

# CSSA AGM

30/3/2026



Melissa Weeks

Zone  
Coordinator for  
CSSA South  
Coast

Which Schools  
do I Represent?



# Employment

- I am employed two days a week by CSSA South Coast. I am paid as a teacher.
- Work out of my current school (ICS).
- I am not on class so that my days can be flexible. Just do casual to top up my load to full time. It is great as I am no longer writing casual days and following up after I have been off.
- Two set days in the zone role, 1 day per fortnight as the primary sports coordinator for my school, and then two days of casual one week and three days the next.
- This allows me to be flexible as some days I may need to have three zone days in one week.
- Head of admin and I plan a fortnight out at a time, so I know what I am doing day to day.

# How Does the Money Work?

The principals have worked out the cost of my salary and have agreed to a small base fee per school. The reasoning is that a certain % of the work would happen no matter how many students would be involved. We then have divided the rest of the cost of my salary and an admin fee, based on student population (pro rata). So, ICS with 820 students pays more than SHCS with 350.

Admin fee is also added on as ICS manages the finance for the zone

I am paid kms for my travel to travel to events.

# Finances

- I work closely with my school finance team and invoice schools after each event.
- Claim re-imbusement after events.
- ICS will also hold any debt that we may have as an association. Things like the purchasing of a trailer to transport items. We loan that money from ICS and pay that back over time.
- All bills come to me to be paid, I pay them out of our CSSA South Coast Account.
- I work out the costings per each event.....and make sure we make a small amount of profit on each event. Have money in the bank for the next event.
- With this extra profit, I am able to purchase items to be used at gala days. Like balls, etc and to pay off any debts we may have. So this year we started in the red \$4500 but we are only \$900 now. How do we make money?

# Merchandise

- We then have merchandise that can be purchased by students. Hoodies, singlets, polo's, socks etc.
- At State events, students from South Coast hire or purchase a singlet to run in.
- Staff uniform as well.
- So at the big events like Cross Country, a South Coast person may stand close to the start line and we send students over to them, rather than us all being there.



SOUTH COAST

### 2025 Zone Apparel

These items will be on sale at our Carnivals (EFTPOS only).  
They can be worn to State Events as the official Zone uniform.

Polo Shirt:



\$40

Cap:



\$15

Shorts:



\$35

Hoodie:



\$70

Singlet:



\$40

Socks:



\$10



Silicon Swim Cap:

\$10

Platinum Hoodie:



\$90



## What Do I Do?

- I work closely with all the sports coordinators. I run all the events for our zone. I book all the fields, fill in all the paper work, decide on the jobs list, anything that needs to be done, I do. I am the one where questions are directed to first. I run things like canteens, order uniforms, hire external referees etc.
- Order Ribbons, update records, talk to Linda.
- We also add in some extra events like Interschool sport. Where we have a day, that all students attend in Year 7 or Year 8, Year 5 and Year 6.
- For some this is the first time they have ever left school for a sporting event.

## Principals

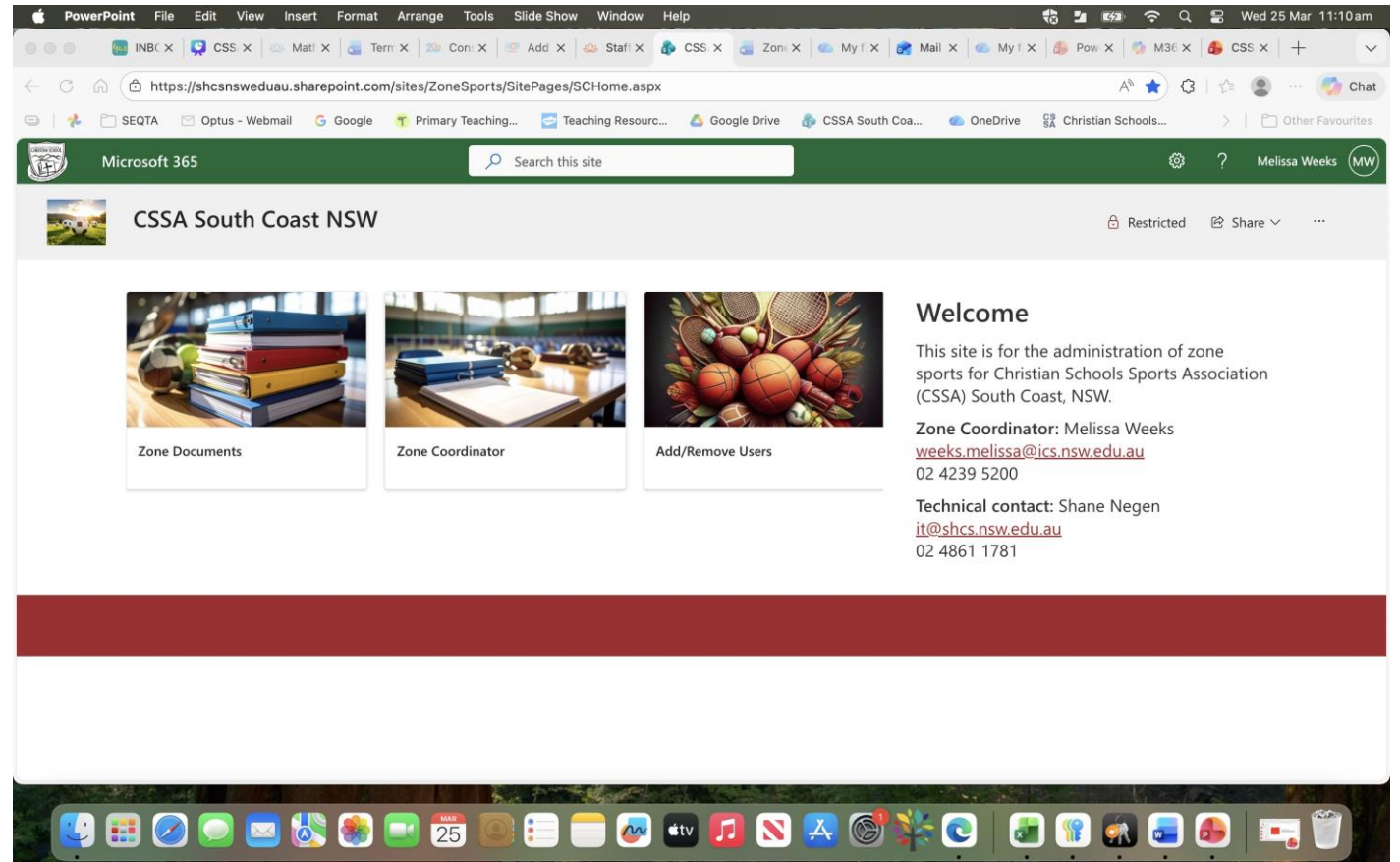
The principals meet 4 times per year. Once per term. Two in person and two via zoom.

