

**WILEY PARK**



**Wiley Park P.S.S.A.**

# **Constitution**

**Amended 2023**

# CONSTITUTION

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# CONSTITUTION OF WILEY PARK ZONE PRIMARY SCHOOLS' SPORTS ASSOCIATION

1. **Name**
  - 1.1 The Association shall be called the Wiley Park Zone Primary Schools Sports Association.
  - 1.2 Wiley Park (Zone) P.S.S.A. may also be used.
  - 1.3 Colours shall be dark green, light green and white
  - 1.4 The emblem shall be a bulldog.
  
2. **Aims**
  - 2.1 To organise competitions and carnivals at the Zone level in sports that have been approved by the NSW Department of Education (DoE).
  - 2.2 To select Zone teams in those sports to participate at Sydney East PSSA trials.
  - 2.3 To promote the above sports within the Zone schools.
  - 2.4 To publicise the achievements of public school children in the various sports through local media.
  
3. **Responsibility**
  - 3.1 The Association shall be responsible to the. Director of Schools NSW for the Canterbury Network.
  
4. **Scope of Service**
  - 4.1 Students attending public primary schools in the Wiley Park Zone shall be eligible to participate in competitions promoted by the Association. Those schools are listed as; Ashbury, Belmore North, Belmore South, Beverly Hills North, Campsie, Canterbury, Canterbury South, Clemtown Park, Earlwood, Hampden Park, Harcourt, Lakemba, Marrickville West, McCallums Hill, Punchbowl, Undercliffe, Wiley Park.
  - 4.2 Schools, not within the Wiley Park Zone, may also participate in Zone competitions, with the consent of two thirds majority of member schools in the Wiley Park Zone and Director of Schools NSW for the Canterbury Network.
  - 4.3 Students in years 3-6 are eligible to compete in the Association's competitions.
  
5. **Office Bearers**
  - 5.1 The executive office bearers shall consist of:  
President, a maximum of (2) Vice-Presidents, Secretary, Treasurer, Principal's delegate who have voting rights.
  - 5.2 All officers shall be public school NSW DoE teachers and shall be elected at the Annual General Meeting of the Association.
  
6. **Management**
  - 6.1 The management and control of the Association shall be vested in the elected executive office bearers and representatives from participating public schools.
  - 6.2 Decisions concerning the business of the Association should be made at one of the four meetings per year.
  
7. **Meetings**
  - 7.1 The Association shall hold four (4) meetings each year.

- 7.2 The Annual General Meeting shall be held in Term 4, immediately after Term 4 ordinary Council meeting.
- 7.3 The business of the Annual General Meeting shall deal with:
- i) The Annual President's Report
  - ii) The Annual Treasurer's Report
  - iii) The election of the Executive
  - iv) The election of the conveners for sport to be promoted during the coming year
  - v) Setting of dates for the next three (3) general meetings and the following annual general meeting
  - vi) Setting of affiliation fees.
- 7.4 The four (4) general meetings are to be held primarily to plan for:
- i) summer sports/seasonal sports and annual swimming carnival
  - ii) winter sports
  - iii) annual athletics carnivals
  - iv) setting of dates for following year's competitions and carnivals.
- 7.5 The order of precedence for taking the chair shall be:
- i) President
  - ii) Vice President
  - iii) Principal's delegate

## 8. **Elections**

- 8.1 Election of office bearers and conveners shall take place at the Annual General Meeting.
- 8.2 Any vacancies that occur during the year may be filled at the following general meeting.
- 8.3 All nominations for positions shall be made at the Annual General Meeting.
- 8.4 Elections will be by ballot, if necessary.
- 8.5 The newly elected President will assume office immediately after his/her election and conduct further elections.

## 9. **Voting Rights**

- 9.1 Each member school representative is entitled to two votes.
- 9.2 Each member school Principal/Relieving Principal or his/her nominee who is in attendance is entitled to a vote
- 9.3 Each member school is entitled to send three (3) representatives (Principal or his/her nominee and two others).
- 9.4 The Chairman shall have a casting vote.
- 9.5 Postal votes of one per competing school may be allowed on any Notice of Motion.
- 9.6 All ballots shall be by an exhaustive preferential system.
- 9.7 Conveners may vote on matters ruled by chairperson as expressly pertaining to their sport
- 9.8 In case of a tied vote, President will have deciding vote.

