**BAY OF PLENTY SCHOOL EVENT SANCTIONING FORM**

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| **CONTACT DETAILS**  | Please supply full contact details as required below  | **Processing notes by Sport BOP RSD** |
| Name of event(s) |   |
| Organisation responsible for the event  |   |  |  |
| **Key Contact**(Person responsible for event & present on the day)  | Name  |   |  |  |
| Mailing Address  |   |  |  |
| Phone  |   |  |  |
| E-mail address  |   |  |  |
| **EVENT DETAILS:**  | Please state venue details (incl town/city/school) and start / finish dates below  |
| **Please circle which your event applies to:**  | Secondary School / Primary School / Year 7 & 8  | Eastern BOP / Central BOP / Western BOP / BOP-wide |
| **Venue** |   |  **Town / City**  |   |
| **Event Date(s)** |   | **Postponement Date** |   | **Entries Close Date** |  |  **Start/Finish Time** |  |
|  **Are students/athletes with a disability able to enter this event?**  Yes or No (please circle one) |
|  **Is there a minimum number of participants you require for the event to go ahead?** Yes or No (please circle one) **And, if yes how many?**  |
| **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 the respective Principal Management committee of the region or sub-region*** | **√ To Accept Criteria**  | **COMMENTS** /attachments |
| **1. ENDORSEMENT:**Indicate which of the below describes your organisation, EITHER:  |
| 1a. A Club, Regional Sporting Organisation (RSO), Private sector, sporting industry, Rec provider **OR**  |   |   |
| 1b. A school, interschool committee **OR other (please indicate)**  |   |   |
|  **2. ELIGIBILITY**: Students will be enrolled full time at a MOE registered school of representation and entries will only be taken from schools  |   |  |
|  **3. HEALTH & SAFETY:**The event organiser has attached the **RAMS form** to this sanctioning form and agrees ***to provide a copy of****the****their Safety checklist, Safety action plan, and Site Plan to SBOP at least 6 weeks before the event***  | NOTE: providing a copy of these forms 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 & near miss forms will be forwarded to SBOP no later than the event results (48hrs) |   |   |
|  **4. EVENT BUDGET & COST:** Please attach a copy of your event budget with this sanctioning form |  |  |
|  Cost of entry must be reasonable and permit no more than 10% surplus  | Event Entry Fee:Per team/player |  |
|  Entry fees should include an equalisation rate – teams travelling between sub-regions charged less. |  |  |
| Please comment to indicate why cost of entry may have changed from last year (if applicable) |  |  |
|  **5. TIMING:**If the event is held during the school day,events ideally should not exceed school hours or run beyond the communicated schedule |  |   |
|  **6. VENUES BOOKED by delivery partner and confirmed with SBOP.** |  |  These cannot be changed without consultation with SBOP  |
|  **7.** **OFFICIALS**of a standard suitable for this level of competition will be provided  |   |   |
|  **8. DISCIPLINARY AND DISPUTES PROCESS** for sanctioned events is to involve the RSD as soon as the delivery partner is made aware of any breach of the Terms of participation (eligibility or code of conduct) |   |   |
|  **9. ENTRY INFORMATION** will be sent to SBOP well in advance of entries opening at least 8 weeks before the event |   |   |
|  **10. EVENT RESULTS will be sent to SBOP no later than 48 hours after event completion** |   |  |
| **11. AN EVENT REPORT will be submitted to SBOP no later than 1 week after event completion** |  |  |
| Event report will be completed as per reporting template, but most importantly will include the completion of the ‘actual’ column of event budget template (expenditure) and incident reports |   |  |
|  **12. COMMUNICATION** - all communication in relation to school sanctioned events will go through Sport BOP. |   |  |
| General Communication by delivery partners with Sport BOP will be open, transparent and prompt |  |  |
|  **13. All printed or electronic material**(Entry Forms, Programmes etc.) will incorporate the SBOP logo to indicate sanctioning  |  |  |
|  **14. TERMS OF DELIVERY** – By completing this sanctioning form I am agreeing to sign the ‘Terms of Delivery’ and uphold the conditions included  |  |  |