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# NZ INTER REGIONAL INLINE HOCKEY CHAMPIONSHIPS

## MANAGER'S INFORMATION BULLETIN

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**TO:** TEAMS AND MANAGERS  
**FROM:** CENTRAL REGION COMMITTEE  
**SUBJECT:** FORMALITIES AT INTER REGIONAL CHAMPIONSHIPS

### Welcome to the 10<sup>th</sup> NZ Inter Regional Inline Hockey Championships

1. **ENTRY PASSES** – Each member of your team is required to register individually this year. Their entry pass will be available from the entry desk. Participation There is only one pass per person, so if players are also coaching or on the bench with another team their pass will be included with their team set at the front door.

2. **SCORESHEETS** - These require checking and signing **PRIOR to your first game.** If there are any additions, these can only be made prior to your first tournament game. Additions can only be made by the Tournament Director in the office. Also, ensure the Goal Keepers, Captain and Assistants and all team officials are noted on the sheet prior to your first game.

You are required to check and initial scoresheets prior to each subsequent game at the score bench.

*a) Please make sure any jersey number changes are notified to the scorebench prior to your games.*

*b) Please make sure you notify the scorebench during the game if the goalkeeper is substituted for a second goalie.*

Completed scoresheets will be available to Managers or Coaches in the Tournament Office approx 30 minutes after each game.

3. **TOURNAMENT EVENT NOTICE** – The NZ Inter Regional Championships Event Notice is displayed at the rink and also in the programme. Please ensure team coach, officials and players are familiar with the rules.

5. **ROSTERED DUTIES** - The Duty Roster is displayed at the rink. It is a condition of entry that teams fulfill their rostered Goal Judging duties. Goal Judges **MUST** be over 16 years old. Goal Judges must report to their goal judging position at least 10 minutes prior to their allocated game.

6. **PLAYER BENCHES** – It is the Manager's responsibility to see that teams leave their players bench in a tidy condition after each game ( remove all drink bottles, tape, sticks, players gear etc.)

7. **CHANGING ROOMS** - Teams will be allocated a changing room prior each game. Keys are to be signed for by the TEAM MANAGER and signed back in on return. Keys are located in the downstairs shop adjacent to the small rink. Danny Peck will be co-ordinating the change room roster each day. Managers should be the last person leaving the changing room after use and **MUST** ensure changing rooms are left in a clean and tidy state on departure. (It is in the best interest of the team & manager to report any damage in the changing room when handing back the key.) Players' gear bags can be locked in the changing room during your game. Please advise your team that they must change quickly after their game to allow for the next user to receive the key. Please lock the changing room after use and return the key to the downstairs shop. Players **MUST** not change in any area adjacent to the main arena. Access to the changing rooms is via the access tunnel next to the water filling station. **Access to changing rooms crossing the smaller warm-up rink is not permitted.**

8. **SHOWERS** - Showers are available in each changing room, users are required to provide their own towels and soap.

9. **RINK ENTRY BEFORE AND AFTER A GAME** - Teams are to assemble at the "shop" end of the rink prior to their game. Players **MUST** enter the rink through the large gate; this will be operated by a rink official. After your game players will depart via the players bench side of the rink. Please ensure water is not taken onto the rink surface, Managers can access players benches with water bottles via the "bench" side of the rink. Teams will not be permitted on the rink until the previous game "handshake" has taken place and the teams have left the playing surface.

10. **AWARDS CEREMONIES** - Teams are required to wear their regional team jerseys when receiving their medals. Medal ceremonies will be conducted after the last game in each grade. The Regional Trophy will be awarded at the conclusion of all games and after the total points awarded to each region are determined.

11. **PHOTOGRAPHY** – Picture Perfect ( Binh Trinh) is providing photography services at the arena. Binh is available to take individual action shots and also team photos. These can be pre-booked at the photography desk at the arena.

12. **FOOD & DRINKS** - Hot food and refreshments are available upstairs at the club café, the downstairs shop can provide sports drinks, water and snacks.

13. **WATER FILLING STATION** - Water bottles can be refilled from the filling station. This is located beside the downstairs shop.

14. **WARM-UP RINK** - Teams must warm-up on the small rink adjacent to the arena immediately before their games. Warm-up is strictly under the supervision of the coach - each of the two teams will use half of the rink to warm up. Full player safety gear is required. There will be a maximum of 5min warm up time on the main arena, this may be reduced at the discretion of the Tournament Controller if games run behind time. Games will commence as close as possible to the scheduled time. Team "talks" etc **MUST** take place "off rink" and not delay the game start time.

15. **SECURITY** - Players are responsible for the security of their personal possessions at all times. Do not leave gear bags and equipment unattended. The Central Region can not be held responsible for any losses.

16. **LOST PROPERTY** - Any property found **MUST** be handed in to the Tournament Office. Every endeavour will be made to locate the rightful owner.

17. **VEHICLE SECURITY** - Please ensure all your team members, supporters & parents are advised to make sure their vehicles are kept locked at all times when parked in the parking areas.

18. **PARKING** – Please do not park on the grassed areas immediately beside the rink. If excess parking is required the gates onto the reserve may be opened to allow for more space. Excess parking is only available if the weather is fine. There is a New Plymouth Council restriction on opening these excess areas if the weather is wet.

**PLEASE do not park in the disabled parking area unless you have authority to do so.**