



CLUBS

SPORT

**CLUBS SPORT
HANDBOOK**

**CLUBS NEW ZEALAND
TOURNAMENTS AND
EVENTS**

CLUBS SPORTS HANDBOOK

CONTENTS	Page
1. STANDARD RULES TO CONDUCT CLUBS NEW ZEALAND SPORTS TOURNAMENTS	
CLUBS NEW ZEALAND	3
SPORTS TOURNAMENT NAME	3
SPORTS TOURNAMENT RULES AND RULES OF PLAY	3
DISPUTES	3-4
TOURNAMENT APPLICATIONS AND DATE	4
ENTRIES AND PRIZES	4-5
SPONSORSHIP, ADVERTISING AND SUPPORT	5
SPORTS CODE DELEGATES MEETING	5-6
TOURNAMENT VENUE	6
TOURNAMENT PREPARATION	7
FACILITIES	7
PLAYING FORMAT	7
2. RULES OF PLAY FOR SPORTS CODES	
OUTDOOR BOWLS	8
INDOOR BOWLS	8
GOLF	8
BILLIARDS AND SNOOKER	8
DARTS	8
8 BALL	8
TABLE TENNIS	8
CRIBBAGE	9
EUCHRE	9
500	9
TEXAS HOLD'EM POKER	9
MAH JONG	9
PETANQUE	9
CLAY TARGET	9
GAME FISHING	9
TROUT FISHING	9
3. AFFILIATION RULES	
ELIGIBILITY TO PARTICIPATE IN CLUBS NEW ZEALAND SPORT	10
4. TAXATION LIABILITY OF SPORTING ADJUNCTS	
TAXATION LIABILITY	11-12
SPORTING ADJUNCTS	13
PRIZES AND PAYMENTS TO AMATEUR SPORT PERSONS	13-14
PAYMENT OF DEDUCTIONS TO IRD	14
APPENDICES	
COPY OF CLUBS NEW ZEALAND CONSTITUTION BY-LAW 3	15
MODEL OFFICIAL ENTRY FORM	16
CHECKLIST FOR CLUBS PLANNING TO HOST CLUBS NEW ZEALAND EVENTS	17
CONTRACT TO HOST, COORDINATE AND DELIVER A CLUBS NEW ZEALAND TOURNAMENT	18-19
REPORT FROM THE MEETING OF DELEGATES OF A SPORTS TOURNAMENT	20



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 **Transgender people participating in Clubs New Zealand Tournaments**

Clubs New Zealand and its member clubs must not restrict the participation of a transgender or transexual person in sporting events or tournament unless this is strictly necessary to uphold fair competition; any other restriction would amount to direct discrimination.

Clubs New Zealand and its member clubs should treat a transgender or transexual person as belonging to the sex in which they present (as opposed to the biological sex they were born with) unless this might give the transgender or transexual person an unfair advantage. Any negative effect of restricting the participation of transgender or transexual people must be mitigated as far as possible, to permit as much inclusion as is fair.

- 6.3 Tournament entry fees are to be set at the delegates meeting at the previous tournament unless otherwise stated in the tournament rules.
- 6.4 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.
- 6.5 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.
- 6.6 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.



SECTION 2 RULES OF PLAY FOR SPORTS CODES

2 RULES OF PLAY FOR SPORTS CODES

- 2.1 **OUTDOOR BOWLS**
Men & Women
The rules of play as drawn up and ratified by Bowls New Zealand Inc laws of the game and associated regulations apply.
- 2.2 **INDOOR BOWLS**
Men & Women
The rules of play as drawn up and ratified by New Zealand Indoor Bowls Federation laws of the game apply.
- 2.3 **GOLF**
Men
The rules of play as drawn up and ratified by the Royal and Ancient Golf Club and the United States Golf Association apply.
- Women
The Rules of play as drawn up and ratified by New Zealand Ladies Golf Union rules apply.

