

## Hosting a Conference Round

The new Conference model is launching in 2023 and this brings about some changes to how the conference tournament rounds will operate. The intention of this document is to outline a shared understanding of what this will mean for *Host Clubs*.

### What is a Host Club?

A Host Club is the club based at the rink where a particular tournament round is taking place. Previously Host Clubs were expected to do much of the organising for that round, but the new structure makes it easier for clubs to host rounds with a lot of the work being done already.

However as the Host Club, we still rely on you to support the round and the work of other volunteers “on the day”. The following page outlines expectations – however if your club is unable to assist with any of these items, please do talk to the Conference Committee.

### Running the Conference

The Conference management as a whole is now shared between a local Conference Committee, IHNZ, and other volunteers. Being volunteer driven, Clubs will need to contribute to making it a successful Conference league season.

For each round, the Conference Committee will appoint a single **Game Day Coordinator** who will usually be present during the whole day to help resolve any issues that might arise. Usually this will be one of the committee but may be someone else. Their primary job is to ensure the day runs smoothly and to help resolve any issues that might come up.

They will work with the Host Club, team managers and others to ensure a successful day.

### Refs, Schedules and Rinks

IHNZ will book rinks, create the season schedule well in advance, and organise the Ref schedule. A roster for the score bench will be circulated by the Conference Committee in advance, with each team expected to manage the score bench at times during the day.

IHNZ will pay rinks and refs directly. As a Registered Charity, IHNZ must receive an itemised invoice from rinks directly, and in IHNZ’s name, and can only pay agreed actual costs on such an invoice. IHNZ and Conference Committees will liaise directly with the rink as appropriate.

### Damage and Insurance

As always, any damage is expected to be covered by those who created the damage. The rink’s insurance should cover more substantive damage.

## Host Club Expectations

If a Host Club is unable to fulfil Host Club expectations, please talk with the Conference Committee in advance.

Each Host Club is responsible for ensuring that the rink is suitable for competition play, including provision of **goals, scoreboard, and 4 x regulation black pucks**.

### Host Clubs are expected to:

- Open up the rink **30 mins** before the first game (teams may begin arriving from then)
- Set up the score bench with **digital device for the scoreboard**, working **pens**, a working **stopwatch** for penalties plus 2x regulation black **pucks**
- Put **goals out on rink** where they should be
- Put **goals away** at the end of the last game (if applicable)
- Complete any **necessary clean-up** based on the rink requirement, such as rubbish, sweep, clean the rink (if applicable)
- **Lock up** after everyone has left, around 30 mins after the last game.

### In addition, Host Clubs may be asked to:

- Assist the Conference Committee and Game Day Coordinator with any issues – e.g. helping identify **alternatives if a Ref doesn't turn up (Rules 4.2 q & r)**, and help with a **backup score keeper** if a team forgets to provide theirs etc.

### Host Clubs may optionally:

- Run a 'kitchen' if they so choose
- Run other catering, for example a fundraiser sausage sizzle, cake table etc

NOTE: If a Host Club is **not** intending to provide a kitchen or catering, the opportunity may be made available to other teams (e.g., for running a fundraiser during the weekend).

## Score sheets

The Game Day Coordinator will bring score sheets and partially complete these.

All completed scoresheets must be given to the **Game Day Coordinator** and will then be sent to IHNZ for record keeping purposes. All teams will have access to these.

Score sheets will be used for Nationals qualifying statistics including wildcard entries, illegal player identification, and may also impact future dispensation decisions. It is therefore essential that these are completed accurately over the season and signed by team managers.

## Any further queries?

Please contact your Conference Committee in the first instance with any further queries.