

# Hockey New Zealand

## Hockey NZ, Host Association and Tournament Administrator Duties for

### TIER 3 & 4 SECONDARY SCHOOL TOURNAMENTS

Updated December 2016

#### BEFORE THE TOURNAMENT

Task	Hockey NZ Responsibilities	HA Responsibilities	TA Responsibilities
<b>Tournament Allocations</b>	<ul style="list-style-type: none"> <li>Allocate tournaments to a Region/Association.</li> <li>Advise all associations and secondary schools of the tournament venues.</li> </ul>		
<b>Tournament Entries</b>	<ul style="list-style-type: none"> <li>Send online entry form link to all schools</li> <li>Remind schools of the tournament entry closing date.</li> <li>Provisionally allocate schools to tournaments.</li> <li>Advise the Host Association of the names &amp; addresses of the participating teams.</li> </ul>	<ul style="list-style-type: none"> <li>Advise TA of the names of the participating teams.</li> </ul>	
<b>Host Association</b>	<ul style="list-style-type: none"> <li>Ensure the HA has the name of the contact at the Hockey NZ office.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure Hockey NZ and TA have the name, email address, phone number and email address of the HA contact.</li> </ul>	
<b>Tournament Administrator</b>	<ul style="list-style-type: none"> <li>Consult with the HA regarding suitable people available to be the TA.</li> <li>Advise the TA of their appointment.</li> </ul>	<ul style="list-style-type: none"> <li>Consult with Hockey NZ regarding suitable people available to be the TA.</li> <li>Appoint the TA.</li> <li>Once the TA has been appointed, provide them with all information regarding the tournament.</li> <li>Continue to liaise with the TA.</li> </ul>	
<b>Hockey NZ, HA and TA Duties</b>	<ul style="list-style-type: none"> <li>Ensure the TA and HA have a copy of this document.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure you have a copy of this document.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure you have a copy of this document.</li> </ul>
<b>Teams Participating At The Tournament</b>	<ul style="list-style-type: none"> <li>Advise the HA the names of the participating teams, plus the contact names and addresses for each team.</li> </ul>	<ul style="list-style-type: none"> <li>Advise the TA of the names of the participating teams and the contact names and addresses of each team.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the HA provides you with the names of the participating teams and the contact names and addresses of each team.</li> </ul>
<b>Team Registration Forms</b>	<ul style="list-style-type: none"> <li>Remind team contacts to complete team registration form by the due date.</li> <li>Forward copies of the team registration to the HA.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all teams have completed their registration forms.</li> <li>Give a copy of all team registration forms to the TA before the Tournament Briefing.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure you receive a signed copy of the team registration forms at or before the Manager's Meeting.</li> <li>Ensure that the players are Year 9-13 and are under the age of 19 as at January 1 in the year of the tournament.</li> </ul>

