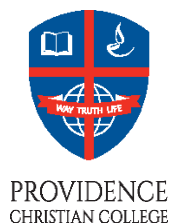




ASSOCIATED AND CATHOLIC COLLEGES OF WA

South Eastern Associated Schools

Operations Manual 2025 v2



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AIM

As a Sub-Association of the Associated & Catholic Colleges, it is the aim of the South Eastern Associated Schools to provide interschool sport competitions that promote participation, sportsmanship, leadership and socialisation amongst students; as well as the opportunity to represent their schools.

INVOLVEMENT

Participating Schools

School	Address	Telephone
Carey Baptist College Forrestdale	540 Nicholson Road, Forrestdale, WA 6112	6166 2222
Dale Christian School	150 Forrest Road, Armadale, WA 6112	9497 1444
Providence Christian College	19 Furley Road, Southern River, WA 6110	9455 1607
Rehoboth Christian College	94 Kenwick Road, Kenwick, WA 6107	9459 7700
Southern Hills Christian College	86 Admiral Road, Bedfordale, WA 6112	9497 2028

NB: SEAS schools have agreed to include St John Bosco College in their 2025 Term 2 - 4 competitions as an invited school. The contact at St John Bosco is Matt Price - matthew.price@cewa.edu.au - 0401 765 124.

SEAS Sport Staff Contacts

School	Contact	Email	Mobile
Carey	Daniel Ogle	daniel.ogle@carey.wa.edu.au	0401 931 710
Dale	Cherie Koh	kohc@dalecc.wa.edu.au	0408 357 770
Providence	Gary Tjong	gtjong@providence.wa.edu.au	0430 054 175
Rehoboth	Asher Cowie	asher.cowie@rehoboth.wa.edu.au	0435 511 210
Southern Hills	Chris Yap	chris.yap@southernhills.wa.edu.au	0403 158 580

ACC Contacts

Primary contact for SEAS
Sport Operations Manager Rebecca Wright rebecca.wright@cewa.edu.au 9278 0220 0408 905 770

Secondary ACC contacts	
Director of Sport Tom Bottrell tom.bottrell@cewa.edu.au 9278 0216 0416 127 839	Executive Officer Suzie Ehlers suzie.ehlers@cewa.edu.au 9278 0217 0400 252 112

Host School

The role of Host School is rotated across the years as follows.

2019	Rehoboth	2025	Providence
2020	Providence	2026	Southern Hills
2021	Southern Hills	2027	Dale
2022	Dale	2028	Carey Forrestdale
2023	Carey Forrestdale	2029	Rehoboth
2024	Rehoboth	2030	Providence

The Host School is responsible for chairing meetings.

Meetings

Meetings are to be held at regular intervals and will be convened at the following levels:

- SEAS Sport Coordinators meeting before all SMC meetings
 at 1:00 pm, Newman Siena Centre, Training Room S2.02, on the following dates:
 Term 1: Thursday **27 February**
 Term 2: Thursday **1 May**, and, *if required*, Thursday **26 June**
 Term 3: Monday **18 August**
 - Principals and Sport Coordinators combined
 at the Host School, Term 2 Week 3: Tuesday **13 May**, mid-morning
 Note: Additional Principals & Sports Co combined meetings occur on a 'needs only' basis.
 - Principals only meetings on a 'needs only' basis.
- The Principal of the HOST school will chair combined meetings, whilst the Sport Coordinator is to act as Secretary and is responsible for issuing the pre-meeting agenda, taking meeting minutes and issuing the minutes post meeting.
 - The Sports Coordinator of the HOST school chairs the Sport Coordinator meetings and is responsible for issuing the pre-meeting agenda, taking meeting minutes and issuing the minutes post meeting.
 - Agendas are to be issued one week prior to meetings, and minutes derived from all meetings are to be circulated within one week of the meeting. All minutes circulated must be professional and include appropriate detail of the meeting and any actions deemed required.
 - **Schools must have representation at all levels of meeting.** Should a Sport Coordinator not be able to make the meeting, another qualified or experienced PE staff member should attend in their place and relay required information to the Sport Coordinator post meeting.

ACC Service and Fee Guidelines

ACC SPORT WA adheres to the following principles for sub-association sport.

1. The ACC complete and maintain key administrative tasks. These services are historically aligned with the existing team nomination fees that schools pay for sub-association sport, including:
 - a) Operations Manual updates
 - b) Team nominations
 - c) Fixture set up
 - d) Online results management
 - e) Tally of Placings
 - f) Payment of invoices and on charge of shared costs

Note: Once fixtures have been set and published based upon the team nominations, the ACC office is unable to guarantee that late changes occurring within the Term of the relevant fixtures, can be accommodated.

2. The ACC is not responsible for central venue, referee/umpire or first aid bookings. These tasks will be managed by the rostered convenor school and potentially shared with other Heads of Sport within the relevant sub-association.
3. Sub-association team nomination fees are invoiced at the end of each term for relevant competitions. This includes all round robin weekly competitions and one day carnivals. Team nomination due dates for weekly round robin competitions or one day carnivals will be set by ACC staff members who facilitate each group.
4. Team withdrawal "cut off" dates are implemented to allow for fixture modifications, results service, and venue and umpire booking adjustments. The cut off dates are scheduled 2 weeks (10 working days) prior to the competition start date. Schools will be invoiced the team nomination fee for withdrawn teams inside this period.

5. Provided the following requirements are adhered to, invoices from central venues, first aid and referee/umpire bookings can be sent to the ACC for payment and the on charging to schools with their share of the cost.
 - a) Schools need to ensure the invoices are made out to the Associated & Catholic Colleges of WA. The ACC cannot pay invoices that are made out to a school or to an independent party.
 - b) Schools must check that invoices are accurate before forwarding them to the ACC.