I provide an update to my boss and then he feeds that information back to the other principals. Updates on the events held, finance and any concerns I may have, things I want to change etc.

# Sport Coordinators

- One meeting per term.
- My job is to set the agenda, send out minutes and then follow up on any action items that come out of that meeting.
- We want to discuss feedback from the events that have occurred, look at the planning of events coming up and a finance update to co-ordinators.

# Central Drive



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https://shcsnsweduau.sharepoint.com/sites/ZoneSports/SitePages/SCHome.aspx

SEQTA Optus - Webmail Google Primary Teaching... Teaching Resourc... Google Drive CSSA South Coa... OneDrive Christian Schools... Other Favourites


Microsoft 365 Search this site Melissa Weeks MW

## CSSA South Coast NSW


Restricted Share



Zone Documents



Zone Coordinator



Add/Remove Users

### Welcome

This site is for the administration of zone sports for Christian Schools Sports Association (CSSA) South Coast, NSW.

**Zone Coordinator:** Melissa Weeks  
[weeks.melissa@ics.nsw.edu.au](mailto:weeks.melissa@ics.nsw.edu.au)  
02 4239 5200

**Technical contact:** Shane Negen  
[it@shcs.nsw.edu.au](mailto:it@shcs.nsw.edu.au)  
02 4861 1781

- Central Drive for all documentation.

# Equipment Stored

- All stored in a garage at ICS.
- My job is to transport all the gear and equipment to all the events.



Kavan Hahn

Sports  
Administrator  
for Hunter Zone

# Who do I represent?



School	Yr 3-6	Secondary	Total
Arise Christian College	25	31	56
Belmont Christian College	301	450	751
Brightwaters Christian College	41	26	47
Carinya Christian School Tamworth	271	442	713
Carinya Christian School Gunnedah	78	94	172
Charlton Christian College	290	376	666
Coast Christian School	147	0	147
Green Point Christian College	292	700	992
Liberty College	36	0	36
Pacific Brook Christian School	33	48	81
Maitland Christian School	301	356	657
MidCoast Christian College	209	482	691
Wyong Christian Community School	289	467	756

# Employment

- I am employed two days a week by HCSZS. I am also employed by Belmont Christian College for the other 3 days a week as the Sports Administrator for the school.
- I work out of BCC.
- Every day that I am not at a gala day or carnival, I am doing admin for both BCC and Hunter, so I do not have set days for each role.
- I am paid at General Staff Core Scale Level 4 Step 2
- I am paid overtime as needed and reimbursed for kilometres travelled.

# How Does the Money Work for HCSZS?

Each school is charged a levy  
per student for students in years 3-12.  
This year the levy was \$17.01

Budgets are  
made  
for each  
gala day/  
carnival

Salary for Zone  
Administrator 2  
days a week,  
Finance  
Manager 1 day  
a week

Misc.  
expenses  
such as  
trophies,  
meals etc.

# What Do I Do?

Organise our zone's 4 Carnivals and 15 Gala Days

- Book venues
- Risk Assessments
- Source umpires
- Create draws, umpire rosters, and do all printing necessary
- Set up online results page
- Organise payment for umpires
- All Meet Manager work for the 2 Swim Carnivals and 2 Athletics Carnivals
- Manage trophy inventory, and update them as necessary

Set sports coordinators meeting agendas

Work with the financial manager on the following year's budget

# What Do The Sports Coordinators Do?

- They are each technically the convenor of a gala day, but they will happily tell you that they don't do anything other than to be the face of the gala day. I do have them look through the draws I create, risk assessment etc. to be an extra set of eyes in case I have made any mistakes.
- They can then focus on their own school's sport coordination.
- We have 2 meetings a year where we meet in person.
- They pass on their Meet Manager files for me to enter into the zone carnivals.

# What Is Added to a Zone by Having a Zone Coordinator?

It allows Sports Coordinators from the schools to teach more instead of organising gala days, carnivals. It also eliminates a duty for each gala day/carnival that would have gone to a school before the role.

The Zone Coordinator can represent the zone as Team Manager for all CSSA Carnivals, AGMs and principal meetings as needed.

It gives the zone a Central Source where all coordinators can go for questions.

Zone coordinators have the capacity to do larger projects to help improve the zone.

Someone who can help new Sports Coordinators get started because there tends to be a healthy amount of turnover.

I've been developing our zone handbook so that schools have a reliable source to find rules for our events.



Any Questions??