- 2.4 **BILLIARDS AND SNOOKER**
The rules of play ratified by the New Zealand Billiards and Snooker Association rules for billiards and snooker apply.
- 2.5 **DARTS**
The rules of play as drawn up and ratified by Clubs New Zealand Darts Association (Inc.) apply.
- 2.6 **8 BALL**
The rules of play as drawn up and ratified by Clubs New Zealand apply.
- 2.7 **TABLE TENNIS**
The rules of play as drawn up and ratified by the International Table Tennis Federation (ITTF) apply.
- 2.8 **CRIBBAGE**
The rules of play as drawn up and ratified by Clubs New Zealand apply.
- 2.9 **EUCHRE**
The rules of play as drawn up and ratified by Clubs New Zealand apply.
- 2.10 **500**
The rules of play as drawn up and ratified by Clubs New Zealand apply.
- 2.11 **TEXAS HOLD'EM POKER**
The rules of play as drawn up and ratified by Clubs New Zealand apply.
- 2.12 **MAH JONG**
The rules of play as drawn up and ratified by Clubs New Zealand apply.
- 2.13 **PETANQUE**
The rules of play as drawn up and ratified by the International Rules of the Game of Petanque – adopted by Petanque New Zealand, December 2002 apply.
- 2.14 **CLAY TARGET**
The rules of play as drawn up and ratified by Clubs New Zealand apply.
- 2.15 **FISHING/SPORTS FISHING**
The rules of Play as drawn up and ratified by the international game fishing rules formulated by the International Game Fishing Association and the rules of the New Zealand Sport Fishing Council apply.
- 2.16 **TROUT FISHING**
The rules of play as drawn up and ratified by the New Zealand Sports Fishing Council apply.



SECTION 3 AFFILIATION RULES

3 AFFILIATION RULES

- 3.1 Particular Clubs New Zealand tournaments require members to be affiliated to that particular sports body before they are entitled to enter the Clubs New Zealand tournament.

For example: If the member of the outdoor bowls adjunct wishes to play in Clubs New Zealand tournaments they are required to be affiliated with Bowls New Zealand.

- 3.2 Associate Members wishing to participate in Clubs New Zealand tournaments must be ordinary members of Clubs New Zealand to be eligible to play in the sports tournaments.



SECTION 4 TAXATION LIABILITY OF SPORTING ADJUNCTS

4 TAXATION LIABILITY

- 4.1 Each club is an incorporated society, or in some cases, a friendly society. As such the club is a 'body corporate' and is issued with an IRD and a GST number.

THE CLUB IS RESPONSIBLE AND LIABLE FOR ALL TRANSACTIONS THAT TAKE PLACE INVOLVING IT.

- 4.2 Many clubs form separate sporting adjuncts, sections to cater for particular interest or establish funds for a particular event. In many cases, these groups may have individual bank accounts, either separate or another accounts within the club's main account.
- 4.3 Transactions involving these groups are conducted separately from the club's main activities and in many cases GST is not considered or declared. In other circumstances such as raffles, GST is claimed on the prizes but is not paid on the income from the tickets.
- 4.4 There are only two options for a club in this area:
- (a) If the sporting adjunct or section is a separately incorporated society or a division completely controlled by its own constitution, then that organisation may have its own separate IRD and GST number.
 - i. This division or section would be completely responsible for its own finances and liabilities. It may elect not to register for GST if the total transactions are less than \$60,000 per annum
 - (b) If the adjunct or section is not separately incorporated or in complete control of its own functioning, the club is responsible and liable for all of the financial transactions of the adjunct.
 - i. As such, all of the financial transactions of the adjuncts and sections must be part of the clubs accounting procedures.
- 4.5 If a section is claiming GST recovery on its expenses then it must pay GST on its income. Therefore a sporting adjunct that raises its own funds must pay GST on that money, to be able to claim GST on any expenses.
- 4.6 Taxation is paid at 28 cents in the dollar on all interest earned outside the circle of membership. If your organisations net income is above \$1,000 per year, you may be eligible for a deduction of up to \$1,000. If you subtract this amount from your organisations income, you reduce the amount of tax to

pay. To qualify for this deduction, your organisation will need to have written rules. An organisation without rules or a constitution won't qualify for the \$1,000 income deduction. Friendly societies are exempt from all tax on interest.

4.7 Sporting adjuncts with their own bank accounts will only be able to claim the exemption and allowance if they have a separate IRD number and qualify as completely separate bodies as defined above. Some clubs have not been including the interest earned by sporting adjuncts in their taxation declaration.

4.8 If income from interest and all taxable sources will not exceed \$1,000 then application for an Exemption Certificate from IRD should be considered, to avoid the deduction of Resident Withholding Tax.

