

# Constitution

## Castle Hill Zone Primary School Sports Association

### 1. Name:

The Association shall be called the Castle Hill Primary School Sports Association.

### 2. Membership:

- a) Zone Schools on payment of the prescribed fees, shall be eligible for membership.
- b) Life Members.

### 3. Objectives:

- a) To control all competitions, carnivals and trials at Zone level.
- b) To liaise with the Sydney West Area PSSA
- c) To conduct such Zone competitions, carnivals and trials as required.
- d) Carry out such other functions as may be allocated by the Area Sports Organiser.

### 4. Responsibility:

- a) The Association shall be responsible to the Sydney West School Sports Association.
- b) All communications from the Association to the member schools will be addressed through the Executive Officers.

### 5. Scope of Service:

- a) Boys and girls from 8 years to 13 years 5 months and attending public Primary Schools within the Castle Hill Zone shall be eligible to participate in competitions promoted by the Association.
- b) Other schools may be invited to participate at the invitation of the Zone Secretary after consultation with the Castle Hill District Executive. Final confirmation will be made at the following meeting by the members.

### 6. Executive Officers

Executive Officers of the Association shall consist of:

- a) Patron (superintendents of Hornsby and Parramatta District and Sydney West Sport's Organiser)
- b) President
- c) Vice Presidents (Principals of affiliated schools)
- d) Honorary Secretary/Treasurer.

These officers shall be full-time DET employees

### 7. Committee:

The management and control of the officers of the Association shall be vested in a committee consisting of the following members.

- a) The Executive Officers
- b) Conveners, who must be full-time, permanent or temporary teachers with affiliated schools, and elected at the Annual General Meeting.
- c) Life Members
- d) Zone Executive.

## **8. Meetings:**

- a) Committee meetings shall be held at least five times in each school year or as required and the location of these meetings shall be determined by the Executive Officers. All schools shall be notified at least 7 days in advance of these meetings and this notification shall be in writing.
- b) The Annual General Meeting shall be held late in Term 4 each year, separate from and immediately after the last ordinary Zone meeting of the year. The Annual General Meeting shall deal with and adopt:
  1. The President's Annual Report,
  2. The Treasurer's Annual Report and Audited Financial Statement,
  3. Elect the Executive Officers for the following year,
  4. Elect the Conveners of sport for the following year,
  5. Elect the delegates to the Sydney West Primary School Sports Association,
  6. Elect Life Members (when applicable)
  7. Set school affiliation fees for the following year,
  8. Deal with any other urgent business as may be determined by the meeting.
- c) Any full-time permanent primary school teacher employed by the Department of Education and Training in the Castle Hill Primary School Sports Association is eligible to nominate for Executive, Convener or Area delegate.
- d) Nominations for the above positions must be lodged with the Secretary at the Annual General Meeting. A person may not be nominated to any position of the Castle Hill District Primary School Sports Association unless he/she has indicated that he/she would stand for this position and has the written approval of his/her Principal. Nomination forms will be distributed during term 4, prior to AGM.
- e) Unfilled positions will be re-advertised for elections at a later time.
- f) If no Convener for a particular sport is elected, then all fixtures pertaining to that sport, may be deleted from the Zone calendar, for the current year.
- g) Copies of the President's Report and the Audited Financial Statement shall be forwarded to all affiliated schools and Zone patrons.
- h) Executive meetings will be held as required. Decisions of the Executive must be ratified at the next committee meeting.
- i) A Special meeting of the committee may be called at the written request of five delegates or by the Executive. Fourteen days notice shall be given of such meetings.
- j) Fixtures for the ensuing year shall be programmed at the Term 4 meeting of the Committee and submitted to the Castle Hill PSSA for approval.

