



Membership Information

School Sport ACT Services

The ACT School Sport Council, operating as School Sport ACT (SSACT), is the state member body in the ACT for School Sport Australia (SSA), guided by a representative calendar of championship events, policies and state responsibilities.

SSACT is chartered by three education bodies – the Education Directorate (ED), Catholic Education (CE) and the Association of Independent Schools of the ACT (AISACT) - to organise school sport activities/programs on their behalf for all government and non-government schools in the ACT. SSACT sits alongside these education bodies and is contracted by the ACT Government to be the state member of SSA. Through working with the three ACT educational sector schools and teachers, SSACT assists in the coordination and delivery of regional and state school sporting events as they relate to the 17 SSA pathway sports.

Additional to the three ACT educational sectors, SSACT has the support of their respective Teacher Unions, Parent & Citizens/Friends Associations and State Sporting Organisations.

SSACT is responsible for devising the SSACT Calendar of Events and with the assistance of the Regional School Sport Advisory Group, coordinates the running of over 30 regional events and over 30 ACT/State Championships each year for both Primary and Secondary students. Thousands of ACT school students participate each year in SSACT coordinated events.

In a normal operational year, SSACT appoints and oversees more than 100 volunteer officials to coach and manage over 700 ACT students in 42 state representative teams and arranges uniform, travel and accommodation requirements as they travel across all states and territories to compete in national events.

Membership Fee

To support the operations of SSACT, ACT Schools wishing to participate in SSACT and SSA events are required to pay a Membership Fee. The Membership Fee for 2023 is outlined in the table below. Each Member school will be invoiced annually after official census numbers have been ascertained. The SSACT Participation Fee will remain the same for 2023.

All figures are inclusive of GST.

2023	<p><u>SSACT Membership Fee</u> <u>For Government Schools</u> \$3.20 (inc. of GST) per student 3rd grade & above <i>Collected via:</i> \$1.60 (inc. of GST) per student 3rd grade & above included as part of ED Funding Grant. Remaining \$1.60 (inc. of GST) to be invoiced to each school directly.</p> <p><u>For Non-Government Schools</u> \$3.20 (Inc. of GST) per student 3rd grade & above <i>Collected via:</i> Invoice to CEO and AISACT then each agency to invoice schools to recoup.</p>	<p><u>SSACT Participation Fee</u> \$10.00 (inc. of GST) per participating student</p> <p>Paid by the student to their school which is later invoiced, by SSACT, as per numbers signed off from the school's supervising teacher.</p>
-------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Member Responsibilities

- Register on the SSACT website providing a School Approver for automated student approvals.
- Appoint a School Sport Coordinator to be the conduit of all information between SSACT, school and parent community.
- Ensure all participation opportunities are advertised to students, and the parent community, and entry deadlines are met.
- Provide adequate supervising teacher coverage to SSACT events where your school's students are in attendance. Particularly important for Cross Country, Swimming and Track and Field events – if your school is sending more than 10 students a supervising teacher is required. This enables adequate Duty of Care beyond the singular Regional Manager allocated to the event.
- Allow release for the School Sport Coordinator, or other teacher as a proxy, to attend relevant Regional Committee meetings as a representative of the school.
- Allow release for the School Sport Coordinator, or other teacher as a proxy, to meet their regional obligation as an Event Coordinator when needed.
- Allow release for a teacher, or staff member, to fulfil a designated role required to run SSACT events where relevant, especially important at Swimming, Cross Country and Track and Field Carnivals. This operational obligation is additional, and separate to, a supervising teacher. These events are run by volunteers and need additional support from all schools attending.
- Teachers attending SSACT events will be asked to sign off on the student numbers from their school, this will be the participation number SSACT invoices the school. Once the number has been signed off by the teacher the following invoice will be final.
- Ensure all SSACT invoices are paid within 14 days of receivership. For all invoices, please send Remittance Advice to business@schoolsportact.org.au clearly stating which invoice(s) have been paid, to ensure accurate budget allocation and avoid discrepancies.
- As SSACT operates its budget on a calendar financial year, similarly to schools, all relief coverage invoices must be submitted in the year the coverage was utilised. Invoices received after December 31 of each year, for the previous year's coverage, will not be remunerated.

Considerations

- 1) If a school is sending 10 or more students to an SSACT event, a teacher should be released to cover Duty of Care responsibilities. If the school chooses to not send a supervising teacher it is the school's responsibility to communicate this with parents via the permission note, informing them that they will need to provide the supervision for their child. This is especially important at Regional and ACT Cross Country, Track and Field and Swimming events when it is a parent drop off and pick up situation. **Teachers from other schools, or senior students, in attendance DO NOT carry the Duty of Care for your school's students.**
- 2) If a school fails to meet the Conditions of Entry to a SSACT event, including the provision of supervising or assisting personnel, they may be asked to withdraw their students from that event and may have further sanctions imposed on attendance at future events.
- 3) SSACT has a provision to assist small schools meet their regional responsibilities in regard to running events. Schools with 8 or less classroom teachers will no longer be required to facilitate the running of a SSACT event on their own. During the final Regional Committee meeting of each year when the roster of roles is allocated, small schools will be given assisting school responsibilities working in tandem with another school. Small school teachers will still be able to take on the responsibility of Regional Team Manager if they wish.
- 4) For Secondary Regional or ACT events, if a school enters a team into a competition and withdraws within 24 hours of the commencement of the event, the school will still be invoiced for the intended participating students as venue hire and game officials have already been arranged and will need payment.

- 5) For further information regarding entry to SSACT Secondary sporting events please refer to the Regional Secondary Sport Regulations, found within the website resource portal.