - o Incident report: <https://form.jotform.com/231990649486876>
 - o Venue inspection checklist: <https://form.jotform.com/231990927900866>
- If you will require Wi-Fi at your venue, please ensure you have also arranged this with the staff member responsible for that venue.
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INCIDENT DETAILS
Date and Time of incident
Venue at which incident occurred
Sport being played at that venue
Venue Convener on duty at the time of the incident:
Name and school of people involved
Incident Description (please provide as much detail as possible)
Witnesses to the incident (Name and contact details if not a school contact)
Name & Signature of person completing this form

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Name 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

Accident & Insurance Information

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

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

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

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

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

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

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

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

First Aid

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

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

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

Convener's Responsibilities

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

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

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

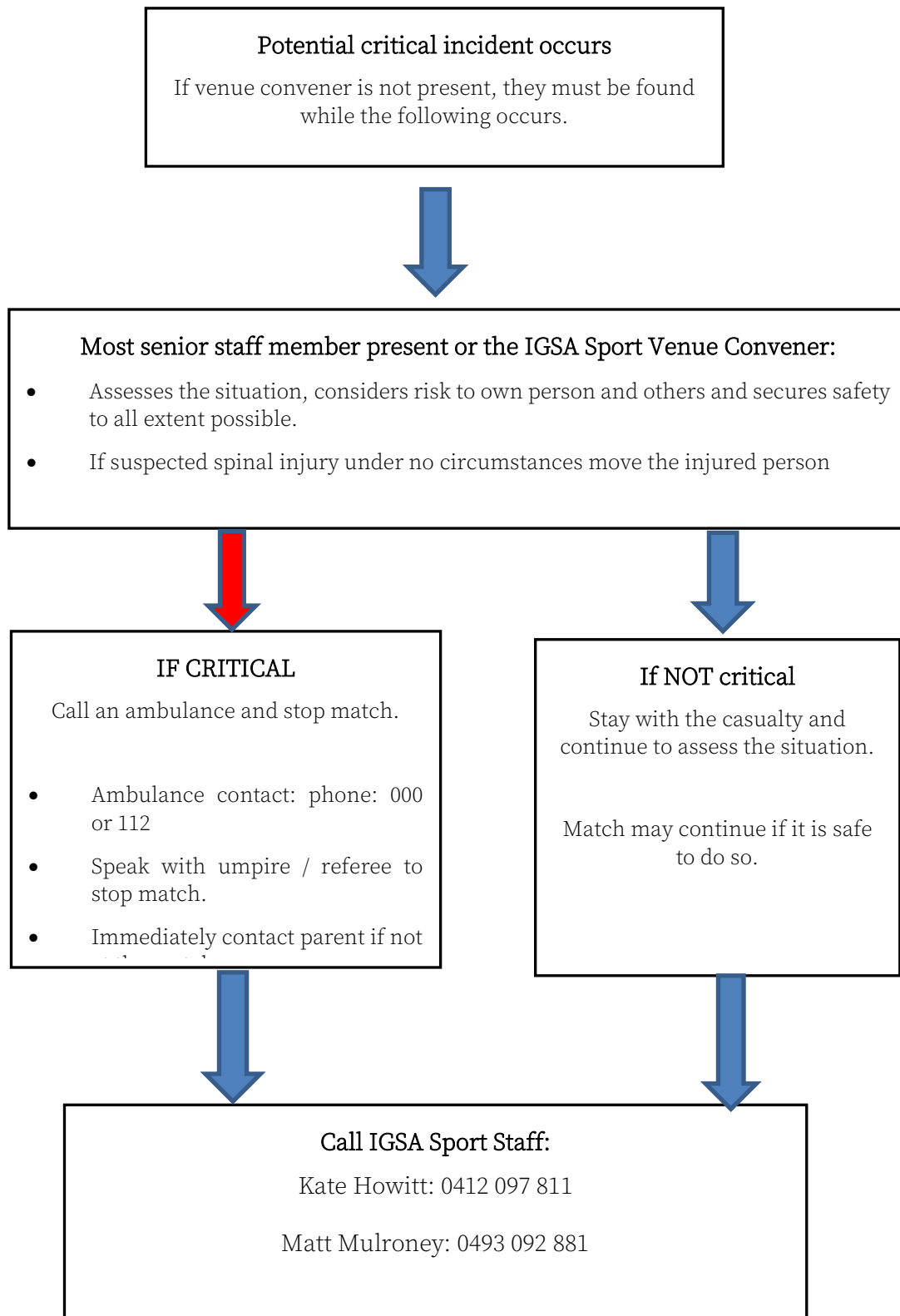
General Safety

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

Further information is available from the following websites:

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

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



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

Hierarchy of Staff at a Venue

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

If parent of casualty present;

- Follow all procedures in consultation with the parent

If no school staff present;

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

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

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

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

IGSA Sport Accident / Injury Report Form

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Completing a form via your phone:

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- Complete all required information on the form and hit submit at the bottom of the page.
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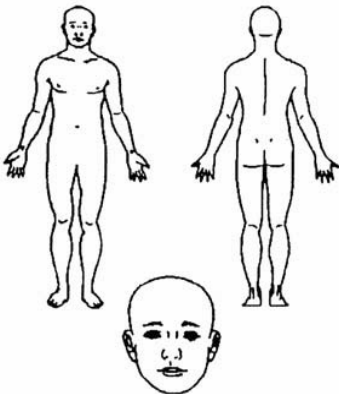
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IGSA SPORT ACCIDENT / INJURY REPORT FORM

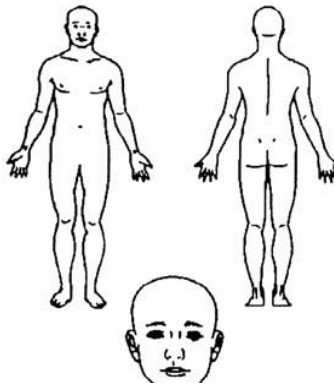
Injury details: This report reflects an accurate record of the injured person's reported symptoms of injury

