

NZISA

Nationals Hosting Policy

Policy Document

Version 2.0 (14 February 2010)

1 Policy Aims

This policy aims to set out the responsibilities of the NZISA and the body organising the New Zealand National Championships.

2 Event Name

The official name of the National Championships shall be, the "20xx New Zealand National Ice Skating Championships". Where 20xx is the year the Championships take place.

3 Budget and Financial Matters

The hosting organisation shall prepare a draft budget by 1 May for approval by the NZISA Council. The hosting organisation may consult with the NZISA treasurer in preparation of the budget, however the preparation of the budget is the primary responsibility of the hosting organisation.

The NZISA shall consider the budget and may alter it or request that it be altered or place conditions on some expenditure. Once approved by the NZISA Council, the hosting organisation shall keep to within 10% of each and every budgeted item. Should increase expenditure be required in any particular area, the hosting organisation shall notify the NZISA immediately and request that an updated budget be approved.

Budget items (NZISA Responsible for)

- Entry fees
- Ice Time
- Officials Travel and Accommodation
- Medals
- Certificates
- Registration Packs*
- Transportation of IJS Equipment

Budget items (Hosting Organisation Responsible for)

- Banquet organisation and ticket sales
- Raffles
- Medical/Safety
- Advertising
- Door sales
- Programme costs
- Registration Packs (if supplied by Hosting Organisation)
- Catering – Officials
- Name tags

Items within the approved budget may be paid directly by the NZISA or the hosting organisation may be reimbursed by the NZISA for such items under the conditions of Travel and Reimbursement Policy. The hosting organisation takes responsibility for unbudgeted expenses and expenses which exceed the budgeted amount by more than 10%.

Any profit (or loss) from the event is retained by the NZISA.

4 Chaperone Passes

The organising committee shall provide one chaperone pass per competitor to permit entry into the championships. One Team Leader nominated by each club and the Team Manager/Leader of each synchronized team will also be entitled to a chaperone pass for the duration of the championships. Each club will notify the organising committee of the

names of the Club and Synchronized Skating Team Leaders on the Championships Summary Entry form.

5 Merchandise

Hosting organisations are free to sell merchandise of any sort, including merchandise recognising the National Championships.

The income and expenses (and associated profits and losses) for merchandise (badges, clothing, etc.) sold in conjunction with the National Championships are the sole responsibility of the hosting organisation.

6 Logos

The hosting organisation is free to develop a logo of their own design for the National Championships. The hosting organisation must also use the NZISA logo in or on any material associated with the National Championships, including merchandise.

7 Event Schedule

The NZISA is responsible for scheduling events and determining how much ice time is required. Ice time requirements shall be determined by 1 April.

8 Venue Costs

The hosting organisation shall obtain a quote for ice time and provide this to the NZISA by 1 May. The NZISA may apply for funding for the ice time. All unofficial practices are to be held at the competition venue with the cost met by the competitors using the ice time.

9 Officials

The NZISA is responsible for the selection of officials and notifying them of their selection by 1 June, so that travel arrangements can be made at reasonable cost.

10 Officials' Accommodation

The NZISA, in conjunction with the Organising Committee, is responsible for organising official hotel accommodation for officials, liaising with the hosting organisation, and shall make an effort to apply for funding to cover these costs. Arrangements and any funding received must be communicated to the NZISA.

11 Banquet

The hosting organisation is responsible for organising a banquet and determining ticket prices such that the banquet will break even. Entertainment may be provided and if provided shall be included in an approved budget. A table for NZISA Council Members/invited VIPs is to be reserved.

12 Programmes

The hosting organisation is responsible for preparing a programme for the event. Such programme shall contain the names of all the athletes in each event. Additional information is up to the hosting organisation. Programme costs shall be included in an approved budget. Programmes shall be provided free of charge to each competitor and to each official. The income from sales of additional programmes shall belong to the hosting organisation.

13 Registration Packs

Net expenditure for registration packs shall be limited to \$10 per person, including the cost of programmes. Expenditure is net, so if funding or sponsorship is obtained, registration packs may well be valued or cost more than this.

Registration packs, if supplied by the hosting organisation, should be supplied to each athlete, and each officiating competition official on the approved NZISA list.

14 Safety

During the National Championships and at all practice sessions, someone trained in first aid shall be available. This is normally an OSH requirement of the ice rink and so usually no special arrangements are needed other than a written assurance from the ice rink.

All door and gates to the ice rink should be closed while skaters are competing.

Any safety concerns brought to the attention of the hosting organisation must be addressed.

15 Video Permits

Video permits are to be provided to those people who make application on the official NZISA form. Only people who have a video permit may video and the videoing is to be of their own skater/team only. If they wish to video other skaters/teams, then they need the written permission of the skaters concerned, or in the case of minors, their parents/guardians. A video area is to be provided by the Organising Committee.

16 Event Draws

An area for draws for each event is to be provided. Starting draws are to take place at the beginning of the Championship and subsequent draws for events are to take place as soon as practical after the finish of the Short Programme/Compulsory Dance/Original Dance.