

## Policy : IHNZ Tournament Sanctioning Applications

### **Tournament Sanction Guidelines, Application Process and Forms**

The following guidelines will help you apply for sanctioning of a club hosted event. These guidelines have been developed to assist IHNZ affiliated clubs when applying for a tournament sanction, to prevent clashes of dates and/ or grades when club's host a sanctioned event and to ensure clubs' understand their responsibilities as Tournament Host.

### **TO REQUEST A TOURNAMENT SANCTION**

Please follow the guidelines below when filling in the Tournament Sanction Request.

1. Carefully read through this document.
2. Complete a Tournament Sanction Request Application providing all the information required in **full**. Policy and Application forms can be found on the [www.inlinehockeynz.org.nz](http://www.inlinehockeynz.org.nz) website.
3. Once your tournament has been approved IHNZ will email the club contact person with a copy of the Tournament Sanction Permit. The permit must be posted in the arena where it can be viewed.
4. Upon receiving your Tournament Sanction Permit, the club may provide tournament poster, entry forms and tournament event notice to IHNZ for uploading to the IHNZ website. IHNZ will include summary details on the annual tournament calendar.
5. As a guide applications will normally be asked for at the end of the year prior to the event dates.

### **AT THE CONCLUSION OF YOUR TOURNAMENT**

Club hosts will be required to complete the Tournament Summary Form within seven days of the event and forward to IHNZ.

### **REQUEST FOR TOURNAMENT SANCTION**

The Tournament Sanction Request provides IHNZ with the information necessary to consider sanctioning. Any information not provided may result in a delay in processing the request. Once the tournament has been sanctioned a Tournament Sanction Permit will be issued to the club and must be displayed in the Arena (rink) being used during the tournament. The Tournament Sanction Permit is issued on the condition that the tournament will strictly adhere to all IHNZ Rules and Policy.

#### **Tournament Participants (Players)**

All players attending a tournament sanctioned by IHNZ must be currently registered with the IHNZ and the club they are playing for. There is provision for exemption to be applied for when the tournament format is not catering for "club" teams ( i.e. 3 on 3 events, junior women teams, etc.)

#### **Tournament Dates**

IHNZ will not provide tournament sanctioning for an event being held in conflict with an event already sanctioned on the same dates. Clubs should ensure that dates being applied for are not in conflict with other tournaments. Note; there are some events "traditionally" held on an annual basis by existing clubs, these will take priority when sanctioning applications are being considered.

#### **Tournament Officials**

Referees must be members of the IHNZ and two referees must be provided for each scheduled game during the event. It is the responsibility of the host club to ensure that all referees are qualified and registered. Provision for using probationary referees is available, however it is highly recommended that probationary referees are scheduled to officiate with a fully qualified referee and assigned to games appropriate to their experience. Clubs are free to invite and host referees of their choice provided the above rules are followed. If a non-registered referee is being considered to officiate by a host club; IHNZ must be contacted for approval prior to the event being held. ( i.e. international referee etc.)

#### **Tournament Disciplinary Procedure**

Clubs will provide a Tournament Discipline Tribunal using the guidelines set out by the IHNZ Discipline Tribunal Policy. Any penalties requiring to be heard by the discipline tribunal will be reported to the IHNZ on the Tournament Summary Form. In addition, copies of the Discipline Tribunal hearing outcome, scoresheet(s) and referee reports related to the discipline action must be forwarded to the IHNZ.

### **Tournament Sanctioning Agreement**

All tournaments hosted by clubs affiliated to IHNZ must be sanctioned by IHNZ.

It is imperative Clubs and their appointed Tournament Directors are aware of the responsibilities of hosting a tournament.

The Tournament Sanctioning Agreement outlines those responsibilities and once the Tournament Sanction Request is submitted and approved, the club acknowledges and accepts their commitment to ensuring the event is run accordingly.