NAME OF PERSON INJURED		VENUE	
School attended by injured player		Venue Convener: (Print Name & Sign)	
Players' DOB (Day/Month/Year) / /		DATE INJURY OCCURRED / /	
Sport Being Played Team No & Grade		First Aid Provided By: (Print Name & Sign)	
Does the injured player currently play the same sport in another competition		<input type="checkbox"/> Yes <input type="checkbox"/> No	Time of First Aid:
Please indicate during WHICH EVENT the injury occurred		<input type="checkbox"/> Saturday Sport <input type="checkbox"/> Sports Carnival <input type="checkbox"/> Warm Up <input type="checkbox"/> Competition <input type="checkbox"/> Event <input type="checkbox"/> Other	INITIAL TREATMENT
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)	<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
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"/> Dislocation	
<input type="checkbox"/> Cut	<input type="checkbox"/> Head injury	<input type="checkbox"/> Burn	
<input type="checkbox"/> Graze / abrasion	<input type="checkbox"/> Loss of consciousness	<input type="checkbox"/> Insect bite / sting	
<input type="checkbox"/> Sprain (Ligament)	<input type="checkbox"/> Respiratory problem	<input type="checkbox"/> Poisoning	
<input type="checkbox"/> Strain (Muscle / Tendon)	<input type="checkbox"/> History of asthma? Y / N	<input type="checkbox"/> Other:	
BODY PART INJURED (circle below)		HOW DID THE INJURY OCCUR	
Name of part		<input type="checkbox"/> Contact with a fixed object (e.g. wall, goal post)	
Location of injury		<input type="checkbox"/> Contact with another person	<input type="checkbox"/> Overbalance
		<input type="checkbox"/> Contact with a ball or equipment (e.g. bat / stick)	<input type="checkbox"/> Overstretch
		<input type="checkbox"/> Fall	<input type="checkbox"/> Slip/trip
		<input type="checkbox"/> Venue **Refer note below	<input type="checkbox"/> Running
		<input type="checkbox"/> Other:	<input type="checkbox"/> Sidestep
		<input type="checkbox"/> Other:	<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.			
** If the venue thought to have contributed to the cause of the accident / injury, please ensure you take a photo of the affected site and forward with the copy of this form.			
Please ensure you contact IGSA Sport staff ASAP if an ambulance is called or serious injury occurs.			

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Players' DOB (Day/Month/Year) / /	DATE INJURY OCCURRED / /
Sport Being Played	First Aid Provided By:
Team No & Grade	(Print Name & Sign)
Does the injured player currently play the same sport in another competition	<input type="checkbox"/> Yes <input type="checkbox"/> No Time of First Aid:
Please indicate during WHICH EVENT the injury occurred	<input type="checkbox"/> Saturday Sport INITIAL TREATMENT
<input type="checkbox"/> Rep Trials <input type="checkbox"/> Rep Matches / Comp <input type="checkbox"/> Sports Carnival	<input type="checkbox"/> No treatment required
<input type="checkbox"/> Warm Up <input type="checkbox"/> Competition <input type="checkbox"/> Event <input type="checkbox"/> Other	<input type="checkbox"/> CPR <input type="checkbox"/> RICER
NATURE OF INJURY	<input type="checkbox"/> Crutches <input type="checkbox"/> Sling / splint
<input type="checkbox"/> New Injury	<input type="checkbox"/> Dressing <input type="checkbox"/> Strapping
<input type="checkbox"/> Previous injury from other terms <input type="checkbox"/> Previously injured this term	<input type="checkbox"/> Massage <input type="checkbox"/> Stretching
<input type="checkbox"/> Other (please explain)	
CONCUSSION	<input type="checkbox"/> Possible concussion - removed from play <input type="checkbox"/> Notification form distributed
SYMPTOMS OF INJURY	
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<input type="checkbox"/> Strain (Muscle / Tendon)	<input type="checkbox"/> History of asthma? Y / N <input type="checkbox"/> Other:
BODY PART INJURED (circle below)	HOW DID THE INJURY OCCUR
Name of part	<input type="checkbox"/> Contact with a fixed object (e.g. wall, goal post)
Location of injury	<input type="checkbox"/> Contact with another person <input type="checkbox"/> Overbalance
	<input type="checkbox"/> Contact with a ball or equipment (e.g. bat / stick) <input type="checkbox"/> Overstretch
	<input type="checkbox"/> Fall <input type="checkbox"/> Slip/trip
	<input type="checkbox"/> Venue **Refer note below <input type="checkbox"/> Running
	<input type="checkbox"/> Other: <input type="checkbox"/> Sidestep
	<input type="checkbox"/> Landing
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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Does the injured player currently play the same sport in another competition		<input type="checkbox"/> Yes <input type="checkbox"/> No Time of First Aid:	
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<input type="checkbox"/> Rep Trials <input type="checkbox"/> Rep Matches / Comp <input type="checkbox"/> Saturday Sport <input type="checkbox"/> Warm Up <input type="checkbox"/> Competition <input type="checkbox"/> Event <input type="checkbox"/> Sports Carnival <input type="checkbox"/> Other (please explain) <input type="checkbox"/> Other		<input type="checkbox"/> No treatment required <input type="checkbox"/> CPR <input type="checkbox"/> RICER <input type="checkbox"/> Crutches <input type="checkbox"/> Sling / splint <input type="checkbox"/> Dressing <input type="checkbox"/> Strapping <input type="checkbox"/> Massage <input type="checkbox"/> Stretching	
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BODY PART INJURED (circle below)		HOW DID THE INJURY OCCUR	
Name of part		<input type="checkbox"/> Contact with a fixed object (e.g. wall, goal post)	
Location of injury		<input type="checkbox"/> Contact with another person <input type="checkbox"/> Overbalance <input type="checkbox"/> Contact with a ball or equipment (e.g. bat / stick) <input type="checkbox"/> Overstretch <input type="checkbox"/> Fall <input type="checkbox"/> Slip/trip <input type="checkbox"/> Venue **Refer note below <input type="checkbox"/> Running <input type="checkbox"/> Other: <input type="checkbox"/> Sidestep <input type="checkbox"/> Landing	
		Did player return to play?	
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<input type="checkbox"/> Yes <input type="checkbox"/> No			
FOLLOW UP ACTION			
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Signature of person completing form:		Date: / /	
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Please ensure you contact IGSA Sport staff ASAP if an ambulance is called or serious injury occurs.			

IGSA Sport Possible Concussion or Head Injury Notification Form

(To be given to student/parent)

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

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

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

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

Even if none of the above symptoms are displayed 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

(To be given to student/parent)

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Has a fit or convulsion/seizure	Displays any unusual behaviour
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Convener Name..... Signature.....

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

Each round, (BEFORE PLAY) Conveners are asked to - complete an on site **risk and safety venue inspection**.

Please note that there is no need to complete both a paper version from the handbook and the digital version via the QR code or link. However, if you are unable to access the digital versions, please ensure you use the paper copies in the Convener Handbook.

Completing a form via your phone:

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1. Prior to the first round of fixture, bookmark the following pages in your browser:
 - a. Venue inspection checklist: <https://form.jotform.com/231990927900866>
 - b. Venue Convener Declaration: <https://form.jotform.com/250617429681866>
2. If you will require Wi-Fi at your venue, please ensure you have also arranged this with the staff member responsible for that venue.
3. Complete all required information on the form and hit submit at the bottom of the page.
4. Ensure that you see the 'Thank You' page to confirm that your submission has been received.

After matches are completed – please complete the summary sheet with the match results and email them to IGSA Sport (info@igsa.nsw.edu.au) as soon as is practicable and update SPAWTZ with the results online.

We ask you to email the summary sheet over the weekend as a way of checking if we have any queries. It is also important that you then send the summary sheet back to IGSA Sport along with the completed match sheets as soon as possible after the matches are finished.

Post all originals to:

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

After you have completed all your duties on a Saturday, please complete the attached Convener Declaration (or use the QR code to the right).



