

Hockey New Zealand

Hockey NZ, Host Association, Tournament Administrator and Tournament Director Duties for:

- NATIONAL MASTERS HOCKEY TOURNAMENT
- NATIONAL UNDER 18 & 21 TOURNAMENT
- NATIONAL UNDER 15 TOURNAMENTS
- NATIONAL UNDER 13 TOURNAMENTS
- TIER 1 AND 2 SECONDARY SCHOOL TOURNAMENT
- NATIONAL UNIVERSITY TOURNAMENT
- NATIONAL AFFILIATES TOURNAMENT

Last updated December 2016

BEFORE THE TOURNAMENT

Task	Hockey NZ Responsibilities	HA Responsibilities	TA Responsibilities	TD Responsibilities
Tournament Allocations	<ul style="list-style-type: none"> • Allocate tournament to an Association/Region. • Advise all Regions/Associations/Schools of the tournament venue. 			
Tournament Entries	<ul style="list-style-type: none"> • Publish those Associations/Schools eligible to enter the tournament. • Remind associations/schools to complete their online entry forms • Remind associations of the tournament entry closing date. 			
Host Association, Tournament Administrator, Tournament Director & Umpires' Manager	<ul style="list-style-type: none"> • Ensure the TA, HA, TD and UM have the names, email addresses and phone numbers of one another and the details of the Hockey NZ contact. 			
Tournament Administrator	<ul style="list-style-type: none"> • Consult with the HA regarding suitable people available to be the TA. • Advise the TA of their appointment. 	<ul style="list-style-type: none"> • Consult with Hockey NZ regarding suitable people available to be the TA. • Appoint the TA. • Once the TA has been appointed, provide them with all information regarding the tournament. • Continue to liaise with the TA. 		
Tournament Director and Umpires Manager	<ul style="list-style-type: none"> • Appoint TD and UM. 	<ul style="list-style-type: none"> • Liaise with the TD and UM. 	<ul style="list-style-type: none"> • Liaise with the TD and UM. 	<ul style="list-style-type: none"> • Liaise with the HA, TA and UM.
Hockey NZ, HA, TA and TD Duties	<ul style="list-style-type: none"> • Ensure the TA, HA and TD has a copy of this document. • Ensure the TA and TD has a copy of the TD's Duties and appropriate tournament rules. 	<ul style="list-style-type: none"> • Ensure you have a copy of this document. 	<ul style="list-style-type: none"> • Ensure you have a copy of this document. • Ensure you have a copy of the TD's Duties. 	<ul style="list-style-type: none"> • Ensure you have a copy of this document. • Ensure you have a copy of the TD's Duties.
Teams Participating At The Tournament	<ul style="list-style-type: none"> • Advise the HA and TD the names of the participating teams, plus the contact names and email addresses for each team. 	<ul style="list-style-type: none"> • Advise the TA of the names of the participating teams and the contact names and addresses of each team. 	<ul style="list-style-type: none"> • Ensure the HA provides you with the names of the participating teams and the contact names and addresses of each team. 	<ul style="list-style-type: none"> • Ensure Hockey NZ provides you with the names of the participating teams and the contact names and addresses of each team.