## **9. Voting**

- a) All members of the Zone shall be entitled to vote at all meetings. The principle of one person, one vote shall apply and the Chairperson shall have a casting vote. All schools wishing to affiliate with the Castle Hill PSSA and have not affiliated by the end of Term 1 shall not be eligible to compete in sport at the Zone level, until they have done so. Similarly, delegates of non-affiliated schools will be ineligible to vote until such time as the affiliation fee is received.
- b) Conveners should attend all meetings of the Association and may speak to all motions concerning the particular sport they represent.
- c) Voting shall be by a simple majority system.
- d) Life Members of the Association may attend meetings. Speak for or against any motion, but not vote.

## **10. Finance**

- a) The Financial Year of the Association shall be the calendar year.
- b) All monies shall be lodged with the Treasurer.
- c) The Treasurer shall bank in the name of the Association, all monies received and shall pay all claims against the Association approved by the committee.
- d) The Treasurer shall keep accounts of all monies received and disbursed and submit financial statements at meetings of the committee and at such other times as the Executive may direct.
- e) The Treasurer and one of the following are authorised to operate on the Association's banking account:
  - 1) President
  - 2) Secretary.
- f) The Treasurer shall, at the conclusion of each financial year, draw up a financial statement for presentation at the Annual General Meeting
- g) The Treasurer shall take appropriate steps to have the Association's books and financial statement audited according to the Department of Education and Training's requirements for the auditing of financial reports prior to the presentation of the Financial Statement to the Annual General Meeting.
- h) All schools wishing to affiliate with the Castle Hill PSSA will pay an affiliation fee annually, by the end of Term 1 each year. Schools which have not affiliated by this date shall not be eligible to compete in sports at the Zone level, until they have done so. Similarly, representatives of non-affiliated schools will be ineligible to vote until such time as the affiliation fee is received.
- i) An audited financial statement from Castle Hill Zone PSSA, denoting the previous calendar year's transactions, must be presented by March 1<sup>st</sup> each year to the Area Sports Association (Refer Sports Policy Support Document Section 1.1d).
- j) An annual regional affiliation fee is to be paid by March 31<sup>st</sup> each year to the Sydney West PSSA. The amount of this affiliation is declared at the Annual General Meeting of the Sydney West PSSA in November.

## **11. By-Laws:**

The committee shall be empowered to frame By-Laws in order to implement any constitutional project. Such By-Laws will be submitted to the Executive for consideration of approval.

## **12. Sub-Committee**

The Committee may appoint sub-committees as and when required. The Executive will be represented on all sub-committees.

## **13. Competition rules:**

The Association shall determine regulations and conditions for the organisation and control of competitions within its authority and prepare such By-Laws as are necessary for this purpose. Such By-Laws will be submitted to the Executive for consideration of approval.

**14. Life Membership:**

- a) Life membership may be conferred by the committee for distinguished service to sport in the Castle Hill Zone PSSA.
- b) The Executive shall consider candidates for life membership and make recommendations to the committee. Not necessarily shall any or all candidates recommended be granted the honour of life membership.
- c) It will be expected that candidates for life membership will have made outstanding contributions to school sport over a lengthy period, at various levels.
- d) Nominations must be submitted through the Executive, accompanied by a statement of the qualifications before 31 October each year; be dealt with by the Executive for the same year; and submitted to the committee for decision and election at the Annual General Meeting.
- e) Voting for Life Members shall be by secret ballot, and requires a two-third majority.

**15. Amendments to the Constitution:**

Any article of this constitution or any by-laws may be replaced or amended, or any further articles added, by a two-thirds majority, at any committee meeting, provided Notice of Motion has been given to all delegates and Executive members at least twenty one days prior to such meeting.

**16. Chairperson:**

The order of precedence of taking the Chair shall be:

- a) President
- b) Vice-President
- c) In the absence of these officers, the meeting shall elect a chairperson from the members present.