NB: It is most important that the originals of the match sheets and the summary 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.

IGSA Sport Basketball Summary Sheet Round _____

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

Venue: _____

Mail to: LG1 56 Delhi Road
North Ryde NSW 2113

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

Time	Grade	Team A	Score	Team B	Score
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10.00am					
11.00am					
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Comments: _____

Safety & Risk Assessment Inspection Checklist for IGSA Sport Sporting Venues

1. Name of person conducting inspection: _____

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

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

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

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

Condition of Goals, Nets, Hoops etc

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

Condition of Playing Surface

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

Condition of Surrounding Fences

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

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

- Facilities are suitably clean
- No dangerous items are stored in pavilions or change rooms
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- All facilities in good condition
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7. Please make any comments that you feel are relevant regarding the safety of your venue:

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

9. Hazards that need urgent attention: _____

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

Venue Convener's Declaration

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

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

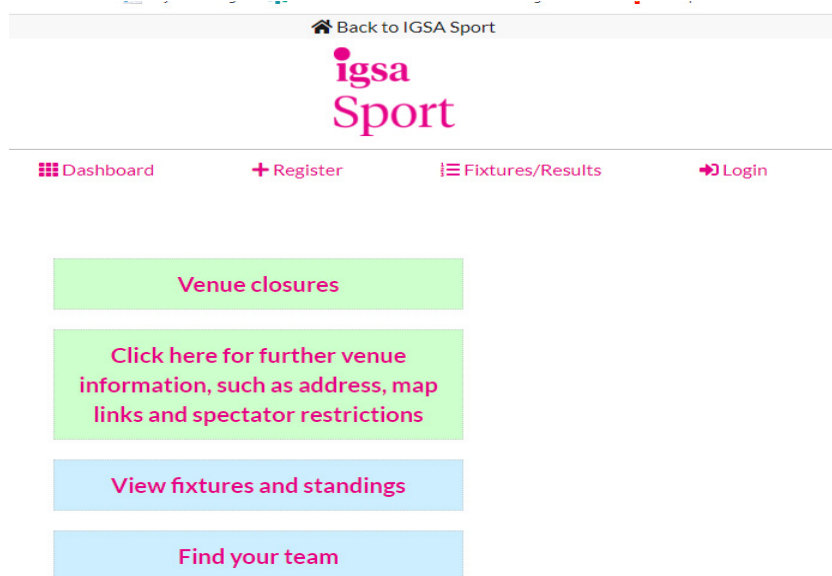
- A pre-match risk and safety audit of the venue and playing conditions has been conducted by both myself and the referees / umpires (if applicable) at the venue and will be returned to the IGSA Sport office with the results for this round.
- Any identified hazards have been photographed and emailed 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 incidents that have occurred today.
- I have signed all umpire / referees' cards (if applicable) at my venue and recorded a copy of the number of matches each umpire / referee has officiated on my convener's sheet.
- I have entered the results and attendance / availabilities in to SPAWTZ.
- The summary sheet for this round has been completed and emailed to the IGSA Sport office and all originals will be sent via post to the IGSA Sport office ASAP.

Venue: _____

Date: _____

Signature: _____

Entering results and attendance in Spawtz



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

This is an easy way for schools, parents and players 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 conveners have access to:

- Scores
- Attendance

Logging into Spawtz

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

Login with the username and password provided by IGSA

A screenshot of the IGSA Sport login page. The browser address bar shows 'https://igsasport.spawtz.com/Login.aspx'. The page features the IGSA Sport logo and a 'GO TO MAIN SITE' button. The login form includes an 'Email address' field with the text 'organiser@motio.com.au', a 'Password' field with masked characters, a 'Remember me' checkbox, a 'Forgotten your password?' link, and a 'Login' button.

How to add scores to fixtures

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

To enter results, simply click on the ‘Quick Results’ link in the top right corner of the fixtures list.

The screenshot shows the Spawtz Admin Control Panel for the Assoc of Heads of Independent Girls Schools NSW. The page title is "Assoc of Heads of Independent Girls Schools NSW Admin Control Panel" and the user is logged in as "Convenor Test Logout". The main content area displays a fixtures list for the period from 15/12/2021 to 29/12/2021. A pink box highlights the "Quick results" link in the top right corner of the fixtures list.

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

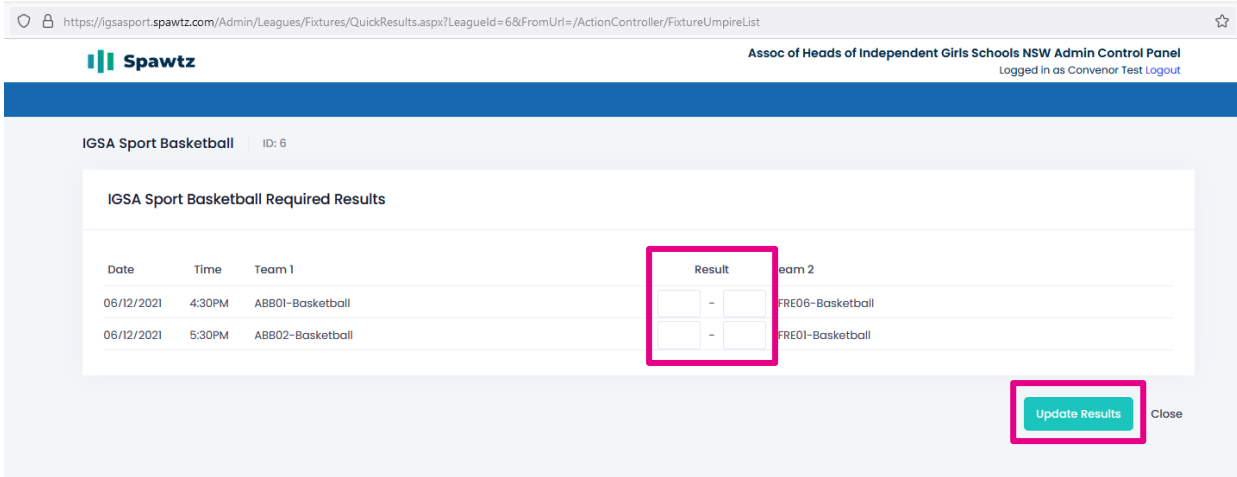
- This will open the quick results entry for all previously played fixtures at your venue/s.

The screenshot shows the "Quick Results" entry for IGSA Sport Basketball. The page title is "Assoc of Heads of Independent Girls Schools NSW Admin Control Panel" and the user is logged in as "Convenor Test Logout". The main content area displays the "IGSA Sport Basketball Required Results" table, which is highlighted with a pink box.

