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**POLICES AND GUIDELINES FOR THE
LINCOLN UNIVERSITY SOUTH ISLAND SECONDARY SCHOOLS
NETBALL TOURNAMENT 2010**

The S.I.S.S. Netball Association is a representative body, enabling all member schools to have the opportunity to be involved in a decision-making and co-ordinating S.I.S.S. senior netball activities, particularly the continuation of the annual S.I.S.S. tournament.

Policy 2

TOURNAMENT COMMITTEE

Rationale

The S.I.S.S. needs a Tournament Committee from the host venue to organise and administrate the annual S.I.S.S. netball tournament.

Objectives

- a) To implement the policies of the S.I.S.S.
- b) To communicate with the Management Committee on all matters that need clarification or that affect S.I.S.S. policies.
- c) To organise all local administration for the tournament.

Guidelines

- a) Ensure tournament rules are followed.
- b) Consult with Management Committee and Centre and if applicable Region, on tournament organisation.
- c) Meet all the requirements necessary to successfully stage the S.I.S.S. tournament in an environment that will foster healthy participation and achievement in secondary school netball.

TOURNAMENT COMMITTEE RESPONSIBILITIES

- a) Advise the Management Committee of the Tournament Committee personnel responsible for the tournament organisation. These personnel should include a chairperson, secretary, treasurer, umpires controller, draw steward, merchandise officer, sponsorship liaison, media contact and catering person. This should be in writing, by March 1st in the year of the tournament to the secretary of the Management Committee.
- b) Receive a loan of \$1500 by 31st March, which is to be returned to the Management Committee following the completion of the tournament.
- c) Be responsible for issuing the entry form and collection of the entry fee. The schools entering must return both of these by the end of Term Two.
- d) Receive the tournament payment of \$7500 from the Management Committee.
- e) Where possible secure local sponsorship for promotional activities, e.g.: badges, clothing, prizes and other activities the Tournament Committee may wish to offer.
- f) Publish a draw book in conjunction with the Management Committee and Lincoln University.
- g) Organise media coverage.
- h) Appoint an umpire controller who will be responsible for all matters involving umpires. (See umpires policy). This includes:
 - The application to umpire at tournament
 - Allocation of games
 - Accommodation and catering arrangements
 - Expense applications
- i) Organise sports medicine requirements; include Doctors, Dentists, A& E availability, etc.
- j) Appoint a draw steward to oversee implementation of the sanctioned draw:
 - Times of games
 - When grades play
 - Courts to be used
 - Results of games
 The draw must be checked and approved by the Management Committee prior to it being printed in the programme or released to schools.
- k) Appoint an appeals committee. One member of the Management Committee must be included on this committee.
- l) Organise collection of trophies prior to the commencement of tournament.
- m) Liaise with selectors and Management Committee and provide necessary facilities for their use.

- o) Prepare and present to the Management Committee an audited balance sheet within three months of the tournament's completion.
- p) Collate and send all affiliated schools a copy of official results, talented player and umpires and any other awards made.
- a) Will liaise with the Management Committee member responsible for that venue and region.

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