# Castle Hill Zone Primary School Sports Association

## *Standing Orders*

1. **A) The Order of Business for a Committee Meeting shall be:-**
  - a) Apologies
  - b) Reading and confirmation of minutes
  - c) Business arising out of minutes
  - d) Motions of which due notice has been given at previous Committee Meetings or in writing to all members.
  - e) Correspondence
  - f) Business arising from correspondence
  - g) Treasurer's Report
  - h) Reports – Area Delegates, Conveners.
  - i) General Business
  - j) Receipt of Notices of Motion
  - k) Closure of meeting.
  
- B) The Order of Business for the Annual General Meeting shall be:**
  - a) Apologies
  - b) Reading and confirmation of minutes of previous Annual General Meeting.
  - c) Business arising out of minutes.
  - d) Financial Report for the current year to date.
  - e) President's Report.
  - f) Elections
    - Executive
    - Conveners
    - Sydney West Delegates
    - Life Members (when applicable)
  - g) General Business
    - Affiliation fees for following year
    - Carnival levies for following year
    - Proposed alterations/amendments to the Zone Constitution/Standing Orders/By-Laws.
    - Equipment officers; stocktake report.

## **2. Quorum**

A quorum for committee meetings shall consist of representation from eight of the member schools, who are financially affiliated.

Should no quorum be present within thirty (30) minutes of the time set down for the meeting, the meeting shall lapse.

## **3. Time for Speakers:**

All speakers moving motions shall be allowed five minutes, subsequent speakers three minutes, mover in reply three minutes, subject in each case of the right to one extension. Extension of time, when granted, shall be by vote of the meeting. No single extension of time shall exceed the original time allotted to a speaker.

#### **4. Motions and Amendments:**

All motions and amendments, except formal motions, such as adjournments, must be handed to the Chairperson, if he/she so desires, in writing prior to the mover speaking thereon.

#### **5. Point of Order:**

No member, when speaking, shall be interrupted, unless a point of order is raised. The member raising the point shall first state his/her point of order and the Chairperson may either hear that member on the point, hear further discussion, or decide at that stage, that such a point shall be decided before the debate proceeds.

#### **6. Variation of Order of Business**

The Chairperson, may, at his/her discretion, accept at any time, a motion to vary the order of business. In order for such a motion to be carried, it shall have the support of the majority of those voting.

#### **7. Speakers Alternately For and Against:**

After a motion has been duly moved and seconded, speakers shall only be heard alternately for and against the motion, expecting for the purpose of moving or seconding any amendment, and filing any member rising for the other side, the motion shall be put or otherwise determined by the Chairperson.

#### **8. Amendments:**

The motion having been proposed may then be amended by leaving out, substituting or adding words, or by the moving of alternate proposals.

#### **9. Further Amendments:**

During the debate following the first amendment, it shall be permissible for members to move or second further amendments. It shall be in order at any stage during the debate for a member to move that the motion and/or amendment(s) be referred to a sub-committee for consideration and report to the Castle Hill Primary School Sports Association committee at a further meeting.

#### **10. Right to Speak Against an Amendment:**

A member who has moved, seconded or spoken to an original motion or amendment shall not move or second an amendment to it, but he/she may speak to an amendment moved and seconded by other members.

#### **11. Members May Speak Only Once to Motion or Amendment:**

No member shall speak more than once a motion or amendment with the consent of the meeting, and then only providing that he/she addressed himself/herself to the removal of a misunderstanding in regard to some material part of his/her speech, but no new material may be introduced therein.

#### **12. Right to Reply:**

The mover of the original motion shall have the right to reply.

#### **13. Further Discussion:**

No further discussion shall be allowed or questions asked after the mover of the original motion has replied.

**14. Submission of Motion and/or Amendment(s);**

Once the mover has replied the question shall be submitted to the vote. The amendments will then be put to the meeting in the order of their submission.

**15. Voting:**

Immediately the debate on a question is concluded, the Chairperson shall submit it and it shall be resolved in the affirmative or negative on the voices. If demanded, by the Chairperson, a show of hands shall be taken.