## 10. **Quorum**

- 10.1 For executive meetings the quorum consists of 3 out of 5 members.
- 10.2 For council meetings the quorum consists of:
- o 3 out of 6 executive members.
  - o 5 non executive members of the zone
- 10.3 Seven affiliated delegates present to hold ordinary general meetings or to make rule changes.

- 10.4 Five affiliated delegates present to make constitutional amendments.
- 10.5 Five affiliated delegates present to hold ordinary general meetings or to make rule changes.

11. **Finance**

- 11.1 The financial year of the association shall be the calendar year.
- 11.2 All monies derived from the Association's activities shall be lodged with the Treasurer who shall deposit them in the Association's banking account without delay.
- 11.3 The Treasurer shall ensure that all monies received are accounted for.
- 11.4 Payment of all claims against the Association shall be the responsibility of the Treasurer after approval has been given at a general meeting.
- 11.5 Accounts of all monies received and disbursed shall be kept by the Treasurer.
- 11.6 The Treasurer shall submit a statement of the financial affairs of the Association at each general meeting.
- 11.7 The President, and executive nominee and Treasurer shall be signatories of the Association's bank account. Any two are authorised to sign.
- 11.8 Any member of the Association may seek financial support (trophies, sponsorship, donations) on the Association's behalf from citizens or community organisations with such action to be ratified at the following meeting.
- 11.9 The Wiley Park Zone Association shall be responsible for raising and controlling its own finance.
- 11.10 No information on the financial state or matters of the Association shall be divulged without the consent of the Association.
- 11.11 The Treasurer shall submit an Annual Financial Report at the Annual General Meeting.
- 11.12 The financial business of the Association shall be audited by a qualified accountant or a departmentally recognised auditor.
- 11.13 Finances due will include; carnival entry (\$180), casual levy (\$600), team participation in PSSA competitions (\$10 per team). These fees help cover the costs of venue hire, ribbons, casuals for running teams and carnivals throughout the year.
- 11.14 Sydney East fees for 2024 are set at \$2900 per zone and \$0.33 per student enrolled year 3-6 to all schools in the zone.

12. **Affiliation**

- 12.1 All public schools wishing to participate in the Association's activities shall pay an annual affiliation fee this includes carnivals, zone trials and pathways to Sydney East levies as set out in point 11.13.
- 12.2 The amount due shall be set at the Annual General Meeting and sent to schools within seven (7) days of the AGM.
- 12.3 The affiliation fee shall be paid by **the last week of Term 1** each year, failure to do so may result in Principal's delegate and President following up with school
- 12.4 All invoices to be paid within 30 days of receipt. Issues and questions will be raised immediately with the Treasurer.

13. **Expenses**

- 13.1 All expenses for the Association's representatives shall be paid by the Association.
- 13.2 The person incurring the expenses shall forward receipts to the Treasurer.
- 13.3 The Treasurer is empowered to make such payments and/or refer the matters to the next meeting of the Association for ratification.

14. **President's Duties**

- 14.1 The President shall conduct the meetings of the Association.
- 14.2 The President shall report on the Association's business to the Director of Schools in the Canterbury Network.
- 14.3 The President shall forward copies of outwards correspondence to the Secretary.
- 14.4 The President shall forward any inwards correspondence to the Secretary.
- 14.5 The President shall provide email correspondence to participating schools in the Association.

15. **Vice President's Duties**

- 15.1 The Vice Presidents shall conduct the meetings of the Association in the absence of the President.
- 15.2 The Vice President shall be responsible for the stocktake of merchandise, trophies and replenishment of stock.
- 15.3 The Vice President shall attend all Sydney East meetings when the President is unavailable and be a spokesperson for the zone.
- 15.4 The Vice President shall provide email correspondence to participating schools in the Association.
- 15.5 Vice Presidents will each be responsible for one season of PSSA competition and be responsible for changes to the weekly schedule of the season they are responsible for.

16. **Treasurer's Duties**

- 16.1 The Treasurer shall maintain a record of all financial dealings of the Association.
- 16.2 The Treasurer shall ensure all monies are receipted.
- 16.3 The Treasurer shall be responsible for payment of all claims against the Association.
- 16.4 The Treasurer shall inform Secretary of monies owing to enable accounts to be sent.
- 16.5 The Treasurer shall provide a statement of the Association's financial records, supported by a bank statement at each meeting of the Association.
- 16.6 The Treasurer shall submit an Annual Financial Report at the Annual Meeting.
- 16.7 The Treasurer shall forward accounting records to the auditor in sufficient time to have the auditing completed prior to the Annual Meeting.

