

Events utilising NZCAF Rules and Technical Regulations outside the National Competition Series

Policy created October 2017

1. Preamble

Any event wishing to use the NZCAF Technical Regulations and/or their associated categories outside of the National Schools Aerobics Competition, and National Schools Hip Hop Competition; must obtain permission from the New Zealand Competitive Aerobics Federation (NZCAF) Executive Committee following the application steps outlined in this policy.

2. Definitions

The Society The New Zealand Competitive Aerobics Federation
The Applicant The person, organisation or committee wishing to present the event
The Event The Aerobics or Hip Hop event to be organised

3. Process of application

- 3.1. An application to the NZCAF Secretary must be made by The Applicant no later than 6 weeks prior the event taking place.
- 3.2. The application must include:
 - 3.2.1. The Technical Regulations requested
 - 3.2.2. Proposed date of event
 - 3.2.3. Location and venue of event
 - 3.2.4. Names and contact details of the organiser, and all individuals associated with the events organisation
 - 3.2.5. Predicted participation numbers
 - 3.2.6. Any affiliations or memberships to sporting groups and societies held by The Applicant and individuals involved in organising the event.
- 3.3. The application will be considered during a committee meeting within two (2) weeks of the application being received.
- 3.4. The outcome of the application will be communicated by reply email within two (2) weeks of the application being received.
- 3.5. If successful in their application, The Applicant has permission to organise the event as outlined in their application.

4. Requirements and Restrictions

- 4.1. If their application is successful, The Applicant must;
 - 4.1.1. Follow this policy for the event outlined in their application. Failure to follow this policy may result in permission to organise the event being revoked.
 - 4.1.2. Disclose all affiliations with sporting groups and societies that they and any groups involved in organising the event.
 - 4.1.3. Act in the best interests of The Society at all times.

- 4.1.4. Pay all fees and subsidies specified in this policy within five (5) weeks of the events conclusion.
- 4.1.5. Ensure that the Technical Regulations are used in line following section 5 of this policy.
- 4.1.6. Provide event organisation updates to The Society fortnightly prior to the event, highlighting any issues faced which may impact on The Society or its members.

4.2. The Society

- 4.2.1. remains financially and legally separated from The Applicant. The Society is not responsible for any costs or liabilities incurred by The Applicant.
- 4.2.2. will provide a list of suitable judges for the event to The Applicant.
- 4.2.3. The Applicant is required to pay any relevant costs associated with the judges.

4.3. The Event

4.3.1. Use of the Technical Regulations

- 4.3.1.1. The NZCAF Technical Regulations and accompanying documents are the property of the New Zealand Competitive Aerobics Federation (NZCAF), and as such must not be copied from, reproduced or modified.
- 4.3.1.2. Any additions to the rules which are required by the event must be prepared as an appendix, and approved by the NZCAF Technical Committee two (2) weeks prior to the event.
- 4.3.1.3. The event is not required to offer all categories outlined in the documents, but those offered must follow the stipulated entry protocol and category restrictions.

4.3.2. Use of official judges

- 4.3.2.1. The event must include at least one official judge specified by The Society.

4.3.3. Reference to The Society

- 4.3.3.1. All advertising and promotional material must state "Presented in association with NZCAF"

4.4. Entry fees

If the event collects entry fees from competitors, the entry fee must not exceed \$20.00 per individual. This is in order to align with the mission of NZCAF to encourage participation.

5. Fees payable to NZCAF

- 5.1. If the event collects entry fees from competitors, a fee of \$1.00 per competitor is payable to The New Zealand Competitive Aerobics Federation.
- 5.2. If the event is free to enter for competitors, no fee is payable to The New Zealand Competitive Aerobics Federation.
- 5.3. If fees are payable; the Society's Treasurer will invoice the Applicant within two (2) weeks of the event taking place.

6. Membership to The Society

Event participants are not granted membership to The Society by entering the event.