**16. Question Be Now Put:**

It shall be in order to move, without discussion, when no other speaker is addressing the Chair "That the question be now put". On being duly seconded and carried, it shall entail the submission of the motion at once to the meeting after the mover has replied. The motion may not be moved by any member who has previously spoken upon the question under discussion.

**17. Dissent from Chairperson's Ruling:**

Any member dissatisfied with the Chairperson's ruling may move a motion of dissent in the following terms: "That the Chairperson's ruling be dissented from". In such cases, only the mover shall be permitted to speak, except the Chairperson, who may subsequently state his/her reasons for the ruling given. No seconder to the motion is required. The motion shall be put to the meeting by the Chairperson, without further discussions in the following for; "The motion is that the Chairperson's ruling is upheld". The Chairperson may vacate the Chair during the discussion of this motion.

**18. Chairperson Privilege**

When on the floor, the Chairperson shall enjoy the privilege and he/she is subject to the same rules as other members of the committee. She/he shall not return to the Chair until the motion has been resolved.

**19. Motions or Notices of Motions Lost:**

Motions or notices of motion lost cannot be represented at a subsequent meeting for a minimum period of twelve months.

**20. Notices of Motion:**

Notices of motion shall pertain to any items which the chairperson deems needing discussion by the affiliated schools before voting shall take place.

Any proposed change to the Zone Constitution/Standing Orders/By-Laws, need to be presented as a Notice of Motion.

All such Notices of Motion require a written copy for a minimum period of 14 days notice to all affiliated schools prior to the next scheduled meeting. A maximum of 2 members per school shall only be eligible to vote on any notices of motion.

**21. Rescission Motions:**

To rescind a motion from a previous meeting, written detail must be distributed to all committee members a minimum period of 14 days prior to the next scheduled meeting. The Passing of a rescission motion requires a two third majority.

**22. Disobedience of Standing Orders:**

Any member of the Castle Hill Primary Schools Sports Association Committee who disobeys Standing Orders, or in any way disregards instructions from the Chair, shall, after being warned, be named by the Chairperson. If after being named, any member persists in such conduct, the Chairperson shall call upon the senior executive member present to move the suspension of such member. The member concerned shall have the right to speak to the motion, but otherwise it shall be put without discussion. Should the motion be carried the offending member shall be suspended for the remainder of the session or until an apology is made.

**23. Length of Meeting:**

- a) Normal council meetings of the committee shall commence at 4.00 pm and conclude no later than 6.00 pm. The length of any meeting can be extended up to 1 hour by decision of a simple majority of those present, at any time during the meeting to be so extended.
- b) The Annual General Meeting shall commence at the closure of the year's final general meeting on the specified date set for that meeting.

**24. Nominations for Election of Executive:**

Executive members shall be elected at a ballot conducted in accordance with the constitution and these Standing Orders at the Annual General Meeting. Before the ballot is conducted, nominations will have been received during the Annual General Meeting. No one person will be able to hold more than one executive position within the Castle Hill PSSA for any one year.

# **Castle Hill Zone Primary School Sports Association**

## ***By-Laws***

### **1. General:**

- a) Minutes of the Association's meetings be circulated to :-
  - i) Member schools
  - ii) District Superintendents
  - iii) Zone Executive
  - iv) Area Sports Organiser

### **2. Injury:**

- a) That in the event of any injury at an approved Castle Hill Primary School Sports Association activity, the Convener or Manager must write an accident report. If hospitalisation is necessary the Zone Executive must be informed.
- b) The Castle Hill PSSA will not be liable for medical expenses of students injured in trials or championships leading to Zone selection.
- c) If an ambulance is required and the child is transported to hospital for treatment, the account will be sent directly to the school the child attends.

### **3. Sponsorship**

- a) \*Advertising may be shown on official Castle Hill PSSA uniforms.
- b) \*Conveners must consult with the Executive prior to entering into fund raising and sponsorship proposals.
- c) \*Advertising may appear at a Castle Hill PSSA venue, with permission of Executive and ground authority.