Task	Hockey NZ Responsibilities	HA Responsibilities	TA Responsibilities	TD Responsibilities
Team Registration Forms	<ul style="list-style-type: none"> Remind team contacts to complete team registration forms and the date it's to be completed. Ensure the HA receives a copy of all the team registration forms 	<ul style="list-style-type: none"> Ensure all teams have completed their registration forms. Give a copy of all team registration forms to the TD and TA before the Tournament Briefing. 	<ul style="list-style-type: none"> Ensure you receive a signed copy of the team registration forms at or before the Managers' Meeting. 	<ul style="list-style-type: none"> Receive a copy of team registration forms from the HA before the Tournament Briefing. For age group tournaments, ensure that the players are not older than the age group of the tournament, or for sec school tournaments ensure players are Year 9-13 and under the age of 19 as at January 1 in the year of the tournament. Ensure all players signatures are on the team registration form. No player may participate at tournament if they have not signed the team registration form.
Player Eligibility At Hockey NZ Tournaments	<ul style="list-style-type: none"> Advise the TD and TA of whom the official 'guest' and 'province/region of origin' players are for each team where applicable. 			<ul style="list-style-type: none"> Check that teams have abided by the player eligibility rules for the tournament.
Organising Committee		<ul style="list-style-type: none"> Appoint an organising committee with tournament secretary and persons responsible for: <ul style="list-style-type: none"> Finance Changing Room/ Toilet/Shower Accommodation Info for teams Souvenirs (optional) Opening and closing ceremonies (in conjunction with TA) Control office for TA, TD, UM Equipment - field, flag poles, goals, technical bench Photographs Medical Committee Catering Local promotion of tournament Separate room for umpires Turf watering (if applicable) 80% Alcohol Solution for blood on playing surface 		
Draw	<ul style="list-style-type: none"> Do seedings and draw Send a copy of the proposed draw to the HA for them to check match times. Send copy of the finalised draw to the TA, HA, TD, UM and participating teams (excl. sec school tournament teams). Enter draw into Altius 	<ul style="list-style-type: none"> Check the match times and check for any errors of the proposed draw sent to you by Hockey NZ. Send copy of the finalised draw to participating teams 	<ul style="list-style-type: none"> Ensure you receive a copy of the draw. 	<ul style="list-style-type: none"> Ensure you receive a copy of the draw.

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Tournament Rules	<ul style="list-style-type: none"> • Ensure the HA, TA, TD and UM have a copy of the tournament rules. • Advise team contacts that a copy of the tournament rules is available on the Hockey NZ website or from their local Association/Region. • Advise all team contacts to obtain a copy and ensure they read the tournament rules. 	<ul style="list-style-type: none"> • Be familiar with the tournament rules. 	<ul style="list-style-type: none"> • Ensure that you read the tournament rules and are aware of all the rules. • Ensure you have copies available during the tournament. 	<ul style="list-style-type: none"> • Ensure that you read the tournament rules and are aware of all the rules. • Ensure you have copies available during the tournament.
First Aid	<ul style="list-style-type: none"> • Ensure that the Host Association provides a First Aid Plan 6 weeks prior to the tournament. This must include a quote if Host Association will be on charging teams for First Aid Costs. 	<ul style="list-style-type: none"> • Host Association to complete a First Aid Plan and send to Tournament and Events Manager 6 weeks prior to the tournament for approval. This must include a quote if Host Association will be on charging teams for First Aid Costs. 	<ul style="list-style-type: none"> • Ensure that the HA has completed the First Aid Plan and you receive a signed off copy from HNZ 	<ul style="list-style-type: none"> • Ensure you receive a signed copy of the First Aid Plan
Head Injury Policy				<ul style="list-style-type: none"> • Bring the Hockey NZ Head Injury policy to the attention of managers during the Technical Briefing at the Tournament Briefing.
Code of Conduct Policy	<ul style="list-style-type: none"> • Ensure the TA, TD and HA have a copy of the Hockey NZ Code of Conduct policy. 			<ul style="list-style-type: none"> • Bring the Hockey NZ Code of Conduct policy to the attention of managers during the Technical Briefing at the Tournament Briefing.
Anti Doping Code	<ul style="list-style-type: none"> • Ensure the TA, TD and HA have a copy of the Hockey NZ Anti-Doping Code. 			<ul style="list-style-type: none"> • Bring the Hockey NZ Anti Doping Code to the attention of managers during the Technical Briefing at the Tournament Briefing. NB Drug Free Sport NZ is unlikely to carry out drug testing at Hatch Cup, Collier Trophy, Under 15, Under 18 and Secondary School tournaments.
Alcohol Free, Drug Free & Smoke Free Policy (Hatch, Collier, U15, U18 & Secondary School Tournaments)				<ul style="list-style-type: none"> • Bring the Hockey NZ Alcohol Free, Drug Free and Smoke Free policy to the attention of managers during the Technical Briefing at the Tournament Briefing.
Mouth Guard Policy				<ul style="list-style-type: none"> • Bring the Hockey NZ Mouth Guard policy to the attention of managers during the Technical Briefing at the Tournament Briefing
Sponsors	<ul style="list-style-type: none"> • Advise the TA and HA of the name of the tournament sponsor and names of Hockey NZ sponsors. • Inform the TA and HA if any sponsors banners are to be displayed. 	<ul style="list-style-type: none"> • Sponsorship obtained by the HA is to be compatible with Hockey NZ sponsorship. • The Hockey NZ Tournament and Events Manager is to be advised of any acquired sponsorship. • Inform the TA of any local sponsorship that is obtained. • Ensure any HNZ sponsors banners are displayed. 	<ul style="list-style-type: none"> • Ensure the HA has displayed sponsors banners. 	

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Information To Participating Teams		<ul style="list-style-type: none"> • Advise Participating Teams of: Venue address Turf fees Dentists Medical centres Physiotherapists List of available accommodation Transport available Keep teams informed with regular newsletters. • Give a copy of all information sent to teams, to the TA. 	<ul style="list-style-type: none"> • Ensure the HA gives you copies of information that is sent to participating teams. 	
Tournament Publicity	<ul style="list-style-type: none"> • Send a Press Release regarding the tournament, to the media one week prior to the commencement of the tournament where possible 	<ul style="list-style-type: none"> • Provide local media with draw and any other tournament information. • Give the TA a copy of all information that has been sent to the local media. 	<ul style="list-style-type: none"> • Ensure the HA keeps you informed of information that has been sent to the local media. 	
Opening & Closing Ceremonies	<ul style="list-style-type: none"> • Liaise with the TA regarding the format of the opening and closing ceremonies. • Inform the TA if any Hockey NZ Board members, Hockey NZ officials or National Selectors will be present at the opening and closing ceremonies. 	<ul style="list-style-type: none"> • Liaise with TA. 	<ul style="list-style-type: none"> • The TA is responsible for co-ordinating the opening & closing ceremonies. • Liaise with Hockey NZ and the HA regarding the opening and closing ceremonies. • Welcome people to the tournament. • Thank and acknowledge tournament sponsors and Hockey NZ sponsors. • Acknowledge Hockey NZ Board representatives and National Selectors that may be present. • Thank HA. • Arrange presentation of trophy and certificates at the closing ceremony. 	
Tournament Briefing & TD & Umpires Meeting	<ul style="list-style-type: none"> • Liaise with the TA as to the format of the Tournament Briefing. • Inform the TA of the names of the Hockey NZ Board members that will be present at the Tournament Briefing and during the tournament. 	<ul style="list-style-type: none"> • Arrange a venue for the Tournament Briefing and Umpires Meeting (to be held before the tournament starts). • Liaise with the TA, TD and UM for date and time of meeting. • Inform managers of all teams of time, date and venues of meetings. 	<ul style="list-style-type: none"> • The TA is to run the Tournament Briefing. • Liaise with Hockey NZ as to the format of the meeting. • Liaise with the HA. • Liaise with the TD. 	<ul style="list-style-type: none"> • Present Technical Briefing at Managers' Meeting. Present Technical Briefing at Umpires' Meeting
National Selectors	<ul style="list-style-type: none"> • Advise the TA, HA and TD if National Selectors are going to be present. 		<ul style="list-style-type: none"> • Ensure that National Selectors receive a copy of the team registration forms and tournament programme. 	
Hockey NZ Payment To Host Association	<ul style="list-style-type: none"> • Send the first payment to the HA before the tournament starts. 	<ul style="list-style-type: none"> • Invoice Hockey NZ for first Host Payment before tournament starts 		

