BAY OF PLENTY SANCTIONING FORM 2016

CONTACT DETAILS		Please supply full contact details as required below	
Name of event[1]			Please complete & return to juliea@sportbop.co.nz by 1st October of every year
Organisation responsible for the event			
Person responsible for event	Name		
	Mailing Address		
	Phone		
	E-mail address		

EVENT DETAILS:		Please state venue details (incl town/city/school) and start / finish dates below	
Venue		Town / City	
Start Date		Finish Date	

CRITERIA for SANCTION	Please tick √ to indicate acceptance of each sanctioning requirement below. Add comments if necessary	
Note: final decision of approval will be made by BOP secondary management committee	**√ To Accept Criteria**	**COMMENTS**
1. ENDORSEMENT: Indicate which of the below describes your organisation EITHER		
1a. A Club, Regional Sporting Organisation (RSO), Private sector, sporting industry **OR**		
1b. A school, interschool committee **OR other (please indicate)**		
2. HEALTH & SAFETY: The event organiser have completed a Risk Management Assessment and agrees ***to provide a copy of*** *the* ***Health and Safety Plan/RAMS to SBOP at least 6 weeks before the event***		NOTE: providing a copy of RAMS is a compulsory requirement
All reasonable and practicable efforts will be taken to ensure the safety of players, officials and spectators		
The event is presented as a Smoke, Drug and Alcohol free event		
Injury report forms will be forwarded to SBOP along with the event report		
3. ELIGIBILITY: Students will be:-		
3i. enrolled full time at school of representation		
3ii. in Yr 9 or above (or, if Yr 7-8 students are eligible, this is stated in the entry conditions)		
3iii. under 19 years on 1 January in the year of competition		
3iv. Entry forms will include a section for the Principal to verify student eligibility		
4. The event is **available to all secondary schools in the BOP region** and to all of their students		
5. TIMING: The event is held **EITHER**		
5a. in school time or during the school week Monday to Friday **OR**		
5b. entirely in holiday or weekend time **OR**		
5c. on alternative dates for which application (attached) to NZSSSC is made		
6. ENTRY FEES: Please state all entry fees for the event and any qualifying event(s) additional administration fee will be added by SBOP	**ENTRY FEES:**	
7. Dates and venues confirmed here will not be changed without consultation with SBOP		
8. Officials of a standard suitable for this level of competition will be provided		
9. Disciplinary and disputes processes are in place & clearly described to participants		
10. ENTRY FORMS will:		
10i. indicate that the event is sanctioned by SBOP and include SBOP logo		
10ii. be provided to SBOP for access by schools at least 6 weeks prior to event		
11. AN EVENT REPORT will:		
11i. **be provided to SBOP within 10 weeks** of the event completion		
11ii. **include a financial statement** of income and expenditure		
11iii include an injury / incident report		
12. All printed or electronic material (Entry Forms, Programmes etc.) will incorporate the SBOP logo to indicate sanctioning		

[1]

Sport Bay of Plenty

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