\* Refer 1988 Sponsorship Policy document.

### **4. Eligibility of Students:**

- a) Any student attending Castle Hill PSSA selection trials/competitions must be endorsed by their School Principal.
- b) That official nominations from schools in all sports be the only ones accepted by the Zone.
- c) Students transferring to another school, automatically lose their qualifications to compete for their former school in any competition conducted by this Association.
- d) All students selected to represent the Zone must complete all permission notes and code of behaviour agreements before representation may occur.
- e) Permission notes to be handed to the coach/manager of the relevant sport prior to them competing.
- f) The minimum age to participate is 8 years in the current year. With a maximum of 13 years.

### **5. Disputes:**

- a) The disputes Committee shall consist of:-
  - i) The Association Executive
  - ii) The Convener of the sport involved.
- b) This committee shall have the power to co-opt if the situation warrants.

## 6. Zone Competitions/Trials/Carnivals:

- a) For the purpose of Zone Representation, entries will only be accepted from the following schools :
- Baulkham Hills North
  - Beaumont Hills
  - Carlingford West
  - Castle Hill
  - Crestwood
  - Excelsior
  - Glenhaven
  - Jasper Road
  - Kellyville
  - Matthew Pearce
  - Murray Farm
  - Northmead
  - North Rocks
  - Samuel Gilbert
  - Winston Heights
  - Winston Hills
- b) Entry to Zone Swimming, Cross Country and Athletics Carnivals be on a school basis only.
- c) Venues for Zone Competitions/Trials/Carnivals will be decided by the Conveners in consultation with the Executive. All details, entry forms and circulars must be distributed prior to the event.
- d) Schools wishing to compete in Zone Competitions/Trials/Carnivals must nominate in writing.
- e) Zone Competitions/Trials/Carnivals shall be conducted in accordance with the general rules and conditions which have been decided by the appropriate sports conveners the Castle Hill PSSA.
- f) Designated school colours for competitions at Zone are:
- |                    |     |                           |
|--------------------|-----|---------------------------|
| Baulkham Hills Nth | BHN | Green and white           |
| Beaumont Hills     | BMH | Aqua, jacaranda and blue  |
| Carlingford West   | CFW | Gold an black             |
| Castle Hill        | CHL | Blue and red              |
| Crestwood          | CRE | Maroon and white          |
| Excelsior          | EXC | Blue and white            |
| Glenhaven          | GLH | Red,green and white       |
| Jasper Road        | JAS | Green and red             |
| Kellyville         | KLV | Black and red             |
| Matthew Pearce     | MAT | Sky blue and dark blue    |
| Murray Farm        | MUR | Blue and red              |
| Northmead          | NTM | White and blue            |
| North Rocks        | NTR | Royal blue and light blue |
| Samuel Gilbert     | SGB | Navy and lemon            |
| Winston Heights    | WHT | Red and blue              |
| Winston Hills      | WHL | Gold and green            |

**Headquarters:**

The headquarters of this Association shall be at the public school the Zone President is based. This association may also be contacted through the Area Sports Organiser Sydney West and via the Castle Hill PSSA website ([www.cchpssa.com](http://www.cchpssa.com))

**Officials:**

- a) The President or his/her nominee shall be the official representative of this Association.
- b) He/she shall access to all, correspondence and records of this association. He/she shall provide an annual report to the association as to progress of the association at the Annual General Meeting.
- c) He/she shall have the authority to direct secretarial action in cases of emergency.
- d) The vice-presidents shall act for and assist the president.
- e) The Secretary shall manage the affairs of the association in accordance with the Constitution. He/she shall carry the instructions of the general committee. H/she shall be responsible for the correspondence and other records of this association. He/she shall call meetings as required by the constitution. He/she shall report all association business to the general committee. At the Annual General Meeting he shall provide a report of the previous year's business (minutes).