6. Sub-association convenor schools will manage the following responsibilities:
 - a) With the assistance of the sub-association member schools, schedule competition dates ahead of the calendar year.
 - b) Coordinate the central venue, first aid and referee/umpire bookings, as per relevant rosters in sub-association Operations Manuals if applicable.

Sports, Divisions and Dates

SEAS competitions take place at One Day Carnivals in each term of the school year. The dates of these for each year are agreed upon by the SEAS Sport Coordinators at their final meeting of the year prior. They are as indicated in table below.

The **minimum commitment** for each SEAS school is one team for each of the following competitions.

Term 1 Summer	Term 2 Winter	Term 3 Winter	Term 4 Summer
Y 7-9 Girls Basketball Y 7-9 Boys Basketball	Y 7-10 Girls AFLX Y 7-10 Boys AFLX (TBC) Y 7-10 Girls Soccer (TBC) Y 7-10 Boys Soccer		Y 7-9 Girls Volleyball Y 7-9 Boys Volleyball
Y 10-12 Girls Basketball Y 10-12 Boys Basketball		Y 10-12 Girls Volleyball Y 10-12 Boys Volleyball	

Team Nominations/Commitment

	Year Group/s	Gender	Sport	One Day Carnival Term & Date	Carey	Dale	Providence	Rehoboth	Southern Hills	Total
Junior	7-9	G	Basketball	T1, Week 8, Wednesday 26 March 2025	1	1	0	1	1	4
Junior	7-9	B	Basketball		1	1	0	1	1	4
Senior	10-12	G	Basketball	T1, Week 9, Tuesday 1 April 2025	1	1	0	1	1	4
Senior	10-12	B	Basketball		1	1	0	1	1	4
Junior	7-10	B	Soccer	T2, Week 5, Wednesday 28 May 2025	1	1	1	1	1	5
	7-10	G	AFLX		1	1	1	1	1	5
Senior	10-12	G	Volleyball	T3, Week 9, Tuesday 16 September 2025	1	1	1	1	1	5
Senior	10-12	B	Volleyball		1	1	1	1	1	5
Junior	7-9	G	Volleyball	T4, Week 4, Tuesday 4 November 2025	1	1	1	1	1	5
Junior	7-9	B	Volleyball		1	1	1	1	1	5

**All SEAS sports will be included in the SEAS Tally of Placings for 2025.

Schools agree to their team nominations at the final SEAS review meeting of the year prior.

The team nomination fee for SEAS in 2025 is \$98.80 per team which includes a results management service fee of \$17.80.

Withdrawal Cut-off: Any school unable to fulfil a team within a sport/grade is to notify the SEAS Sport Coordinator group, along with the ACC SEAS contact, via email no later than the Friday in Week 2 of the relevant term.

Sport Coordinators and schools need to ensure that all teams are adequately filled with correct playing numbers prior to the competition day. All precautionary measures should be taken to prevent a team withdrawal. E.g. using younger students or minimum playing numbers to get the team playing.

Team Sizes

The maximum, minimum and preferred on-court/field team sizes for SEAS sport competitions are outlined in the following table.

Sport	Minimum Team Size	Team Size On-court/field (preferred)	Maximum Team Size
AFLX	7	10 on field	15
Basketball	4	5 on court	10
Soccer	8	8 on field	15
Volleyball	5	6 on court	10

GENERAL CONDITIONS OF PARTICIPATION

Staffing

- Suitable teaching staff are to be assigned to and accompany each team, in a coach or manager role, by the Principal in consultation with the Sports Coordinator.
- Where possible schools should always attempt to place **suitable staff with knowledge of the relevant sport** to the coach or manager roles.
- If necessary, non-staff adults (e.g. parents or past students) may be authorized by the Principal to coach teams, provided that, in the estimate of the Principal and Sports Coordinator, such individuals are suitably qualified to do so. In line with each school's 'Duty of Care', the presence of staff with each team must be ensured.
- The duties of scorer, timer, linesperson, and boundary umpires are to be carried out by competent officials or suitable persons nominated by the Coach/Manager, e.g. senior students, parents, etc.
- Each school is to engage all necessary staff/officials and meet its own costs in this regard.
- Staff authority:
Staff from both schools engaged in a fixture have the authority to address and or discipline students from the opposite school. Where possible, staff should consult with and seek permission from each other before disciplining students from an opposing school.

First Aid

- **Each school** is responsible for the provision of basic first aid to their own students.
- **Each team** should carry their own first aid kit and deal with all minor injuries.
- **Each group of school teams** at a venue should have access to a mobile phone for emergency purposes.
- **Each school** should have a list of student emergency contact details on hand at all venues.
- All schools should have on hand the phone contact details of all SEAS Sports Coordinators.

First Aid at One Day Carnivals

All host venues and/or central venues are required to have a First Aid service available. This may be through St John's First Aid, Perth Medical Volunteers or Sport Staff One (SSO). These first aid costs are then shared amongst the competing teams/schools.

The One Day Carnival Manager will advise schools on arrival as to the location of first aid service, ice/cold packs (if provided), drinking water and toilets.

Umpires/Referees

- Each team must provide qualified officials (umpire/referees) for all games as set out in the following requirements table. Each school is to share the costs for this provision.
- Accredited umpires/referees should be used for all Senior sport fixtures.
- Individual schools must be aware of their 'Duty of Care' obligations if providing non-accredited officials.
- All umpires are to wear appropriate official attire, so they are easily identified during games.
- In the scenario where an umpire/referee is not available or is absent for a match, both coaches are to step in and umpire/referee the game. Alternatively, a suitable senior player from both teams can stand in to enable the match to go ahead.

Schools might wish to source umpires/referees from:

SSO – Sport Staff One (Multiple Sport Referees & Umpires)
Director Billy Mitchell 0400 477 251
sport@ssoaustralia.com / b.mitchell@ssoaustralia.com
Website: www.ssoaustralia.com

Reffing Hoops WA (Basketball Referees)
Manager Simon Petersen 0403 376 645
enquiries@reffinghoops.com.au
Website: www.reffinghoops.com.au

Scorers

- **Both** ‘home’ and ‘away’ teams must supply a scorer for basketball and the two scorers will sit together with the home team scorer responsible for completing the scoresheet. Volleyball scores are kept by the umpires. Soccer scores are kept by the umpires. AFLX goal umpires should meet at half-time and at the end of match to ensure they have the same scores noted.

Umpire/Referee and Scorer Requirements by Term and Competition

Term 1	Term 2	Term 3	Term 4
<p>Basketball: Junior</p> <p>One Day Carnival Host School:</p> <ul style="list-style-type: none"> • 2 qualified external referees per match* <p>All teams:</p> <ul style="list-style-type: none"> • 1 scorer 	<p>AFLX: Junior</p> <p>One Day Carnival Host School:</p> <ul style="list-style-type: none"> • 1 qualified external umpire per match* <p>All teams:</p> <ul style="list-style-type: none"> • 1 goal umpire/scorer 	<p>Volleyball: Senior</p> <p>One Day Carnival Host School:</p> <ul style="list-style-type: none"> • 1 umpire (who also scores) per match 	<p>Volleyball: Junior</p> <p>One Day Carnival Host School:</p> <ul style="list-style-type: none"> • 1 umpire (who also scores) per match
<p>Basketball: Senior</p> <p>One Day Carnival Host School:</p> <ul style="list-style-type: none"> • 2 qualified external referees per match* <p>All teams:</p> <ul style="list-style-type: none"> • 1 scorer 	<p>Soccer: Junior</p> <p>One Day Carnival Host School:</p> <ul style="list-style-type: none"> • 1 qualified external central referee per match* <p>All teams:</p> <ul style="list-style-type: none"> • 1 sideline umpire 		

* cost divided by all teams post-event

Venues

It is the responsibility of the One Day Carnival Host School to secure a venue with an adequate number of clearly and correctly marked and adequately maintained grounds/courts to ensure safe playing areas are provided. Planned venue information is available in appendix 7 of this document, within the fixtures on the ACC web site, and within *SportsDash*, and on the ACC web site at: <https://www.accsport.asn.au/interschool-sport/seas/venues>.

It is expected etiquette that all schools arrive at venues in time for the Carnival Manager’s briefing. Host School Carnival Managers should brief school staff and officials as to the location of drinking water, toilets/change rooms, emergency phone (if required) and first aid facilities.

Fixtures

Fixtures for the year are available on the ACC web site at: <https://www.accsport.asn.au/interschool-sport/seas/fixtures> and will also be displayed in *SportsDash* (<https://sportsdash.com.au/dashboard/>).

Start Times & Durations of Play

- Specific playing times for individual sports are outlined on the pdf of fixtures available on the ACC website (<https://www.accsport.asn.au/interschool-sport/seas/fixtures>) and within the appended rules.
- Start/Finish Times:
 - All matches at One Day Carnivals are centrally timed. Matches must start on time to allow for adequate playing time; to enable this, all teams must be at the correct court/field and ready to play ahead of the match starting signal.

- Schools must ensure their travel arrangements accommodate Round 1 match start times, and also allow for adequate warm-ups as well as staff being present at any carnival briefing times advertised by the relevant Carnival Manager.
- The latest start time to avoid a forfeit is 9 minutes after the match starting signal (as this allows for at least 70% of the match to be played (assuming a 30-minute ODC match length)).
- Should a match start late, the forfeit must be 'declared', in the first instance by the coach of the offending team; if not then by the umpire/referee; if not then by the non-offending coach. If the forfeit is not 'declared' before play begins, the result will stand.
- In the case of a match forfeit due to a late start, a 'social/friendly' game will still be played although the result will be invalid and the game will be scored as a forfeit in the competition results system.
- A team responsible for a late start by 5 minutes or more, shall let the other team choose their starting end/direction of play, as the two centrally timed 'halves' will not be of equal length.

Dress

For all sports players will wear standard school sports uniforms as per those listed in the appendices.

Where position letters or numbers are a usual requirement for the sport, these must be worn. They can be bibs, numbered singlets/tops, etc. Should there be a clash with opposing schools' colours, an extra set of different coloured bibs should be brought to the game by the relevant schools. Non marking shoes are to be used for all indoor games. Schools are requested to allocate funds to establish and maintain uniform and protective equipment standards.

It is not acceptable to wear tracksuits during games; the only regular exception to this being Soccer Goalkeepers, who may wear tracksuits or part thereof. In extreme adverse climatic conditions, provided the coaches have convened and agreed, tracksuit tops may be worn, but NOT tracksuit bottoms.

Hats should be encouraged in summer sports being played outside.

Protective Equipment

It is essential that required protective equipment is worn and that the equipment is maintained at optimal levels. Students are to be advised of the requirement to use appropriate protective equipment during all games as follows.

Basketball & AFLX	Mouth guards are strongly recommended; schools must take full responsibility for any accidents due to players not wearing mouthguards.
Soccer	Shin pads are compulsory. Mouth guards are strongly recommended; schools must take full responsibility for any accidents due to players not wearing mouthguards.

Substitutions

To encourage maximum participation, there are no limits on the number of substitutions allowed during a game. Players may rotate on/off the court/field; however, all substitutions must be directed through the referee/umpire. Minimum playing numbers and maximum squad sizes should be followed.

Send Off Rule

If a student is sent from the field of play, he/she is *not* permitted to return to the field of play for that game. However, that player may be replaced immediately by one of the reserve players. The umpire/referee should indicate the reason for the send-off to the team coach and the player concerned when it is convenient. If the incident is of a serious nature (i.e. violence, vilification, unruly behaviour), a written report is to be made by the

umpire and coach and copies sent to the Sport Coordinators of each school immediately following the match. The Sport Coordinators should then take appropriate action.

Refer to the appendices for *Instructions to Umpires/Referees*.

Reporting of Results

Scoresheets are available on the web site at <https://accsport.asn.au/category/information/scoresheets>. Scoresheets are to be signed by both team coaches at the completion of each fixture, then submitted to the relevant Carnival Manager who is responsible for results entry. It is assumed that any scoring disputes/discrepancies are settled immediately and that all results submitted to the Carnival Manager are final.

Sport Coordinators of the relevant One Day Carnival Host School are required to keep all scoresheet records for the duration of the year in case scores need verification.

Results of all fixtures are reported using the *SportsDash* online results system through the ACC web site, or directly at <https://sportsdash.com.au/dashboard/>. The relevant One Day Carnival Manager is to enter all results in *SportsDash*, either as they are received on the day (which is preferable) or within 24 hours of the fixtures. Once all results are entered the Carnival Manager must check that the results are displaying correctly on the ladder. In the event of a problem with *SportsDash* score entry, the ACC can assist and might ask for a copy of the results so they can be re-entered.

The relevant One Day Carnival Manager will notify schools once all result entries have been completed and final ladder placings are displaying in *SportsDash*. This can be done verbally on the day during the concluding acknowledgements, or via email within the following 24 hours. **All schools need to check the ladder placings and results within 48 hours** of this. Should any errors be found, they must be rectified within one week.

Mercy Rule

SEAS schools have agreed that a 'mercy rule' is to be applied to all sports as necessary. The purpose of the Mercy Rule is to ensure that the enjoyment and participation of all players remains paramount.

Once a particular maximum score margin has been reached, the coaches are to implement the Mercy Rule. Coaches should communicate and cease the scoring at this stage of the game. I.e. **The score at the time of implementing the Mercy Rule is recorded as the final result.**

The following score margins are the maximum allowed and once reached require Mercy Rule intervention.

AFLX	50 points difference
Basketball	30 points difference
Soccer	7 goals difference
Volleyball	N/A

Once the Mercy Rule is enacted, the game continues until full-time with coaches/officials in charge determining the best course of action to encourage ALL students to have a positive playing experience.

Coaches will subtly make appropriate changes to facilitate a more equally matched game. Such changes to the game are to be made discretely, so that players are not overly aware of them, and no team or player feels belittled. Possible examples of Mercy Rule implementation measures include:

- giving the strongest players more bench time
- rotating player positions so that stronger players have less influence on the game
- reducing playing numbers on the field to match the opposition if they are short of players
- loaning the opposition some players (even after half time)

Ladder Points

Win	4 points
Loss	1 point
Draw	2 points
Forfeit	Win: 4 points Loss: 0 points

Teams with equal points on weekly and final competition ladders, will be separated in the following manner:

AFLX	Point Differential (points <i>for</i> minus points <i>against</i>)
Basketball	Point Differential (points <i>for</i> minus points <i>against</i>)
Soccer	Goal Differential (goals <i>for</i> minus goals <i>against</i>)
Volleyball	Set Differential (sets <i>for</i> minus sets <i>against</i>), then Point Differential (points <i>for</i> minus points <i>against</i>)

If differential is equal, the final determining factor will be the head-to-head result between the tied teams.

In the case of incomplete or extended Round Robin fixtures, a match ratio may be used to determine the final ladder.

Forfeits

Schools should avoid forfeiting a fixture unless all other options have been considered. If at any stage a school cannot fill a team, they must approach the opposition team to discuss the possibility of reducing the playing number of both sides to enable the game to go ahead. This must be done prior to the fixtured match starting. Forfeiting of a fixture should be an absolute last resort due to unforeseen circumstances.

All communication regarding a forfeit must be conveyed in a clear and timely manner to the opposition school/team and to the relevant Carnival Manager. Forfeit information is to be clearly indicated on the scoresheet.

A team causing a forfeit will receive 0 points, whilst the opposition will receive 4 points for that fixture. To assist with the separation of teams with equal points on final competition ladders, the team winning a forfeit will be awarded a predetermined score particular to the sport. The team losing will have that predetermined score count against them. (See table below).

When entering a forfeit into SportsDash; underneath the relevant school name, tag the circle which reads 'Forfeit this game'. DO NOT ENTER SCORES as SportsDash will calculate these automatically.

Forfeit Scores – automatically calculated by results system (Do Not Enter)

	For	Against
AFLX	50 points	0
Basketball	30 points	0
Soccer	7 goals	0
Volleyball	3 sets	0

Final Team Placings

Final team placings will generally be determined by position on the ladder at the end of all rounds of play. Crossover finals may, however, be fixtured as a part of the SEAS One Day Carnivals where time permits. Such finals fixtures will be 1st v 2nd ladder position playing for 1st and 2nd place, and 3rd v 4th ladder position playing for 3rd and 4th place.

Awards

A single plaque will be awarded to each school acknowledging any premiership teams in that SEAS year. Individual team plaques will not be awarded.

Weather Policies

Hot Weather

- Host school carnival managers should be aware of weather forecasts and if extreme weather (high temp (>37) & high humidity) is likely, should contact all SEAS Sport Coordinators regarding potential modifications to fixtures.
- Team coaches: Duty of care to students is of paramount importance and individual coaches/managers always have the power to cancel an individual match if they believe that student health and safety is at risk. Where possible they should consult with the host school Sport Coordinator.
- The provision of water is the responsibility of the individual players and the team manager, not the host school. The host school should always point out access to drinking water at venues for the refilling of drink bottles.
- The host school should alert schools of the need to provide shade shelter at outdoor venues if no natural shade is present.
- Where possible the following guidelines should be followed when matches are played under hot/humid conditions:
 - Outside hard courts should not be used due to increased radiant heat.
 - Normal sun protection measures (hats/sunscreen) should be strictly followed
 - Increase player rotation through the bench
 - Provide frequent rest/drink breaks
 - If outdoors, ensure that rest breaks are in shaded areas.
 - Ensure students drink water BEFORE, DURING and AFTER the match
 - Use common sense in hot/humid conditions and remember that student welfare always comes first.

Severe Winter Weather

Host school carnival managers should be aware of weather forecasts and be prepared to cancel/post-pone outdoor fixtures if lightning or hail occurs. If doubtful, teams should always show up. Winter fixtures should only be cancelled if the weather is severe (lightning/hail/wind) and poses a risk to student well-being – rain itself is not severe or cause for cancellation. In extremely cold conditions, provided the coaches have convened and agreed, tracksuit tops may be worn, but NOT tracksuit bottoms.

Current weather forecasts can be obtained from the Bureau of Meteorology website.

Cancelled Fixtures Due to Weather

One Day Carnivals

Generally, these are held at central venues or host school venues with adequate playing space for the number of teams competing.

ODC Host Schools

Host schools are rotated on yearly basis with each SEAS school hosting one (1) One Day Carnival each year. Please refer to the roster below.

Note: For any given year, if two rostered host schools wish to swap their allocated ODC Sport/Term with each other for mutually beneficial reasons, the decision to do so must be made before the end of the previous year and communicated to the ACC and to all SEAS schools.

One-Day Carnival Host Schools					
	Term 1		Term 2	Term 3	Term 4
<i>sport</i>	Snr Basketball	Jnr Basketball	AFLX & Jnr Soccer	Snr Volleyball	Jnr Volleyball
<i>venue</i>	Lakeside	Lakeside	Mills Park	Cockburn ARC	Cockburn ARC
2024	Carey	Dale	Rehoboth	Providence	Southern Hills
2025	Rehoboth	Carey	Dale	Southern Hills	Providence
2026	Providence	Southern Hills	Carey	Dale	Rehoboth
2027	Rehoboth	Providence	Southern Hills	Carey	Dale
2028	Dale	Rehoboth	Providence	Southern Hills	Carey
2029	Carey	Dale	Rehoboth	Providence	Southern Hills
2030	Southern Hills	Carey	Dale	Rehoboth	Providence
2031	Providence	Southern Hills	Carey	Dale	Rehoboth
2032	Rehoboth	Providence	Southern Hills	Carey	Dale
2033	Dale	Rehoboth	Providence	Southern Hills	Carey

ODC Host School Duties

Prior to the carnival (approximately 3-6 months in advance):

- book a suitable venue (with an adequate number of courts/fields)
- book referees/umpires for the carnival
- book First Aid (e.g. St John’s or Perth Medical Volunteers)
- Soccer: ensure Soccer field lines are marked. If they are not, consider a WA company like *Mark My Turf* to remark field lines in readiness for the carnival.

On the day of the carnival:

- Provide a Carnival Manager (CM). CM aims to arrive first at about 9:00 am for venue set-up and to ensure everything is in place.
 - Soccer – set up corner flags/goal nets where applicable.
 - Basketball - ensure courts are ready with padding on the goal posts.
 - Volleyball - ensure courts are ready with nets at the appropriate height.
 - Arrange/bring a small fold up table and chair and set up a spot where the Carnival Manager will be based.
 - Ensure toilets are open and accessible.
 - Consider location where First Aid will set up at the venue.
 - Consider bringing some spare whistles for umpires.
 - Consider bringing some extra *non-playing* senior students to act as Scorers on each court/field, or as Sideline Referees for Soccer. These students should wear a high-visibility vest (over school uniform) and be acknowledged as officials on the day.

- Unless the venue has central timing and sirens, CM must bring an airhorn/siren/bell that can be used to control the central timing for the day, across all fields/courts. The CM controls the timing.
- Ensure adequate scoresheets are available.
- 9:30 am – Teams will arrive with coaches. Umpires/referees should also be booked to arrive approx. 30 minutes prior to games starting so they are in attendance for the morning briefing.
- 9:40 am – CM at each venue conducts a professional morning briefing. Crucial briefing attendees are Coaches, Referees/Umpires, Scorers and Team Captains. Items to be communicated:
 - venue layout, toilet location, court/field allocation, where first aid will be set up,
 - scoresheets need to come to the CM at the end of each round in a central location,
 - end of day procedure and place for acknowledgements (e.g. court/field 1). Teams should gather quickly for the thank yous and acknowledgements so that return on buses is not delayed.
 - Playing the game in the right spirit and ensuring all players and teams have an enjoyable carnival experience. No tolerance for poor behaviour; coaches should substitute any players from the field or court before any tensions escalate (be proactive).
 - For Basketball and Soccer, outline the extra time rules; there are to be no draws.
- 10:00 am – Round 1 underway on all courts/fields (timing controlled by the CM)
- Following each Round - CM will enter results into *SportsDash*. If there are any issues with results entry, contact the ACC office for assistance.
- ~ 2:00 pm – at the conclusion of the final round CM conducts short acknowledgements with all players, coaches and officials in a central location. Ensure a professional and pleasant finish to the day.
 - Acknowledge and congratulate all teams, players and staff
 - Thank the referees/umpires and first aid service at the carnival
 - Congratulate the winning team in the carnival pool and ask winning school captain to come forward and say some words of thanks. (Note: the winners of the Junior Basketball move forward in the ACC Championship in Term 2).