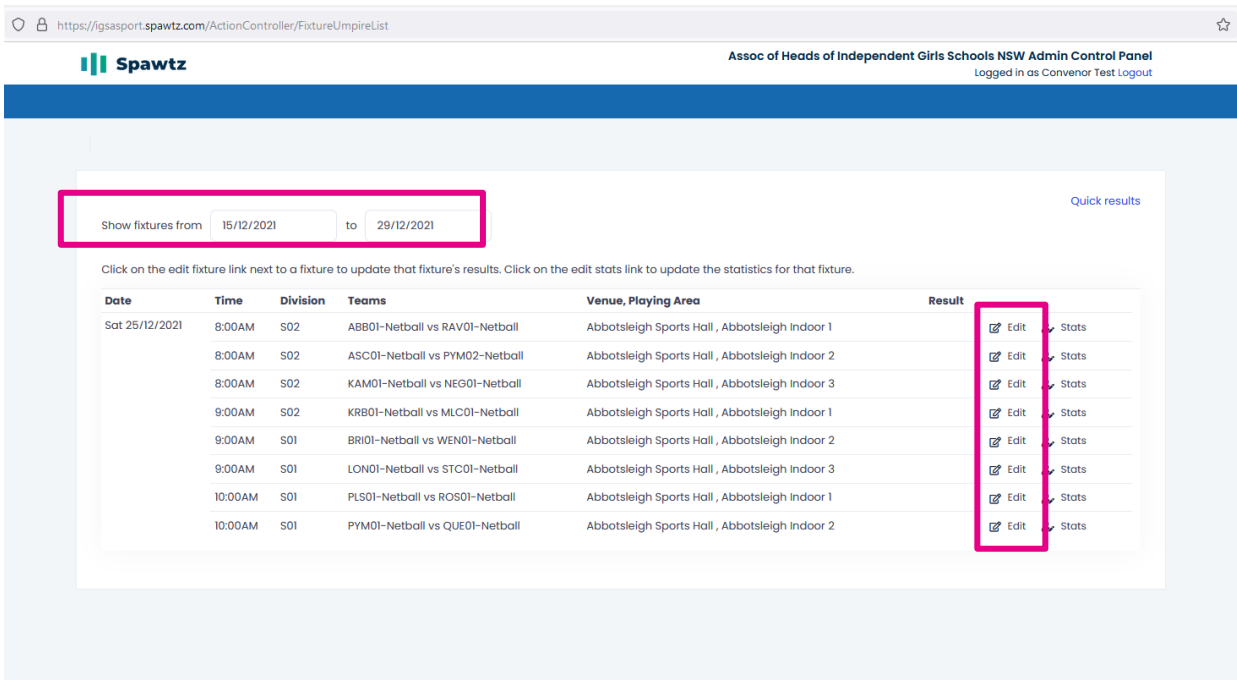
Date	Time	Team 1	Result	Team 2
06/12/2021	4:30PM	ABB01-Basketball	<input type="text"/> - <input type="text"/>	FRE06-Basketball
06/12/2021	5:30PM	ABB02-Basketball	<input type="text"/> - <input type="text"/>	FRE01-Basketball

At the bottom right of the table, there are two buttons: "Update Results" and "Close".

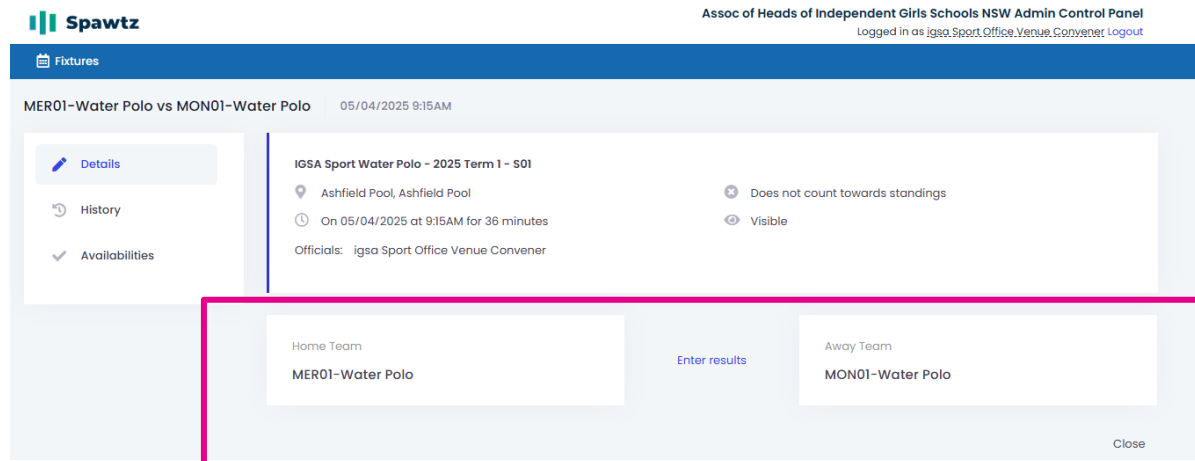
3. Enter the results per team for each fixture in the results fields and click 'Update Results'



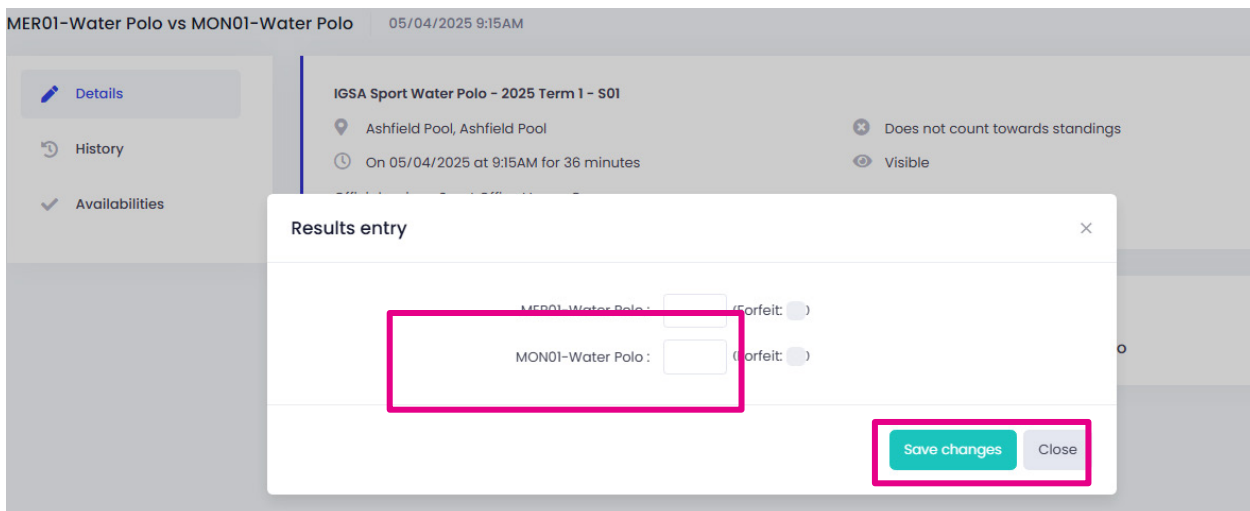
4. You can also update fixtures on an individual fixture basis by opening each fixture by clicking 'Edit' at the right of the fixture you want to update.



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



- Click on “Enter results”, enter the score and click “Save Changes”.



