**GUIDELINES FOR SATIS AWARDS AND TROPHIES**

The following guideline is designed to assist member school delegates and administration staff in dealing with SATIS perpetual trophies/shields. The guideline encompasses all existing trophies/shields in circulation for SATIS including Northern SATIS and Southern SATIS and trophies/shields that have an alternate name including but not limited to

* TISSA
* Donated trophy that has name

From here on in, the word trophy or trophies will encompass all trophies and shields.

1. **New perpetual trophies**

In the event that a new sport specific perpetual trophy is required whether due to loss, damage or as an inaugural trophy, the following conditions and procedures apply;

* 1. In the event that a trophy is lost or damaged and this can be attributed to a member school, that school will cover the cost of repairs or replacement. Repairs are to restore the trophy to it’s original state. Replacement trophies are to be in the style of the new trophies introduced in 2016. [insert picture of sport specific trophy / carnival shield]. When damage or loss cannot be attributed, procedures as per 1.2 will apply;
  2. In the event that an already established trophy is lost or irreparable and this cannot be attributed to any member school, then SATIS will purchase a new trophy.
  3. In the even that a new sport specific trophy needs to be established, the following procedures are to apply;

1. Application for a new trophy is provided to the SATIS Admin Officer to be discussed at a regional delegates meeting and voted on. If voted yes, the Admin officer to put application to Chair of SATIS for final approval.
2. The application should include
   1. Why the trophy needs to be put in place (trophy is missing or doesn’t exist)
   2. For what purpose it is being awarded, (overall, girls, boys etc)
   3. Cost of trophy
   4. Name of trophy
3. Each application for a new trophy will be dealt with on its merits.
   1. In the event that an existing trophy needs to be replaced due to being full or there is no more room to record winners then SATIS will purchase a new trophy.
   2. All new perpetual trophies are to include the SATIS logo and either SSATIS / NSATIS or SATIS.
   3. Trophies are purchased through The Trophy Cabinet [www.trophycabinet.com.au](http://www.trophycabinet.com.au)
4. **Awarding of Trophies**

Trophies will be awarded for 1st, 2nd, 3rd Grade etc rosters and Division 1 of Year 7 – 10 rosters. In SSATIS, pennant flags will be distributed to the winners of each roster including any subsequent divisions played in Year 7 – 10 rosters.

Trophies will be awarded in Athletics, Cross Country, Swimming and Head of the River rowing regatta as follows;

* ***SSATIS Athletics, Cross Country and Swiming***

Junior: Boys / Girls / Co-Educational

Senior/College: Boys / Girls / Co-Educational

Aggregate: Boys / Girls / Co-Educational

* ***NSATIS Athletics and Swimming***

Junior: Boys / Girls

Senior: Boys / Girls

Aggregate: Boys / Girls / Overall

* ***NSATIS Cross Country***

Aggregate: Boys / Girls / Combined

* ***SATIS Athletics and Swimming***

Junior: Boys / Girls / Co-Educational

Senior/College: Boys / Girls / Co-Educational

Aggregate: Boys / Girls / Co-Educational

* ***SATIS Head of the River***

Junior: Boys / Girls / Co-Educational

Senior/College: Boys / Girls / Co-Educational

Aggregate: Boys / Girls

Under 16 1st XVIII: Boys and Girl

Open 1st XVIII: Boys and Girls

Pennant flags are awarded to the winning school in each age group (boys and girls) at Athletics, Cross Country and Swimming.

1. **Updating of Trophies** 
   1. It is the responsibility of each winning school to update each trophy it receives with appropriate plaques and/or engraving. It is expected that a measurable level of consistency will be maintained by each winner in the types of plaques and style of engraving used.
   2. The preferred font for engraving is Arial. The year and winning team/student is to be engraved on the plaque. Where possible, the School’s full name should be engraved i.e St Michael’s Collegiate, The Friends’ School, St Virgil’s College
   3. When a perpetual trophy can no longer be updated, the trophy will reside with:

* The member school who won the trophy the most times
* If there are two schools who have won the trophy an equal number of times, the trophy will reside with the school who was last awarded the trophy
  1. All trophies will remain the property of SATIS. Member schools may apply to SATIS to request the temporary use/display of a particular trophy.

1. **Responsibilities of Administration Officers and trophy holders**
   1. The Southern and Northern Administration Officer keeps and maintains a central trophy register including photos and history of winners for each trophy.
   2. When a school receives a trophy, it is to be kept at the school until the following year grand final or carnival.
2. For carnival (Athletics, Swimming and Cross Country) trophies, trophies are to be returned to the regional Administration Officer prior to the carnival.
3. For specific sport trophies, the trophy is to be passed to the school that is hosting the grand final.
   1. Full responsibility will be taken by the organiser of a SATIS event upon receipt of a trophy/ies. In the event that the trophy/ies are damaged or lost whilst in the possession of the organiser, the organiser will be responsible for covering the costs associated with replacing or repairing damaged/lost trophy/ies
   2. Organisers of a SATIS event, upon awarding the trophy/ies to the winning School/s, must ensure that the trophy/ies are handed over to a nominated representative from the winning School/s. If no representative is available, the host is responsible for the safe delivery of the trophy/ies to the winning school or the SATIS Admin Officer.
   3. Trophy holders will be responsible for ensuring the respective trophy/ies in their possession are covered for insurance as they will be liable for any damage or loss that occurs during possession and transportation of the trophy/ies.
4. **Guidelines for Awarding SATIS/SSATIS/NSATIS Certificates**

Schools should distribute the appropriate Certificate as follows:

* 1. First place in Division 1 individual and relay events in all SATIS/SSATIS/NSATIS events – Swimming, Cross Country and Athletics
  2. First place in Division 1 at SATIS Head of the River. All crew members to receive certificate.
  3. Premiership team members in all winning sports.

Certificates are purchased and printed at Bok Printers in Racecourse Crescent, Launceston and will be distributed by the Administrative Officers to School Delegates as required.