CM and Host School – clean venue and ensure you leave the venue in good condition – i.e. bring spare rubbish bags and make sure no rubbish is left lying around courts/fields and check ablutions to ensure they are relatively clean.

ODC Extra Time Rules (due to the need to have results-based carnival):

- **Soccer:** If scores are level at full time, the game will immediately have a short and modified penalty shootout of 3 penalties per team. Three designated penalty kickers from each team take turns. If scores are still level after 3 penalties, the penalties will continue 1 for 1 until the advantage goal is scored (deadlock is broken). The result is then entered as 1-0 (penalty score acts as a goal scored). In game goals are also scored as this is crucial for the goals for/against differential.
- **Basketball:** Golden Point: If scores are level at full time, the game immediately resets to a centre court jump ball and the game continues without clock until the next point is scored (to break deadlock). This can be a single point i.e. foul shot.

Appendices

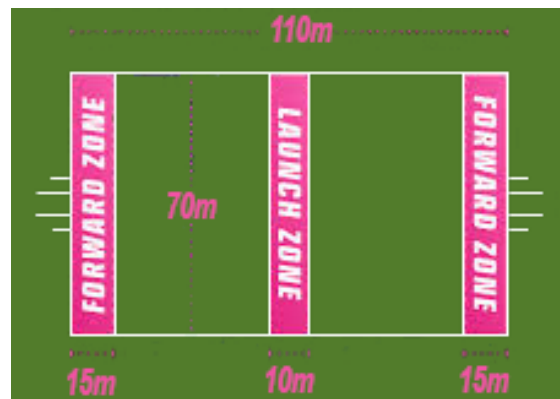
1 AFLX

Specific Rules & Playing Conditions

FIELD OF PLAY

A Junior X field is rectangular in shape, approximately 50m in width and 90-100m in length.

- The field is divided into 3 zones - forward (40m), midfield (20m) and defensive (40m) zones.
- Each junior X team can have 10 members on field at any one time.
- Players initially take the field in a 3 – 4 – 3 formation; however, are then free to move about the field as they wish.
- On-field umpire may ask players to return to their zone at a stoppages to avoid congestion.



START/RESTART OF PLAY

- To commence the game, the umpire will ball up from the centre of play with two nominated rucks whilst other players return to a 3-4-3 formation.
 - Players are permitted 2 steps each however must not make contact in the ruck contest. On-field umpire may select participating players.
 - Nominated ruck may not take position of the ball in the initial contact.
- After a goal is scored, players must return to their 3 – 4 – 3 formations.
- Once back in the middle, another ruck contest takes place.

SCORING

- Only forwards wearing designated identifier can score points.
 - A goal (6 points) is awarded when the ball is kicked between the major goal posts untouched.
 - If the ball is touched by any player or connects with a post a point (1) will be awarded.
 - The on-field umpire and goal umpires will signal a goal or behind.
- ‘Game Changer’ are nominated to the umpire prior to the start of each third.
 - The ‘Game Changer’ will wear a bib for a whole half. Must be a different player
 - ‘Super Goals’ (10 points) can be scored by a game changer when a goal is kicked.
 - A Super Goal is signalled by the on-field umpire by crossing both arms in the air above his/her head.

HINT: Teams should nominate a midfield player to get the most out of this superpower.

OUT OF BOUNDS

- When the ball goes out of bounds a free kick is awarded against the team to last touch the ball
- A player cannot kick for goal from ‘out of bounds’
- Umpire to ball up if last touch cannot be determined

TACKLING

- Modified tackling – Players can hold/bear hug an opponent in possession of the ball with their hands between shoulder and knees only
- Players cannot push in the back or throw another player to the ground
- A sling tackle will result in a free kick to the tackled player

MARK

- A free kick is awarded to any player who fairly catches a kick by another player (known as a mark)
- The ball is not required to travel a minimum distance

KICKING OFF THE GROUND

- Players are not permitted to deliberately kick the ball off the ground
- If a player deliberately kicks the ball off the ground, a free kick will be awarded to the other team

BOUNCING THE BALL

- A player in possession of the ball is permitted to travel 10m before they must bounce/touch the ball on the ground.
- Players are allowed to travel a further 10m after their bounce then must dispose of the ball.

SCORESHEETS

Scoresheets are to be signed by the central referee and coaches at the conclusion of the fixture. It is assumed that scoring discrepancies are settled immediately at the conclusion of the fixture should they occur, and that results submitted to the Carnival Manager for entry into **SportsDash** are final. Scoresheets are available on the web site at <https://accsport.asn.au/category/information/scoresheets>.

2 Basketball

Specific Rules & Playing Conditions

TEAMS

Teams are to consist of 5 on-court players with up to five (5) interchange players (squad of 10). Minimum number of four (4) players will be required for a game to officially begin.