- Refer to the rules and guidelines to see what the **forfeit match score should be for your sport**. Tick the box indicating it was a forfeit in the box next to the team that forfeited.



- Matches **cancelled due to a venue closure** should be recorded as a 0 – 0 score for all sports.



- To get back to enter more fixtures click ‘Close’ at the bottom of the page.

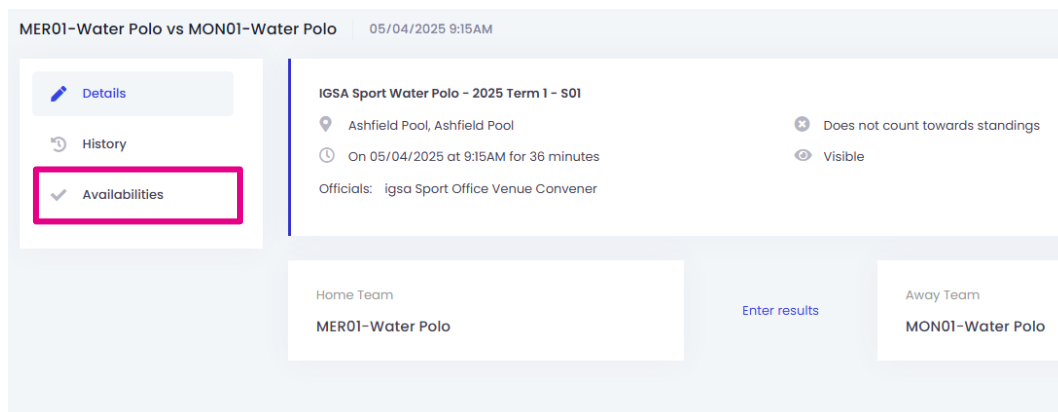
IGSA Sport staff will tick the box that says “Results from this fixture should not count towards standings” so that it is not included in the average of the points. Conveners will not be able to do this but may be asked a question about it.

How to mark attendance

Once you have entered the results, please mark the attendance i.e. who was there and signed on for each team / match.

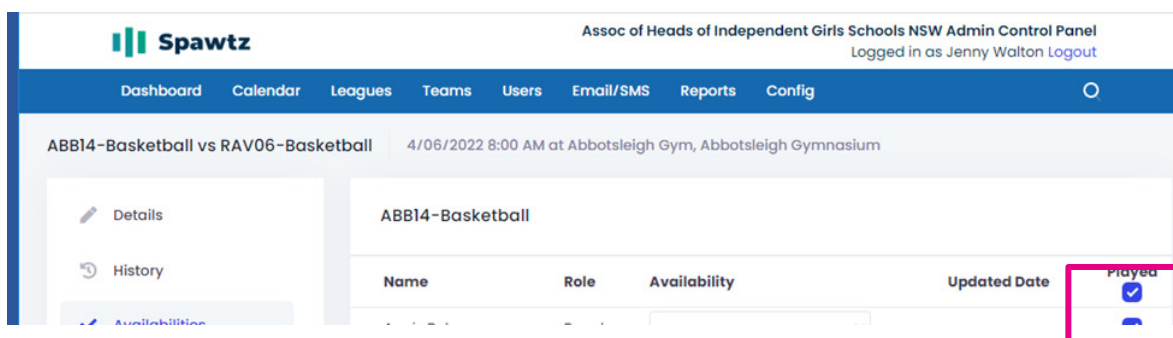
Any players not on the list of **“Availabilities”**, should clearly print their first and surname on the sheet and sign as normal. The IGSA staff will update these details once we receive the sheets back in the office.

