



CHRISTIAN SCHOOLS EVENTS NETWORK PARTICIPATING SCHOOLS POLICY

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APPROVAL AUTHORITY: CHRISTIAN SCHOOLS EVENTS NETWORK BOARD

GOVERNING AUTHORITY: CHRISTIAN SCHOOLS EVENTS NETWORK BOARD

RESPONSIBLE OFFICER: CSEN EXECUTIVE OFFICER

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CHRISTIAN SCHOOLS EVENTS NETWORK

PARTICIPATING SCHOOLS POLICY

PREAMBLE

Christian Schools Events Network (Vic) (CSEN) was established by the Victorian State Council of Christian Schools Australia in 2008 as a service to Christian schools in Victoria. CSEN is governed by the CSEN Board and is subject to the constitution, policies and procedures of Christian Schools Events Network Ltd. Where a conflict arises between these rules and CSEN's policies and procedures the latter prevail.

CSEN enables schools to engage together in sporting and cultural activities through the provision of a streamlined administration and accountability structure, ensuring all appropriate prudential and legal requirements are met.

These objects and rules were adopted by resolution of the CSEN Board and are subject to amendment by the same process (and only by this means).

The CSEN Board resolved:

- i. To establish the Christian Schools Events Network (CSEN) in Victoria as a service to members and other participating schools,
- ii. To the adoption of the following as rules governing the operation of the CSEN

AIM

The aim of the Christian Schools Events Network (CSEN) is to promote the ideals of Christian education among students attending participating schools, encouraging mutual respect and acceptance through the provision of sporting and cultural activities.

Interschool activities are arranged and entered into in order to cultivate friendship, goodwill and a spirit of sportsmanship and comradeship. A spirit of cooperation, generosity, courtesy and consideration, together with healthy competition is to prevail at all times.

The Network aims to:

- I. Foster Christian thought, practice and administration in relation to sport and sporting events within and between Christian schools.
- II. Foster Christian thought, practice and administration in relation to cultural events within and between Christian schools.
- III. Co-ordinate, organise, conduct and manage combined athletics, swimming, cross-country and sporting events involving participating schools.
- IV. Co-ordinate, organise, conduct and manage combined cultural events involving participating schools.
- V. Develop and promote appropriate policies, rules and guidelines, based on Christian principles, for the conduct of interschool sporting and cultural events with both Christian and other schools.
- VI. To provide a pathway for students to participate in sporting competitions at a State or National level.



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The major activities conducted by the Network may include:

- a. Championship Events
 - Athletic Championships
 - Swimming Championships
 - Cross Country Championships
 - Other Sports Championships
- b. Rally Days
- c. Cultural Competitions
- d. Other activities determined in accordance with these rules.

PARTICIPATION

2.1 Criteria

Schools will be accepted as Participating School if that school:

- (a) Is a school established or registered under the *Education & Training Reform Act 2006 (Vic)*;
- (b) Has had its school Principal signify agreement in writing with the CSEN Charter and Statement of Faith (see appendices);
- (c) Employs only committed Christian teachers who subscribe to the Statement of Faith
- (d) Has been approved for participation in CSEN by the CSEN Board
- (e) Agrees to pay the Annual Participation Fee

Membership of CSA, CEN or SDA will be enough evidence of compliance with criteria (b) and (c).

2.2. Application for Participation:

- a) Applications are to be made in writing by the Principal on the "Application for Participation Form" to the CSEN Executive Officer.
- b) As soon as practicable after the receipt of an application, the CSEN Executive Officer must refer the application to the CSEN Board.
- c) The Board must determine whether to approve or reject the application.
- d) If the Board approves an application for participation, the CSEN Executive Officer must, as soon as practicable –
 - notify the applicant in writing of the approval of participation; and
 - record the school in the register of CSEN Participating Schools
- e) If the Board rejects an application, it must, as soon as practicable, notify the applicant in writing that the application has been rejected. No reason need be provided.
- f) In the event of a rejected application the applicant may request a meeting with the CSEN Board to discuss the application further. Normally the meeting would be attended by the CSEN Executive Officer (EO) and a CSEN Board member, who will report to the CSEN Board on the nature of the applicant's request for reconsideration.



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- g) The CSEN Board may, at its absolute discretion, reconsider the application and make a final decision.
- h) All schools joining CSEN from 2011 onwards, must ensure they participate in at least 3 Major Carnivals per calendar year, with a significant team (i.e. at least 40 students or 10% of school population).