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Tournament Programme	<ul style="list-style-type: none"> • Provide programme covers (size - A4 folded in half) • Provide the HA with the following information: <ul style="list-style-type: none"> - Hockey NZ Presidents Message - Names of Hockey NZ Officers, board, staff & councils - Names of TD, UM and Umpires - History/previous winners of tournament - Any sponsors advertisements that are to go in the programme. 	<ul style="list-style-type: none"> • The HA is responsible for the contents of the tournament programme. • Liaise with Hockey NZ regarding any advertising that is to be included in the programme. • The programme is to include: <ul style="list-style-type: none"> - Hockey NZ President's Message - Names of Hockey NZ officers, board, staff & councils - Names of the TA, TD, UM & Umpires. - History/Previous winners of tournament - Names of all teams and team members along with team playing colours including alternative strip where applicable. - Tournament protocols - Time and venue of Tournament Briefing - Time and venue of opening and closing ceremonies - Team accommodation and contact phone number - Draw and results table - Space for final placings - Name, address and phone numbers of medical centre, dentist & physiotherapist • Provide programmes free of charge to each team member. The HA may charge spectators for programmes. • Liaise with the TA. 	<ul style="list-style-type: none"> • Liaise with the HA. 	
Turf Costs	<ul style="list-style-type: none"> • Ensure the turfs costs charged by the HA are within the Turf Charge Guidelines. 	<ul style="list-style-type: none"> • Advise Hockey NZ of the turf charges before the tournament commences. • Advise participating associations/schools of the turf costs before the tournament commences. • The HA is responsible for the collection of turf fees from each participating association/school. 		

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Trophies, Certificates & Medallions	<ul style="list-style-type: none"> • Send the certificates (Sec Schools, U13, U15 only) and medallions to the HA before the tournament commences. • Contact the current trophy holder(s) and ensure that they give the trophy(s) to the HA before the tournament commences. • Advise the TA the name of the current trophy holder(s). 		<ul style="list-style-type: none"> • Ensure that the trophy, certificates (where applicable) and medallions are with the HA. • Ensure that the engraving is up to date. • Ensure that the names are written on the certificates before the certificates are presented. 	
MVP Awards	<ul style="list-style-type: none"> • Provide MVP certificates (one MVP nominated per team) for Sec Schools, U15 and U13 tournaments 		<ul style="list-style-type: none"> • Ensure every team is aware of the award and guidelines 	
Coaching Seminars & Other Functions	<ul style="list-style-type: none"> • Advise HA if coaching seminar or other functions are to be held. 	<ul style="list-style-type: none"> • Arrange venue for coaching seminar or other functions if advised by Hockey NZ. • Advise the TA, TD, UM and teams of venue, time and date. 	<ul style="list-style-type: none"> • Ensure teams have been informed if a coaching seminar or other functions are to be held. 	
Hockey Field, Goals & Equipment		<ul style="list-style-type: none"> • Ensure the markings are correct and are visible on the field. • Ensure the goals are the correct size and are in good condition i.e. no holes in the nets or boards and no sharp edges on the goal. • Ensure there are flag poles. • Ensure there is a score board on all match pitches. • Liaise with the TD. • Ensure there is an appropriate area, preferably a video tower at the goal ends for team video analysts and their equipment. The video area must include power outlets and cover. (U21's, U18 Regional and National Senior Tournament only) 		<ul style="list-style-type: none"> • Liaise with HA regarding the following: Ensure the lines are visible on the field. Ensure that the goals are the correct size and in good condition, i.e. no holes in the nets or boards, or no sharp edges on the goal. Flag poles Technical bench Score board Turf watering General facilities
Facilities		<ul style="list-style-type: none"> • Ensure your facility meets the specified temporary requirements for hosting that tier of event as listed in the <i>Tournament Hosting Policy</i>. 		
Match Balls	<ul style="list-style-type: none"> • Advise all Associations that the Host Association will be providing match balls 	<ul style="list-style-type: none"> • The host Association is to provide a minimum of 6 match balls. • Advise the TA and TD that teams do not need to provide their own match balls. 		
Tournament Shirts	<ul style="list-style-type: none"> • Provide the HA with Hockey NZ logo and tournament naming rights sponsor logo if applicable. 	<ul style="list-style-type: none"> • Ensure tournament shirts include the Hockey NZ Tournament Naming Rights Sponsor logo • Send shirt design to Hockey NZ for approval (HNZ logo can only be used on HNZ's sponsor's apparel). 		

