

## BLACKTOWN P.S.S.A

# CONSTITUTION, MEETING PROCEDURES AND BY LAWS

## CONSTITUTION

### 1. NAME

The **Zone** shall be called Blacktown P.S.S.A.

### 2. COLOURS

Shall be red, black and white. Children must compete in these colours at all Sydney West carnivals.

### 3. AIM

\* To provide structures and conditions of competitions and carnivals that will ensure fair competition and selection of children

\* To provide professional development for teachers within our P.S.S.A

\* To promote and work with our parent and community groups.

### 4. RESPONSIBILITY

The association shall be responsible to the Sydney West P.S.S.A through the Sydney West Sports Organiser.

### 5. ELIGIBILITY

**Carnivals:** - children (8 years or older) attending affiliated public schools

**Inter School:** - children (8 years or older) attending affiliated public or non-government schools

### 6. BLACKTOWN P.S.S.A. OFFICERS

#### a. EXECUTIVE OFFICERS

Shall consist of:

- |                                   |
|-----------------------------------|
| a) Patron                         |
| b) President                      |
| c) Two Vice Presidents            |
| d) Secretary OR Minutes Secretary |
| e) Treasurer                      |

#### b. OTHER OFFICER DUTIES

<b>Draw Secretary</b>
<b>Bus Pool organiser</b>
<b>Clothing Officer</b>
<b>Webmaster</b>
<b>Two Delegates to Sydney West Meeting</b>

**c. SPORT CONVENERS**

<b>* Swimming</b>	<b>* Football (Soccer)</b>
<b>* Cross Country</b>	<b>* Rugby League</b>
<b>* Athletics</b>	<b>* Touch Football / League-Tag</b>
<b>* Cricket</b>	<b>* Netball</b>
<b>* Softball / T - Ball</b>	<b>* AFL</b>
<b>* Handball</b>	

**d. SPORT CONTACTS**

A Blacktown P.S.S.A. Contact is needed for the following Sports

<b>* Rugby Union</b>	<b>* Basketball</b>
<b>* Tennis</b>	

The teachers must be employed at a school within the Blacktown P.S.S.A

**e. TEAM MANAGERS**

<b>* Swimming x 2</b>	<b>* Football (Soccer) (Boys and Girls)</b>
<b>* Cross Country x 2</b>	<b>* Rugby League (11years and Opens)</b>
<b>* Athletics x 2</b>	<b>* Softball (Boys and Girls)</b>
<b>* Netball</b>	

**f. COMBINED ZONE TEAM MANAGERS**

<b>* Basketball (Boys and Girls)</b>	<b>Eastern Division</b>	<b>Blacktown, Auburn, Wentworthville/Seven Hills, Parramatta/Merrylands, Hawkesbury</b>
<b>* Touch Football (Boys and Girls)</b>	<b>Eastern Division</b>	<b>Blacktown, Auburn, Wentworthville/Seven Hills, Parramatta/Merrylands, Hawkesbury</b>
<b>* Tennis</b>	<b>Central Division</b>	<b>Blacktown, St Mary's, Wentworthville/Seven Hills</b>

## **7. MEETINGS**

- a) Shall be held twice a Term or as required determined by the Blacktown P.S.S.A yearly calendar. The location shall be determined by the Executive officers. Each school shall receive a copy of the minutes before the next meeting.
- b) The Annual General Meeting shall be held within the first fortnight of the school year, separate from and immediately prior to, the first ordinary meeting for the year. The Annual General Meeting shall deal with and adopt:
- I) Presidents Annual Report
  - II) Treasurers Annual Report
  - III) Election of Returning Officer
  - IV) Election of Executives
  - V) Election of Delegates to Regional meetings VI)
  - Election of Conveners, Team Managers and Contacts
  - VII) Set affiliation fees and casual relief costs to cover Carnival Conveners and Team Managers for Zone teams VIII) Set donation amount for representatives at various levels of competition
  - IX) Ratify all dates of yearly timetable
  - X) Deal with any other urgent business that may be determined by the meeting X1)
  - Confirm all grounds to be used for the year – weekly P.S.S.A, Zone trials, Carnivals and Grand Finals XI1)
  - Ratification of new Life Members
- c) The newly elected Office Bearers will assume office immediately the Annual General Meeting concludes.
- d) Conveners meetings will be held as required.
- e) A special meeting may be called at the request of five or more delegates from different schools or by the executive. Five days notice shall be given of such meetings.

## **8. VOTING**

- a) All teachers attending schools affiliated with the Blacktown P.S.S.A shall be entitled to vote.
- b) Voting shall be by a majority system. One vote per school shall apply as well as the Convener of the sport concerned and one vote per Executive Member.

