**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 | | | | |  | | | | |  | | | | |