4.9 The outcome of these errors has been that some clubs, when audited by IRD have been faced with not only paying the amounts determined to be owing but also facing financial penalties for late payments.

4.10 The solution to this matter is relatively simple.

The club structure needs to be such that while adjuncts can control their own affairs and make their own decisions as to fundraising, tournament entries, and operation and expenditure on prizes for such functions, all of the financial transactions of each adjunct or section are handled through the main club account and separately recorded within the club's own general ledger.

This enables each adjunct to have, at anytime, a statement of its financial position.

Including sporting adjuncts accounts into the main account means the adjunct has no access to earning interest in their own right and the taxation of such no longer poses a problem.

4.11 It is vital that every club:

- (a) Reviews its accounting procedures to ensure that it is not unintentionally underestimating its tax and GST liabilities.
- (b) Ensures that all accounts established for sporting adjuncts, special interest sections or special projects or funds are identified and that all the income and expenditure of those accounts are included in the main club accounts.

The liability for taxation and the implementation of accounting systems to ensure that the correct amount of tax and GST is paid can be a complicated process.

5 SPORTING ADJUNCTS

- 5.1 The association's auditor has drawn attention to the fact that some of the sporting associations that operate the tournaments are not separately incorporated bodies, but were organising tournaments under the name of Clubs New Zealand. Some are handling significant amounts of money, in some cases for considerable periods of time. The auditor pointed out that those funds should properly come under the overall control and responsibility of the association.
- 5.2 The issue is an important one and there is a clear lesson, for this association and for all member clubs. If the sporting codes/adjuncts are not separate legal entities by having become incorporated societies in their own right, then this association or the individual club respectively, may be legally liable for all financial matters conducted by the sporting code/adjunct in question.

6 PRIZES AND PAYMENTS TO AMATEUR SPORTS PERSONS

- 6.1 IRD has clarified the rules concerning prizes in all sports tournaments. They are as follows:
- All entry forms should contain the following statement by the individual:
'I hereby confirm that I am an amateur sports person and this statement is made in view of the income tax requirement.
Signature _____ Date _____
- 6.2 Where prize money over \$500 is paid to an individual, withholding tax at the rate of 20 cents in the dollar is to be deducted for all amounts in excess of \$500.
- Therefore if the prize is \$600, \$20 tax is paid on \$100.
- The tax is to be deducted at the source, i.e. deducted from the prize before it is paid to the winners.
- 6.3 If the winner is not a professional sportsperson, in other words an amateur, the withholding tax will be refunded when their annual tax return is filed.
- 6.4 The responsibility for paying the withholding tax to IRD is that of the organizing club that is funding the event. In the case of Clubs New Zealand sports grants and prizes, Clubs New Zealand is responsible for the tax and will deduct it from the prizes paid in excess of \$500.
- 6.5 All winners that receive prizes in excess of \$500 that have tax deducted are required to complete and sign an IR 330 form. It is vital that the winner's IRD number is correctly stated on the form otherwise monthly PAYE returns will be incomplete, and it may be difficult for the recipient to reclaim the tax.
- The tax is to be declared as part of the club's monthly PAYE return.

- 6.6 The responsibility for ensuring the tax is deducted lies with the organising Club. Failure to deduct the tax could result in the club being liable for the tax and subsequent penalty charges.

7 PAYMENT OF DEDUCTIONS TO IRD

- 7.1 Where deductions have been made from withholding payments, they must be included with the monthly payments of PAYE as deducted from employees and paid in to IRD.
- 7.2 At the end of the year the total payments made must be reconciled with the deductions shown on all the club's copies of certificates for employees and contractors.



APPENDIX 1A

COPY OF CLUBS NEW ZEALAND CONSTITUTION BY-LAW 3

SPORTING COMPETITION

- 1 The association shall not promote, organise or conduct any sporting event or competition ("Event") on a national, regional or any other level unless so authorised by a general meeting or board meeting.
- 2 No member shall promote, organise or conduct any event in the name of the association, or purporting to be a competition of members of the association without written consent of the association acting in conformity with these by-laws.
- 3 All events must have "Clubs New Zealand" at the commencement of their title.
- 4 Notice of motion of any proposal to promote, organise or conduct any event shall be by way of:
 - (a) Remit to the Annual General Meeting pursuant to clause 25; or
 - (b) Notice to a board meeting; or
 - (c) Request for a special general meeting to consider the event pursuant to clause 20.
- 5 Before promoting, organising or conducting any event, or consenting to a member doing so, the board shall take reasonable action to ascertain that the proposed event does not conflict to the detriment of any other event to be conducted by organisations represented in the association's membership. If any conflict becomes known to the board, the member sponsoring the notice in by-law 3.4 shall be notified forthwith.
- 6 The club(s) or incorporated society promoting, organising or conducting an event which is not an event run by the association shall unless the contrary is advised in writing:
 - (a) Be deemed to take full responsibility for the event; and
 - (b) Indemnify the association against any claim by any person in relation to the event.
- 7 If there is any dispute regarding the rules or conditions of play or entry into an event, any Club may apply to the board to investigate. Any decision of the board shall be final and binding.
- 8 No person for whom capitation fees have not been paid in accordance with clause 7.1 shall be eligible to participate in any event as a competitor or as an official.
- 9 Every participant in an event (competitor or official) shall be a full financial member or life member of a club, which is a financial of the association, or a life member of the association.

MODEL OFFICIAL ENTRY FORM

ALL ENQUIRIES ARE TO BE DIRECTED TO THE TOURNAMENT COORDINATOR: EMAIL: example@example.co.nz

EVENT: **CLUBS NEW ZEALAND NATIONAL MEN'S TEAMS GOLF**
TOURNAMENT
 HOSTED BY: **EXAMPLE CLUB**
 TOURNAMENT VENUE: **EXAMPLE GOLF CLUB**
 DATES: **MONDAY 30 SEPTEMBER 2012 – SATURDAY 5 OCTOBER 2012**
 ENTRIES CLOSE: **31 AUGUST 2012**

INDEMNITY All participants enter at their own risk. Neither the club, sponsors nor organisers shall be liable for any loss, injury or misadventure however arising.

DECLARATION OF AMATEUR STATUS I hereby confirm that I am an amateur sports person and this statement is made in view of the income tax requirements.

Prize money over \$500 is taxable at 20% withholding payment.
 Your IRD Number must be provided before payment can be made.

<p>TO VALIDATE THIS ENTRY THE FOLLOWING MUST BE CONFIRMED BY THE SECRETARY/MANAGER</p> <p>(1) THAT ALL PERSONS LISTED ON THIS FORM ARE FULL FINANCIAL MEMBERS OF THIS CLUB. (2) HAVE READ AND UNDERSTOOD THE ABOVE IDEMNITY AND DECLARATION OF AMATEUR STATUS.</p> <p>CLUB _____ MANAGER'S SIGNATURE _____ DATE ____</p>
--

The _____ Club wishes to enter the following:

ENTRY FEES

SINGLES (includes \$40 to the players prize pool & GST) **PAIRS** (includes \$30 to the players prize pool & GST)

- 1) _____ 1) _____ & _____
- 2) _____ 2) _____ & _____
- 3) _____ 3) _____ & _____
- 4) _____ 4) _____ & _____

PAYMENT TYPE (please tick box) CHEQUE ELECTRONIC

BANK ACCOUNT DETAILS: EXAMPLE CLUB - ASB BANK - ACCT# 01-2303-2547896-00

Receipt of banking **MUST** be provided with this form or faxed to the tournament coordinator clearly showing amount deposited and Club Name

AMOUNT ENCLOSED \$ _____ ENTRY FEE CHEQUES TO BE MADE PAYABLE AND SENT TO:
Example Club Inc and posted to: PO Box 11749, Town

CONTACT DETAILS (club entrant's representative) _____

VACANCIES IN TO THE TOURNAMENT AFTER CLOSING DATE WILL BE ALLOCATED BY THE HOST CLUB ON A FIRST PAID FIRST ACCEPTED BASIS AND THE CLUB WILL MAINTAIN AN UP TO DATE LIST OF PAID RESERVES FOR ENTRY INTO THE FIELD SHOULD THERE BE ANY WITHDRAWALS AFTER CLOSING DATE.

OFFICE USE ONLY

POST DATE _____ DATE OF RECEIPT _____ CHEQUE DATE _____

ENTRY FEES FOR CLUBS NEW ZEALAND NATIONAL MENS TEAMS GOLF TOURNAMENT – CLUB TAX INVOICE NO: 64-326-874

INVOICE NO: _____ ENTRY AMOUNT REMITTED (GST INC.) _____ CHEQUE NO: _____



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 clubs 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.

TO: National Operations Manager
Clubs New Zealand
PO Box 11-749
WELLINGTON 6142



CONTRACT TO HOST, COORDINATE AND DELIVER A CLUBS NEW ZEALAND TOURNAMENT

PARTIES

Between

Clubs New Zealand Incorporated (**Clubs New Zealand**)

and

[Enter Club Name] (the **Host Club**)

and

Other Association (where appointed by Clubs New Zealand to coordinate and deliver the tournament)

N/A

In the event of no other association being appointed by Clubs New Zealand, the host club will assume the duties and responsibilities to host, coordinate and deliver the tournament.

TOURNAMENT DETAILS

Tournament: Clubs New Zealand [enter full tournament name] (the **Tournament**)

Venue (to be held at):
(full name of the sporting venue)

Dates (to be held on):
(actual dates of the tournament)

The host club advises that the tournament coordinator will be:

Name:

Address:

Email:

Tel/Mobile:

(full name and details of the contact person for the tournament)

In the event of any changes to the tournament coordinator details, the host club will inform and provide the relevant details to Clubs New Zealand.

Whereby Clubs New Zealand holds the right to the tournament, the host club has been approved at the previous tournament delegates meeting or by Clubs New Zealand and/or the other association has been appointed by Clubs New Zealand to coordinate and deliver the running of the tournament, it is hereby agreed that:

TOURNAMENT CONDITIONS

Where the host club and/or other association hosts a tournament, the host club and other association agree that they are fully liable for the hosting of such a tournament and to that extent agree to fully indemnify Clubs New Zealand against any claim by a company or individual in relation to the hosting of the tournament.

The host club and the other association are to read and understand the Clubs New Zealand conditions outlined in the Clubs New Zealand Sports Handbook and are to ensure that the tournament is hosted, coordinated and delivered in accordance with by-law 3 – sporting competition, of the constitution of Clubs New Zealand. This is supported by the Clubs New Zealand standard rules to conduct sports tournaments and the host club or other association tournament rules. Collectively these are to be referred to as the "**Tournament Conditions**".

Clubs New Zealand shall assist in the promotion of the tournament to its member clubs provide membership address information, administer applications to host future tournaments, assist with amendments to and electronic storage of the tournament rules.

Clubs New Zealand flags and banners shall be displayed on request and Clubs New Zealand shall be given the naming rights for any tournament which Clubs New Zealand assists in promoting.

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.

All winners of Clubs New Zealand tournaments receive a certificate of achievement and the host club receives a certificate of appreciation. Participating members have the opportunity to enter to win the annual Clubs New Zealand \$2000 Travel Voucher contest and any other promotion that Clubs New Zealand may provide from time to time.

Any variation to the tournament conditions must be approved by Clubs New Zealand prior to the commencement of the tournament. Failure to comply with the tournament conditions shall entitle Clubs New Zealand to terminate this contract immediately by notice in writing whereupon the host club and/or other association shall not be entitled to proceed with the tournament and shall reimburse all entry fees, sponsorship and other funds received relating to the tournament.

This agreement may be entered into in any number of counterparts and by the parties to it on separate counterparts, each of which when executed and delivered shall be an original. All the counterparts shall together constitute one and the same instrument.

Signed for and on behalf of:

President
(Officer) (Host Club Name) (Signature) (Date)

Clubs New Zealand.....
(Officer) (Clubs New Zealand Representative) (Signature) (Date)



TO: National Operations Manager
Clubs New Zealand

REPORT FROM THE MEETING OF DELEGATES OF A SPORTS TOURNAMENT

AREA:

CLUBS NEW ZEALAND TOURNAMENT: Clubs New Zealand

HOST CLUB:

DATE:

ISSUES ARISING FOR NATIONAL OFFICE, ACTION OR RESPONSE

.....
.....
.....

OUTSTANDING TOURNAMENT ACHIEVEMENT(S)

.....

FUTURE HOST CLUB 2017:

Tournament Coordinator:

Dates of Tournament:

Host Club 2018:

Tournament Coordinator:

Dates of Tournament:

RULE CHANGE:

.....
.....

OTHER:

SIGNED:

AREA BOARD MEMBER: