

CLUBS NEW ZEALAND SPORTS HANDBOOK

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CLUBS
NEW ZEALAND INC



CLUBS
SPORT

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1. PURPOSE AND INTRODUCTION

This handbook provides guidance for participants, host clubs and tournament officials, and Clubs New Zealand representatives involved in Clubs New Zealand sporting tournaments. It outlines standard rules, eligibility criteria, hosting responsibilities, and the rules of play for each sports code.

Clubs New Zealand promotes fair play, inclusivity, and the wellbeing of all participants.

2. STANDARD TOURNAMENT RULES

2.1. GOVERNANCE

Clubs New Zealand's constitution is paramount. Where there is any inconsistency between this handbook and the Clubs New Zealand Constitution, the Constitution shall prevail.

Rules specific to each sport will be confirmed at relevant delegate meetings and communicated to all relevant parties.

2.2. DELEGATES MEETINGS

- Delegates meetings must be held when no play is scheduled.
- The delegates meetings shall vote on all remits and tournament applications which must be tabled prior to the meeting.
- The delegate's meeting is to be chaired by a Clubs New Zealand representative or approved chair.
- Minutes from all delegates meetings are required to be kept.
- Delegates meetings shall be held in accordance with the standing orders in the Clubs New Zealand constitution.

Rules specific to each sport will be confirmed at relevant delegate meetings and communicated to all relevant parties.

2.3. AMENDMENTS TO TOURNAMENT RULES

- Remits proposing changes to tournament rules must be submitted in writing to Clubs New Zealand at least 21 days prior to the tournament.
- Remits should clearly state:
 - The specific rule(s) to be changed or added, referencing existing rule numbers where applicable.
 - The exact wording of the proposed change.
 - A brief rationale or explanation for the proposed change.
- For a remit to be tabled at the delegates meeting, it must first be moved by one member club and then seconded by a separate member club. Only remits that have been both moved and seconded in this way will be accepted for discussion and may proceed to a vote in accordance with Rule 2.3. This requirement does not apply to remits submitted by the Clubs New Zealand Board. Board remits will automatically proceed to discussion and a vote at the delegates meeting.
- Voting will be by show of cards and requires a simple majority to pass.
- Approved amendments only take effect once the minutes from the delegates meeting are registered with Clubs New Zealand and the rules are updated on the Clubs New Zealand website.

Delegate: A delegate is a person appointed by a participating member club to represent that club at a Clubs New Zealand sports tournament delegates meeting. Each club may appoint up to two delegates, but only one vote is permitted. No delegate is to represent more than one club.

3. PARTICIPATION AND ELIGIBILITY

3.1. ELIGIBILITY

- All participants in Clubs New Zealand tournaments must be financial members of Clubs New Zealand member club.
- All participants must have been selected and/or have approval to represent their club.
- Independent entries are **not** eligible.
- Clubs New Zealand reserves the right to exclude any person from participating, assisting with or otherwise being involved with a tournament.

3.2. TRANSGENDER AND INCLUSIVITY POLICY

- Clubs must not restrict participation of transgender or transsexual individuals unless required to uphold fair competition.

- Participants should be treated according to the gender they present unless this provides unfair advantage.

3.3. AFFILIATION REQUIREMENTS

- Some tournaments require affiliation with relevant national bodies (e.g. Bowls New Zealand for Outdoor Bowls). It is the responsibility of participants to ensure they meet the affiliation requirements for participation.

4. TOURNAMENT HOSTING AND APPLICATIONS

4.1. ELIGIBILITY TO HOST

Only Clubs New Zealand member clubs are eligible to host Clubs New Zealand Tournaments.

Where a third-party facility or club that is not a member of Clubs New Zealand is required to host all or part of a Clubs New Zealand Tournament, the host club must seek prior approval from Clubs New Zealand.