1. Click on **‘Availabilities’** on the left of the page.

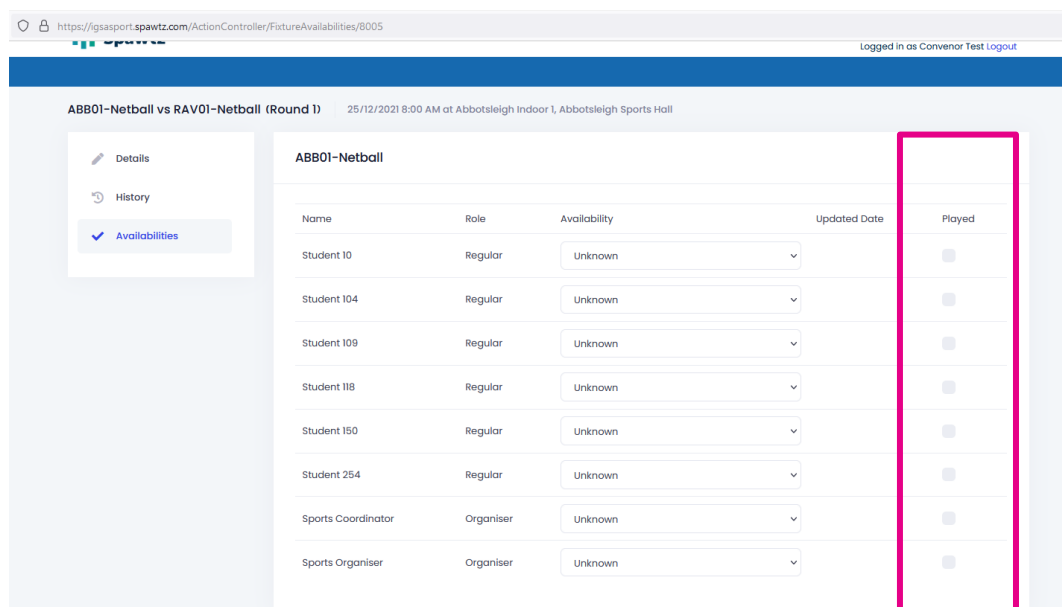


2. Using the tick boxes on the right of the players names you can mark who played.

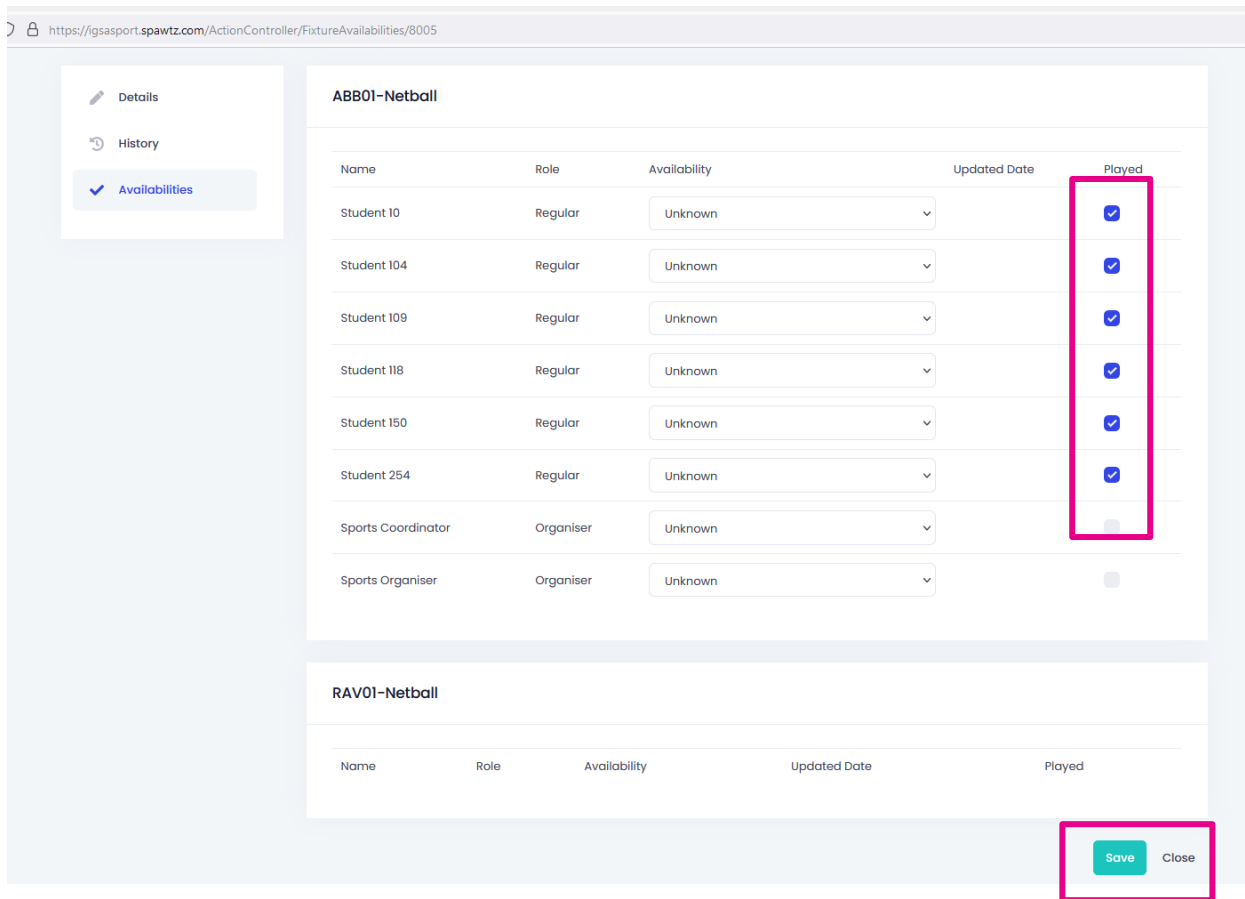
If all the team (or most) are in attendance, use the new feature and select the “played” button in the header for each team. You can then deselect any not in attendance.



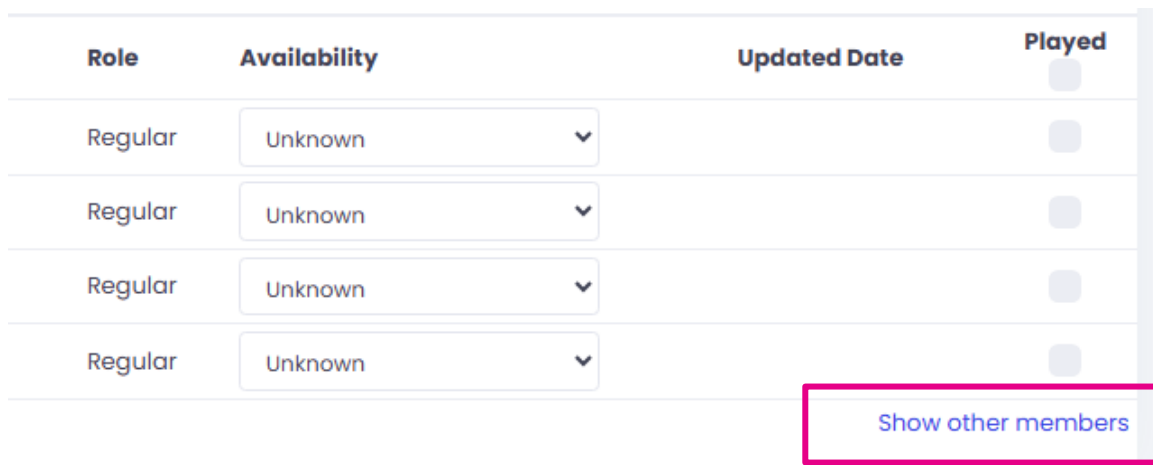
OR you can go through the team and select each individual player.



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



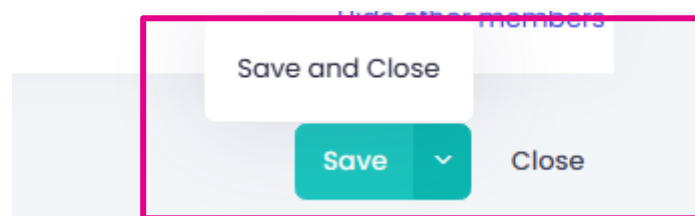
4. **Regular fill ins:** You will not be able to enter any players who are not listed unless they have filled in for this team on a regular basis. Click on the button to “Show other members”. This will show anyone else associated with that team that is not a “Regular” player.



Role	Availability	Updated Date	Played
Regular	Unknown		<input checked="" type="checkbox"/>
Stand In	Unknown		<input checked="" type="checkbox"/>
Stand In	Unknown		<input checked="" type="checkbox"/>
Regular	Unknown		<input type="checkbox"/>
Regular	Unknown		<input checked="" type="checkbox"/>
Stand In	Unknown		<input type="checkbox"/>
Organiser	Unknown		<input type="checkbox"/>
Regular	Unknown		<input checked="" type="checkbox"/>
Regular	Unknown		<input type="checkbox"/>

[Hide other members](#)

Once all players who played and who are available via this screen have been selected, press save and close at the bottom.



Proceed to the next match or log out.

Spare Match (Sign On) Sheets

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

Enclosed are spare match sheets for the season.

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

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

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

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

IGSA Sport Basketball Result Sheet

VENUE:

Ct:

GRADE:

DATE:

TIME:

Team A	No	SIGNATURES	1	2	3	4	5

Team B	No	SIGNATURES	1	2	3	4	5

TEAM A								
Time Outs		Team Fouls						
	1st Half	1	2	3	4	5	6	7
	2nd Half	1	2	3	4	5	6	7

TEAM B								
Time Outs		Team Fouls						
	1st Half	1	2	3	4	5	6	7
	2nd Half	1	2	3	4	5	6	7

TEAM A			
1		36	71
2		37	72
3		38	73
4		39	74
5		40	75
6		41	76
7		42	77
8		43	78
9		44	79
10		45	80
11		46	81
12		47	82
13		48	83
14		49	84
15		50	85
16		51	86
17		52	87
18		53	88
19		54	89
20		55	90
21		56	91
22		57	92
23		58	93
24		59	94
25		60	95
26		61	96
27		62	97
28		63	98
29		64	99
30		65	100
31		66	101
32		67	102
33		68	103
34		69	104
35		70	105

