

Hockey New Zealand

HNZ, Host Association, Tournament Administrator and Tournament Director Duties for

NATIONAL MASTERS HOCKEY TOURNAMENT

Updated November 2011

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BEFORE THE TOURNAMENT

Task	HNZ Responsibilities	HA Responsibilities	TA Responsibilities	TD Responsibilities
Tournament Allocations	<ul style="list-style-type: none"> • Allocate tournament to an Association. • Advise all associations of the tournament venue. 			
Tournament Venue	<ul style="list-style-type: none"> • Ensure the HA has selected a suitable venue. 	<ul style="list-style-type: none"> • Choose a suitable venue for the number of teams participating. • Advise HNZ and participating teams of the venue. 		
Tournament Entries	<ul style="list-style-type: none"> • Remind associations to send their entry forms to HNZ. • Remind associations of the tournament entry closing date. 			
Host Association, Tournament Administrator, Tournament Director & Umpires Manager	<ul style="list-style-type: none"> • Ensure the TA, HA, TD and UM have the names, addresses and phone numbers of one another and the details of the HNZ contact. 			
Tournament Administrator	<ul style="list-style-type: none"> • Consult with the HA regarding suitable people available to be the TA. 	<ul style="list-style-type: none"> • Consult with HNZ 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. 		
Tournament Director and Umpires Manager	<ul style="list-style-type: none"> • Appoint TD and UM. 	<ul style="list-style-type: none"> • Liaise with the TD and UM. 	<ul style="list-style-type: none"> • Liaise with the TD and UM. 	<ul style="list-style-type: none"> • Liaise with the HA, TA and UM.
HNZ, HA, TA and TD Duties	<ul style="list-style-type: none"> • Ensure the TA, HA and TD have a copy of this document. • Ensure the TA and TD have a copy of the TD's Duties. 	<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. • Ensure you have a copy of the TD's Duties for your reference. 	<ul style="list-style-type: none"> • Ensure you have a copy of this document. • Ensure you have a copy of the TD's Duties.
Teams Participating At The Tournament	<ul style="list-style-type: none"> • Advise the HA and TD of the names of the participating teams, plus the 	<ul style="list-style-type: none"> • Advise the TA of the names of the participating teams and the contact 	<ul style="list-style-type: none"> • Ensure the HA provides you with the names of the participating teams and the 	<ul style="list-style-type: none"> • Ensure HNZ provides you with the names of the participating teams and

Task	HNZ Responsibilities	HA Responsibilities	TA Responsibilities	TD Responsibilities
	contact names and addresses for each team.	names and addresses of each team.	contact names and addresses of each team.	the contact names and addresses of each team.
Team Registration Forms	<ul style="list-style-type: none"> • Remind Associations that the team registration form is available on the HNZ website • Remind Associations to send a copy of the team registration form to HNZ. • Ensure all teams have returned their registration forms. • Give a copy of all registration forms to the HA, TA, and TD 	<ul style="list-style-type: none"> • Ensure a copy of all team registration forms has been given to the TD and TA before the Tournament Briefing 	<ul style="list-style-type: none"> • Ensure you receive a signed copy of the team registration forms at or before the Tournament Briefing. 	<ul style="list-style-type: none"> • Receive a copy of team registration forms from HNZ before the Tournament Briefing • Ensure that the players are not younger than the age division they are playing in. • Ensure all players signatures are on the team registration form. No player may participate at tournament if they have not signed the team registration form.
Player Eligibility For Representative Status At HNZ Tournaments	<ul style="list-style-type: none"> • Provide the TD and TA with a copy of the Transfer List. 			<ul style="list-style-type: none"> • Check that teams have abided by the player eligibility rules for the tournament.
Organising Committee		<ul style="list-style-type: none"> • Appoint an organising committee with tournament secretary and persons responsible for: <ul style="list-style-type: none"> ○ Finance ○ Umpires ○ Changing Room/ Toilet/Shower ○ Accommodation Info for teams ○ Souvenirs (optional) ○ Opening and closing ceremonies (in conjunction with TA) ○ Control office for TA, TD, UM ○ Equipment - field, flag poles, goals, technical bench ○ Transport ○ Photographs ○ Medical Committee ○ Catering ○ Local promotion of tournament ○ Team & umpire liaison officers ○ Separate room for umpires ○ Turf watering (if applicable) ○ 80% Alcohol Solution for blood on playing surface ○ Ball boys/girls (Senior National Tournaments) 		
Draw	<ul style="list-style-type: none"> • Do seedings and draw • Send a copy of the proposed draw to the Masters Council for checking. • Send a copy of the proposed draw to the HA to check times. • Send copy of the finalised draw to the TA, HA, TD, UM and participating teams. • Enter draw into TournamentMaker. 	<ul style="list-style-type: none"> • Check the match times and check for any errors of the proposed draw sent to you by HNZ. 	<ul style="list-style-type: none"> • Ensure you receive a copy of the draw. 	<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, TD and UM have 	<ul style="list-style-type: none"> • Be familiar with the tournament rules. 	<ul style="list-style-type: none"> • Ensure that you read the tournament 	<ul style="list-style-type: none"> • Ensure that you read the tournament

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	<ul style="list-style-type: none"> a copy of the tournament rules. Advise Associations that a copy of the tournament rules is available on the HNZ website Advise all Associations to obtain a copy and ensure they and their teams read the tournament rules. 		<ul style="list-style-type: none"> rules and are aware of all the rules. Ensure you have copies available during the tournament. 	<ul style="list-style-type: none"> rules and are aware of all the rules. Ensure you have copies available during the tournament.
Head Injury Policy				<ul style="list-style-type: none"> Bring the HNZ Head Injury policy to the attention of managers at the Tournament Briefing Liaise with the TA.
Code of Conduct Policy	<ul style="list-style-type: none"> Ensure the TA, TD and HA have a copy of the HNZ Code of Conduct policy. 			<ul style="list-style-type: none"> Bring the HNZ Code of Conduct policy to the attention of managers at the Tournament Briefing Liaise with the TA.
Anti Doping Code	<ul style="list-style-type: none"> Ensure the TA, TD and HA have a copy of the HNZ Anti-Doping Code. 		<ul style="list-style-type: none"> NB The NZ Sports Drug Agency is unlikely to carry out drug testing at the National Masters Tournament. 	<ul style="list-style-type: none"> Bring the HNZ Anti Doping Code to the attention of managers at the Tournament Briefing. Liaise with the TA.
Sponsors	<ul style="list-style-type: none"> Advise the TA and HA of the name of the tournament sponsor and names of HNZ 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 HNZ sponsorship. The HNZ Marketing & Sponsorship Manager 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"> Send a Press Release regarding the tournament, to the media one week prior to the commencement of the tournament. 	<ul style="list-style-type: none"> Provide local media with draw and any other tournament information. Give the TA a copy of all information that has been sent to the local media. 	<ul style="list-style-type: none"> Ensure the HA keeps you informed of information that has been sent to the local media. 	
Trophies, & Medallions	<ul style="list-style-type: none"> Send the medallions to the HA before the tournament commences. Contact the Association of the current trophy holder and ensure that the 		<ul style="list-style-type: none"> Ensure that the trophy and medallions are with the HA. Ensure that the engraving is up to date. 	

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	<p>engraving is up to date and that the holder gives the trophy to the HA before the tournament commences.</p> <ul style="list-style-type: none"> Advise the TA the name of the current trophy holder. 			
Opening & Closing Ceremonies	<ul style="list-style-type: none"> Liaise with the TA regarding the format of the opening and closing ceremonies. Inform the TA if any HNZ Board members, HNZ officials, Masters Council members or National Selectors 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-coordinating the opening & closing ceremonies. Liaise with HNZ and the HA regarding the opening and closing ceremonies. Welcome people to the tournament. Thank and acknowledge tournament sponsors and HNZ sponsors. Acknowledge HNZ Board representatives and National Selectors that may be present. Acknowledge any Masters Council representatives that may be present. Thank HA. Arrange presentation of trophies and medals at the closing ceremony. 	
Tournament Briefing & TD & Umpires Meeting	<ul style="list-style-type: none"> Liaise with the TA as to the format of the Tournament Briefing. Inform the TA of the names of the HNZ Board members and Masters' Council 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, TD 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 HNZ as to the format of the meeting. Liaise with the HA. Liaise with the TD. 	<ul style="list-style-type: none"> Present technical information to Tournament Briefing The TD is to run the Umpires' Meeting
New Zealand Masters' Selectors	<ul style="list-style-type: none"> Advise the TA, HA and TD if New Zealand Masters' Selectors are going to be present. 		<ul style="list-style-type: none"> Ensure that New Zealand Masters' Selectors receive a copy of the team registration forms and tournament programme. 	
Tournament Programme	<ul style="list-style-type: none"> Provide programme covers (size - A4) Provide the HA with the following information: <ul style="list-style-type: none"> HNZ President's Message Masters Council Chairperson's Message Names of HNZ officers, board, staff & councils Name of TD History/previous winners of tournament Any sponsors advertisements that are to go in the programme. Draw and Results Tables Team accommodation and contact phone number Names of all teams and team 	<ul style="list-style-type: none"> The HA is responsible for the contents of the tournament programme. Liaise with HNZ regarding any advertising that is to be included in the programme. The programme is to include: <ul style="list-style-type: none"> HNZ President's Message Masters Council Chairperson's Message Names of HNZ officers, board, staff & councils Names of the TA, TD, UM & Umpires. History/Previous tournament winners Names of all teams and team members along with team playing colours including alternative strip Tournament protocols 	<ul style="list-style-type: none"> Liaise with the HA. 	<ul style="list-style-type: none"> Provide the HA and TA with the names of all officials – TDs, UM's, and umpires.

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	members along with team playing colours including alternative strip	<ul style="list-style-type: none"> - 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 programmes. • Liaise with the TA. 		
Turf & Other Costs	<ul style="list-style-type: none"> • Ensure the turfs costs charged by the HA are within the Turf Charge Guidelines. 	<ul style="list-style-type: none"> • Advise HNZ of the turf charges for inclusion on the official entry form • The HA is responsible for the collection of turf fees from each participating association. • The HA is responsible for the collection of First Aid fees from each participating association 		
Official Passes	<ul style="list-style-type: none"> • Advise the HA of whom needs official passes. 	<ul style="list-style-type: none"> • Liaise with HNZ regarding official passes for VIP's, Life Members, HNZ officials, Sponsors and Media. • Liaise with TA 	<ul style="list-style-type: none"> • Liaise with the HA. 	
Coaching Seminars & Other Functions	<ul style="list-style-type: none"> • Advise HA if coaching seminar or other functions are to be held. • Advise HA of meetings to be held in connection with NZ Masters teams 	<ul style="list-style-type: none"> • Arrange venue for coaching seminar or other functions if advised by HNZ. • Advise the TA, TD, UM and teams of venue, time and date. 	<ul style="list-style-type: none"> • Ensure teams have been informed if a coaching seminar or other functions are to be held. 	
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. • Liaise with the TD. 		<ul style="list-style-type: none"> • Liaise with HA regarding the following: <ul style="list-style-type: none"> - Ensure the lines are visible on the field. - Ensure that the goals are the correct size and in good condition, i.e. no holes in the nets or boards, or no sharp edges on the goal. - Flag poles - Technical bench - Score board - Watering the turf
Match Balls		<ul style="list-style-type: none"> • Advise the participating teams that they are to supply their own match balls. • Advise the TA and TD that teams are to bring their own match balls. 		
Liaison Officers		<ul style="list-style-type: none"> • Appoint a Liaison Officer for each team and the umpires. 		

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		<ul style="list-style-type: none"> • Liaise with the TA. 		
Tournament Shirts	<ul style="list-style-type: none"> • Provide the HA with HNZ logo and tournament naming rights sponsor logo at least one month prior to the tournament commencing. (HNZ logo can only be used if using official HNZ apparel sponsor.) 	<ul style="list-style-type: none"> • Ensure tournament shirts include the HNZ Tournament Naming Rights Sponsor logo • Send shirt design to HNZ for approval 		

DURING THE TOURNAMENT

Task	HNZ Responsibilities	HA Responsibilities	TA Responsibilities	TD 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 and HNZ. • The closing ceremony is to include presentation of the trophies and medals. 	
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. • Ensure the HA has displayed sponsors banners. 	<ul style="list-style-type: none"> • Erect sponsors banners. • Liaise with the TA. • Ensure any advertising of a temporary/short-term nature has the approval of Hockey NZ 	<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 or as stipulated by HNZ. • Liaise with the HA. 	
Control Office		<ul style="list-style-type: none"> • Have a control office for the TA at the tournament with phone, fax, computer, wireless internet access, photocopier, loud speaker system, scoreboard. • Provide a separate office or room with computer facilities for the TD. • Provide a separate office or room for the Umpire Manager and Umpires. • Liaise with the TA and TD. • Provide office space, and wireless internet access, for the HNZ Masters Administrator and, as the need arises, Masters Council members 		

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Staffing Assistance	<ul style="list-style-type: none"> • Liaise with the HA about HNZ or Masters Council requirements. 	<ul style="list-style-type: none"> • Provide staff or volunteers to assist with HNZ or Masters Council duties. 		
Transport for Officials		<ul style="list-style-type: none"> • Provide transport as needed to allow officials to move from turf-to-turf. 		<ul style="list-style-type: none"> • Advise HA of needs to transport officials between turfs
Head Injury Policy				<ul style="list-style-type: none"> • Ensure that the HNZ Head Injury policy is enforced at the tournament. • Liaise with the TA.
Code of Conduct Policy				<ul style="list-style-type: none"> • Ensure that the HNZ Code of Conduct policy is enforced at the tournament. • Liaise with the TA.
Anti Doping Code			<ul style="list-style-type: none"> • NB The NZ Sports Drug Agency is unlikely to carry out drug testing at National Masters Tournament. 	<ul style="list-style-type: none"> • Ensure that the HNZ Anti Doping Code is enforced at the tournament. • Liaise with the TA.
Changing Room/Shower & 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 is a dug out for team management and reserves. 		
Food & Refreshments		<ul style="list-style-type: none"> • Ensure there is catering available for players, officials and spectators. Lunch is to be provided free for officials. 		
First Aid		<ul style="list-style-type: none"> • Ensure first aid personnel are at 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 TD. 		
Media & Results	<ul style="list-style-type: none"> • Provide TA and HA with instructions for updating and sending results to media using <i>TournamentMaker</i> on the HNZ website or alternately if the HA does not have access to a computer provide media fax numbers. 	<ul style="list-style-type: none"> • Ensure there are facilities available for media, i.e., access to telephones, good viewing areas (if media present). • Liaise with the TA to ensure results are provided to the media before 6pm daily and HNZ. 	<ul style="list-style-type: none"> • Send results to media before 6pm daily. • Send results to HNZ each day. 	
Match Results			<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 score board and your master programme 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. 	
Decision Making				<ul style="list-style-type: none"> • Make decisions where necessary

Task	HNZ Responsibilities	HA Responsibilities	TA Responsibilities	TD Responsibilities
				(liaise with HNZ, MC and TA if appropriate). <ul style="list-style-type: none"> If something occurs that is not covered in the tournament rules, contact HNZ. Form a committee of the TD (chair), the chairperson of the MC or their nominee, the TA, and a TD's nominee if necessary.
Expenses				<ul style="list-style-type: none"> Keep receipts of all <u>agreed</u> personal expenses related to the tournament and send to the HNZ office at the completion of the tournament for reimbursement.

AFTER THE TOURNAMENT

Task	HNZ Responsibilities	HA Responsibilities	TA Responsibilities	TD 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 HNZ office. 	
Tournament Report	<ul style="list-style-type: none"> Ensure TA and TD have copies of their appropriate forms/information. 	<ul style="list-style-type: none"> Ensure the TA submits a Tournament Report to HNZ within 4 weeks of the conclusion of the tournament. Ensure a Tournament Financial Statement is submitted to HNZ within 4 weeks of the conclusion of the tournament. 	<ul style="list-style-type: none"> Furnish a written report to the HNZ office within four weeks of the tournament concluding. The tournament report is to include all items set out on the Domestic Report Cover Sheet. 	<ul style="list-style-type: none"> Complete the TD report on the appropriate form and send to Hockey New Zealand office.
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 		
Recommendations For Future Tournaments		<ul style="list-style-type: none"> Send to HNZ any recommendations or suggestions you may have for future tournaments. 		