

# Proposed **RULES & CONDITIONS FOR HOSTING THE NZ CHAMPIONSHIPS**

*(It must be remembered that the NZ Championships is a large event and now consists of the Main Billiards and Snooker Championships plus the NZ B Grade Billiards, the NZ B Grade Snooker Championships and the Log of Wood play-offs).*

## **Hosting of the tournament.**

Any association may apply to host the NZ Championships. If there is more than one association wishing to host the NZ Championships then the successful association will be the one that receives the most votes at the AGM where the championship is applied for.

Hosting rights are applied for and voted on at the AGM of the NZ Billiards & Snooker Association Inc. Associations may forward non-binding expressions of interest for tournaments scheduled 2 – 3 years hence.

## **Minimum requirements for the hosting of the NZ Championships.**

*(These requirements to be read in conjunction with the NZ Championships Rules and Conditions as published in the official program).*

**Venue:** A minimum of 8 tables are required although organisers will find the tournament much easier to run if the number of tables can be increased to 10. Ideally the tables all need to be in the same venue but dispensation may be granted, depending on the circumstances.

**Table cloths and cushions:** All tables to be used for the championships must have a cloth fitted that at the time of the championships is no more than 2 months old. If the cushions being used have been refurbished with new rubbers then sufficient time before the championship must be allowed for these cushions to be played in.

**Pocket sizes:** The sizes of pockets must be of a consistent standard and not vary greatly between tables so as to make one or more tables overly generous. The NZBSA has a set of international standard templates that are available for the host association to use should their table fitter require them.

**Tournament balls:** The balls used for the tournament must be matched sets and while in use for the tournament each set must be numbered so that the same set of balls is in use on the same table for the duration of the tournament. This means they should be measured and weighed to verify their consistency.

**Ancillary equipment:** Sufficient ancillary equipment must be available and in such positions around the playing area so as not to cause disruption to other matches while being accessed or replaced. Each table must have 2 cross rests (preferably with brass heads) plus one half butt cue and rest and one full butt cue and rest. The full butt cue may be dispensed with if each table is provided with a universal cue extension or similar. One standard and one goose-neck spider for every 2 tables would also be considered the norm. Several sets of extra long cues, rests and spiders would also need to be strategically placed throughout the venue bearing in mind that ease of access is paramount.

**Scoreboards:** All scoreboards for the tournament should be in good working order and provision made for the display of player name cards and also cards depicting the frames won (Snooker) and 100's scored (Billiards). These name and score cards need to be of sufficient size as to be viewable from a reasonable distance.

**Public Seating:** Where possible, tiered seating should be supplied, and erected in such a position as to enable a reasonable number of spectators a good view of the tables where the finals and semi-finals are to be played. This seating should also be screened so that any movement of spectators feet will not distract the players.

**Tournament Controller and Chief Referee:** The host association will appoint a Tournament Controller and Chief Referee who will be responsible for the smooth running of the tournament. If the Host Association considers it does not have suitably qualified candidates for these positions then the Host Association may appoint a Tournament Controller and / or a Chief Referee from outside the host association. (Should this be the case then the Host Association should appoint from within their own association, assistant(s) to the Tournament Controller and / or Chief Referee to “learn the ropes” so as to increase the pool from which future appointments may be made). In the event of a Tournament Controller and / or Chief Referee being appointed from outside the host association area, the host association will be responsible for the travel and accommodation costs of those appointed. Each of these appointments is to be ratified by the NZBSA Board.

**Tournament Match Committee, Disputes / Discipline Committee:** The host association must appoint a match committee consisting of at least: the Tournament Controller, the Chief Referee and a suitably qualified player representative (or two others if the Tournament Controller and the Chief Referee are the same person). This committee will be responsible, along with any other officials as may be appointed, for the smooth running of the tournament and the policing of the various Rules and Conditions that are in force for the Tournament. This committee will also act as the disputes / discipline committee for the Tournament and shall conduct hearings and enforce such rules as are deemed to have been contravened by players, officials and / or spectators.

**Tournament Program Order:** The order of play for the various NZ Championships being played could be as follows:

- (a) NZ B Grade Snooker (Saturday & Sunday, although the host association may elect to play one or two rounds on the Friday evening).
- (b) The Log of Wood play-offs will be played Sunday evening.
- (c) The NZ Snooker Championships will be played Monday to Saturday.
- (d) NZ B Grade Billiards will be played Sunday & Monday).
- (e) The NZ Billiards Championships will be played Tuesday to Saturday.

Variation from this is possible on agreement at the AGM or in consultation with the NZBSA Board.

The NZ Referees' Assn AGM and the NZBSA AGM are to be held on the Sunday with provision made for those players who may be scheduled to play who wish to attend these meetings.

**Tournament Referees:** The host association must endeavour to attract as many referees as it deems necessary to assist with the tournament refereeing duties. All referees from outside the host associations area should where possible be provided free accommodation (on a twin share basis) that also includes a daily breakfast. The host association may elect to pay the travel expenses for these referees from outside of the host associations area. The host association may also elect to provide one other meal or meal voucher per day per referee during the tournament.

