



## SECTION 1 STANDARD RULES TO CONDUCT CLUBS NEW ZEALAND SPORTS TOURNAMENTS

### 1 CLUBS NEW ZEALAND

- 1.1 The Constitution of Clubs New Zealand shall be paramount and read in conjunction with the rules contained in the Clubs New Zealand Sports Handbook.

### 2 SPORTS TOURNAMENT NAME

- 2.1 All Clubs New Zealand tournaments will contain the name Clubs New Zealand. An example of a tournament name is ***Clubs New Zealand 2017 North Island Men's Golf Teams Tournament***.

### 3 SPORTS TOURNAMENT RULES AND RULES OF PLAY

- 3.1 Associations who may be appointed by Clubs NZ to oversee Clubs New Zealand tournaments may advise of their rules to particular sports. These rules shall be confirmed and agreed at the respective sports AGM's and then communicated to delegates, participants, clubs sporting adjuncts and clubs New Zealand Sports Co-coordinator.
- 3.2 Proposed amendments to the tournament rules and variations to the sports code rules of play shall be made by way of a remit in writing to Clubs New Zealand at least 21 days prior to the tournament.

*"Remit" means any member club or the executive may submit a remit on any matter of interest to the association member clubs at the Annual General Meeting or at a special meeting of the association. Such a remit when submitted does not require a seconder but when moved on behalf of the submitter at the meeting it must be seconded by another member club before any discussion. If not seconded the remit lapses.*

### 4 DISPUTES

- 4.1 All host clubs shall provide for a disputes committee.
- 4.2 Complaints regarding participant(s) behaviour outside of the tournament hours of play are to be referred back to the participant(s) home club.

- 4.3 The host club coordinating and delivering a Clubs New Zealand tournament shall advise in writing:
- (a) Take full responsibility for the tournament;
  - (b) Indemnify Clubs New Zealand against any claim by any person in relation to the tournament.

## **5 TOURNAMENT APPLICATIONS AND DATES**

- 5.1 Tournament dates are to be voted on by the delegates. Once agreed, the event is to be held as close as possible to that date each year.
- 5.2 All host clubs are requested to notify Clubs New Zealand immediately of all dates, venues, the club and the persons responsible for hosting and running forthcoming tournaments.
- 5.3 All Clubs New Zealand tournaments must be held at the same time or as close to as in previous years, unless otherwise agreed to by the delegates when meeting to vote on the host club for that year.
- 5.4 Host clubs and other associations who, due to unforeseen circumstances, wish to change the tournament dates as approved by the delegates meeting, must apply to Clubs New Zealand for permission.

## **6 ENTRIES AND PRIZES**

- 6.1 Entry into sporting tournaments is restricted to players who are members of clubs who are members of Clubs New Zealand under Rule 7 of the Clubs New Zealand Constitution. Entry is restricted to teams or individuals selected by a club to represent their club. 'Independent' teams or individuals including Associate Members are NOT eligible to enter Clubs New Zealand tournaments.
- Clubs New Zealand shall be entitled to notify the host club or other association to exclude any person from assisting with or otherwise being involved with a tournament. Upon receipt of such notification, the host club or other association shall take all practicable steps to exclude such persons from being involved in the tournament in any way.
- 6.2 Tournament entry fees are to be set at the delegates meeting at the previous tournament unless otherwise stated in the tournament rules.
- 6.3 Subject to availability of facilities at the host club, all clubs who enter a Clubs New Zealand tournament can enter at least one team based on first in basis. At the discretion of the host club a club can have more than one team entered subject to availability after the closing date.

- 6.4 Entries must be made by the club on the prescribed entry form. The entry form must contain information on taxation requirements including amateur status and paying tax on prize money over \$500.
- 6.5 A minimum of 60% of all entry fees is to be returned in prizes. This ensures a fair return to all participants. To allow for tournament operating costs, host clubs may wish to incorporate two tournament fees – a reduced entry fee to cover the prizes, trophies and engraving etc and a registration fee to cover operating costs such as venue costs, transport and catering etc.

## **7 SPONSORSHIP, ADVERTISING AND SUPPORT**

- 7.1 The host club shall be responsible for obtaining any sponsorship, advertising and support deemed necessary.
- 7.2 The host club shall take reasonable action to ascertain that any sponsorship, advertising or support does not conflict to the detriment of Clubs New Zealand.
- 7.3 Clubs New Zealand will provide support for every tournament as approved by the Board including administrative support through National Office.

## **8 DELEGATES MEETING**

- 8.1 The delegates meeting shall be held at an advertised time when there is no play. The delegates meeting shall vote on all remits and tournament applications which must be tabled prior to the meeting.
- 8.2 All tournaments under the Clubs New Zealand sports calendar must include in the tournament schedule (and/or programme) the time and date of the delegates meeting. A representative of the host club of the following year's tournament must be in attendance and give an update on tournament progress, for planning of the following year's tournament. This will include confirmation of: the venue(s), tournament dates, accommodation, transport, entry fees, entry closing dates etc.
- 8.3 The delegates meeting is to be chaired by a Clubs New Zealand representative (board member or host club official) or an appointed representative of Clubs New Zealand.
- 8.4 The host club shall provide a minute secretary who shall record all business conducted at the delegates meeting.
- 8.5 The Clubs New Zealand representative must complete a delegate's report and forward to Clubs New Zealand.
- 8.6 The host club shall forward to Clubs New Zealand as soon as possible after the completion of the tournament, the minutes and financial report of the

tournament, along with any rule changes, remits, applications, letters of intent, tournament results and any other relevant reports.

- 8.7 Every club participating in the event shall be entitled to be represented by two delegates at the delegates meeting. No delegate is to represent more than one club.
- 8.8 There shall only be one vote per club that is represented at the delegates meeting.
- 8.9 In the event that a vote is taken, two scrutineers must be appointed.

## **9 TOURNAMENT VENUE**

- 9.1 The venue for tournaments shall be voted on at the delegates meeting two years in advance. Any variation to this must be consulted with Clubs New Zealand.
- 9.2
- (a) Applications to host the tournament, shall be made in writing by a club to Clubs New Zealand at least 14 days prior to the delegates meeting. Applications must be accompanied by a letter of intent from the club executive. A copy of the application and letter of intent must also be forwarded to the host club. The application must be added to the meeting agenda, to be tabled at the delegates meeting.
  - (b) A contract to host, coordinate and deliver a Clubs New Zealand tournament is to be sent out from Clubs New Zealand to the successful host club.
  - (c) The successful host club must complete and return the contract, which has been executed by all relevant parties, within 30 days.
  - (d) In the event that no contract is received by Clubs New Zealand within the prescribed time frame, Clubs New Zealand shall be entitled to revoke the host club appointment and make alternative arrangements for the tournament.
  - (e) If no application is received for an allotted year, Clubs New Zealand will send out an expression of interest request to all clubs or be entitled to make such arrangements with a club at any time to host, coordinate and deliver the tournament.

## **10 TOURNAMENT PREPARATION**

- 10.1* Posters advertising the tournament must be sent to all applicable affiliated clubs at least 60 days prior to the tournament closing date advising prizes, dates, duration, venue, entry fees, accommodation, transport and the closing date for entries. An electronic copy of the tournament forms is to be sent to Clubs New Zealand for distribution.
- 10.2* The host club is to forward to Clubs New Zealand a list of clubs entered into the tournament and total number of individuals entered into the tournament. National Office is to check the club list of members to ensure they are all currently affiliated under Rule 7 of the Clubs New Zealand Constitution. Any club that is not a current member must be immediately notified that they are not entitled to enter a team into the tournament.
- 10.3* A suitable programme shall be issued by the host club before the commencement of the tournament. Such programmes shall give details of start times, venue, draw, past winners and transport arrangements. An electronic copy of the tournament programme is to be sent to Clubs New Zealand 14 days prior to the commencement of the tournament.

## **11 FACILITIES**

- 11.1* The host club is to ensure adequate sporting facilities are available for the tournament, as approved at the prior delegates meeting.
- 11.2* The host club is to provide adequate catering, accommodation options and transportation throughout the tournament.

## **12 PLAYING FORMAT**

- 12.1* The tournament is to be conducted in accordance with the rules of play, along with approved variations for the particular sports code and the applicable tournament rules.
- 12.2* Competent Referees, umpires etc., along with a tournament controller are to be provided by the Host Club.
- 12.3* Players dress is to be of an acceptable standard or as designated in the tournament rules.
- 12.4* Any playing dispute shall be handled by the disputes committee, appointed by the host club.