Nationals Hosting Policy

Version 7.0 (Reviewed and reconfirmed without change 13 Oct 2026)

1 Policy Aims

This policy aims to set out the responsibilities of the NZIFSA and the body organising the New Zealand National Championships.

2 Event Name

The official name of the National Championships shall be, the "20xx New Zealand Ice Figure Skating Championships". Where 20xx is the year the Championships take place.

3 Budget and Financial Matters

The hosting organisation shall prepare a draft budget by 1 May for approval by the NZIFSA Board. The hosting organisation may consult with the NZIFSA treasurer in preparation of the budget; however the preparation of the budget is the primary responsibility of the hosting organisation.

The NZIFSA shall consider the budget and may alter it or request that it be altered or place conditions on some expenditure. Once approved by the NZIFSA Board, the hosting organisation shall keep to within 10% of each and every budgeted item. Should increase expenditure be required in any particular area, the hosting organisation shall notify the NZIFSA immediately and request that an updated budget be approved.

NZIFSA Responsible for:
Entry fees
Ice Time
Officials Travel and Accommodation
Medals
Transportation of IJS Equipment

Hosting Organisation Responsible for organising on behalf of NZIFSA:
Advertising
Banquet and ticket sales
Catering – Officials
Certificates
Medical/Safety
Name tags
Programme costs
Registration Packs
Unofficial Practices

Items within the approved budget may be paid directly by the NZIFSA or the hosting organisation may be reimbursed by the NZIFSA for such items under the conditions of Travel and Reimbursement Policy. The hosting organisation takes responsibility for unbudgeted expenses and expenses which exceed the budgeted amount by more than 10%.

Any profit (or loss) from the event is retained by the NZIFSA with the exception of door sales and merchandise which are retained by the host club.

4 Reimbursements outside Policy

No reimbursements or expenditure may be made outside this policy without specific approval of the Board.

5 Banquet

The hosting organisation is responsible for organising a banquet and determining ticket prices such that the banquet will break even. Entertainment may be provided and if provided shall be included in an approved budget. A table for NZIFSA Board, Operations and Development Group Members/invited VIPs is to be reserved.

6 Certificates

Certificates are to be printed using a template provided by the NZIFSA and on paper provided or specified by them.

7 Chaperone Passes

The organising committee shall provide one chaperone pass per competitor to permit entry into the championships. One Team Leader nominated by each club and the Team Manager/Leader of each synchronized team will also be entitled to a chaperone pass for the duration of the championships. Each club will notify the organising committee of the names of the Club and Synchronized Skating Team Leaders on the Championships Summary Entry form.

8 Designated Room

A room solely for the use of the Accountant, Technical Panel and Referee is to be made available in order to facilitate their roles during the competition.

9 Door Sales

The hosting organisation shall set the rates for door sales. Income from door sales shall belong to the hosting organisation.

10 Event Schedule

The NZIFSA is responsible for scheduling events and determining how much ice time is required. Ice time requirements shall be determined by 1 April.

11 Funding Grants

The NZIFSA and the hosting organisation are responsible for seeking funding grants and sponsorship for the items they each have responsibility for under item 3 of this policy.

12 Logos

The hosting organisation is free to develop a logo of their own design for the National Championships. The hosting organisation must also use the NZIFSA logo in or on any material associated with the National Championships, with the exception of merchandise.

13 Merchandise

Hosting organisations are free to sell merchandise of any sort, including merchandise recognising the National Championships.

The income and expenses (and associated profits and losses) for merchandise (badges, clothing, etc.) sold in conjunction with the National Championships are the sole responsibility of the hosting organisation.

14 Officials

The NZIFSA is responsible for the selection of officials and notifying them of their selection by 1 June, so that travel arrangements can be made at reasonable cost.

15 Officials' Accommodation

The NZIFSA is responsible for organising official hotel accommodation for officials.

16 Programmes

The hosting organisation is responsible for preparing a programme for the event. Such programme shall contain the names of all the athletes in each event. Additional information is up to the hosting organisation. Programme costs shall be included in an approved budget. Programmes shall be provided free of charge to each competitor and to each official.

17 Registration Packs

Registration packs shall be limited to $15 per person, including the cost of programmes, unless funding or sponsorship is obtained to cover extra expenses.

Registration packs, if supplied by the hosting organisation, should be supplied to each athlete, and each officiating competition official on the approved NZIFSA list

18 Safety

During the National Championships and at all practice sessions, someone trained in first aid shall be available. This is normally an OSH requirement of the ice rink and so usually no special arrangements are needed other than a written assurance from the ice rink.

All door and gates to the ice floor should be closed while skaters are competing.

Any safety concerns brought to the attention of the hosting organisation must be addressed, as per the NZIFSA Health & Safety Policy.

19 Unofficial Practice

All unofficial practices are to be held at the competition venue with the cost met by the competitors using the ice time. Unofficial Practices are to be organised by the host club. The amount of unofficial practice ice made available and the charge to skaters is to be agreed between the NZIFSA and the hosting club.

20 Venue Costs

Clubs/Sub Associations will be invited to submit a tender to hold the National Championships and include in their tender: Cost of Ice Time, Dates and hours available (NZIFSA will advise requirements).

21 Video Permits

Video permits are to be provided to those people who make application on the official NZIFSA form. Only people who have a video permit may video and the videoing is to be of their own skater/team only. If they wish to video other skaters/teams, then they need the written permission of the skaters concerned, or in the case of minors, their parents/guardians. A video area is to be provided by the Organising Committee.