#### **Table Maintenance during Tournament**

The host association must make arrangements for the tournament tables to be brushed, padded and ironed before the start of each days play. The host association may also elect to have a team of table assistants who will brush and pad the tables between matches during

the day. If it is not possible to have this team then the host association must provide a suitable number of table brushes and pads that the losing player may use to brush and pad the table at the completion of the match.

**Various:**

The host association should where possible provide a suitable separate area where the Tournament Controller, Chief Referee and other Tournament Officials may go about the business of organising and running of the tournament without undue outside interference. This area should also have Broadband and / or wireless access to the internet to enable the NZBSA Webmaster to provide tournament updates etc on the official NZBSA website [www.nzbsa.org.nz](http://www.nzbsa.org.nz) and [www.billiardsandsnooker.org.nz](http://www.billiardsandsnooker.org.nz) in a timely manner.

The host association shall appoint one of their members as a Publicity Officer for the tournament and ensure that as much information as possible is supplied to the local and the national media. This is to also include publicity leading up to the event as well as during the event.

The host association must provide a suitable “pin board” or similar that is large enough to display all the results of all the tournaments. The host association must also ensure that the Tournament Officials have access to a photo copying machine and sufficient copying paper as may be required.

The host association shall provide a room or area suitable for the holding of the AGM's of the NZ Referees' Assn and the NZBSA. Ideally this will be in an area that will be free of outside interference. Provision must also be made for water and glasses to be available in this area.

The host association shall, wherever possible, provide a separate area where the Tournament officials may relax from time to time. This area should also have provision for free tea and coffee making facilities.

The host association shall, wherever possible, provide a players lounge area, where players may relax from time to time. This area may or may not have provision for tea and coffee making facilities.

The host association must provide water and glasses at each table and these must be refreshed for each playing session.

The host association must ensure that provision is made for the purchase of sandwiches, scones etc by the players and officials and also that some form of meals are available between the hours of 11:30am – 2:30pm and 5:30pm – 9:00pm each day of the tournament. The venue hosts may also elect to provide a daily breakfast between the hours of 8:00am and 10:00am should the need arise.

The host association, if possible, should also provide a suitably secure area where players and officials may safely leave their personal and playing gear overnight.

The host association should endeavour to obtain a reduced rate of accommodation at one or more suitable venues for the duration of the tournament. This reduced rate must also be available to any supporters who wish to travel to the tournament.

If the official accommodation being used for the tournament is more than a comfortable 10 – 15 minute walk from the venue the host association should provide transport for players, officials and supporters between the venue and the accommodation.

## **Programme**

The host association is expected to provide a suitable programme that has the draws and spaces for match results as well as post section play for each event.

At the front it must contain a list of life members etc as per recent programmes and should also contain a list of past champions. Advertising and printing are the responsibility of the host association.

## **Sponsorship.**

A host association is expected to raise sufficient sponsorship to cover the cost of the Nationals.

This maybe through naming rights sponsorship, table sponsorship, Charitable Trusts, local businesses and the like.

There is a formula for the distribution of prize money that is a part of the tournament conditions and this must be adhered to. It may be exceeded should sufficient sponsorship be obtained.

The NZBSA has over the last few years built up a relationship with a number of potential sponsors and will endeavour to support the host association in obtaining sufficient sponsorship to more than cover the events.

(It is expected that the host association will end up with some profit at the end of the events)

## **Documentation**

It is expected that all entry forms etc are sent to associations at least 10 weeks prior to the events starting in order to allow local associations at least 7 weeks to apply for sponsorship for their players to attend the championships.

Where possible it is expected that this documentation will also appear on the host associations website (if they have one) and also on the NZBSA website under a separate Nationals folder.

## **Financial and reporting obligations**

The host association shall provide reports to the NZBSA Board meetings on the progress and issues involved in the planning for the events.

At the conclusion of the events, the host association shall provide to the NZBSA a full financial disclosure of all financial transactions pertaining to sponsorship obtained through NZBSA involvement. This should include a paper trail of income in, accounts payable and bank statements supporting such transactions.

The host association should also provide a comprehensive report to the NZBSA on the running of the events so that the NZBSA can pass that report onto the next host association to help them run their event.

## **NZBSA obligations to the hosting of the Nationals tournaments.**

- The NZBSA shall at each AGM award the hosting rights to an association based on the voting for that association at the AGM
- The NZBSA shall provide technical support, advice and backup to the host association in its preparations for hosting the Nationals
- The NZBSA shall endeavour to continue to access on behalf of the host association one roll of subsidised competition cloth from the IBSF while the IBSF offer is open. The host association will only have to pay the actual costs of importing that roll of cloth ( a substantial discount)
- The NZBSA shall endeavour to secure sponsorship to support the host association. This may include naming rights sponsorship which the NZBSA reserves the right to

approve should a host association have a potential naming rights sponsor. This must be done by the NZBSA at its February Board meeting prior to the event.

- The NZBSA will provide a folder on the [www.nzbsa.org.nz](http://www.nzbsa.org.nz) website to host all documentation for the event and to provide access for daily results to be posted there during the events.