If a team has 4 players, the opposing team is required to take one of the following actions:

- Play with only 4 players on the court at all times (equal up playing numbers)
- Loan the opposition enough players to play a full match as 5 v 5

DRESS

Basketball strip with numbered singlets or tops from 4 to 15. Non marking shoes are to be worn in games played indoors. Mouth guards are highly recommended.

DURATION OF PLAY

Game schedule pending nominations / venues for either.

- a) two (2) x 15-minute halves with a three (3) minute break at half time. A twelve (12) minute period is allocated between games before the next fixture begins.
- b) two (2) x 13-minute halves with a three (3) minute break at half time. A eleven (11) minute period is allocated between games before the next fixture begins.

All fixtures will be on a running central clock with no time stoppages.

RULES

The rules of the Australian Basketball Association will apply except as stated otherwise in this document.

The game clock will not be stopped for any reason – central timing is used.

SUBSTITUTIONS

Are to be made via the referee and can only be called during stoppages of play (i.e. fouls & out of bounds), this does not include after a score from either team.

TIME OUTS

One-60 second time-out per team, per half will be allowed during which the clock will NOT stop.

No time-outs will be allowed in the final (3) minutes of either half. If a time out is called with 3.40 left this will only permit a 40 second time out to ensure the final 3 minutes is played.

Player substitution in the final 3 minutes of each half should also be kept to a minimum in the “spirit of the game” and not used to enhance “time wasting”.

EQUIPMENT

All teams are to provide a match ball. The referees will choose one for each fixtured match.

Ball size (All years): Boys – size 7 / Girls – size 6

SCORESHEETS

Scorers from both teams must sit together and compile/compare scores throughout the game.

Scoresheet are to be signed by the referees and coaches of each team at the conclusion of the fixture. It is assumed that scoring discrepancies are settled immediately at the conclusion of the fixture should they occur, and that results submitted to the Carnival Manager for entry into **SportsDash** are final.

Scoresheets are available on the web site at <https://accsport.asn.au/category/information/scoresheets>.

3 Soccer

Specific Rules & Playing Conditions

TEAMS

Teams are to consist of eleven (11) players with a maximum of four (4) substitute players (squad of 15). Eight (8) players will be required for a match to officially begin (Senior Y10-12 Boys) and six (6) players will be required for a match to officially begin (Junior Soccer). If a team has 8 (senior players) or 6 (junior players) the opposing team is required to take one of the following actions:

- Play with only 8 or 6 players on the field at all times to equal up opposition numbers
- Loan the opposition enough players to play the full match as 11 v 11 or equal up numbers.

DRESS

Players are to be dressed in school sports uniform. All players must wear shin pads.

DURATION OF PLAY

All games are to consist of two x _____ minute halves with a 5 minute half time.

RULES

Rules are in accordance with the Australian Soccer Federation and FIFA.

SUBSTITUTES

Substitutes are to be made via the referee. Substitutes may return to the field as a part of interschool sport.

FIELD SIZE

A full-size soccer field should be used in all fixtures under 11 v 11 (100m length x 65m width approximately)

Should the game be reduced to minimum playing numbers, field size should also be reduced accordingly so that the game is enjoyed by all players. Consideration of a 60m length x 35m width field with makeshift goals or goal posts.

EQUIPMENT

All players must wear shin pads. Goalkeepers are advised to wear keeping gloves.

Carnival Host School is to ensure 2 goal nets and 4 corner flags are set up on each field. Each team is to provide a linesperson with a flag.

Size 5 soccer ball recommended for all gameplay.

SCORESHEETS

Scoresheets are to be signed by the central referee and coaches at the conclusion of the fixture. It is assumed that scoring discrepancies are settled immediately at the conclusion of the fixture should they occur, and that results submitted to the Carnival Manager for entry into **SportsDash** are final. Scoresheets are available on the web site at <https://accsport.asn.au/category/information/scoresheets>.

4 Volleyball

Specific Rules & Playing Conditions

TEAMS

Teams consist of six (6) on court players with up to six (6) substitutes. Minimum number of players is four (4). At all times a **minimum of 2 players of each gender must be on court**. Teams are to be graded where applicable.

DRESS

Players are to be dressed in school sports uniform.

DURATION OF PLAY

Games are to be contested over the best of 3 sets or minimum of __ minutes play.

RULES

International Volleyball rules will apply except as stated otherwise in this document. The first 2 sets are played to __ points with the 3rd set being up to __ points (sudden death format for all sets). If a team wins two (2) sets the game continues (i.e. a third set is still played) until time is completed or a team gets to __ points before match time ends.

Ensure schools have referees available (can be the coach/teacher) for each game and is able to referee at a good standard for Volleyball. The team listed first on the fixture is to provide the match ball.

NET HEIGHT

Net height to be consistent across all school venues and set at 2.24 m for Seniors and 2.12 m for Juniors.

SCORING & SCORESHEETS

The games completed at the call of time shall constitute the "set". The final match result will be determined by each team's total sets won. The first two sets are played to __ points with the third set being played to 15 points (sudden death format).

NB: Results reported are considered final - scoring discrepancies must be settled by both team's coaches/managers and captains before scoresheets are signed.

TIMERS & SCORERS

Scorer and timer must sit together with the umpires for the duration of the game.

Scoresheets are available on the web site at <https://accsport.asn.au/category/information/scoresheets>.

5 Instructions to Umpires/Referees

Prior to the Game

- Ensure both teams have scorers, scoresheets and pens; and that scorers are located in close proximity to one another. For AFLX, advise scorers to compare scores at each break.
- Meet both teams in the centre of the court/field/oval, where they line up opposite each other and shake hands.
- Briefly explain specific rules of note.
- Conduct toss of coin for direction of play.
- In case of inclement weather conduct the 'prior to game' instructions in the most practical and convenient manner possible.
- In case of a late arrival/start, predetermine if this will result in a forfeit. Ensure both coaches are aware of any forfeits or reduced match times before the start of play.

During the Game

- Enforce the rules of the game.
- Encourage a sense of discipline and cooperation whilst the game is in progress.
- Verbally recognise good play.
- Maintain correct on-ground procedures.
- Players sent off, will be off for the rest of the game. Explain the reason for the send-off to the coach/manager and player at the first convenient break.

After the Game

- Direct 3 cheers to each team.
- Check and sign the scoresheet. Ensure Coaches have also checked and signed.

NB: The coach is the key to a team's behaviour on and off the field.

6 Team Uniforms

	School	PE Uniform	Basketball	Soccer / AFLX	Volleyball
G I R L S	Carey, Forrestdale	<i>Teal, Orange, Grey</i>	<i>Teal, Orange, Grey</i>	<i>Teal, Orange, Grey</i>	<i>Teal, Orange, Grey</i>
	Dale	<i>Dark Blue & White</i>	Navy Blue	White	White
	Providence	<i>Dark Blue & Red</i>	<i>Dark Blue & Red</i>	<i>Dark Blue & Red</i>	<i>Dark Blue & Red</i>
	Rehoboth	Red, White & Blue	Red & White	Navy Blue	Red & White
	Southern Hills	<i>Green & Black</i>	<i>Green & Black</i>	<i>Green & Black</i>	<i>Green & Black</i>

	School	PE Uniform	Basketball	Soccer	Volleyball
B O Y S	Carey, Forrestdale	<i>Teal, Orange, Grey</i>	<i>Teal, Orange, Grey</i>	<i>Teal, Orange, Grey</i>	<i>Teal, Orange, Grey</i>
	Dale	<i>Dark Blue & White</i>	Navy Blue	Navy Blue	Navy Blue
	Providence	<i>Dark Blue & Red</i>	<i>Dark Blue & Red</i>	<i>Dark Blue & Red</i>	<i>Dark Blue & Red</i>
	Rehoboth	Red, White & Blue	Red & White	Navy Blue	Red & White
	Southern Hills	<i>Green & Black</i>	<i>Green & Black</i>	<i>Green & Black</i>	<i>Green & Black</i>

7 Venue Locations

Cockburn ARC	31 Veterans Parade, Cockburn Central WA 6164
Lakeside Recreation Centre	2 Bibra Dr, North Lake WA 6163
Mills Park	Brixton St, Beckenham WA 6107

8 Working With Children Legislation

Certain people working with children in WA are required to undergo a '**Working with Children Check**' (WWCC), as mandated by State Government legislation. Schools involved in sub-association sport are required to comply with the legislation.

Persons deemed to be working with children are any volunteers, employees or contractors (over 18 years of age) who in their usual duties are likely to have contact with children. Contact includes any form of physical contact, oral communication and electronic communication. People who are exempt from the legislation include volunteers under 18 years of age, and volunteers who are a parent of a child participating at the event.

All officials working at ACC sub-association sport events are required to be checked under the Working with Children (WWC) legislation. To comply with the legislation schools providing officials are to ensure they are checked and have either a current WWC ID number, are covered by an exemption or are covered as a teacher under their TRB registration. Schools need to keep records of their officials WWC status and/or ID number, reason for exemption or TRB status and number.

WWC records can be recorded in a simple format using the following example:

Position	Name	Volunteer / Paid	Exempt? – Why?	WWC Card Number
Sports Trainer	John Brown	Paid	No	123456
Basketball Ref	Sue Brown	Volunteer	Yes – parent of David Brown	Not required
Bus Driver	Rob Jones	Paid	No	123455

For more information:

ACC Policies & Guidelines: <https://www.accsport.asn.au/acc-information/policies>

WWC website at: www.checkwwc.wa.gov.au

9 Game Etiquette & Codes of Behaviour

The ACC strives to encourage and support all SEAS schools in the running of their Sub-Association competitions, under the maxim '*Sport in the right Spirit*'. Good sportsmanship is an integral part of all that is best in sport. It includes a generous spirit, true respect for others, graciousness and an ability to resist the temptation of gaining an unfair advantage. Good sportsmanship is honourable behaviour and a valuable life skill both on and off the playing field.

All team members should agree to:

- Support fellow team members by participating to full capacity.
- Be suitably attired in the appropriate school sporting uniform.
- Promote worthy competition without losing the aspect of enjoyment of participation and maintain a friendly atmosphere.
- Respect the opposition's involvement as individuals and a team.
- Encourage fair play by abiding with umpiring decisions.
- Assist team managers and coaches by offering organisational assistance where possible.
- Take heed of their school's ethos while participating.
- Assist in the preparation of venues for the fixtures.
- Cater for the needs of opposing players as occasions arise.
- Encourage social interaction.

Codes of Behaviour

The ACC Codes of Behaviour were made with reference to *Play By The Rules*, *The Equal Opportunity Act of 1984* and behaviour codes produced by the *Australian Sports Commission*. They have been developed to assist everyone involved in ACC sport to promote worthy competition and make it clear what is deemed acceptable behaviour. All those involved in ACC fixtures such as players, coaches and spectators are required to adhere to these codes, which can be accessed here: <https://www.accsport.asn.au/acc-information/codes-conduct>.