

Hockey New Zealand

Hockey NZ, Host Association and Tournament Administrator Duties for

TIER 3 & 4 SECONDARY SCHOOL TOURNAMENTS

BEFORE THE TOURNAMENT

Task	Hockey NZ Responsibilities	HA Responsibilities	TA Responsibilities
Tournament Allocations	<ul style="list-style-type: none"> Allocate tournaments to an Association. Advise all associations and secondary schools of the tournament venues. 		
Tournament Entries	<ul style="list-style-type: none"> Send online entry form link to all schools Remind schools of the tournament entry closing date. Provisionally allocate schools to tournaments. Advise the Host Association of the names & addresses of the participating teams. 	<ul style="list-style-type: none"> Advise TA of the names of the participating teams. 	
Host Association	<ul style="list-style-type: none"> Ensure the HA has the name of the contact at the Hockey NZ office. 	<ul style="list-style-type: none"> Ensure Hockey NZ and TA have the name, email address, phone number and email address of the HA 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. 	
Hockey NZ, HA and TA Duties	<ul style="list-style-type: none"> Ensure the TA and HA have a copy of this document. 	<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.
Teams Participating At The Tournament	<ul style="list-style-type: none"> Advise the HA the names of the participating teams, plus the contact names and 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.
Team Registration Forms	<ul style="list-style-type: none"> Remind team contacts to complete their team registration online into the Altius Tournament management System and the date it's to be completed. Ensure the HA is able to access all the team registration forms in order to have these in the tournament programme. Ensure each competing team is aware of the requirement to bring a signed copy of the "Team Reconciliation Form" and the signed Association cover sheet to the tournament briefing. 	<ul style="list-style-type: none"> Ensure all teams have completed their team registration online into the Altius Tournament management System 	<ul style="list-style-type: none"> Ensure you receive a signed copy of the team registration forms at or before the Managers' Meeting.

Draw	<ul style="list-style-type: none"> • Complete the tournament 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 • Enter draw into the Altius Tournament Management System 	<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 the participating teams, TA & UM. 	<ul style="list-style-type: none"> • Ensure you receive a copy of the draw.
Tournament Rules	<ul style="list-style-type: none"> • Ensure the HA, TA and all participating teams have a copy of 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. • Ensure the rules are followed.
First Aid	<ul style="list-style-type: none"> • Ensure that the Host Association completes the NZSSSC first aid plan at least 6 weeks prior to the tournament. 	<ul style="list-style-type: none"> • 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. 	<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
Head Injury Policy			<ul style="list-style-type: none"> • Bring the Hockey NZ Head Injury policy to the attention of managers at the Tournament Briefing. • Ensure the Hockey NZ Head Injury policy is followed.
Code of Conduct Policy	<ul style="list-style-type: none"> • Ensure the TA 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 at the Tournament Briefing. • Ensure the Hockey NZ Code of Conduct policy is enforced.
Anti Doping Code	<ul style="list-style-type: none"> • Ensure the TA 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 at the Tournament Briefing. • NB Drug Free Sport NZ is unlikely to carry out drug testing at Hockey NZ Secondary School tournaments. • Ensure that the Hockey NZ Anti-Doping Code is enforced.
Alcohol Free, Drug Free & Smoke Free Policy			<ul style="list-style-type: none"> • Bring the Hockey NZ Alcohol Free, Drug Free and Smoke Free policy to the attention of managers at the Tournament Briefing. • Ensure that the Hockey NZ Alcohol Free, Drug Free & Smoke Free policy is enforced.
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. • HNZ is to be advised of any acquired sponsorship. • Inform the TA of any local sponsorship that is obtained. • Ensure sponsors banners are displayed. 	<ul style="list-style-type: none"> • Ensure the HA has displayed sponsors banners.
Information To Participating Teams		<ul style="list-style-type: none"> • Advise Associations of: <ul style="list-style-type: none"> - 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"> • Provide local media with draw and any other tournament 	<ul style="list-style-type: none"> • Ensure the HA keeps you informed of information that

		information. <ul style="list-style-type: none"> • Give the TA a copy of all information that has been sent to the local media. 	has been sent to the local media.
Opening & Closing Ceremonies	<ul style="list-style-type: none"> • Inform the TA if any Hockey NZ officials 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 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 that may be present. • Thank HA. • Arrange presentation of trophy, medals and certificates.
Tournament Briefing & Umpires Meeting	<ul style="list-style-type: none"> • Inform the TA of the names of any Hockey NZ Staff 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 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 the HA.
Hockey NZ Payment To Host Association	<ul style="list-style-type: none"> • Request the invoice for hosting fee payment from the HA before the tournament starts. 	<ul style="list-style-type: none"> • Invoice Hockey NZ for the Host Payment before tournament starts 	
Teams Withdrawing from Tournament	<ul style="list-style-type: none"> • Inform the HA immediately if a team has withdrawn from the tournament. • Find a replacement team (if possible) and advise the HA. 	<ul style="list-style-type: none"> • Inform Hockey NZ immediately if a team withdraws from the tournament. 	
Umpires		<ul style="list-style-type: none"> • Ensure each competing team has registered their umpire by the conclusion of Term 2 in the year of the tournament. • Liaise with the Tournament Administrator. • Notify HNZ if a team has indicated they are not able to supply an umpire to the tournament. 	
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 - 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, UM and Umpires. - History/Previous winners of tournament - Names of all teams and team members along with team playing colours including alternative strip - 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, and physiotherapist. • Provide programmes free of charge to each team member. The HA may charge spectators for 	<ul style="list-style-type: none"> • Liaise with the HA.

		<p>programmes.</p> <ul style="list-style-type: none"> • Liaise with the TA. 	
Turf Fees	<ul style="list-style-type: none"> • As part of the Overall Entry Fee, charge competing teams the relevant turf fee cost as per the 2018 Tournament Turf Fee Guideline sheet. 	<ul style="list-style-type: none"> • Invoice HNZ for the total amount owing for turf fees as per the 2018 Tournament Turf Fee Guideline Sheet 	
Trophies, Certificates & Medallions	<ul style="list-style-type: none"> • Send the certificates and medallions to the HA before the tournament commences. • Contact the current trophy holder and ensure that they give the trophy to the HA before the tournament commences. • Advise the TA the name of the current trophy holder. 		<ul style="list-style-type: none"> • Ensure that the trophy, certificates 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) 		<ul style="list-style-type: none"> • Ensure every team is aware of the award and guidelines • Liaise with HA
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. 	
Facilities		<ul style="list-style-type: none"> • Ensure your facility meets the specified temporary requirements for hosting Tier 6 events as listed in the <i>National Domestic Tournament Rotation and Specifications policy</i>. 	
Match Balls		<ul style="list-style-type: none"> • Advise the participating teams that they are to supply their own match balls (Kookaburra). • Advise the TA that teams are to bring 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
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 • The closing ceremony is to include presentation of the trophy, medals 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. • 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 sponsors banners are displayed in a prominent position. • Liaise with the HA.
Umpires			<ul style="list-style-type: none"> • Allocate umpires to matches.
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 for the Umpire Manager and Umpires. • 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 are dug outs for team management and reserves. 	
Food & Refreshments		<ul style="list-style-type: none"> • Ensure there is catering available for players, officials and spectators. 	
First Aid	<ul style="list-style-type: none"> • Liaise with HA on requirement of official HNZ First aid provider for tournament • If required, book and confirm Appropriately qualified First aid provider for the tournament • As part of the overall entry fee, charge competing teams for the cost of First Aid provision for the tournament. 	<ul style="list-style-type: none"> • Liaise with HNZ on the requirement of official HNZ First aid provider for tournament • If not using official First Aid provider, ensure a suitably qualified First Aid provider is confirmed for the duration of the tournament. • Provide a first aid room. • Receive a daily written update from your first aid provider on any incidents which have occurred on that day. Please keep this on file as you will need to send this through to HNZ at the conclusion of the tournament. 	
80% Alcohol Solution		<ul style="list-style-type: none"> • Ensure there is an 80% alcohol solution at the tournament venue for blood on the artificial surface. • Liaise with the TA. 	<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. internet, good viewing areas (if media present). 	<ul style="list-style-type: none"> • Ensure results are updated within 4 hours of the conclusion of each game on the Altius tournament management system. • Ensure that the tournament sponsors name is on the results sheet you send to the media and Hockey NZ.
Match Results	<ul style="list-style-type: none"> • 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 cards. • Liaise with the TA. 	<ul style="list-style-type: none"> • Ensure score cards are available for each match. • Liaise with the HA.
MVP Awards			<ul style="list-style-type: none"> • Ensure MVP nominations are made by each team
Decision Making			<ul style="list-style-type: none"> • Make decisions where necessary (liaise with Hockey NZ). • If something occurs that is not covered in the tournament rules, contact Hockey NZ.

AFTER THE TOURNAMENT

Task	Hockey NZ Responsibilities	HA Responsibilities	TA 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.
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 is to include all items set out on the Domestic Report Cover Sheet.
Umpires Form		<ul style="list-style-type: none"> Submit Umpires Form, advising schools that did/didn't provide an umpire and the number of games umpired by local umpires within 1 week of the conclusion of the tournament. 	
First Aid	<ul style="list-style-type: none"> Ensure the daily first aid incident reports are received from the tournament hosts. 	<ul style="list-style-type: none"> Send through all daily incident reports from the tournament to HNZ 	
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, Daily First Aid incident reports and Financial Statement has been received – this will be the turf fee costs. 	<ul style="list-style-type: none"> Send invoice to Hockey NZ for turf fee costs 	
Recommendations For Future Tournaments		<ul style="list-style-type: none"> Send to Hockey NZ, any recommendations or suggestions you may have for future tournaments. 	

HOSTING AGREEMENT – SIGN AND SEND BACK TO HNZ

We, _____ hereby agree to the above responsibilities, obligations and conditions, and agree to fulfil the requirements as set down in the above hosting agreement and any additional requirements as discussed with Hockey New Zealand.

Tournament: _____

Signed: _____

Name: _____

Position: _____

Date: _____

***Please return a copy of the signed agreement to the Hockey NZ office by
1st April 2018.***