

## Nationals Hosting Policy

Version 1.0 (15 February 2009)

### 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 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.

## 5 **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.

## 6 **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.

## 7 **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.

## 8 **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.

## 9 **Officials' Accommodation**

The NZISA 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.

## 10 **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.

## 11 **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.

## 12 **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.

## 13 **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.