17. **Secretary's Duties**

- 17.1 The Secretary shall maintain accurate records of business of the Association.
- 17.2 The Secretary is responsible for writing correspondence concerning organisation matters of the Association.
- 17.3 The Secretary shall keep all correspondence coming to the Association and copies of all correspondence going out of the Association.
- 17.4 The Secretary shall amend the Constitution when requested by the Association and notify all schools of the changes.
- 17.5 The Secretary shall forward a list of Office Bearers to SE-Executive Officer
- 17.6 The Secretary shall forward a copy of Minutes of each meeting to each participating school within two (2) weeks after the meeting.
- 17.7 The Secretary shall forward Notices of Motion to all schools, executive officers and conveners.
- 17.8 The Secretary shall notify all participating schools of any rule changes within five (5) school days of the existing rule being changed.

17.9 The Secretary can release any information to the local press that he/she feels will promote the Association's activities and publicise outstanding achievements by pupils at Cronulla Zone member schools.

**18. Principal's Delegate Duties**

18.1 Principal's delegate must be an active principal or deputy principal of a school in the Wiley Park Zone.

18.2 The Principal's delegate is responsible for liaising with principal's at network meetings and advocating for sport.

18.3 The Principal's delegate role is to support the President in ensuring the zone meets compliance and the constitution is followed.

18.4 The Principal's delegate is to serve as a support when disputes are raised.

18.5 Principal's delegate will liaise with schools when there are issues with finances.

**19. Conveners**

19.1 A Convener for each sport and carnival shall be elected at the Association's Annual General Meeting.

19.2 Each Convener is responsible for organising a competition or a carnival in his/her particular sport after consultation with the Association members at the appropriate meeting or the executive.

19.3 Each Convener shall keep Convener's records and on the Zone's website for his/her sport in which is to be recorded:

- i) Rules for the sport
- ii) A copy of the draw
- iii) A record of organisation procedures
- iv) A record of results
- v) Organising semi final team and distributing to schools
- vii) Organising grand final and referees
- viii) Maintain trophy and awards for grand final participants
- ix) Check all sporting fields/ venues prior to competition for suitability/ cleanliness/ safety

19.4 The Convener will refer any disputes that could arise to the Disputes Committee.

19.5 The Convener may call meetings of teachers/coaches from participating public schools to discuss rules and organisational details in the sport concerned prior to the start of the competition.

19.6 The Convener shall be responsible for selection of the Zone Team(s) following Wiley Park Zone Selection Policies and Selection Criteria.

19.7 The Convener shall report on the particular sport's activities to the next general meeting after the conclusion of that sports carnival or competition.

19.8 The Convener shall assist the Secretary in matters pertaining to their sport.

19.9 There will be 2 conveners for Wiley Park PSSA carnivals (Swimming, Cross Country and Athletics). Conveners will be required to provide competing schools;

- i) registration for carnival
- ii) event organisation (including booking carnival for following year)
- iii) A record of results
- iv) Maintain awards and ribbons for carnival
- v) Organisation details for Sydney East Team
- vi) A record of information sent to selected children

**20. Zone Teams**

- 20.1 Selection of Zone Teams shall be the responsibility of the Convener for the sport concerned.
  - 20.2 Dates for selection trials shall be decided in consultation with the Executive.
  - 20.3 Students from public schools selected shall be notified in writing/email, no later than 1 day after selection day, of all details for future commitments for the Zone Team.
  - 20.4 Selected students shall be supplied with uniforms for use during the Sydney East Association Trials.
21. **Sub-Committees**
- 21.1 The executive may appoint Sub-Committees as and when required.
  - 21.2 The executive shall be represented on all Sub-Committees.
  - 21.3 Sub-Committee reports and recommendations shall be presented to a meeting of the Association as set down at the time of formation.
22. **Life Membership**
- 22.1 Life membership may be conferred by the Association for distinguished service to sport.
  - 22.2 Nominations for life membership, accompanied by a statement of the qualifications of the nominee, should reach the Secretary at least one (1) month prior to the end-of-year meeting.
  - 22.3 Nominations shall be considered by the executive who shall make a recommendation to the end-of-year meeting.
  - 22.4 Election shall be by secret ballot.
  - 22.5 Election shall be successful if more than two-thirds of the votes are in the affirmative.
  - 22.6 Life Members may attend meetings, speak for or against any motion, but may not vote unless they are present in another capacity.
23. **By-Laws**
- 23.1 The Executive shall be empowered to frame by-laws in order to implement any constitutional project.
  - 23.2 All sports shall adopt the rules that are accepted by the parent bodies in NSW or Sydney East P.S.S.A.
  - 23.3 These rules may be modified to suit local Wiley Park Zone P.S.S.A. needs.
  - 23.4 Any variations to above rules shall be made at a Conveners Meeting or an Association meeting. Variations will need to be ratified by Wiley Park executives.
  - 23.5 All participating schools shall be notified by the Secretary within four (4) school weeks of any rule changes to be implemented into weekly competitions.
  - 23.6 Proposed rule changes are to be notified in the form of a "Notice of Motion".
24. **Protests and Disputes**
- 24.1 All protests shall be lodged with the Convener by the teacher accompanying the team.
  - 24.2 Protests at carnivals shall be lodged within fifteen (15) minutes of the completion of the event concerned through school team manager. Only official video will be used to determine results.
  - 24.3 Protests about weekly competition matches shall be lodged with the Convener within one (1) school day of the completion of the match. Convenors will inform the executive.



- 24.4 Protests about code of conduct breaches will be dealt with between schools. The convenor will be available for support and made aware of the process and the resolution. Convenors will notify the Wiley Park PSSA Executive.
  - 24.5 Protests may be resolved by the Disputes Committee which shall consist of the President, Principal's Delegate and the Convener (if required) and then it may refer the dispute to the next meeting of the Association for ratification and/or a decision.
  - 24.6 If a dispute does not follow this process then it will not be acted upon by the convenor or Wiley Park PSSA Executive.
25. **Equipment**
- 25.1 All equipment owned by the Association shall be located at nominated schools or with the respective Conveners.
  - 25.2 Design of uniforms, flags, pennants etc shall not be altered without the consent of the Association.
26. **Notices of Motion**
- 26.1 All Notices of Motion are to be forwarded in writing to the Secretary at one of the Association's general meeting.
  - 26.2 The Secretary shall notify all participating schools, life members, executive officers and conveners of any Notice of Motion more than fourteen (14) days prior to the relevant Zone Association meeting.
27. **Amendments to Constitution**
- 27.1 Any article or by-law of this constitution may be repealed or amended.
  - 27.2 Any further articles or by-laws may be added.
  - 27.3 Such amendments, repeals or additions can only be made by two-thirds majority of the members present at a Zone Association meeting.
  - 27.4 Notice of Motion must be given to all members and executive at least one (1) month prior to such meeting.
28. **Competition Rules**
- 28.1 In Friday competition sports, the age divisions will be:
    - Junior: year 3 and 4
    - Senior: year 5 and 6
    - Open: Open to all age groups
  - 28.2 In Zone and Regional Carnivals the age divisions will be:
    - Age races: 8,9,10,11,12,13 years
    - Junior: 10 years and under (during that year)
    - 11 years: 11 years
    - Senior: 12 and 13 years
  - 28.3 Sportspersonship is the main concern of Wiley Park P.S.S.A. and teachers are responsible for teaching skills and fair play to both teams. All participants are bound by the Codes of Conduct (see Appendix).
  - 28.4 It is the teacher's responsibility to acquaint themselves with the rules of the sport they are taking.
  - 28.5 It is recommended, where possible, coaches discuss the results of each of your school's games with the opposing coach before leaving the field.
  - 28.6 Convenors will follow up on any missing results each week. If results are still not entered, a phone call or email will be made by the executive or convenor to notify.
  - 28.7 In team competitions, 10 minutes grace shall be granted on the Convener's specified starting time before a forfeit will be awarded, unless there is a mutual

agreement between the parties concerned. If this occurs, a maximum of 5 minutes is permitted to be taken off each half to make up for lost time. If agreed, the following game may also have halves shortened by 5 minutes each.

