CONGRATULATIONS!

You have been selected to represent the Wollongong Diocese Primary schools in softball at the 2017 MacKillop Trials. Please read the following information carefully.

**EVENT:** NSW MACKILLOP SOFTBALL TRIALS  
**DATE:** FRIDAY 3 MARCH 2017  
**VENUE:** Kelso Park North Softball Complex (Henry Lawson Drive East Hills)  
**TEAM MANAGER:** TERRY JANSEN (GOOD SAMARITAN SCHOOL, FAIRY MEADOW)

You are now required to complete an online registration and also complete and return consent forms.

**SETTING UP A CSSS ACCOUNT & REGISTRATION**

All students selected to represent the DIOCESE must go to the CSSS website and register their details. To do this you must set up a CSSS account.

**Setting up a CSSS account**

(If you have an account go to the next section. DO NOT create another account). To create an account go to www.csss.nsw.edu.au then to the HELP button at the top of the page. Go to the parent/guardian tab, then select primary student. From there go “How do I get a login to the website” and then “Click here to get a new account & log in” and follow instructions. Once you have set up an account you will receive an email or SMS with your password.

**I already have a CSSS account**

When your account is set up go to the CSSS website (www.csss.nsw.edu.au) and click on NSWCPS. Choose your sport then click on REGISTER and fill in the required information tabs. When this is completed ensure you click on SUBMIT. You will receive an email saying you have successfully registered and your son/daughter’s school Principal will also receive an email asking for permission to participate at the MacKillop trials. If you have lost, forgotten or unsure of your password go to HELP and follow the prompts to “Reset Your Password”. Your password will be sent to you via e-mail & SMS.

If you do not receive an email within 30 minutes please contact CSSS head office on 9807 1701

This registration process will enable you to obtain consent/permission to participate from your school, view details of the next trial or carnival, Please see the back of this page for a step by step guide on how to register. You will also be required to complete the attached consent forms and return them to school for signing. The school will then forward these onto your team manager. If you order any optional gear this will be provided to you at the start of the day at the MacKillop trials.

**Online registration, consent forms, optional uniform order and payment MUST be completed by MONDAY 20TH FEBRUARY, 2017**
DIRECTIONS FOR REGISTERING ON THE NSWCPS MACKILLOP WEBSITE

Go to www.csss.nsw.edu.au

1. Click on NSWCPS

2. Click on your sport

3. Click on Register

4. Follow the prompts and complete the required information tabs.

Two important things to note in the registration process:

1. Selecting School - when entering your school, type in the school suburb first to assist the searching process and make sure you click and confirm your school

2. Consent box - remember to scroll down and click on the “consent box” otherwise the registration process will not be completed.

Your Diocesan information for the MacKillop trials can be found by:

• Clicking on ACCOUNT OPTIONS
• Clicking on VIEW CHILDS NAME PROFILE
• Under CURRENT SPORT REGISTRATIONS, click on EXPAND>> under the relevant sport.

Information will be there including location, times, costs, how to pay, how to purchase uniforms.
GENERAL INFORMATION

Once you have completed the online registration, please fill in the consent form information and return it to school for signing. You school will then scan and forward forms onto your team manager.

EVENT: MACKILLOP BOYS & GIRLS SOFTBALL TRIALS
DATE: FRIDAY 3 MARCH 2017
VENUE: Kelso Park North Softball Complex Henry Lawson Drive East Hills/Milperra

START TIME: Meet with your team manager at 8.30am, gear allocation & trial program distributed, Trial photos 8.45am, Trial commences: 8.50am, Conclusion: 2.45pm (approximate)

TEAM MANAGER: Terry Jansen (Good Samaritan School, Fairy Meadow)
Phone: 4226 6577 Email: terry.jansen@dow.catholic.edu.au

COST: The cost of the trials has been set at $25 per student (a fee set by NSW Catholic School Sport Services Board). Payment details are in section 4 of the return information.

TRANSPORT /SUPERVISION:
Parents/Guardians are responsible for the transportation of their child to and from the venue and the supervision whilst they are not competing.

