



## Tournament Sanctioning Policy

Policy Number:

### **Commitment to Te Tiriti o Waitangi.**

IHNZ recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document. IHNZ is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.

### **Purpose.**

The purpose of this policy is to provide clear guidelines for IHNZ affiliated clubs seeking to apply for sanctioning of a club-hosted event. These guidelines are designed to prevent scheduling conflicts of dates or grades with other sanctioned events and to ensure that clubs understand their responsibilities as Tournament Hosts.

### **Application of this policy.**

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.

### **Requesting a 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.

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 by emailing all relevant details to the General Manager of IHNZ.
3. Once your tournament has been approved IHNZ will email the club contact person to

confirm the approval.

4. Upon tournament approval, the club may provide tournament poster, entry forms and tournament event notice to IHNZ for uploading to the IHNZ website and communication channels.
5. The poster, and all other tournament advertising, must state that it is an “IHNZ Sanctioned Event”.
6. IHNZ will include summary details on the annual tournament calendar.

### **Tournament Dates.**

IHNZ will not provide tournament sanctioning for an event being held in conflict with any event that has 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.

IHNZ reserves the right to request adjustments to these traditional events when it is deemed preferable for the sports event calendar.

### **Tournament Participants.**

The host club must agree that the IHNZ ‘No Pay, No Play Policy’ applies to the tournament, and to all tournament participants.

#### *Clubs.*

All participating clubs must be IHNZ affiliated before their entry to the tournament is accepted.

#### *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 when the tournament format is not catering for “club” teams (i.e. 3 on 3 events, etc.) Where the tournament format does not cater for “club” teams IHNZ must approve the team names.

Dispensations for players must be submitted 30 days prior to the competition commencing and be submitted on the IHNZ Dispensation Form.

### **Tournament Officials.**

Referees must be members of 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.**

Tournament Disciplinary Procedure will be via the IHNZ rulebook and be completed via Esports.

Any penalties required 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:

#### **IHNZ**

PO Box  
14055,  
Panmure  
Auckland  
1741

Or via email:

[gm@inlinehockeynz.org.nz](mailto:gm@inlinehockeynz.org.nz)

### **Additional Tournament Information.**

1. Inline hockey competitions, 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.
2. 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.
3. All sanctioning applications must be approved by the IHNZ executive before any advertising is permitted.
4. Each club granted an IHNZ Tournament Sanction shall ensure that the IHNZ Playing Rules, Constitution, Codes of Conduct and Disciplinary Tribunal Policy are followed.
5. Failure to comply with Tournament Sanctioning Policy could mean refusal of future sanctioning applications.
6. 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.

7. A listing of Sanctioned Club Tournaments will be available on the IHNZ website and notified to clubs at the beginning of each season.
8. The tournament must follow the IHNZ rulebook and all IHNZ policies.
9. The Tournament host club shall ensure all players and referees are registered with IHNZ. If in doubt, checks can be made with IHNZ.
10. 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.
11. No sanctioned tournaments of the same division and category shall be held at the same time as any other inline hockey sanctioned event.
12. 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.

### **Tournament Sanction Request Application Forms**

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 timekeepers shall be registered with the IHNZ.

### **Other Processes.**

The following are the requirements must also 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.

#### *Tournament Event Notice and Entry Form Template.*

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 IHNZ.
- Entries are only accepted from incorporated clubs that are affiliated with IHNZ, unless it is a school team only event.
- Players must be currently registered with IHNZ.
- Referees must be currently registered with 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.

#### *Team Lists.*

- Rosters must be submitted via Esports at least 10 days prior to the commencement of the tournament.

#### *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.

#### *Games.*

- Playing rules are those set down in the IHNZ Rulebook and / or in conjunction with the tournament event notice.

#### *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.).

#### *Team Composition*

Only players with current IHNZ registration are permitted to compete.

This event caters for (Delete those not applicable):

- All eligible players entered are playing for the club with which he/she is registered with IHNZ,

Or;

- All eligible players entered are playing for the club with which they 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;

- All eligible players entered are registered with IHNZ but playing in a mixed team in either:
  - a 3 on 3 event
  - a grade issued with an exemption above (Please Specify grade(s))
  - a school team “only” event.

#### *Note.*

Players serving a suspension cannot 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:

- every player has a current IHNZ registration
- every referee has a current IHNZ registration
- every scorekeeper/ timekeeper has a current registration
- 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)
- every player is playing for the club with which he/she is registered with IHNZ, unless it is a mixed team event.
- school team “only” players are registered as associate members of IHNZ when participating in a club hosted event and not already registered with an IHNZ member club.

### *Uniforms.*

Players are uniformly dressed in accordance with all IHNZ Rules and the 'Club Uniform, Logo, and Sponsorship Policy'.

### *Officials.*

- Referees - two referees officiate in each game. Referees shall hold at least a Level One Referee qualification.
- Scorer/Timekeepers - for each game there is an official scorer, a game timekeeper, and penalty timekeepers. Esports must be used for scoring.
- Goal Judges - Goal Judges are not used for any sanctioned tournament.
- 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 IHNZ and copied to the regional Disciplinary Panel Chairperson.

### **At The Conclusion of Your Tournament.**

#### *Submission of Digital Photos:*

Club hosts must provide IHNZ with a selection of digital photos from the event within 24 hours of the event's conclusion. The club grants IHNZ full rights to use these photos at its discretion.

#### *Press Release Submission:*

Club hosts are required to submit copy for a press release about the event to IHNZ within 72 hours of the event's conclusion. The club grants IHNZ full rights to use and distribute this press release as deemed appropriate.

#### *Tournament Summary Report:*

Club hosts must submit a completed Tournament Summary Form to IHNZ within seven days of the event's conclusion.

<b>IHNZ Board</b>	
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