## **9. FINANCE**

- a) The financial year of the Association shall be the calendar year.
- b) All monies raised shall be lodged with the Treasurer.
- c) The Treasurer shall bank in the name of Blacktown P.S.S.A all monies received and shall pay all claims against the P.S.S.A approved by the meetings.
- d) The Treasurer shall keep accounts of all monies received and disbursed and submit bank financial statements at meetings and at such times as the Executive may direct.

- e) The Treasurer shall send invoices to LMBR Schools so P.S.S.A money can be obtained via the Shared Services Centre.
- f) The President, The Treasurer, Secretary, Executive officer or nominated Office Bearer are authorised to operate on the P.S.S.A account.
- g) The Treasurer shall at the conclusion of each financial year draw up a financial statement covering the years financial activities for presentation at the Annual General meeting.
- h) School affiliation fees to the Blacktown P.S.S.A will be paid by the end of Term 1.
- i) Zone affiliation fees to the Sydney West P.S.S.A and N.S.W.P.S.S.A will be paid by the end of Term 1. (Schools will be invoiced directly from Sydney West P.S.S.A).

### **10. BY-LAWS**

The Regular meeting shall be empowered to frame By-Laws to assist in the well-running of the Blacktown P.S.S.A

### **11. COMPETITION RULES**

The Blacktown P.S.S.A shall determine regulations and conditions for the organisation and control of competitions within its authority and prepare such By-laws as are necessary within its authority and prepare such By-laws as are necessary for this purpose. No rule may be altered in any sport or activity conducted under the auspices of the Blacktown P.S.S.A unless so determined by a regular meeting.

### **12. AMENDMENTS TO THE CONSTITUTION**

Any article of this constitution or any By-law may be replaced or amended, or any further articles may be added by a majority at any meeting, provided Notice Of Motion has been given to all schools under the auspices of Blacktown P.S.S.A at a previous meeting.

## **MEETING PROCEDURE**

### **1. STANDING ORDERS**

The order of business shall be:

- a) Welcome and apologies
- b) Reading and confirmation of minutes
- c) Business arising out of the minutes
- d) Correspondence in and out
- e) Business arising from the correspondence
- f) Financial statement
- g) Reports from conveners
- h) Receipt of Notices of Motion
- i) General business
- j) Set date of next meeting and closure of the meeting

### **2. QUORUM**

The attendance of a representative from at least five schools shall constitute a quorum. Should no quorum be present within thirty minutes of the time set down for the meeting, the meeting shall lapse.

### **3. TIME FOR SPEAKERS DURING A NOTICE OF MOTION**

- a) All speakers moving motions shall be allowed five minutes, subsequent speakers five minutes, mover in reply three minutes. Extensions of time, when granted, shall be by note of the meeting
- b) A timekeeper to be appointed at the beginning of each meeting where a Notice Of Motion has been put forward with due notice.

### **4. NOTICES OF MOTION**

Notices of Motion shall be submitted in writing to the secretary who will place them on the minutes from the meeting for debate at the following meeting where they will be presented. If the Notice Of Motion is not presented at this meeting by the mover and seconder, the Notice of Motion shall lapse.

### **5. POINT OF ORDER**

No member when speaking shall be interrupted, unless a point of order is raised, and the member raising the point shall first raise his/her point of order and the chairman may either hear that member on the point, hear further discussions, or decide that at that stage, such points 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. Such motion to be carried shall have the support of at least half of those voting.

### **7. SPEAKERS FOR AND AGAINST**

After a motion has been duly moved and seconded, speakers shall only be heard alternately for and against the motion, excepting for the purpose of moving and seconding any amendments and failing any member rising for the other side, the motion shall be put.

### **8. AMENDMENTS**

Having been proposed the question it may be amended by leaving out, substituting or adding words, or by the moving of alternate proposals. During the debate following the first amendment, it shall be permissible for members to move or second further amendments.

### **9. RIGHT TO REPLY**

The mover of the original motion shall have the right of reply. No further discussion shall be allowed or question asked after the mover of the original motion has replied.

### **10. SUBMISSION OF MOTIONS AND AMENDMENTS**

Once the mover has replied the motion shall be submitted to vote. Amendments will then be put to the meeting in order of submission.

### **11. QUESTIONS TO BE NOW PUT**

It shall be in order to move, without discussion, that the motion be now put, on being duly seconded and carried. It shall entail this submission of the motion, at once, to the meeting, subject to the approval of the Chairperson.

### **12. DISSENT FROM THE CHAIRPERSON'S RULING**

Any member dissatisfied with the Chairperson's ruling may move a motion of dissent. In such cases only the mover shall be permitted to speak, except for the Chairperson, who will subsequently state his/her reasons for the ruling given. No seconder to the motion is required. This motion shall be put to the meeting by the Chairperson, without further discussion.