4.2. APPLICATIONS TO HOST

- Clubs wishing to host a Clubs New Zealand Tournament must apply in writing at least 14 days prior to the relevant delegates meeting.
- All applications must include a letter of intent from the club committee and assurances that the club has adequate facilities available for the tournament.
- Competent referees, umpires etc, along with a tournament controller are to be provided by the host club.

4.3. HOSTING CONTRACTS

Successful applicants must complete a contract with Clubs New Zealand within 30 days.

In the event that no contract is received by Clubs New Zealand within 30 days, Clubs New Zealand shall be entitled to revoke the host club appointment and make alternative arrangements for the tournament.

4.4. TOURNAMENT DATES

- Tournaments must be held at the same time each year (or as close to the same dates as possible).
- Changes to approved dates require permission from Clubs New Zealand.

5. TOURNAMENT OPERATIONS

5.1. ENTRIES

- Registrations will be via an approved registration method i.e. Clubs New Zealand's online registration platform.
- For all tournaments the registration closing date must be no later than 14 days from the tournament start date.
- Registration opening and closing dates must be strictly adhered to, no late entries will be accepted.
- All entry fees / registration fees must be paid in full by the registration closing date.
- Entry fees / registration fees that have not been paid in full by the closing date will be deemed invalid and will not be accepted.
- Each participating club is guaranteed at least one team entry, first come first served.

5.2. ENTRY FEES AND REFUNDS

- All entry fees are held by Clubs New Zealand until transferred to the host club.
- Where a participant/team withdraws prior to the registration closing date and prior to Clubs New Zealand transferring the funds to the host club, a full refund will be provided less any applicable processing fees (including but not limited to payment platform charges).
- Refunds will be made via the original method of payment. For example, payments made by credit card will be refunded back to the same card.
- All refund requests must be made in writing.
- Where entry fees have already been transferred to the host club, the host club is responsible for administering refunds.
- Where a participant/team withdraws after the registration closing date and after funds have been transferred to the host club, any refund is at the discretion of the host club.
- In exercising this discretion, host clubs are expected to balance:
 - Fairness to the withdrawing team/participant.
 - The financial commitments already incurred.
 - The overall integrity and spirit of the tournament.
- Clubs New Zealand expects host clubs to act reasonably and in good faith when making refund decisions.

5.3. TRANSFER OF TOURNAMENT FUNDS

- All tournament entry fees collected by Clubs New Zealand will be transferred to the official bank account held on record for the host club.
- Where a host club requests funds to be paid into an alternative bank account, the club must provide a verified deposit slip for that account. This must be authorised and confirmed by the club manager.
- Any request to transfer funds to an alternative account must be received by Clubs New Zealand prior to the registration closing date.
- Transfers will only be processed once all tournament entry fees have been received in full.
- Clubs New Zealand will not be responsible for delays in fund transfers where entry fees remain outstanding.

5.4. FEES AND PRIZES

- Tournament fees are set at the prior delegates meeting.
- A minimum of 60% of entry fees must be returned as prizes.
- Clubs New Zealand reserves the right to apply a nominal administration fee to all registrations.
- The host club is responsible for ensuring that any GST applicable on entry fees is properly accounted for and paid to Inland Revenue.

5.5. SPONSOR AND ADVERTISING

- Tournament hosts may obtain sponsorships, provided there is no conflict with Clubs New Zealand interests.
- The host club must ensure any flags, banners, posters or other promotional material provided by Clubs New Zealand is prominently displayed throughout the tournament.

5.6. TOURNAMENT PROGRAMMES

- The host club must provide a programme detailing start times, venues, draws and transport arrangement before the commencement of the tournament.
- The tournament programme and any other relevant tournament material must include the Clubs New Zealand logo.
- Once approved by Clubs New Zealand the programme will be displayed on the Clubs New Zealand website.

5.7. POST TOURNAMENT

The host club will provide Clubs New Zealand with the minutes from the delegates meeting, financial report for the tournament, any rule changes, remits, applications,

letters of intent, tournament results and any other relevant reports no later than 20 working days following the completion of the tournament.