2.3. Non-Participating School Invitation:

Except by special invitation by the Board, only approved Participating Schools may take place in activities organised by CSEN.

2.4. Representatives:

In all dealings regarding CSEN the official representative of the Participating School is the Principal.

2.5. Withdrawal from Participation:

Twelve months' notice of withdrawal from participation and/or activities of the Network are required, or payment of those fees which would have applied if the school remained in participation, including non-participation fees for major carnivals, as stipulated in 2.2(1) above.

The twelve months notice must be wholly in one calendar year and not include part of another year. This must be made by 31st December for withdrawal of CSEN the following 31st December.

2.6. Cessation of Participating School Status

A school ceases to be a Participating School if it:

- (a) Is wound up or dissolved;
- (b) Fails to retain VRQA Registration
- (c) Resigns that participation under Clause 2.5; or
- (d) Is terminated as a Participating School under Clause 2.7.

Where a school ceases to be a Participating School, the CSEN Executive Officer shall make an appropriate entry in the Register recording the date on which the participation ceased.

2.7. Disciplining of Participating Schools

2.7.1 Where the CSEN Board is of the opinion that a Participating School:

- (a) Has persistently refused or neglected to comply with a provision or provisions of the Rules of CSEN;
- (b) By statement or conduct, has indicated that the school no longer adheres to the CSEN Charter and/or Statement of Faith;
- (c) Has conducted itself in a manner injurious or prejudicial to the character or interests of CSEN;
- (d) Has failed to pay its Annual Participation Fee by the due date set for the relevant year; or
- (e) No longer fulfils the requirements of participation under Clause 2.1,

the CSEN Board may:



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- (f) Terminate the participation of the school; or
- (g) Suspend the school from participation in all activities of the CSEN for a specific time; or
- (h) Impose such other sanctions as the Board sees fit.

2.7.2 Where the CSEN Board makes a resolution under Clause 2.7.1, the Secretary shall, within 14 days after the making of the resolution, inform the Participating School of the fact by notice in writing.

2.8. Register of Participating Schools

The CSEN Executive Officer must keep and maintain a register of Participating Schools containing -

- I. the name and address of each Participating School; and
- II. the date on which each Participating School's name was entered in the register.

2.9. Participation Entitlements not transferable

A right, privilege or obligation which a school has by reason of being a Participating School:

- (a) Is not capable of being transferred or transmitted to another school or person; and
- (b) Terminates upon cessation of participation.

PARTICIPATION FEES

Participating School schools will be required to pay an Annual Membership Fee and a Participation Fee for each event a student enters. These fees are set by the CSEN Board and will be reviewed annually. Multi campus schools will be required to pay the appropriate Annual Membership Fee for each campus. Each campus of a multi-campus school will be considered a separate entity, and campuses will not be permitted to combine students for CSEN events.

OVERSIGHT AND MANAGEMENT

4.1. Staffing

The CSEN Board will engage and employ such staff as are necessary to properly conduct the affairs of the CSEN, including a person identified as the Executive Officer of the CSEN.

CSEN staff will be engaged in accordance with CSEN's policies and procedures.

4.2 Committees

CSEN has a two-tiered accountability structure:

4.2.1 CSEN Board: Responsible for oversight of Finances and Rules of CSEN. Reports on CSEN activity will be made to each meeting via the Executive Officer.



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The Executive Officer in conjunction with members of the CSEN Board will also be responsible for selecting officials for representative events as required.

4.2.2 Other Stakeholders:

a. Principals - may recommend changes to policies / procedures of CSEN via submitted proposals for the CSEN Board to consider.

b. Sports Coordinators - The CSEN Executive Officer will meet with the sports coordinators at regular intervals throughout the year. The Sports Coordinators may recommend changes to policies / procedures of CSEN via submitted proposals for the CSEN Board to consider. The CSEN Board Chair, or his/her nominee will take the role of the Sports Chair.

b. Cultural Coordinators - The CSEN Executive Officer will liaise with the Cultural Coordinators at regular intervals throughout the year. The Cultural Coordinators may recommend changes to policies / procedures of CSEN via submitted proposals for the CSEN Board to consider. The CSEN Board Chair, or his/her nominee will take the role of the Cultural Chair.

4.3. The CSEN Website

The website is a comprehensive online tool which defines the code of conduct and outlines the governing rules and relevant information for each event.