**13. CHAIRPERSON'S PRIVILEGE**

When on the floor, the Chairperson shall enjoy the privileges and be subject to the same rules as the other members at the meetings. He/she shall not return to the chair until the motion under discussion has been resolved.

**14. RE-COMMITTAL**

Motions or Notices Of Motion lost cannot be represented at a subsequent meeting for a minimum of three months.

**15. LENGTH OF MEETING**

Meetings shall commence at 4.15pm and conclude no later than 5.30pm. The length of any meetings can be extended by half an hour by a decision of a simple majority of those present at any time during the meeting.

The Annual General Meeting shall commence prior to the regular meeting in the first fortnight of the school year.

**BY-LAWS****1. AGES**

**JUNIORS:** - shall be children who are 8, 9, or 10 years of age in that year

**SENIORS:** - shall be children who are 11, 12, or 13 years of age in that year

**CARNIVALS:** - the age a child turns in that year

**2. COMPETITION WINNERS**

Shall be the team that wins the Grand Final. Joint premiers are declared if there is no winner after extra time or innings. If the Grand Final cannot be played due to wet or hot weather the team higher on the competition ladder in a one pool competition will be declared the premiers. In the case of a two pool competition both Grand Final teams will be declared joint premiers.

**3. POINTS SYSTEM**

Our point system is 4 points for a win/BYE/forfeit win, 2 points for a draw and 1 point for a loss/forfeit loss.

Forfeit win & Bye scores for the following sports are as follows:

SUMMER SPORTS	WINTER SPORTS
Cricket 30-0	Football 3-0
T-Ball 5-0	Rugby League 18-0
Softball 5-0	League-Tag 6-0
Handball 3-0	Netball 10-0 (Seniors) 5-0 (Juniors)
AFL 36-0	

## 4. WEATHER

### WEEKLY COMPETITIONS

Wet or hot (temps expected to go above 34 degrees as predicted by the Bureau of Meteorology for the Richmond area) - a decision will be made by the President (in consultation with other executive if he/she chooses) by:

**In Summer** – 8:30a.m. President to notify bus companies (Baxters, Busways and Hills Bus) as early as possible, telephone the start of the phone network and send an email to the Blacktown P.S.S.A emailing list.

**In Winter** - 8:30a.m. President to notify bus companies (Baxters, Busways and Hills Bus) as early as possible, telephone the start of the phone network and send an email to the Blacktown P.S.S.A emailing list.

### CARNIVALS

\* **Swimming** - no cancellation due to indoor facility.

\* **Cross Country** - decision made by Convener and President by 8:00 a.m. at the latest and contact the schools as quickly as possible through phone network and email list for Blacktown P.S.S.A.

\* **Athletics** - decision made by Convener and President by 7:00 a.m. at the latest and contact schools as quickly as possible through phone network and email list for Blacktown P.S.S.A.

## 5. PLAYING TIMES

Common P.S.S.A. Time Year round

First Game to Commence by 11:15 a.m

Second Game conclude by 12:45 p.m

(There may be slight variations depending on the sport)

## 6. EQUIPMENT

Each school will supply at least one complete set of equipment. Each school should also bring their own first aid equipment to each venue clearly labelled.

## 7. RESULTS OF GAMES

Teachers should endeavour to give results to the Convener before leaving the ground, if this is not possible the result should be emailed to the convener list which will then be forwarded onto Webmaster once results have been confirmed. Results must be sent through to Conveners by both schools before 3:00 p.m the following Tuesday. If one school fails to send through results the score which has been received by the Convener will be the official result. A Conveners meeting will be held at the completion of the last competition round to determine the final 4 placings for semi-final positions.

## 8. SEMI-FINALS

**SEMI-FINAL PLACINGS:** Shall be the schools who are in 1st, 2nd, 3rd and 4th in a one pool competition. In a two pool competition the schools who finish 1st and 2nd in each pool will progress through to the semi-finals. In the event of teams finishing on equal points all placings will be determined by for and against. If for and against is equal, the result of the game when the two teams played each other will determine which team ranks higher. If that game was drawn then the team with the higher number of points for will be placed higher. If this is still equal a decision will be made by Blacktown P.S.S.A at a special meeting.

**GENERAL:** Should a game be drawn at the end of normal time an extra 5 minutes each way shall be played if applicable to that sport. If the scores remain drawn after extra time the team finishing higher on the competition table shall proceed to the Grand Final. In the case of Softball, T-Ball and Cricket if the scores remain drawn the team finishing higher on the competition table shall proceed to the Grand Final.

**WET / HOT WEATHER:** If games have to be cancelled the team higher on the competition table will progress to the Grand Final.

## 9. GRAND FINAL NIGHT

Officials will be provided where possible. Organisation will be arranged by the President or delegated officers in consultation with the conveners.

## 10. AWARDS

**GRAND FINALISTS:** The winning school shall receive a perpetual shield and a small shield to keep. Children will receive a premier's patch and a certificate. If joint premiers the shield is shared for six months. Children from the Runners-up school will receive a certificate.

**CARNIVALS:** Students placing 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> in each event will receive a ribbon. Age champions will receive a medallion. Record breakers will receive a special certificate. The winning school will receive a perpetual shield and a small shield to keep.

## 11. REPRESENTATIVES

a) **SYDNEY WEST TEAM REPRESENTATIVE:** If the State carnival is held outside the Sydney Metropolitan area, students will receive a donation of the amount set at Annual General Meeting towards their expenses to attend the NSW Championships.

b) **STATE REPRESENTATIVES:** students will receive a donation of the amount set at Annual General Meeting towards their expenses to attend the School Sport Australia National Carnival.

## 12. ENTRIES / DRAWS / FORFEITS

### ENTRIES

Schools wishing to enter weekly competitions must nominate their teams prior to the due date. This is to allow adequate time to organise grounds, transport and the draw to be made and distributed. Schools wishing to enter after the nominated date must gain approval from Blacktown P.S.S.A.



## **DRAWS**

Draws will be completed by the draw secretary and distributed to all schools involved at least one week prior to the commencement of the competition. Draws will be uploaded to the Blacktown P.S.S.A website.

## **FORFEITS**

Any school that is unable to play on a given week must contact the school/s involved, the President and the Convener/s. Unless otherwise arranged with the President the game would be a forfeit. This applies to Semi-Finals and Grand Final games as well.

## **13. TEAM SELECTION**

The better players of a school **MUST** be included in the "A" team and the lesser players in "B" teams where applicable. If schools are only entering one team, they will be entered into the "A" competition unless otherwise decided by the Blacktown P.S.S.A. A high standard of behaviour must be maintained at all times and schools need to meet their own discipline action for children who do not show a high standard.

## **14. RULES**

The rules to be followed are those laid down by the governing body of each sport and in accordance with State P.S.S.A where rules are not covered by the Blacktown P.S.S.A guidelines for each individual sport. The guidelines for all Summer and Winter P.S.S.A sports can be found on the Blacktown P.S.S.A website.

## **15. UMPIRING /REFEREEING**

A teacher from each school will umpire /referee half of each game unless otherwise agreed to by both teachers prior to the commencement of the game. Parents are not to umpire/referee any game unless that parent has been approved by the Blacktown P.S.S.A at a regular meeting.

**SEMI-FINALS:** Official umpires/referees will be provided as much as possible for all games. If this is not possible the convener will organise officials.

**GRAND-FINAL:** Official umpires/referees will be provided. If this is not possible the convener will take charge or organise officials.

## **16. COACHING** (see handbook "coaches code of behaviour")

Passive coaching is allowed, that is, to help children learn the game or encourage players. Over zealous or abusive coaching is strictly prohibited.

## **17. RESERVES / SUBSTITUTES**

Can only be made in accordance with the rules governing that sport.

## **18. COMPOSITION OF TEAMS**

All sports shall be open. The exceptions are:

- \* Netball - only two boys to be on the court at one time
- \* League-Tag - minimum of three girls on the field
- \* AFL - minimum of one girl in each third of the field
- \* T-Ball/Softball - there will be a separate team for boys and girls

All Junior teams are to be comprised of students who are turning 8, 9 or 10 years of age that year only. All Senior teams should be comprised of students who are turning 11, 12 or 13 years of age that year. In the case of a senior team not having enough players to field a full team, junior players may fill in for that game as long as both coaches are aware and there is no risk to the safety of the players. If a junior player is of outstanding ability the school may request permission from the Convenor and Blacktown P.S.S.A executive for this student to play in the senior competition, and will therefore be ineligible to play in the junior competition for that sport.

## **CARNIVALS**

Swimming, Cross Country and Athletics teams will be in accordance with Sydney West rules.

### **19. CLOTHING**

Children are required to purchase a T-shirt to compete at a Sydney West carnival in Athletics, Cross Country and Softball. At all other carnivals, purchase of a T-shirt is optional.

Children are required to purchase an orange swimming cap to compete at a Sydney West Swimming carnival.

### **20. CODES OF BEHAVIOUR**

The Blacktown P.S.S.A follows the codes of behaviour as set by the N.S.W.P.S.S.A. Full copies of these are contained in the Handbook.