GENERAL INFORMATION:
Team members will be required to wear a Diocesan representative shirt for games but will need to supply all other softball related playing gear. A personal water bottle, sun protection including a hat and sunscreen is advised. Any personal protective gear should be provided by team members. A team will be selected at the conclusion of the trials to represent MacKillop at the PSSA Championships, Boys to be staged at Camden from 10 – 12 October, Girls to be staged at Lismore from 19 September – 21 September. Optional representative uniform is available for purchase – Please see Section 4 of the return document. Any gear ordered will be distributed on arrival at the venue. Canteen facilities will be available. If you have any questions about the MacKillop Trials please contact your respective team manager.

RETURN INFORMATION – CONSENT FORMS (your school can assist in this process)

The following consent forms should be completed, then scanned and emailed directly to:

Terry Jansen (Good Samaritan School, Fairy Meadow) Email: terry.jansen@dow.catholic.edu.au

DUE DATE: MONDAY 20 FEBRUARY

All cheques/money should be made payable to your school and returned to school. The school will then organise a transfer of funds to the Catholic Education Office.

MAP TO KELSO PARK
EVENT: NSW MACKILLOP SOFTBALL TRIALS

DATE: FRIDAY 3 MARCH 2017

VENUE: Kelso Park North Softball Complex Henry Lawson Drive East Hills/Milperra

THESE FORMS AND MONEY ARE DUE BY: MONDAY 20 FEBRUARY, 2017

Terry Jansen (Good Samaritan School, Fairy Meadow) Email: terry.jansen@dow.catholic.edu.au

**Section 1**

**PARENT’S/GUARDIAN’S CONSENT**

Student Name: ______________________________________________________________

Date of Birth: ______________________ School: ___________________________________

Parent/Guardian’s

Name: _________________________________________________________________

Mobile Contact ___________________________________________________________

I hereby give my consent for my son/daughter/ward to attend this carnival.

Signed: ___________________________ Date: __________________________

**Section 2**

**MEDICAL**

Medicare Number: ___________________________________________________________

The date of my child’s last tetanus injection was: ________________________________

Any other medical details which the team manager might need to know: ____________

________________________________________________________________________

In the event of any accident or illness, I authorise the obtaining of such medical treatment as
my son/daughter/ward might require. I also authorise the administering of an anaesthetic
if this is deemed necessary by the attending medical officer. I accept full responsibility
for all expenses incurred.

Signed: ___________________________ Date: __________________________

( Parent/Guardian

**Section 3**

**ACCIDENT AND INJURY INSURANCE - PLEASE NOTE**

Wollongong Catholic Education Office has a School Care insurance policy for all students representing the
Diocese. The policy is designed to provide financial assistance to parents by the way of a lump sum benefit
should an accident happen related to their sporting participation. Parent’s may also decide to have their
child covered by private health insurance.
Section 4  GENERAL INFORMATION - COSTS, UNIFORM

CARNIVAL LEVY
A levy of $25 has been set by the NSW Catholic School Sport Services Board and covers all administrative and hire costs for carnival organisers.

Carnival Levy   ✔  $25  $25.00

UNIFORM
All students will be supplied with a rep playing shirt. Students will need to supply all other softball related uniform and protective gear. All students have the option to order the gear outlined below. Any ordered gear will be distributed on arrival. Please indicate your selection by placing a tick (✔) in the appropriate box and circle the size required.

OPTIONAL GEAR (Please Circle Size Required)

| Polo Shirt | 10 | 12 | 14 | XS | S | ☐ | $30.00 | $______ |
| Dio Hoodie (NEW DESIGN) | 8 | 10 | 12 | 14 | XS | S | ☐ | $50.00 | $______ |

(All Uniform Prices include GST)

TOTAL (Including Optional Gear Order and Carnival Levy)  $______

Section 5  SCHOOL AUTHORITY

I certify that the pupil listed above is enrolled at this school and has the authority of the school to represent on this occasion.

School: ____________________________________________

Signed: ____________________________________________ Date: ______________

(Principal)

Signed: ____________________________________________

(Sports organiser)

Please make sure ALL DETAILS have been completed, then schools will assist in forwarding these forms to your team manager:

Terry Jansen (Good Samaritan School, Fairy Meadow) Email: terry.jansen@dow.catholic.edu.au

THESE FORMS ARE DUE BY MONDAY 20 FEBRUARY
CHEQUES SHOULD BE MADE PAYABLE TO: TO YOUR SCHOOL