**Dissolution of the Association:**

The Association may be dissolved only at a Special Meeting called for that purpose provided that at least two-thirds of those members present assent thereto.

**Rules Governing Competitions:**

**The following rules govern the organisation and operation of all competitions under the control of this Association. (N.B. No individual sport can be organised outside these rules unless endorsed at an ordinary meeting of this association)**

**Rules of Play:**

The rules of play to be followed are those laid down by Governing Body of each sport within this state in conjunction with the rules of the Department of Education and Training set down for that sport. Each sport also has local Castle Hill PSSA variations (refer to handbook).

- Soccer - F.I.F.A.
- League - N.S.W. R.F.L.
- Touch football
- Netball - Aust Netball Association Rules
- Cricket - N.S.W. C.A.
- Softball - N.S.W. S.A.
- Newcombeball - Local PSSA
- Swimming - N.S.W. Swimming Assoc.
- Athletics - N.S.W. PSSA
- Teams - Basketball
- T-Ball
- Tennis
- AFL
- Hockey
- Golf
- Cross Country.

## **Grades and Age Division.:**

### **Team Sports:**

Competitions will be played as Junior and Senior:

    Juniors being 8, 9, 10 years

    Seniors being 11, 12, 13 years.

### **Individual Sports:**

Carnivals will be conducted as recommended by NSW PSSA

    Individual – being the age of the current year.

    Juniors being 8, 9, 10 years.

    Seniors being 11, 12, 13 years.

    Open being 8 to 13 years.

### **Equipment:**

a) Each school is to supply half the equipment required for the conduct of the games.

b) Zone equipment is to be stored at the school of the Equipment Officer.

### **Duties of Conveners:**

- 1) Conveners are to be elected at the Annual General Meeting of the Association.
- 2) To meet with the other conveners to compile competition draws.
- 3) To report to the PSSA all matters arising from this meeting and to gain PSSA approval for all courses of action.
- 4) To chair meetings in their own sport to discuss the current rules and interpretations. To explain the local rules and by-laws affecting the competitions run by the Castle Hill PSSA.
- 5) To circulate to the President, Secretary and to all competing schools draws, current rules and result slips. **(Alterations to any rule of By-Laws must be ratified by the Association at its next meeting.)**
- 6) To circulate at meetings, current competition tables at least three times during session.
- 7) To report to the executive and meetings any protests or disputes regarding their sport.
- 8) To make recommendations to the PSSA on matters relating to the organisation of their sport.
- 9) To arrange and notify schools of the organisation of semi-finals and finals as early as possible.
- 10) To inform the President, Secretary and all schools of all details in relation to Zone and Area trials.
- 11) To provide all children selected in Zone teams or nominated for Area trials with an information sheet which outlines:-
  - a) Dates, times and venue of training sessions.
  - b) To ensure all departmental requirements are met and approval is gained for these sessions.
  - c) Approval permission notes are issued to children and returned to their school for Principal's signature/approval.
  - d) These notes should include:
    - Sport to be played.
    - Date, time and venue of carnival.
    - All travelling arrangements and details of the parents' responsibilities.
    - Cost.

- Pick-up and return details of buses.
  - Bus companies to be used.
  - Equipment requirements.
  - Meals and bad weather arrangements.
  - Postponement procedures.
  - Names of the relevant teacher to contact.
- 12) Make arrangements with the secretary regarding:
- Teachers accompanying teams.
  - Any special casual relief.
  - Bookings of buses and costing
  - Teachers' responsibilities
  - Provide a list of all children selected, constructing a roll for use on the carnival day
  - Inform all schools from which children have been selected of their involvement.
- 12) Ensure children selected receive their Zone pocket.
- 13) Return all PSSA equipment to the Equipment Officer.
- 14) Report the results of the carnival to the next meeting and selection of children in Area teams.
- 15) To run the Zone semi-finals and finals in their sport in line with the PSSA policy on such events.