6. HEALTH, SAFETY AND CONDUCT

6.1. PLAYER WELFARE

- Host clubs must ensure safe playing conditions.
- Emergency plans must be in place and communicated.

6.2. BEHAVIOUR STANDARDS

Participants must comply with the Clubs New Zealand Player Code of Conduct. Breaches may result in disciplinary action, including removal from the tournament.

6.3. DISPUTES

- A disputes committee must be provided by the host club.
- Complaints regarding behaviour outside tournament play hours must be referred to the participants home club.
- Host clubs must accept full responsibility for the tournament and indemnify Clubs New Zealand.
- Any disputes or complaints regarding the conduct of the host club or any of its representatives should be directed to the Clubs New Zealand Board.

7. CANCELLATION AND SIGNIFICANT CHANGES

7.1. CANCELLATION

- In the event that a tournament must be cancelled, the host club must notify Clubs New Zealand immediately and provide a written explanation.
- Cancellation should only occur in exceptional circumstances such as natural disasters, pandemics, or where the host club deems the tournament to not be viable i.e. insufficient entries.

7.2. REFUNDS

- If a tournament is cancelled, all entry fees must be refunded in full unless otherwise agreed by Clubs New Zealand.
- Any sponsorship or funding received must be reviewed and managed in consultation with the sponsors and Clubs New Zealand.

7.3. SIGNIFICANT CHANGES

- Any major change to the tournament format, schedule, or venue must be approved by Clubs New Zealand and communicated promptly to all participating clubs.
- Clubs must be given the option to withdraw without penalty if the change significantly affects their ability to participate.

7.4. CONTINGENCY PLANNING

- Host clubs are expected to prepare a basic contingency plan as part of their tournament planning process.
- This should include procedures for health emergencies, severe weather, and venue unavailability.

8. RULES OF PLAY FOR INDIVIDUAL SPORT

The following official rules apply, unless otherwise varied and approved by Clubs New Zealand. Copies of the below rules are published on the Clubs New Zealand website www.clubsnz.org.nz

SPORT	RULES OF PLAY
Outdoor Bowls	Bowls New Zealand
Indoor Bowls	New Zealand Indoor Bowls Federation
Golf (Men)	Royal and Ancient Golf Club/USGA
Golf (Women)	Royal and Ancient Golf Club/USGA
Billiards and Snooker	New Zealand Billiards and Snooker Association
Darts	Clubs New Zealand
8 Ball	Clubs New Zealand
Table Tennis	International Table Tennis Federation (ITTF)
Cribbage	Clubs New Zealand
Euchre	Clubs New Zealand
500	Clubs New Zealand
Texas Hold'em Poker	Clubs New Zealand
Mah Jong	Clubs New Zealand
Petanque	Petanque New Zealand
Clay Target	Clubs New Zealand
Gaming Fishing	International Game Fishing Association/NZ Sport Fishing Council
Trout Fishing	New Zealand Sports Fishing Council

9. APPENDICES

9.1. APPENDIX 1 - COPY OF CLUBS NEW ZEALAND CONSTITUTION BY-LAW 3

3. SPORTING COMPETITION

- 3.1.** 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.
- 3.2.** No Member or other Association(s) 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 the written consent of the Association acting in conformity with these by-laws.
- 3.3.** All Events must have “Clubs New Zealand” at the commencement of their title.
- 3.4.** 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 [Rule 28](#), or
 - b) Notice to a Board meeting, or
 - c) Request for a Special General Meeting to consider the Event pursuant to [Rule 22](#).
- 3.5.** 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.
- 3.6.** 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.

- 3.7.** 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.
- 3.8.** No person for whom capitation fees have not been paid in accordance with [Rule 9](#) shall be eligible to participate in any Event as a competitor or as an official.
- 3.9.** Every participant in an Event (competitor or official) shall be a full financial member or life member of a Club, which is a Financial Member of the Association, or a Life Member of the Association.
- 3.10.** All Events promoted, organised or conducted in the name of the Association shall comply with the Clubs New Zealand Sports Handbook.