DURING THE TOURNAMENT

Task	Hockey NZ Responsibilities	HA Responsibilities	TA Responsibilities	TD Responsibilities
Opening & Closing Ceremonies		<ul style="list-style-type: none"> • Liaise with the TA. 	<ul style="list-style-type: none"> • Arrange opening & closing ceremonies. • Liaise with HA and Hockey NZ. • The closing ceremony is to include presentation of the trophy and certificates. 	
Sponsors	<ul style="list-style-type: none"> • Invite tournament sponsors to attend tournament. • Advise the TA and the HA if the tournament sponsor will be present at any stage during the tournament. • Advise the TA and HA if there are any sponsors banners to be displayed during the tournament. 	<ul style="list-style-type: none"> • Erect sponsors banners as directed by HNZ. • Return sponsors banners to appropriate people. • Liaise with the TA. 	<ul style="list-style-type: none"> • Ensure that the sponsors names are acknowledged regularly over the loud speaker. • Ensure sponsors attending the tournament have passes (if passes required) to attend the tournament. • Ensure that any sponsors present at the tournament are looked after. • Ensure that the tournament sponsors name is on results page you send to the media. • Ensure that the HA have received all the sponsors banners that are to be displayed at tournament. • Ensure HNZ sponsors banners are displayed in a prominent position. • Liaise with the HA. 	
Control Office		<ul style="list-style-type: none"> • Have a control office for the TA at the tournament with phone, wifi internet access, photocopier, loud speaker system, results board. • Provide a separate office or room with wifi internet facilities for the TD. • Provide a separate office or room for the Umpire Manager and Umpires. • Liaise with the TA and TD. 		
Head Injury Policy				<ul style="list-style-type: none"> • Ensure that the Hockey NZ Head Injury policy is enforced at the tournament. • Liaise with the TA.
Code of Conduct Policy				<ul style="list-style-type: none"> • Ensure that the Hockey NZ Code of Conduct policy is enforced at the tournament. • Liaise with the TA.
Anti Doping Code				<ul style="list-style-type: none"> • Ensure that the Hockey NZ Anti Doping Code is enforced at the tournament. • Liaise with the TA.

Task	Hockey NZ Responsibilities	HA Responsibilities	TA Responsibilities	TD Responsibilities
Alcohol Free, Drug Free & Smoke Free Policy (Hatch, Collier, U15, U18 & Secondary School Tournaments)				<ul style="list-style-type: none"> • Ensure that the Hockey NZ Alcohol Free, Drug Free and Smoke Free policy is enforced at the tournament. • Liaise with the TA.
Mouth Guard Policy				<ul style="list-style-type: none"> • Ensure that the Hockey NZ Mouth Guard policy is enforced at the tournament. • Liaise with the TA.
Changing Room/ Showers & Toilets		<ul style="list-style-type: none"> • Provide sufficient and adequate changing rooms, showers and toilets for teams. • Provide toilets for spectators. 		
Dug Out		<ul style="list-style-type: none"> • Ensure there is a dug out for each team's management and reserves. Also provide a central technical dugout or covered area (for U18, U21 and National Seniors power & Wi-fi is to be supplied to the technical dugout). 		
Food & Refreshments		<ul style="list-style-type: none"> • Ensure there is catering available for players, officials and spectators. Free lunch to be supplied for officials. 		
First Aid		<ul style="list-style-type: none"> • The Host Association must ensure a competent qualified First Aider (i.e. medical practitioner, nurse) is present on site and responsible for first aid at all times during tournament. This may be in the form of a medical services provider • Provide a first aid room. 		
80% Alcohol Solution		<ul style="list-style-type: none"> • Ensure there is an 80% alcohol solution readily available at the tournament venue for blood on the artificial surface. • Liaise with the TD. 		<ul style="list-style-type: none"> • Liaise with the Host Association regarding availability and location of 80% alcohol solution.
Media & Results	<ul style="list-style-type: none"> • Provide TA and HA with instructions for updating and sending results to media using Altius Tournament management system on the Hockey NZ website. 	<ul style="list-style-type: none"> • Ensure there are facilities available for media, i.e. access to telephones, internet, good viewing areas (if media present). • Liaise with the TA to ensure results are provided to the media before 6pm daily and Hockey NZ. 	<ul style="list-style-type: none"> • Send results to media before 6pm daily. • Send results to Hockey NZ each day. • Ensure that the tournament sponsors name is on the results sheet you send to the media and Hockey NZ. 	

