

# N . Z . F . R . S

## NZ CHAMPIONSHIP RESPONSIBILITIES

### OBJECTIVES:

To provide effective guidelines for those responsible for the staging of New Zealand Championships

### PROCEDURES and RESPONSIBILITIES:

#### BOARD / NATIONAL OFFICE

- Contact Clubs for expressions of interest to host the championships
- This should be done at least two years prior to the proposed championship. A closing date for the expression of interest is to be specified
- Secretary to send all expressions of interest to the respective sports committee for their recommendation.
- The board advises the successful club with a request for confidentiality until the formal announcement by the Board.
- Once announced at the closing function secretary to notify all concerned of the venue and dates for the championship.
- Set Championships Entry fees and closing date for entries
- Distribute entry forms to Clubs and Area Committees
  - Appoint a Championship Manager
  - Secretary to send Championship Managers Pack to the Championship Manager once the venue announcement has been made.
- Ensure medals are purchased and forwarded to the appropriate Sports Committee Trophy Steward.
- Liaise with the appropriate Sports Committee in relation to the competition programme, prepare the final version and send to the printers and National Office for distribution and posting on the website.
- Request a list from the host club of VIP's and arrange invitations for Opening Ceremony and Closing Function.
- Conduct a Team Managers meeting in conjunction with the Sports Committee. Agenda to include
  - Roll Call
  - Scratchings/errors and alterations to the programme
  - Draws [where applicable]
  - Championship rules, Championship and local information
  - Advise skate check arrangements
  - Arrangements for cleaning the floor (if required)
  - Opening Ceremony programme, requirements of Team Managers
  - Nationals Closing Function
  - General Business
  - Any questions
- Organise judges for Best Presented Team in the Opening Ceremony and arrange payment of prize money for the winning team.
- In conjunction with the Championship Manager prepare a Health and Safety **Event** Plan, noting the sports specific and venue requirements. Reference should be made to the digital floor plan.
- In conjunction with the Championship Manager, submit a budget to the Board for ratification.

# N . Z . F . R . S

## NZ CHAMPIONSHIP RESPONSIBILITIES

### CHAMPIONSHIP MANAGER

- Championship Manager to arrange meetings with the organising committee prior to the championships to go over the requirements as per the appropriate Task List and manage the process
- Ensure venues have been booked and confirmation, correspondence or contract of hire have been signed and deposit payments are met.
- For Road Circuits (speed), ensure the Road Circuit has been surveyed and all necessary permits have been obtained for the use of the circuit.
- In conjunction with the Board Treasurer, submit quotes to assist in the preparation of the Budget.
- Ensure the Sports Committee are aware of the exact dates of the booking, including access to the venue for official set up
- In conjunction with the Organising Committee approve the design for an advertising sign for the venue.
- **In conjunction with the Board, organise requirements for the Health & Safety Event Plan and arrange to have copies displayed and available at the venue.**
- Attend to the opening and closing of the stadium and Road Racing venue where applicable.
- Artistic Figure Circles - in conjunction with the Artistic Sports Committee, ensure figure and loop circles are laid a agreed.
- Speed – Ensure the flat track and road track are laid out in accordance with speed requirements.
- Investigate merchandise options and forward to NZFRS Board Treasurer
- Ensure arrangements are made for photography events and presentations and ensure photographer is briefed as to the competition requirements
- Liaise closely with Sports Committee's regarding event and programme changes to maintain continuity during each session.

### HOST CLUB

- Provide the facilities and setting up for the running of the New Zealand Championships.
- Establish an Organising Committee including a Liaison to communicate with the Championship Manager.
- The Organising Committee should be prepared to meet with the Championship Manager as required.
- Organising committee members are required to be NZFRS members.
- Provide copy of minutes of all meetings to Championship Manager if they were not in attendance.
- Refer to the Task List and make arrangements accordingly
- Use best endeavours to obtain any event sponsorship or advertising in the Supportive Sponsorship. NZFRS Treasurer to provide and Advertising Schedule.
- Ensure adequate rubbish bins are available and arrange daily clearance. Check costs involved
- Arrange catering as per the Task List. Submit proposed menu and prices to Championship Manager for approval.
- Organise any display signage as allowed by local Council in accordance with the budget. Submit costs to the Championships Manager.
- Investigate availability of local photographer.
- Assist with input for any merchandise designs.

# N . Z . F . R . S

## NZ CHAMPIONSHIP RESPONSIBILITIES

- Assist with stadium set up to make every effort to ensure the Stadium looks worthy of a NEW ZEALAND CHAMPIONSHIPS.
- Submit details of venue, format and costs to Championship Manager for approval for a closing function if required.
- Provide name and address list of civic dignitaries, special club members and organising committee to the Board Secretary to send out invitations to Opening and Closing Ceremonies.

### SPORTS COMMITTEES

- Liaise with the Board and Championship Manager regarding the schedule and format the programme (based on draft).
- Provide Championship Manager with particulars of the special meetings required to be held at the Championships
- Attend the Team Managers meeting and provide expertise
- Provide all personnel required to run the championships, i.e. judges, referees, speed officials, scorers etc.
- Police the coaches' credentials
- Attend Championship Committee meetings as required.
- Liaise with the Championship Manager to ensure the smooth running of the championships
- Ensure that the following are available before commencement of the Championships:
  - Judges/referee schedules
  - Speed Officials Roster
  - Calculators Roster (artistic)
  - Figure Draw (artistic)
  - Announcers Roster
  - Opening Ceremony Format

Approved	23 March 2002
Last Amended	May 2021
Next review	May 2023