



APPENDIX 3A

CHECKLIST FOR CLUBS PLANNING TO HOST CLUBS NEW ZEALAND EVENTS

1. Venues

Tournaments held in the host's club must have suitable areas to accommodate the required number of pool, snooker and card tables, dartboards, bowling mats etc as allowed for in the tournament rules.

Tournaments held off premises may need to provide transport facilities to get to the bowling greens, golf courses etc. Venues such as golf clubs should be tentatively booked prior to applying to host a tournament. Cancellations and date changes will be frowned upon and could jeopardize a club's opportunity to host the tournament.

Question whether or not the club's liquor licence covers adequately the time the tournament is being played. Consider whether a special licence is required.

Question whether or not the club's food operation has the ability to cater for players and partners for, say, breakfast, lunch and dinner. Consider whether outside catering is required.

2. Accommodation

The number of beds and rooms available in proximity of clubs, their cost and standards must be taken into account. Host clubs should provide a list of suitable accommodation but should not get into the practice of paying deposits on behalf of participants.

3. Transport

The host club should publicise transport availability and this should include:

- (a) From point(s) of arrival (i.e. airport, station, bus station) to accommodation.
- (b) From accommodation to venue and return.
- (c) To point of departure at the conclusion of the tournament.

4. Other Issues To Consider

The availability of competent referees and umpires.

The right personnel to man the games control area.

The right personnel to man the inquiry desk.

A good quality public address system.

Confirmation of sponsorship, advertising and support.

Design and publishing of programmes and flyers.