Task	Hockey NZ Responsibilities	HA Responsibilities	TA Responsibilities
<b>Organising Committee</b>		<ul style="list-style-type: none"> <li>• Appoint an organising committee with tournament secretary and persons responsible for:               <ul style="list-style-type: none"> <li>○ Finance</li> <li>○ Umpires</li> <li>○ Changing Room/ Toilet/Shower</li> <li>○ Accommodation Info for teams</li> <li>○ Souvenirs (optional)</li> <li>○ Opening &amp; closing ceremonies (in conjunction with TA)</li> <li>○ Control office for TA, UM</li> <li>○ Equipment - field, flag poles, goals, technical bench</li> <li>○ Transport</li> <li>○ Photographs</li> <li>○ Medical Committee</li> <li>○ Catering</li> <li>○ Local promotion of tournament</li> <li>○ Team &amp; umpire liaison officers</li> <li>○ Separate room for umpires</li> <li>○ Turf watering (if applicable)</li> <li>○ 80% Alcohol Solution for blood on playing surface</li> </ul> </li> </ul>	
<b>Draw</b>	<ul style="list-style-type: none"> <li>• Do seedings and draw</li> <li>• Send a copy of the proposed draw to the HA for them to check/alter match times.</li> <li>• Send copy of the finalised draw to HA</li> <li>• Enter draw into Altius</li> </ul>	<ul style="list-style-type: none"> <li>• Check the match times and check for any errors of the proposed draw sent to you by Hockey NZ.</li> <li>• Send copy of the finalised draw to the participating teams, TA &amp; UM.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure you receive a copy of the draw.</li> </ul>
<b>Tournament Rules</b>	<ul style="list-style-type: none"> <li>• Ensure the HA, TA and all participating teams have a copy of the tournament rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Be familiar with the tournament rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that you read the tournament rules and are aware of all the rules.</li> <li>• Ensure you have copies available during the tournament.</li> <li>• Ensure the rules are followed.</li> </ul>
<b>First Aid</b>	<ul style="list-style-type: none"> <li>• Ensure that the Host Association completes the NZSSSC first aid plan at least 6 weeks prior to the tournament. This must include a quote if Host Association will be on charging teams for First Aid Costs.</li> </ul>	<ul style="list-style-type: none"> <li>• Host Association to complete the NZSSSC First Aid Plan and send to HNZ 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the HA has completed the First Aid Plan and you receive a signed off copy from HNZ</li> </ul>
<b>Head Injury Policy</b>			<ul style="list-style-type: none"> <li>• Bring the Hockey NZ Head Injury policy to the attention of managers at the Tournament Briefing.</li> <li>• Ensure the Hockey NZ Head Injury policy is followed.</li> </ul>
<b>Code of Conduct Policy</b>	<ul style="list-style-type: none"> <li>• Ensure the TA and HA have a copy of the Hockey NZ Code of Conduct policy.</li> </ul>		<ul style="list-style-type: none"> <li>• Bring the Hockey NZ Code of Conduct policy to the attention of managers at the Tournament Briefing.</li> <li>• Ensure the Hockey NZ Code of Conduct policy is enforced.</li> </ul>
<b>Anti Doping Code</b>	<ul style="list-style-type: none"> <li>• Ensure the TA and HA have a copy of the Hockey NZ Anti-Doping Code.</li> </ul>		<ul style="list-style-type: none"> <li>• Bring the Hockey NZ Anti Doping Code to the attention of managers at the Tournament Briefing.</li> <li>• <b>NB</b> Drug Free Sport NZ is unlikely to carry out drug testing at Hockey NZ Secondary School tournaments.</li> <li>• Ensure that the Hockey NZ Anti-Doping Code is enforced.</li> </ul>
<b>Alcohol Free, Drug Free &amp; Smoke Free Policy</b>			<ul style="list-style-type: none"> <li>• Bring the Hockey NZ Alcohol Free, Drug Free and Smoke Free policy to the attention of managers at the Tournament Briefing.</li> <li>• Ensure that the Hockey NZ Alcohol Free, Drug Free &amp; Smoke Free policy is enforced.</li> </ul>

<b>Task</b>	<b>Hockey NZ Responsibilities</b>	<b>HA Responsibilities</b>	<b>TA Responsibilities</b>
<b>Mouth Guard Policy</b>			<ul style="list-style-type: none"> <li>• Bring the Hockey NZ Mouth Guard policy to the attention of managers at the Tournament Briefing.</li> <li>• Ensure that the Hockey NZ Mouth Guard policy is enforced.</li> </ul>
<b>Sponsors</b>	<ul style="list-style-type: none"> <li>• Advise the TA and HA of the name of the tournament sponsor and names of Hockey NZ sponsors.</li> <li>• Inform the TA and HA if any sponsors banners are to be displayed.</li> </ul>	<ul style="list-style-type: none"> <li>• Sponsorship obtained by the HA is to be compatible with Hockey NZ sponsorship.</li> <li>• HNZ is to be advised of any acquired sponsorship.</li> <li>• Inform the TA of any local sponsorship that is obtained.</li> <li>• Ensure sponsors banners are displayed.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the HA has displayed sponsors banners.</li> </ul>
<b>Information To Participating Teams</b>		<ul style="list-style-type: none"> <li>• Advise Associations of: <ul style="list-style-type: none"> <li>- Venue address</li> <li>- Turf fees</li> <li>- Dentists</li> <li>- Medical centres</li> <li>- Physiotherapists</li> <li>- List of available accommodation</li> <li>- Transport available</li> <li>- Keep teams informed with regular newsletters.</li> </ul> </li> <li>• Give a copy of all information sent to teams, to the TA.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the HA gives you copies of information that is sent to participating teams.</li> </ul>
<b>Tournament Publicity</b>		<ul style="list-style-type: none"> <li>• Provide local media with draw and any other tournament information.</li> <li>• Give the TA a copy of all information that has been sent to the local media.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the HA keeps you informed of information that has been sent to the local media.</li> </ul>
<b>Opening &amp; Closing Ceremonies</b>	<ul style="list-style-type: none"> <li>• Inform the TA if any Hockey NZ officials will be present at the opening and closing ceremonies.</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with TA.</li> </ul>	<ul style="list-style-type: none"> <li>• The TA is responsible for co-coordinating the opening &amp; closing ceremonies.</li> <li>• Liaise with the HA regarding the opening and closing ceremonies.</li> <li>• Welcome people to the tournament.</li> <li>• Thank and acknowledge tournament sponsors and Hockey NZ sponsors.</li> <li>• Acknowledge Hockey NZ Board that may be present.</li> <li>• Thank HA.</li> <li>• Arrange presentation of trophy, medals and certificates.</li> </ul>
<b>Tournament Briefing &amp; Umpires Meeting</b>	<ul style="list-style-type: none"> <li>• Inform the TA of the names of any Hockey NZ Staff members that will be present at the Tournament Briefing and during the tournament.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange a venue for the Tournament Briefing and Umpires Meeting (to be held before the tournament starts).</li> <li>• Liaise with the TA and UM for date and time of meeting.</li> <li>• Inform managers of all teams of time, date and venues of meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• The TA is to run the Tournament Briefing.</li> <li>• Liaise with the HA.</li> </ul>
<b>Hockey NZ Payment To Host Association</b>	<ul style="list-style-type: none"> <li>• Send the first payment to the HA before the tournament starts.</li> </ul>	<ul style="list-style-type: none"> <li>• Send an invoice to Hockey NZ for the first host payment</li> <li>• Invoice Hockey NZ up to \$150 GST incl. for each participating team's turf fees. If the turf fees are more than \$150 GST Incl. per team, the HA is to invoice each team for the balance owing.</li> </ul>	
<b>Teams Withdrawing from Tournament</b>	<ul style="list-style-type: none"> <li>• Inform the HA immediately if a team has withdrawn from the tournament.</li> <li>• Find a replacement team (if possible) and advise the HA.</li> </ul>	<ul style="list-style-type: none"> <li>• Inform Hockey NZ immediately if a team withdraws from the tournament.</li> </ul>	

Task	Hockey NZ Responsibilities	HA Responsibilities	TA Responsibilities
Umpires		<ul style="list-style-type: none"> <li>• Check with teams if they are providing an umpire. If they are providing an umpire, find out if they are a graded umpire.</li> <li>• Make sure you have enough umpires for the tournament (liaise with your local Umpires Association).</li> <li>• Liaise with the Tournament Administrator.</li> </ul>	
Tournament Programme	<ul style="list-style-type: none"> <li>• Provide programme covers (size - A4 folded in half)</li> <li>• Provide the HA with the following information: <ul style="list-style-type: none"> <li>- Hockey NZ Presidents Message</li> <li>- Names of Hockey NZ Officers, board, staff &amp; councils</li> <li>- History/previous winners of tournament any sponsors advertisements that are to go in the programme.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The HA is responsible for the contents of the tournament programme.</li> <li>• Liaise with Hockey NZ regarding any advertising that is to be included in the programme.</li> <li>• The programme is to include: <ul style="list-style-type: none"> <li>- Hockey NZ President's Message</li> <li>- Names of Hockey NZ officers, board, staff &amp; councils</li> <li>- Names of the TA, UM and Umpires.</li> <li>- History/Previous winners of tournament</li> <li>- Names of all teams and team members along with team playing colours including alternative strip</li> <li>- Tournament protocols</li> <li>- Time and venue of Tournament Briefing</li> <li>- Time and venue of opening and closing ceremonies</li> <li>- Team accommodation and contact phone number</li> <li>- Draw and results table</li> <li>- Space for final placings</li> <li>- Name, address and phone numbers of medical centre, dentist, and physiotherapist.</li> </ul> </li> <li>• Provide programmes free of charge to each team member. The HA may charge spectators for programmes.</li> <li>• Liaise with the TA.</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with the HA.</li> </ul>
Turf Fees	<ul style="list-style-type: none"> <li>• Ensure the turfs costs charged by the HA are within the Turf Charge Guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Advise Hockey NZ of the turf charges per team before the tournament commences.</li> <li>• invoice each team for the stated turf fee amount</li> <li>• Ensure teams are advised of the amount to be paid for turf fees <b>prior</b> to the tournament.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the HA has advised teams of the amount to be paid for turf fees prior to the tournament.</li> </ul>
Trophies, Certificates & Medallions	<ul style="list-style-type: none"> <li>• Send the certificates and medallions to the HA before the tournament commences.</li> <li>• Contact the current trophy holder and ensure that they give the trophy to the HA before the tournament commences.</li> <li>• Advise the TA the name of the current trophy holder.</li> </ul>		<ul style="list-style-type: none"> <li>• Ensure that the trophy, certificates and medallions are with the HA.</li> <li>• Ensure that the engraving is up to date.</li> <li>• Ensure that the names are written on the certificates before the certificates are presented.</li> </ul>
MVP Awards	<ul style="list-style-type: none"> <li>• Provide MVP certificates (one MVP nominated per team)</li> </ul>		<ul style="list-style-type: none"> <li>• Ensure every team is aware of the award and guidelines</li> <li>• Liaise with HA</li> </ul>
Hockey Field, Goals & Equipment		<ul style="list-style-type: none"> <li>• Ensure the markings are correct and are visible on the field.</li> <li>• 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.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Ensure there are flag poles.</li> <li>• Ensure there is a score board.</li> </ul>	
<b>Facilities</b>		<ul style="list-style-type: none"> <li>• Ensure your facility meets the specified temporary requirements for hosting Tier 5 events as listed in the <i>Tournament Hosting Policy</i></li> </ul>	
<b>Match Balls</b>		<ul style="list-style-type: none"> <li>• Advise the participating teams that they are to supply their own match balls (Kookaburra).</li> <li>• Advise the TA that teams are to bring their own match balls.</li> </ul>	
<b>Tournament Shirts</b>	<ul style="list-style-type: none"> <li>• Provide the HA with Hockey NZ logo and tournament naming rights sponsor logo if applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure tournament shirts include the Hockey NZ Tournament Naming Rights Sponsor logo</li> <li>• Send shirt design to Hockey NZ for approval (<b>HNZ logo can only be used on HNZ's sponsor's apparel</b>).</li> </ul>	

## DURING THE TOURNAMENT

Task	Hockey NZ Responsibilities	HA Responsibilities	TA Responsibilities
<b>Opening &amp; Closing Ceremonies</b>		<ul style="list-style-type: none"> <li>• Liaise with the TA.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange opening &amp; closing ceremonies.</li> <li>• Liaise with HA</li> <li>• The closing ceremony is to include presentation of the trophy, medals and certificates.</li> </ul>
<b>Sponsors</b>	<ul style="list-style-type: none"> <li>• Invite tournament sponsors to attend tournament.</li> <li>• Advise the TA and the HA if the tournament sponsor will be present at any stage during the tournament.</li> <li>• Advise the TA and HA if there are any sponsors banners to be displayed during the tournament.</li> </ul>	<ul style="list-style-type: none"> <li>• Erect sponsors banners.</li> <li>• Return sponsors banners to appropriate people.</li> <li>• Liaise with the TA.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the sponsors names are acknowledged regularly over the loud speaker.</li> <li>• Ensure sponsors attending the tournament have passes (if passes required) to attend the tournament.</li> <li>• Ensure that any sponsors present at the tournament are looked after.</li> <li>• Ensure that the tournament sponsors name is on results page you send to the media.</li> <li>• Ensure that the HA have received all the sponsors banners that are to be displayed at tournament.</li> <li>• Ensure sponsors banners are displayed in a prominent position.</li> <li>• Liaise with the HA.</li> </ul>
<b>Umpires</b>			<ul style="list-style-type: none"> <li>• Allocate umpires to matches.</li> </ul>
<b>Control Office</b>		<ul style="list-style-type: none"> <li>• Have a control office for the TA at the tournament with phone, wifi internet access, photocopier, loud speaker system, results board.</li> <li>• Provide a separate office or room for the Umpire Manager and Umpires.</li> <li>• Liaise with the TA</li> </ul>	
<b>Changing Room/Showers &amp; Toilets</b>		<ul style="list-style-type: none"> <li>• Provide sufficient and adequate changing rooms, showers and toilets for teams.</li> <li>• Provide toilets for spectators.</li> </ul>	
<b>Dug Out</b>		<ul style="list-style-type: none"> <li>• Ensure there are dug outs for team management and reserves.</li> </ul>	
<b>Food &amp; Refreshments</b>		<ul style="list-style-type: none"> <li>• Ensure there is catering available for players, officials and spectators. Free lunch to be supplied for officials.</li> </ul>	
<b>First Aid</b>		<ul style="list-style-type: none"> <li>• 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</li> <li>• Provide a first aid room.</li> </ul>	
<b>80% Alcohol Solution</b>		<ul style="list-style-type: none"> <li>• Ensure there is an 80% alcohol solution at the tournament venue for blood on the artificial surface.</li> <li>• Liaise with the TA.</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with the Host Association regarding availability and location of 80% alcohol solution.</li> </ul>

<b>Task</b>	<b>Hockey NZ Responsibilities</b>	<b>HA Responsibilities</b>	<b>TA Responsibilities</b>
<b>Media &amp; Results</b>	<ul style="list-style-type: none"> <li>• Provide TA and HA with instructions for updating and sending results to media using Altius on the Hockey NZ website.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure there are facilities available for media, i.e., access to internet, good viewing areas (if media present).</li> <li>• Liaise with the TA to ensure results are provided to the media before 6pm daily and Hockey NZ.</li> </ul>	<ul style="list-style-type: none"> <li>• Send results to media before 6pm daily.</li> <li>• Send results to Hockey NZ each day.</li> </ul> <p>Ensure that the tournament sponsors name is on the results sheet you send to the media and Hockey NZ.</p>
<b>Match Results</b>			<ul style="list-style-type: none"> <li>• Ensure all score cards are handed in after each game.</li> <li>• Check all results after each game.</li> <li>• Record results on results board, your master programme and on Altius after each game.</li> <li>• 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.</li> </ul>
<b>Score Cards</b>		<ul style="list-style-type: none"> <li>• Provide score cards.</li> <li>• Liaise with the TA.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure score cards are available for each match.</li> <li>• Liaise with the HA.</li> </ul>
<b>MVP Awards</b>			<ul style="list-style-type: none"> <li>• Ensure MVP nominations are made by each team</li> </ul>
<b>Decision Making</b>			<ul style="list-style-type: none"> <li>• Make decisions where necessary (liaise with Hockey NZ).</li> <li>• If something occurs that is not covered in the tournament rules, contact Hockey NZ.</li> </ul>

## AFTER THE TOURNAMENT

Task	Hockey NZ Responsibilities	HA Responsibilities	TA Responsibilities
Sponsors Banners		<ul style="list-style-type: none"> <li>Return all sponsors banners to the appropriate people.</li> <li>Liaise with the TA.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the HA returns all sponsors banners to the appropriate people.</li> </ul>
Result Cards/Sheets			<ul style="list-style-type: none"> <li>Ensure they are returned to the Hockey NZ office.</li> </ul>
Tournament Report		<ul style="list-style-type: none"> <li>Ensure the TA submits a Tournament Report to Hockey NZ <b>within 4 weeks of the conclusion of the tournament.</b></li> <li>Ensure a Tournament Financial Statement is submitted to Hockey NZ <b>within 4 weeks of the conclusion of the tournament.</b></li> <li>Ensure the first aid report template is submitted to Hockey NZ <b>within 4 weeks of the conclusion of the tournament</b></li> </ul>	<ul style="list-style-type: none"> <li>Furnish a written report to the Hockey NZ office <b>within four weeks of the tournament concluding.</b></li> <li>The tournament report is to include all items set out on the Domestic Report Cover Sheet.</li> </ul>
Umpires Form		<ul style="list-style-type: none"> <li>Submit Umpires Form, advising schools that did/didn't provide an umpire and the number of games umpired by local umpires <b>within 1 week of the conclusion of the tournament.</b></li> </ul>	
Host Self Evaluation		<ul style="list-style-type: none"> <li>Complete a Host Self Evaluation form on the tournament organisation and submit with the Tournament Report</li> </ul>	
Hockey NZ Payment to Host Association	<ul style="list-style-type: none"> <li>Send the final payment to the HA once the TA's report has been received</li> </ul>	<ul style="list-style-type: none"> <li>Send invoice to Hockey NZ for final host payment</li> <li>If you have used local umpires to service your tournament, please invoice Hockey NZ for the relevant costs</li> </ul>	
Recommendations For Future Tournaments		<ul style="list-style-type: none"> <li>Send to Hockey NZ, any recommendations or suggestions you may have for future tournaments.</li> </ul>	