



COLLEGE REPRESENTATIVE PROCEDURE

Originally released: 2017
Reviewed: 2019, 2021, 2024
Due for review: 2025

RATIONALE

Sources of Authority	
CECWA Policy	Community
Executive Directive	Student Safety Wellbeing & Behaviour

All students who are invited to represent the College in any capacity, as outlined in this document, are expected to conform to the guidelines and selection criteria made explicit by this College procedure.

A student who is selected to represent the College, is one who takes pride in being a part of the Bunbury Catholic College community and one who demonstrates a sense of commitment and pride in carrying out this representative role within the wider community.

COLLEGE REPRESENTATIVE PROCEDURE

Representing the College in the various sporting, art or other events offered is a privilege and comes with certain responsibilities. Specifically, talent alone is not the only criteria for successful selection for school representative teams. Students must adhere to, follow and maintain acceptable standards of behaviours, in both the classroom and the school yard, in order to be eligible for selection. Successful selection will be based upon a student's 'good standing' across three areas:

1. Academic
2. Behaviour
3. Attendance

1. ACADEMIC WORK AND PERFORMANCE

- Students must be up to date with all work and assessments prior to the event they have been selected to attend. This includes performing to a standard and level that is equivalent to their ability. Students deemed to be underachieving by their Head of Year (having evaluated feedback from teacher/s) can be ruled ineligible to participate/compete.
- Students must agree to complete any set work they miss, as outlined in courses, by an agreed time. Students who fail to complete set work after the event can be ruled ineligible for future selections.
- Students who have assessments that fall on the same date/s as their competition date/s will need to either arrange alternative assessment dates or forego attending the excursion/event.

2. BEHAVIOUR

- Students must uphold the appropriate standards in relation to their behaviour in class and the greater school community. As representing the College is more than just skill-based, students who do not uphold these behavioural standards will not be eligible for selection. Teachers who express concern about a particular student should have previously notified the appropriate Head of Year and completed SEQTA Pastoral Care Notes for support documentation and verification.
- Behaviour at previous events, carnivals etc. is also a consideration in determining future selection.
- Students must comply with all correct College uniform requirements, or they may be denied the opportunity to participate in the College team.

3. ATTENDANCE

- Students who are flagged for poor attendance rates at school and in classes, may be declared ineligible if Heads of Year deem further absence to be detrimental to student learning and productivity. It is envisaged that specific HOLA/Class teachers would have held discussions with student/s to express this concern and appropriate SEQTA Pastoral Care notes are available as support documentation and confirmation.

Once students have been selected for respective teams, the Director of Sports or coordinating teacher from the Learning Area will forward team lists to relevant Heads of Year for confirmation. It is at this point that the vast majority of concerns relating to certain student selections, will arise. Any identified student/s will then be ruled ineligible for failing to uphold preliminary expectation. In extreme circumstances, the Head of Year may deem a student ineligible from the trial process.

TRIAL AND SELECTION PROCESS

The trial process for each College team will follow the prescribed sequence.

- Call for nominations for trials of specific teams, normally through the Daily Bulletin and many in the form of an online nomination.
- Nominated Team teacher/coach to process names and conduct trials if necessary to form selection squad. Teacher/coach to ensure a suitable time frame is established for the selection of the final team, prior to the competition event. This time frame should be communicated to the Director of Sports or coordinating teacher and the students involved. Team teacher/coach to outline team expectations and commitment surrounding possible training sessions.
- Preliminary team list to be submitted to the coordinating teacher at least a week before the event. This time frame will change depending on the event. For example, Marist Carnival teams (competition that is over a week and may involve extensive travel) will need to submit teams much earlier in comparison to one day lightning carnivals or regional events. Upon receiving team lists, the coordinating teacher or Director of Sports will clarify student eligibility with Heads of Year before granting final approval.
- Once approved by the Heads of Year, final be notified of their selection, usually via Daily Bulletin or Direct Message and an online permission form detailing the event information will be sent home to parent SEQTA or email.

- If there are queries about the selection process/criteria, please contact the Director of Sports or coordinating teacher immediately.

OTHER CONSIDERATIONS

- Team lists may change depending on specific and/or varying circumstances. This includes students who lose their 'good standing' after Head of Year approval. Replacements will be made as required and needed by nominated Team teacher/coach.
- Students who do not return permission slips and/or pay any appropriate fees relating to an event, by the required time, will not be allowed to attend and participate.
- Senior students may receive a higher selection priority, where appropriate.
- Students withdrawn/excluded from a team or event will only be eligible to receive a refund of monies paid as an individual, in consultation with the Principal (where applicable).

BUNBURY CATHOLIC COLLEGE REPRESENTATIVE TOPS

Students will be eligible to purchase a "Rep Top" (long sleeved) should they meet any of the following criteria:

1. Current member of the following Australian Marist Carnival Touring Team – basketball, cricket or netball.
2. Current member of the SSWA (Interschool team) for athletics, cross country or swimming.
3. Current member of a College sporting team which qualifies for either the semi-final or final, or finishes top 4 in their respective ACC or SSWA state wide sporting competition.

For example:

- The ACC girl's hockey team finishes top four in the state finals series, Buchannan Cup, they would be eligible.
- A team/individual reaches the semi-final or final stage of the SSWA tennis event in Perth, would be eligible.
- The ACC football team reaches the semi or final of the state competition, would be eligible. I.e. 2018 ACC Year 7 Girls played off in Perth finals competition, 2017 and 2019 Year 10 boys won the grand final.

The basis for eligibility under this section requires the team to reach the semi or final stage or top 4 equivalent in the relevant state competition.

The representative top is an ANNUAL eligibility option. A student MAY NOT request a new rep top in subsequent years to replace an OLD top. They would need to meet the criteria in the current year to be eligible to receive a new top.

The College representative tops are a recognition of student achievements in representing the College at an elite level – within the context of our sporting programs.

Where there are sporting/co-curricular achievements - relevant to College representation - which fail to meet the aforementioned criteria, the Director of Sports will assess and make a determination in consultation with relevant staff.

FAQ's

- How do I get my Representative Top?
You may visit the uniform shop during opening hours and the staff will have a list of eligible students able to make the purchase.
- What do I do if I lose my shirt?
Unfortunately, this is your responsibility to ensure that your top is clearly labelled with your name. You will need to earn another top in order to purchase a new one.
- How do I know if I am eligible for a Rep Top?
You online permission form will state whether the event meets the criteria. If unsure, please discuss with the Director of Sport.
- Can I place an online order?
Yes, however, if you purchase a shirt and are ineligible to receive one you will be refunded.

Authorised by	Deborah Garbutt	Signature:	
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Version	Date	Review Date	Revision Notes
1.0	2017	2018	First Release
2.0	2019	2020	Second Release
3.0	2021	2022	Third Release
4.0	2024	2025	Fourth Release