### **Additional Tournament Information**

- Inline hockey competition, other than normally scheduled league, exhibition games or events hosted by IHNZ, are those where registered players compete within a specified time frame for a sanctioned club hosted event.
- All invitational inline hockey tournaments where clubs intend to invite members from other clubs registered with IHNZ must receive sanction prior to advertising their event to other clubs and/ or players.
- All sanctioning applications must be approved by the IHNZ executive before any advertising is permitted.
- Each club granted an IHNZ Tournament Sanction shall ensure that the IHNZ Playing Rules, Constitution, Codes of Conduct and Disciplinary Tribunal Policy are followed.
- Failure to comply with Tournament Sanctioning Policy could mean refusal of future sanctioning applications.
- It is recommended that a number of properly qualified First Aid Personnel should be in attendance during the event or teams entering are advised that they **MUST** provide their own first aid personnel.
- A listing of Sanctioned Club Tournaments will be available on the IHNZ website and notified to clubs at the beginning of each season.
- Any Tournament Playing Rules, other than the discipline process, which are to be different from the IHNZ Playing Rules must be notified with the Tournament Sanction Application or applied for prior to the event for IHNZ approval.
- The Tournament host club shall ensure all players and referees are registered. If in doubt, checks can be made with IHNZ.
- The host club shall forward a copy of the tournament summary report detailing results and any "special" interest items to allow a media release through the association website.
- No sanctioned tournaments of the same division and category shall be held at the same time as any other inline hockey sanctioned event.
- The host club shall notify the IHNZ of all Game Misconducts, Match Penalties and any other reportable incidents and include all documentation of discipline action taken.
- All **Tournament Sanction Request Application** forms must clearly indicate the division(s) being offered and indicate the maximum number of team places available. If after the application for tournament sanction has been submitted, the host club wishes to make amendments to the original application, this request must be made in writing to the IHNZ Executive a minimum of two (2) weeks prior to the commencement of the Tournament.
- All score keepers and time keepers shall be registered with the IHNZ.

<b>Attachments</b>	<b>Tournament Sanction request Form, Event Notice Guideline, Tournament Summary Form (including Disciplinary Hearings (if any))</b>
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**Tournament Sanction Request Application**  
**(Application Close Date: Decmeber 10)**

To: IHNZ Executive:

Please find details from our club requesting tournament sanctioning:

Name of Club	
Season Applied for	
Dates Required	
Grades Catered for	
Tournament Organiser	
Tournament Organiser Email	
Tournament Organiser Phone	

The attached document sets out requirements that must be met by clubs in order to apply for IHNZ sanctioned tournaments and in order for successful applications to be advertised in the IHNZ Calendar of Events.

A guideline "Event Notice" is included and may be modified to include details specific to your event.

**The Event Notice MUST be attached to this application form.**

The following declaration must be completed by a member of your club executive.

The \_\_\_\_\_ Club agrees to abide by the provisions set out in the Club Tournament Sanction Request once approval is given to host an IHNZ sanctioned event. It is a requirement that team composition type offered is indicated below:

1.  All eligible players entered are playing for the club with which he/she is registered with IHNZ or
2.  All eligible players entered are playing for the club with which he/she is registered with IHNZ, although approval may be sought from the event organisers for one IHNZ registered player from another club to be added to a team to make the team viable.  
or
3.  All eligible players entered are registered with the IHNZ but playing in a mixed team in either
  - a.  a 3 on 3 event
  - b.  a grade issued with an exemption to Clause 1 above (Please Specify grade(s)  
i. Specify Grade(s): \_\_\_\_\_
  - c.  a school team "only" event

**Please forward this form by email.**  
**(Email: [nz.inline@gmail.com](mailto:nz.inline@gmail.com))**

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Club Designation)

**PLEASE REMEMBER TO ATTACH YOUR EVENT NOTICE TO THIS APPLICATION.**

**Please note:** For events taking place within the first two months of a new year, sanctioning may be applied for and considered by IHNZ on a case by case basis on receipt of application.

**NZ IHA Sanctioned Tournaments**

**Event Notice Guideline**

Name of Club	
Region	
Contact Person	
Tournament Director	
Ages catered for	
Location/ Address	
Email Contact	

The following are the requirements to be met by clubs in order to gain approval from IHNZ to hold an IHNZ sanctioned tournament and in order for successful applications to be advertised in the IHNZ Calendar of Events. These requirements must be included in the Tournament Events Notice.

**This Tournament Event Notice MUST be attached to the application form giving specific details of your event and is to be forwarded to the IHNZ with application.**

**Tournament Event Notice and Entry Form Template**

**1. The Tournament Event Notice must include the following information:-**

- Participants must abide by the IHNZ Constitution, By-Laws, Disciplinary Procedures, and Game Rules as set out in the IHNZ Official Inline Hockey Rule Book and any official changes that may occur during the year and advised to clubs by the IHNZ.
- Entries are accepted only from incorporated clubs registered with IHNZ, unless it is a school team only event.
- Players must be currently registered with the IHNZ.
- Referees must be currently registered with the IHNZ.
- Players must play for one and the same team throughout the tournament.
- Each player is personally responsible to wear protective equipment for all games and warm-ups.
- Cost of team entry
- Closing date for entries.
- Disciplinary Committee Provisions and mandatory statement

2. The team lists are to be in the hands of the organisers at least 10 days prior to the commencement of the tournament.

**3. Venue**

- The rink complies with the safety standards and rink dimensions set out by the IHNZ Rule Book
- The goals are the official size as stipulated in the IHNZ Rulebook.
- An electronic clock/scoreboard is used for timing all games and keeping the players, officials and spectators informed of the score and the time remaining

**4. Games**

- Playing rules are those set down in the IHNZ Rulebook.

**5 Safety**

- It is recommended that a number of properly qualified First Aid Personnel should be in attendance during the event or teams entering are advised that they MUST provide their own first aid personnel.
- Measures are taken to ensure the safety of spectators (e.g. safety netting, crowd control to keep spectators away from the barriers, etc.).

**6. Team Composition**

Only players with current IHNZ registration are permitted to compete.

This event caters for: (Delete those not applicable)

1. All eligible players entered are playing for the club with which he/she is registered with IHNZ  
or
2. All eligible players entered are playing for the club with which he/she is registered with IHNZ, although approval may be sought from the event organizers for one IHNZ registered player from another club to be added to a team to make the team viable.  
or
3. All eligible players entered are registered with the IHNZ but playing in a mixed team in either
  - a. a 3 on 3 event
  - b. a grade issued with an exemption to Clause 6 (1) above (Please Specify grade(s)
    - i. Specify Grade(s): \_\_\_\_\_
  - c. a school team "only" event

**Note:** Players serving a suspension can not be on the team roster of a mixed team ( i.e. a team where members are from different clubs)

It is the responsibility of the organising club to check that;

- a. every player has a current IHNZ registration
- b. every referee has a current IHNZ registration
- c. Every Scorekeeper/ timekeeper has a current registration
- d. Every player is playing in the grade for which he /she is eligible or in a higher or older grade (i.e. an U16 player is not permitted to play in an U14 team but may play in an U18 team)
- e. Every player is playing for the club with which he/she is registered with IHNZ, unless it is a mixed team event.
- f. School Team "only" players are registered as associate members of the IHNZ when participating in a club hosted event and not already registered with an IHNZ member club.

**7. Uniforms**

Players are uniformly dressed in accordance with IHNZ Rules.

**8. Officials**

**i Referees**

Two referees officiate in each game. Referees shall hold at least a Level One Referee qualification.

**ii Scorer/Timekeepers**

The Official IHNZ Scoresheet is used. For each game there is an official scorer, a game timekeeper, and penalty timekeepers.

**iii Goal Judges**

It is recommended there are two goal judges appointed for each game.

**iv Disciplinary Committee**

The Tournament Organiser(s) shall appoint a Tournament Discipline Committee. The composition of the committee and the process shall follow the guidelines set out in the IHNZ Disciplinary Procedures.

The Tournament Disciplinary Committee is empowered to discipline players, teams, team officials, and clubs for their conduct both on and off the rink before, during, and after a game. This Disciplinary Committee may impose disqualification, suspension, fine and/or other measures as deemed appropriate by the Committee. Hearings will be conducted at a time notified to the parties involved by the Tournament Director, and as far as is practical, during the Tournament. Penalties imposed in this Tournament will, if applicable, carry over to further IHNZ sanctioned games. Details of all Disciplinary Panel matters are to be forwarded to the IHNZ and copied to the regional Disciplinary Panel Chairperson.



New Zealand Inline Hockey Association  
 Club Sanctioned Tournament Summary Form

Club: \_\_\_\_\_ Author: \_\_\_\_\_

1. Summary of Event and Results

2. Attach photos with descriptions to summary for uploading to website

3. Summary of Discipline Tribunal Hearings.

Name of Charged Person	Penalty Applied	Hearing outcome (brief)	Chairperson of Tribunal

(Please attach copies of scoresheets/ referee reports and tribunal hearing documents)

Please email this form along with photos and associated documents to:

IHNZ Executive

[krys.beardman@tra.co.nz](mailto:krys.beardman@tra.co.nz) within seven (7) days of hosting your event.