The CSEN website will be adopted by the CSEN Board and will represent, along with these rules, the enforceable policies of the CSEN.

The policies, guidelines and event information will be available to schools via the CSEN website.

4.4. Management of Finances

CSEN financial management and accountability occurs through the CSEN Board.

All financial transactions of CSEN will be processed through the CSEN accounts and will form the audited annual accounts of Christian Schools Events Network Ltd.

Financial management procedures will be subject to the policies and procedures of CSEN

4.5 Communication

CSEN is committed to utilizing the latest technology to improve communication between itself and the Participating Schools. The CSEN website and email will be utilised for the majority of correspondence.

MEETINGS



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5.1 Principals Committee Meetings

There shall be a meeting held at least twice yearly.

5.1.1 Proxies: Should a Principal be unable to attend a meeting s/he may nominate a delegate to attend on their behalf. The delegate must have the explicit authority of the Principal to act on behalf of the school at the Committee meeting. The committee will be entitled to rely upon the delegate to speak on behalf of the school represented and any vote cast in decisions of the committee will be binding on the school as of the Principal had attended in person.

5.1.2 Location: Meetings will be held in conjunction with the combined Principals Meetings as part of CEN / CSA each year.

5.1.3 Voting: If voting is required, each school shall have one vote. A quorum shall consist of a simple majority of Participating Schools being present. The Chair shall have the casting vote (if required).

5.2 Sport Meetings

Sport Meetings shall take place once a term with one teacher from each school expected to attend, with the exception that attendance by regional schools Sports Coordinators shall be at least once per calendar year. The CSEN Executive Officer shall call these meetings.

5.3 Cultural Meetings

Cultural Meetings shall take place on an ad-hoc basis, one teacher from each Melbourne metropolitan school expected to attend. The CSEN Executive Officer shall call these meetings.

RESPONSIBILITIES OF THE CSEN EXECUTIVE OFFICER

- Keep official Network records
- Book venues for all events
- Prepare agendas and write and distribute minutes of meetings.
- Prepare regular updates for the CSEN website.
- Inform each school of organisational details of each event at least six weeks prior to that event
- Purchase awards, shields, etc.
- Liaise with Participating Schools for all CSEN activities
- Liaise with and be directly accountable to the CSEN Board.
- Advise the Sports Coordinators in the organisation of events by supplying such information as may be helpful and relevant.
- Ensure that all CSEN activities are appropriately insured.
- Ensure that appropriate risk management procedures are in place for all CSEN activities.
- Ensure that the sport and cultural life of CSEN is conducted efficiently and in a Christian spirit.
- Perform such duties as may be required by the CSEN Board.



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PARTICIPANT LIABILITIES

The liability of a Participating School to contribute towards the payment of debts and liabilities of CSEN or the cost, charges and expenses of the cessation of CSEN is limited to the amount, if any, unpaid by the Member in respect to participation of the Network as required by Clause 3.

INSURANCE

Christian Schools Events Network Ltd will effect and maintain insurance as required by the relevant statutes and may effect and maintain such other insurance as the CSEN Board, in its sole discretion, deems fit.

Participating Schools are responsible for the risk management and insurance for CSEN events that take place on their school grounds.

Participating Schools are responsible for the risk management and insurance for CSEN events that they organise at alternate venues.

CSEN is responsible for the risk management and insurance for CSEN events that are organised at external, non-school based venues for Major Championships, Rally Days and Cultural Events that are not held at a school venue.

CSEN will organise the fixtures for Semester Sport, however all other aspects of Semester Sport is the sole responsibility of the participating schools.

RISK MANAGEMENT

Detailed Risk Assessments will be documented for each event.

Semester Sport Risk Assessments will be completed by the participating school for all home venues and will be made available to the CSEN Board on request.



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CHANGES TO RULES

Any changes to these rules must be made at a CSEN Board meeting in the year preceding the implementation of such changes.



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APPENDIX 1

CHRISTIAN SCHOOLS EVENTS NETWORK CHARTER

Members of CSEN define themselves as Christian schools in terms of this Charter.