TEAM B			
1		36	71
2		37	72
3		38	73
4		39	74
5		40	75
6		41	76
7		42	77
8		43	78
9		44	79
10		45	80
11		46	81
12		47	82
13		48	83
14		49	84
15		50	85
16		51	86
17		52	87
18		53	88
19		54	89
20		55	90
21		56	91
22		57	92
23		58	93
24		59	94
25		60	95
26		61	96
27		62	97
28		63	98
29		64	99
30		65	100
31		66	101
32		67	102
33		68	103
34		69	104
35		70	105

1st Half Team A Score	
2nd Half Team A Score	
Final TEAM A Score	

1st Half Team B Score	
2nd Half Team B Score	
Final TEAM B Score	

Winning Team:	
CAPTAIN'S SIGNATURES	
<i>Captains should check the final score before signing</i>	
TEAM A	TEAM B
Referee's Signatures:	

Breach of Code of Conduct: (Please complete an Incident Report)

IGSA Sport Basketball Result Sheet

VENUE:

Ct:

GRADE:

DATE:

TIME:

Team A	No	SIGNATURES	1	2	3	4	5

Team B	No	SIGNATURES	1	2	3	4	5

TEAM A							
Time Outs	Team Fouls						
1 st Half	1	2	3	4	5	6	7
2 nd Half	1	2	3	4	5	6	7

TEAM B							
Time Outs	Team Fouls						
1 st Half	1	2	3	4	5	6	7
2 nd Half	1	2	3	4	5	6	7

TEAM A			
1	36	71	
2	37	72	
3	38	73	
4	39	74	
5	40	75	
6	41	76	
7	42	77	
8	43	78	
9	44	79	
10	45	80	
11	46	81	
12	47	82	
13	48	83	
14	49	84	
15	50	85	
16	51	86	
17	52	87	
18	53	88	
19	54	89	
20	55	90	
21	56	91	
22	57	92	
23	58	93	
24	59	94	
25	60	95	
26	61	96	
27	62	97	
28	63	98	
29	64	99	
30	65	100	
31	66	101	
32	67	102	
33	68	103	
34	69	104	
35	70	105	

TEAM B			
1	36	71	
2	37	72	
3	38	73	
4	39	74	
5	40	75	
6	41	76	
7	42	77	
8	43	78	
9	44	79	
10	45	80	
11	46	81	
12	47	82	
13	48	83	
14	49	84	
15	50	85	
16	51	86	
17	52	87	
18	53	88	
19	54	89	
20	55	90	
21	56	91	
22	57	92	
23	58	93	
24	59	94	
25	60	95	
26	61	96	
27	62	97	
28	63	98	
29	64	99	
30	65	100	
31	66	101	
32	67	102	
33	68	103	
34	69	104	
35	70	105	

1 st Half Team A Score	
2 nd Half Team A Score	
Final TEAM A Score	

1 st Half Team B Score	
2 nd Half Team B Score	
Final TEAM B Score	

Winning Team:

CAPTAIN'S SIGNATURES
Captains should check the final score before signing

TEAM A	TEAM B
---------------	---------------

Referee's Signatures:

Breach of Code of Conduct: (Please complete an Incident Report)

Spare Referee Forms

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.

NO CONVENER or referee will be paid unless

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

Payments WILL NOT be made until all these forms have been forwarded and they have completed a referee card for the season. These cards will be reconciled to the matches played and the convener's game sheets after the final round.

Referee payments made during the **during the Term** will be paid **based on information supplied on the correctly completed convener's game sheet forwarded**. Final referee payments will only be paid once the final convener game sheet and the completed referee cards have been received in the office and can be reconciled to matches played at that venue.

Please note that a delay in forwarding any of this information may delay payments for both conveners and referees.

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

10 April 2025

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

We are pleased to engage you as a Basketball Referee with the Association of Heads of Independent Girls' Schools NSW trading as Independent Girls' School 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

- Subject to any earlier termination under clause 12, your engagement is for a maximum period of **7** rounds in the Championship season from Saturday 3 May to Saturday 21 June 2025 (**Term**), excluding 7 June due to a public holiday. Should your venue also be utilised in the Invitational season, your engagement in this season would be for a maximum period of **9** rounds from Saturday 26 July to Saturday 20 September 2025 (**Term**).
- 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.
- 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.
- The maximum number of paid matches per round will be 4. You will be paid between \$25 and \$45 per match as per the table below. This rate is based on the information you have supplied IGSA Sport regarding your qualifications.

	\$18	\$25	\$35	\$40	\$45
Basketball	Bench Duty (only where approved by IGSA Sport)	Unqualified but competent, Y1 or Y2	Y3, C or Y4	1B or Y5	1A or above

- Providing we have received your correctly completed umpire'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.
- Payment **will only be made after** IGSA Sport have completed a WWC check and your umpire 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.
- If IGSA Sport does not require your services to umpire on a particular day or for a particular number of matches you will not be paid for the matches that you have not refereed.

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

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 15; or
 - (iv) if you do not provide the undertaking in clause 16 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 Basketball Referee

IGSA Sport Basketball referees are responsible for officiating at IGSA Sport inter-school basketball matches in accordance with the Basketball Australia rules, 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, court 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 competition website : <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 1 (whatever the outcome of those proceedings).

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.²
- (b) "**Child related work**" means work as defined in section 6 of the WWC Act³ and further defined in Part 2 of the Child Protection (Working with Children) Regulation 2013.⁴
- (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.⁵
- (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);

¹ This may be found at: http://www.austlii.edu.au/au/legis/nsw/consol_act/cpwca2012388/sch1.html

² This may be found at: http://www.austlii.edu.au/au/legis/nsw/consol_act/cpwca2012388/sch1.html

³ This may be found at: http://www.austlii.edu.au/au/legis/nsw/consol_act/cpwca2012388/s6.html#child-related_work

⁴ This may be found at: http://www.austlii.edu.au/au/legis/nsw/consol_reg/cpwcr2013479/

⁵ This may be found at: http://www.austlii.edu.au/au/legis/nsw/consol_act/cpwca2012388/sch2.html

- (ii) any assault, ill treatment or neglect of a child; or
- (iii) any behaviour that causes psychological harm to a child,
- (iv) 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

_____ **Basketball Referee** at _____
Name *Please Print Clearly* Venue

I confirm that I have had the opportunity to consider and discuss the letter of offer of engagement dated 10 April 2025.

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 a referee.

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

my qualification is: _____ and I am currently a member of _____ Referees' 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: _____

Child -Safe Code of Conduct

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

They will:

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

They will NOT:

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



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

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

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

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

Signature

Full name

Date

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

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

Statement by a Supplier

Complete this statement if you:

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

HOW TO COMPLETE THE STATEMENT

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

Please complete Sections A & B

Section A: Supplier details

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

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

Suburb/town _____ State/Territory _____ Postcode _____

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

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

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

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

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

Signature of supplier (or authorised person) _____

Daytime phone number _____

Penalties apply for deliberately making a false or misleading statement.

