

# 2008 Procedures

**Please read the following carefully, note especially any of the changes to our policies, procedures & practices.**

**Changes based on recommendations from feedback from 2007.**



**NT Exchanges and Championships are 3 day events.**



**Levy per student per event for Exchange is \$85 and for Championship is \$65. This includes the \$35 participation levy, which is allocated to travel subsidies.**



**Tax Invoices for payment of Cluster team levies will be sent to all Cluster Administration Officers THREE WEEKS prior to the event and payment to School Sport NT must be made prior to the pre-event meeting through Direct Debit of the Cluster account.**



**The School Sport NT permission form is available for [download](http://www.schools.nt.edu.au/ssnt/forms/docs/fo_ev_permissionform2008.doc) from our website in word format.**



**The School Sport NT permission form is only for 'playing participants' and so all other participants, adult or student, are requested to complete a volunteer form and send it to School Sport NT.**

[http://www.schools.nt.edu.au/ssnt/forms/docs/fo\\_ev\\_volunteer\\_registration\\_form2008.doc](http://www.schools.nt.edu.au/ssnt/forms/docs/fo_ev_volunteer_registration_form2008.doc)



**Please advise students that we are seeking umpires/referees at NT events with opportunities for selection for NT representation as umpires/referees at interstate events. Please read the information on our website.**

<http://www.schools.nt.edu.au/ssnt/Student%20Umpires/studentofficials.dwt>



**All Cluster team nominations for NT Exchanges and Championships must be received from the Cluster Administration Officer in the School Sport NT office ONE MONTH prior to the event on the team information sheets. No nominations can be accepted or confirmed less than one month prior to the event ie late nominations will not be accepted.**



**As the NT Exchanges and Championships are our second level/tier of development, all Cluster teams must be selected from a Cluster process as nominated by the Cluster Board on their action plan. No school teams are eligible to participate at the NT level.**



**All cluster teams must have Cluster Board designated names and cannot be individual school names. Ensure these are correct on the nomination form and that team officials know what they are called.**



**Travel subsidies have changed in 2008 and have been sent to clusters. All travel payments must be received in the School Sport NT office by the due dates and paid through the School Sport NT Cluster account by Direct Debit.**



**Event Convenors will be emailing all nominating cluster team officials after the Cluster confirmation team sheets have been received in the School Sport NT office. Basic event information will be given to all team officials.**



**Please check and double-check ages of students eligible for events. Exchange teams please note only 30% of your team can be 13yrs of age by December 31st this year. Students over age will not be allowed to compete—this checking is your responsibility. Please see 'ages for participation' table in this magazine for more information.**



**Please check and double check the numbers of students and adults you may bring to an event. Just a reminder that we are unable to give travel or relief teacher cover for team officials above these ratios.**



**For relief teacher reimbursement, please [download](http://www.schools.nt.edu.au/ssnt/forms/docs/FO_FI_ReliefForm.pdf) the tax Invoice form from our website and send to the School Sport NT office for processing.**  
[http://www.schools.nt.edu.au/ssnt/forms/docs/FO\\_FI\\_ReliefForm.pdf](http://www.schools.nt.edu.au/ssnt/forms/docs/FO_FI_ReliefForm.pdf)



**Please remind students to bring drink guzzlers to events. Check with your Cluster Admin Officer, as some Clusters may be providing a Cluster Guzzler.**



**Students will be identified from the host Cluster to MC all ceremonies at NT events. These could be students that have already represented School Sport NT at the Interstate level and have a promotional memory to share.**



**All opening ceremonies will commence immediately after the first schedule of games in each event and will showcase our guest principals.**



**Cluster Boards are finalising Cluster Action plans and these should be available soon to all the schools in their respective clusters. Financial support is available for all Cluster activities within the Action plan that lead to greater participation opportunities for all students in the School Sport NT program at the Cluster, NT and Interstate Levels.**



**In 2008, Cluster teams need to organise their own Cluster photos prior to or during the event.**