- 28.8 Wet Weather / Ground Closures- If PSSA sport is cancelled due to wet weather or ground closures all notification will be via school email 24 hours before game. In the instance of a cancelled game, we continue to follow the rounds as per the date.
- 28.9 Ground closures - If one main field is closed by council, no games will go ahead for that round. An exception to this may be if grass netball courts are closed but there is space to use concrete courts at the same venue.
- 28.10 For a competition to be valid, a minimum of 50% of games need to be played. For example, in a 13 week competition, 7 games need to be played.
- 28.11 No jewellery is to be worn in any competition.
- 28.12 If a player in the B competition plays three games in the A competition then they become ineligible for any further games in that competition for the remainder of the season. This is the same if a year <sup>3</sup>/<sub>4</sub> student plays up from their original team into a year <sup>5</sup>/<sub>6</sub> team.
- 28.13 If a player is selected and participates in a P.S.S.A. competition sport, they cannot play in a parallel seasonal sport. For example, if selected in a cricket team they cannot change mid season to softball.

## Appendix 1.



### Wiley Park PSSA Code of Conduct

Codes of Behaviour provide a supportive framework which promotes fair play and appropriate behaviour in school sport. These codes apply to players, teachers, coaches, principals, parents, officials and spectators who together provide the environment in which school sport is played. The following Codes apply to school sport at all levels and are designed to highlight:

- the principles of enjoyment, satisfaction and safe play in sport
- that students participate for their own sake and not to fulfil the desires of parents, adult groups or peers
- the encouragement of student participation in sport and, in so doing, contribute to higher levels of health and physical fitness.

#### PLAYERS' CODE

- Play for the fun of it.
- Play by the rules and always abide by the decisions of officials.
- Control your temper. Make no criticism either by word or gesture. Deliberately distracting or provoking an opponent is not acceptable or permitted in any sport.
- Work equally hard for yourself and your team. Your team's performance will benefit and so will your own.
- Be willing to train and prepare for the game or competition. Preparation helps prevent injury and increases the level of enjoyment.
- Play only when you are fully fit. To play with injury will handicap your team, and may expose you to the risk of further and more serious injury.
- Be a good sport. Applaud the good play of your teammates and that of your opponents.
- At all times cooperate with your coach, teammates and opponents, for without them you do not have a competition.
- Remember the goals of the game are to have fun and improve your skills. Be modest in success and generous in defeat.

**Failure to meet these expectations may result in an official in game warning by the referee. Any further discretions may result in student being removed from the game / event.**

## TEACHERS' – COACHES' CODE

- Encourage students to develop basic skills in a variety of sports and avoid over specialisation in positional play during their formative years.
- Create opportunities to teach appropriate sporting behaviour as well as basic skills.
- Teach your players to play by the rules. The rules are designed to maximise enjoyment and safety.
- Give all players equal time in the game or competition. They need and deserve it.
- Remember that students play for the fun and enjoyment and that winning should not be over emphasised. Never ridicule students for making mistakes or losing a competition.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the participants.
- When scheduling and determining the duration of training sessions and competitions, take into consideration the age and maturity levels of the students.
- Develop team respect for the ability of opponents, as well as for the judgement of officials and opposing coaches.
- Follow medical advice when determining when an injured player is ready to play again.
- Remember that students need a coach they can respect. Be generous with your praise when it is deserved and set a good example.
- Keep abreast of sound coaching principles and the principles of growth and development.
- Develop in students an awareness of the physical fitness values of sports and their life-long health and recreational value

## PRINCIPALS' AND SCHOOL EXECUTIVES' CODE

- Ensure that all students have equal opportunities to participate in sport, regardless of ability, gender, age and disability.
- Ensure that safety standards and procedures for all sports comply with the Department of Education and Training support document 'Safety Guidelines for the Conduct of Sport and Physical Activity in Schools'.
- Scheduling and length of competitions should take into consideration the age, ability and maturity levels of the students.
- Students play for fun and enjoyment and winning should not be over emphasised.
- Always emphasise good sportsmanship and highlight appropriate behaviour.
- Distribute and promote these Codes of Behaviour to teachers, players, officials and parents.
- Ensure appropriate supervision is provided by competent coaches, instructors and officials, capable of developing appropriate sports behaviour and skill technique.
- Promote respect for all opponents and condemn unsporting behaviour.