Date _____

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

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

Contractor Details Form

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

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

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

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

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

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

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

Emergency Contact _____

Their Contact Number _____ or _____

Your Signature _____ Date _____

10 April 2025

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

We are pleased to engage you as a Basketball Referee with the Association of Heads of Independent Girls' Schools NSW trading as Independent Girls' School 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 12, your engagement is for a maximum period of **7** rounds in the Championship season from Saturday 3 May to Saturday 21 June 2025 (**Term**), excluding 7 June due to a public holiday. Should your venue also be utilised in the Invitational season, your engagement in this season would be for a maximum period of **9** rounds from Saturday 26 July to Saturday 20 September 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 round will be 4. You will be paid between \$25 and \$45 per match as per the table below. This rate is based on the information you have supplied IGSA Sport regarding your qualifications.

	\$18	\$25	\$35	\$40	\$45
Basketball	Bench Duty (only where approved by IGSA Sport)	Unqualified but competent, Y1 or Y2	Y3, C or Y4	1B or Y5	1A or above

5. Providing we have received your correctly completed umpire'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 umpire 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 umpire 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 15; or
 - (iv) if you do not provide the undertaking in clause 16 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 Basketball Referee

IGSA Sport Basketball referees are responsible for officiating at IGSA Sport inter-school basketball matches in accordance with the Basketball Australia rules, 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, court 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 competition website: <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 6 (whatever the outcome of those proceedings).

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.⁷
- (b) "**Child related work**" means work as defined in section 6 of the WWC Act⁸ and further defined in Part 2 of the Child Protection (Working with Children) Regulation 2013.⁹
- (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.¹⁰
- (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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⁹ This may be found at: http://www.austlii.edu.au/au/legis/nsw/consol_reg/cpwcr2013479/

¹⁰ This may be found at: http://www.austlii.edu.au/au/legis/nsw/consol_act/cpwca2012388/sch2.html

- (iii) any behaviour that causes psychological harm to a child,
- (iv) 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

_____ **Basketball Referee** at _____
Name *Please Print Clearly* Venue

I confirm that I have had the opportunity to consider and discuss the letter of offer of engagement dated 10 April 2025.

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 a referee.

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

my qualification is: _____ and I am currently a member of _____ Referees' 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: _____

Child -Safe Code of Conduct

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

They will:

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

They will NOT:

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



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

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

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

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

Signature

Full name

Date

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

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

Statement by a Supplier

Complete this statement if you:

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

HOW TO COMPLETE THE STATEMENT

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

Please complete Sections A & B

Section A: Supplier details

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

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

Suburb/town _____ State/Territory _____ Postcode _____

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

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

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

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

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

Signature of supplier (or authorised person) _____

Daytime phone number _____

Penalties apply for deliberately making a false or misleading statement.

Date _____

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

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

Contractor Details Form

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

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

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

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

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

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

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

Emergency Contact _____

Their Contact Number _____ or _____

Your Signature _____ Date _____

Convener's Game Sheet Record

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

This sheet is a record for your payment, **without it you 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 Basketball.

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 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 umpire 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 Term 2 IGSA Sport Basketball Conveners Game Sheet – Rounds 1 - 4

At _____ (Insert Venue)

Convener's Name: _____

Email Address: _____

Contact Phone No: _____

Have you completed the online conveners' seminar in 2025? _____ (Yes / No)

		Round 1 3/05/2025	Round 2 10/05/2025	Round 3 17/05/2025	Round 4 24/05/2025	Office Use
Set Up / Pack Away		Yes / No	Yes / No	Yes / No	Yes / No	
If your venue was closed please indicate time of closure.						
If closed, did you HAVE TO attend venue or were you advised prior?		Yes / No	Yes / No	Yes / No	Yes / No	
Number of courts at your venue						
1 st match start time						
Last match finish time						
Please indicate the number of matches played or part played in each game slot (Includes forfeits on the day)	8 am					
	9 am					
	10 am					
	11am					
Total number of matches played or part played at your venue						

Please note: Referee payments will not be processed until they can be reconciled to this game sheet. Referee (ref) and bench duty (B/D) must be separately identified. **If there is only one referee during the match, payment stays the same.**

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

Referee (Name)	Round 1 3/05/2025		Round 2 10/05/2025		Round 3 17/05/2025		Round 4 24/05/2025		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.

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**
- ✓ **Referee cards** – referees must confirm the total number of matches that they have officiated before the convener sends their cards to IGSA Sport.

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;

Referees for all completed or partially completed matches including forfeits occurring on the day.

- A maximum of 2 referees & 1 bench duty per match if applicable (Note – bench duty will only be paid at multiple court venues and must be separately identified on the convener's sheet and referee cards.
 - 1 court venue – maximum 0 bench duty payment
 - 2 court venue – maximum 2 bench duty payments
 - 3 court venue – maximum 3 bench duty payments
- **If there is only one referee during the match, payment stays the same**

Referee (Name)	Round 1 3/05/2025		Round 2 10/05/2025		Round 3 17/05/2025		Round 4 24/05/2025		Office Use
	Ref	B/D	Ref	B/D	Ref	B/D	Ref	B/D	

2025 Term 2 IGSA Sport Basketball Conveners Game Sheet – Rounds 5 - 7

At _____ (Insert Venue)

Convener's Name: _____

Email Address: _____

Contact Phone No: _____

		Round 5 31/05/2025	Round 6 14/06/2025	Round 7 21/06/2025	Office Use
Set Up / Pack Away		Yes / No	Yes / No	Yes / No	
If your venue was closed please indicate time of closure.					
If closed, did you HAVE TO attend venue or were you advised prior?		Yes / No	Yes / No	Yes / No	
Number of courts at your venue					
1 st match start time					
Last match finish time					
Please indicate the number of matches played or part played in each game slot (Includes forfeits on the day)	8 am				
	9 am				
	10 am				
	11am				
Total number of matches played or part played at your venue					

Please note: Referee payments will not be processed until they can be reconciled to this game sheet. Referee (ref) and bench duty (B/D) must be separately identified. **If there is only one referee during the match, payment stays the same.**

Record how many matches at your venue & which referees officiated (referee 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 5 31/05/2025		Round 6 14/06/2025		Round 7 21/06/2025		Office Use
	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.

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**
- ✓ **Referee cards** – referees must confirm the total number of matches that they have officiated before the convener sends their cards to IGSA Sport.

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:

- Referees for all completed or partially completed matches including forfeits occurring on the day.
- A maximum of 2 referees & 1 bench duty per match if applicable (Note – bench duty will only be paid at multiple court venues and must be separately identified on the convener’s sheet and referee cards.
 - 1 court venue – maximum 0 bench duty payment
 - 2 court venue – maximum 2 bench duty payments
 - 3 court venue – maximum 3 bench duty payments
- **If there is only one referee during the match, payment stays the same**

Referee (Name)	Round 5 31/05/2025		Round 6 14/06/2025		Round 7 21/06/2025		Office Use
	Ref	B/D	Ref	B/D	Ref	B/D	