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Match Results	Provide TA and HA with instructions for updating and sending results to media using Altius on the Hockey NZ website.		<ul style="list-style-type: none"> • Ensure all score cards are handed in after each game. • Check all results after each game. • Record results on results board, your master programme and on Altius after each game. • When reading results out and giving information over the loud speaker system during the tournament, ensure you say the tournament sponsors name as much as possible. 	
Score Cards		<ul style="list-style-type: none"> • Provide score card (where applicable). • Liaise with the TA. 	<ul style="list-style-type: none"> • Ensure score cards are available for each match (where applicable) • Liaise with the HA. 	
MVP Award			<ul style="list-style-type: none"> • Ensure MVP nominations are made by each team 	
National Selectors			<ul style="list-style-type: none"> • Ensure that the National selectors have copies of the team registration forms. 	
Decision Making				<ul style="list-style-type: none"> • Make decisions where necessary (liaise with Hockey NZ and TA). • If something occurs that is not covered in the tournament rules, contact Hockey NZ. Form a committee of the TD (chair), TA and a TD's nominee if necessary.
Expenses				<ul style="list-style-type: none"> • Keep receipts of all agreed personal expenses related to the tournament and send to the Hockey NZ office at the completion of the tournament for reimbursement.

AFTER THE TOURNAMENT

Task	Hockey NZ Responsibilities	HA Responsibilities	TA Responsibilities	TD Responsibilities
Sponsors Banners		<ul style="list-style-type: none"> Return all sponsors banners to the appropriate people. Liaise with the TA. 	<ul style="list-style-type: none"> Ensure the HA returns all sponsors banners to the appropriate people. 	
Result Cards/Sheets			<ul style="list-style-type: none"> Ensure they are returned to the Hockey NZ office (where applicable) 	
Tournament Report		<ul style="list-style-type: none"> Ensure the TA submits a Tournament Report to Hockey NZ within 4 weeks of the conclusion of the tournament. Ensure a Tournament Financial Statement is submitted to Hockey NZ within 4 weeks of the conclusion of the tournament. Ensure the first aid report template is submitted to Hockey NZ within 4 weeks of the conclusion of the tournament 	<ul style="list-style-type: none"> Furnish a written report to the Hockey NZ office within four weeks of the tournament concluding. The tournament report must include all items set out on the Domestic Report Cover Sheet including the first aid report template 	<ul style="list-style-type: none"> Furnish a completed assessment form to Hockey NZ within four weeks.
Host Self Evaluation		<ul style="list-style-type: none"> Complete a Host Self Evaluation form on the tournament organisation and submit with the Tournament Report 		
Hockey NZ Payment to Host Association	<ul style="list-style-type: none"> Send the final payment to the HA once the TA's report and Financial Statement has been received 	<ul style="list-style-type: none"> Send invoice to Hockey NZ for final host payment 		
Recommendations For Future Tournaments		<ul style="list-style-type: none"> Send to Hockey NZ (with your tournament report), any recommendations or suggestions you may have for future tournaments. 		