## PARENTS' CODE

- Encourage your child to always play by the rules.
- If children are interested in sport, encourage them to participate. Refrain from forcing an unwilling child to participate.
- Remember that children participate in organised school sports for their enjoyment and fulfilment, not yours.
- Teach your child that honest effort is as important as winning so that the result of each game is accepted without undue disappointment.
- Encourage your child to work towards skill improvement. Never ridicule your child for making a mistake or losing a competition.
- Always encourage the principle of good sportsmanship.
- Children learn best by example. Applaud good play by all individuals and all teams.
- Do not publicly question the officials' judgement and never their honesty.
- Appreciate the contribution and commitment of teachers in coaching positions. They give their time and resources to provide sporting activities for your child and deserve your support.
- Have realistic expectations for your child and her or his team. Do not expect more than they can give.
- Support all efforts to remove verbal and physical abuse from sporting activities. Condemn the use of violence in any form.

## OFFICIALS' CODE

- Encourage rule changes that will match the skill level and needs of the players and reinforce the principle of participation for fun and enjoyment
- Compliment and encourage all participants.
- Be consistent, objective and courteous when making decisions.
- Be meticulous in penalising dangerous and foul play.
- Censure unsporting behaviour and promote respect for opponents.
- Make a personal commitment to keep yourself informed on sound officiating principles and the principles of growth and development.
- Ensure that games are played in an atmosphere conducive to good sportsmanship and enjoyment.
- Ensure that your behaviour, both on and off the field, is consistent with the principles of good sportsmanship.

## SPECTATORS' CODE

- Students play organised sport for their own enjoyment. They are not playing to specifically entertain you.
- Always respect the decisions of officials.
- Never encourage physical or verbal abuse of players, coaches, officials or other spectators.

- Applaud good play by your own team and that of the opposing team.
- Show respect for your opponents. Without them there would be no game.
- Never ridicule a player for making a mistake or losing a competition.
- Encourage players to always play according to the rules.

If the above rules are broken, the PSSA committee reserve the right to stop the game / carnival and remove the student - spectator or cancel the game at the score that is currently stands.

## Appendix 2.



### **Selection Policy - Teams:**

Where School teams are participating in Wiley Park trials. All students must have the approval of their School Principal and Sports Organiser in attending the Wiley Park trials.

Students must compete at the Wiley Park Trials in order to allow them to be considered for selection in the Sydney East carnival to compete at the regional Carnival, unless they are:

i) Competing at a higher-level school sporting competition within the Department of Education

ii) Suffering injury. In this case, a doctor's certificate must be presented. In these cases, a request for consideration for inclusion in a train-on squad for the Wiley Park team must be presented to the Convener. This is to be verified/endorsed by the student's Principal. This will then be considered for inclusion by a panel i.e. (Executive and Convener). Individuals would be required to be fit to participate in the subsequent Wiley Park trials as part of the train-on squad two weeks following the date of the original Sydney East trial.

iii) Participating in an approved school-based activity. In these cases, a request for consideration for inclusion in a train-on-squad for the Wiley Park team must be presented to the Convener two school days prior to the Sydney East carnival. This is to be verified/endorsed by the student's Principal. This will then be considered for inclusion by a panel (i.e. Executive and Convener).

iiii) Successful selection into the Wiley Park team to represent at the Sydney East level is subject preference to Year 5 and 6 students as set out by Sydney East guidelines, unless a student is deemed to possess the equivalent skill level in a

younger grade. In which case, the convenor and an executive member will decide upon selection.

### **Selection Policy – Swimming/Cross Country/Athletics:**

Where school teams are participating in Wiley Park carnivals, students must have attended and been selected to represent their School at their respective Zone/District trials prior to attending the Sydney East trials. All students must have the approval of their School Principal in attending the Sydney East trials.

### **Team Member Financial Obligations:**

Team members who are deemed to be unfinancial will be ineligible for selection until they have met their financial obligations.

Students must compete at the Wiley Park championships in order to allow them to be considered for selection in the Sydney East team to compete at the regional championships, unless they are:

- i) competing at a higher-level school sporting competition.
- ii) Sick / appointment and can provide a relevant medical certificate

In this case, a request for consideration for inclusion in the Wiley Park team must be presented to the convenor at least one week prior to the Sydney East carnival. This is to be verified/endorsed by the student's Principal and school convenor listing the student's school/zone's performance.

In the case of students missing their school carnival the only considerations for entry into the Wiley Park carnivals will be the above, in this case the student's school/zone/out of school performance will be scored against the competitors at the Wiley Park carnival. Inclusion in the Wiley Park carnival under these circumstances is subject to meeting the relevant Sydney East Entry processes. Submitting a consideration for inclusion does not guarantee inclusion in the Wiley Park team.