A Christian school is a Christ-centred and Biblically based educational community, therefore:

- the Lordship of Christ is foundational in all its teaching and learning;
- its governors acknowledge Jesus Christ as Lord and Saviour, and formulate policies and make decisions prayerfully, in dependence on the wisdom of God and in the light of Biblical principles;
- it is committed to implement policy to support the principle that an essential characteristic of a Christian school is the employment of staff members who acknowledge Jesus Christ as Lord and Saviour;
- it acknowledges that parents are mandated by God to bring their children up in the discipline and instruction of the Lord and have the prime responsibility for the education of their children. It also accepts that parents, the church and the State may all exercise legitimate roles in the operation of schools in such ways that parents may with integrity fulfil their responsibility under God;
- its students are valued as God's image-bearers;
- its members are encouraged to love each other as Christ loves them; and
- it cooperates with other Christian schools in order that God's Kingdom may be advanced.



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APPENDIX 2

CHRISTIAN SCHOOLS EVENTS NETWORK STATEMENT OF FAITH

The Statement of Faith of CSEN is as follows:

God

There is one God and He is sovereign and eternal. He is revealed in the Bible as three equal divine Persons - Father, Son and Holy Spirit. God depends on nothing and no one; everything and everyone depends on Him. God is holy, just, wise, loving and good.

God created all things of His own sovereign will, and by His Word they are sustained and controlled. God is the God and Father of our Lord Jesus Christ. He is also Father of all whom He has adopted as His children. Because of God's faithfulness and His fatherly concern, nothing can separate His children from His love and care.

The Lord Jesus Christ is the eternally existing, only begotten Son of the Father. He is the Creator and Sustainer of all things. He was conceived by the Holy Spirit and born of a virgin, truly God and truly man. He lived a sinless life and died in our place. He was buried, rose from the dead in bodily form and ascended to heaven. Jesus is King of the universe and Head of the Church, His people whom He has redeemed. He will return to gather His people to Himself, to judge all people and bring in the consummation of God's Kingdom.

The Holy Spirit proceeds from the Father and the Son. He convicts people of their sin, leads them to repentance, creates faith within them and regenerates them. He is the source of their new sanctified life bringing forth His fruit in the life of believers. He gifts believers according to His sovereign will, enabling them to serve the Lord.

The Bible

The Bible, which is comprised of the books of the Old and New Testament, is the inspired, inerrant and infallible Word of God, and the only absolute guide for all faith and conduct. It is indispensable and determinative for our knowledge of God, of ourselves and of the rest of creation.

God's World

Adam and Eve, the parents of all humankind were created in the image of God to worship their Creator by loving and serving Him, and by exercising dominion under God's rule by inhabiting, possessing, ruling, caring for and enjoying God's creation. Consequently, the purpose of human existence is to glorify God and enjoy Him forever.

Sin entered the world through Adam's disobedience, because of which all people are alienated from God and each other and, as a result, they and all creation are under God's judgement.

All people have sinned and, if outside of Christ, are in a fallen, sinful, lost condition, helpless to save themselves, under God's condemnation and blind to life's true meaning and purpose.



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God holds each person responsible and accountable for choices made and actions pursued. Human responsibility and accountability do not limit God's sovereignty. God's sovereignty does not diminish human responsibility and accountability.

Salvation from the penalty of sin is found only through the substitutionary, atoning death and resurrection of the Lord Jesus Christ. As the sinless One, He took upon Himself the just punishment for our sins.

Through His death and resurrection, the Lord Jesus has destroyed the power of Satan, who is destined to be confined forever to hell along with all those who reject Jesus as Lord.

Out of gratitude for God's grace and in dependence on the Holy Spirit, God's people are called to live lives worthy of their calling in love and unity and in obedience to God in all spheres of life. They are responsible to ensure that the gospel is faithfully proclaimed. Christian parents are required to bring their children up in the discipline and instruction of the Lord and to diligently teach them the truth of God's Word.



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APPLICATION FOR PARTICIPATION IN THE CHRISTIAN SCHOOLS EVENTS NETWORK

Name of School:

Postal Address:

Phone:

Fax:

Principal:

Principal's Email Address:

Year Levels Taught:

Number of Students (most recent census)

APPLICATION:

On behalf of (Name of school)

- a) I hereby apply for our school to be admitted as a member of the Christian Schools Events Network.
- b) I confirm our school's agreement with the CSA Statement of Faith.
- c) I confirm that our school employs Christian staff only and requires that they subscribe to our school's Statement of Faith.
- d) In the event of our admission to the Network, I agree, on behalf of the staff of this school, to be bound by the rules of the Network.

Signed:

Position:

Date: