



TAEKWONDO UNION OF NEW ZEALAND: MANAGEMENT OF TUNZ TOURNAMENTS' POLICY

Introduction

TUNZ promotes and encourages the participation of athletes, officials and volunteers in Taekwondo. This is done through club activity, seminars, regional and national tournaments. Tournaments include the North and South Island tournaments, TUNZ Nationals and a number of smaller regional tournaments. These guidelines have been developed to maintain the consistency and quality of experience at all TUNZ tournaments. All appointed Tournament Directors and officials from the appointed club must agree to the terms and conditions set out in this policy and in doing so are agreeing to abide by this agreement.

Scope

The policy applies to all clubs hosting tournaments and all Tournament Directors who are holding an approved TUNZ tournament within their region in partnership with TUNZ.

Profit Sharing between host club and TUNZ

At the conclusion of the tournament the host club will provide the TUNZ Treasurer with a summary of the entry fees collected (including the host club's entries) along with a payment for one third of the amount collected. This payment is to be made within four weeks following the tournament.

Who is invited to TUNZ Tournaments?

As part of TUNZ membership, all member clubs will be invited to attend any of the regional or national tournaments held by the organisation. In addition, TUNZ will also invite New Zealand Elite Taekwondo (NZETKD) clubs. TUNZ may also invite other organisations, who are not affiliated with either TUNZ or NZETKD, to participate, with the approval of the TUNZ Executive Council – to promote Taekwondo and build unity through participation.

What is the process for clubs outside of TUNZ?

Clubs who are not affiliated to TUNZ or NZETKD will not be invited unless Tournament Directors make a request to the TUNZ Executive Council for approval. On approval, Tournament Directors will be informed, and the invitation and tournament pack will then be sent by the TUNZ Secretary.

TUNZ will also work with the Tournament Directors to nominate clubs to participate who have a close affiliation with TUNZ, where it is to the benefit of all parties.

Any club/individual who asks to participate but has not been invited will be informed participation in TUNZ tournaments is open to TUNZ and NZETKD members only or by invitation. Details of membership to both organisations will be sent at the same time, inviting them to join.

Conflict Resolution

Should any conflict arise between the Tournament Director and TUNZ, the TUNZ Executive Council will be informed of any areas of disagreement and shall collectively reach a considered decision that is best for all TUNZ members. The Tournament Director and Hosting Club must agree to abide by the TUNZ Executive Council decision.

Roles and Responsibilities

Who is responsible for what?

TUNZ		Tournament Director	
Provide terms and conditions for holding a TUNZ tournament		Agree to terms and conditions of holding the tournament	
Approve date for tournament		Book venue	
Agree on entry fees for all categories		Provide a budget to the TUNZ Treasurer prior to the event	
Provide the entry pack		Supply tournament specific info	
Approve those invited to the tournament		Submit to TUNZ Ex Co the list of proposed invitees	
Send out entry packs to invited clubs		Coordinate resources of the smooth flow of organisation e.g. <ul style="list-style-type: none"> - Allocate mat supervisors - Manage door entry - Provide draw to clubs via email two days before the tournament - Coordinate final draw - Print draw and provide on the day to all clubs 	
TUNZ Treasurer to verify TUNZ membership		Team lists to be sent to the TUNZ Treasurer to verify TUNZ membership	
Provide medals for all tournaments		Return used medals at the end of the tournament	
Nominated TUNZ representative coordinates delivery of mats with transport provider and Tournament Director		Tournament Director contacts nominated TUNZ representative to confirm delivery of mats Tidy up following the tournament and have mats returned	
Manage all technical scoring equipment for both Poomsae and Sparring		Oversee events during the tournament	
		Provide refreshments for tournament officials	
		Provide Profit and Loss Report for the tournament within 3 weeks of the event	
Agree final split of profits		Pay TUNZ within 4 weeks of the event	

I,, have read, understood, and confirm that I will comply with the terms and conditions set out in the TUNZ Tournament Policy Agreement.

Tournament Director:

Name:

Date:

Club:

Hosting Club Official:

Name:

Title:

Date:

Club:

TUNZ Executive Council Member:

Name:

Title:

Date: