
Registration and Participation in UTSNZ Events Policy

A) Introduction

1. The UTSNZ Registration and Participation Policy outlines the fundamentals and processes of registration for university and tertiary institutions and individuals in UTSNZ national events.

B) Participation in UTSNZ Events

1. For a New Zealand university or tertiary institution to participate at any UTSNZ approved national event they must be a member organisation of UTSNZ. A member organisation is one where a University or Tertiary entity is in membership of UTSNZ as determined by a General Meeting under the terms of the UTSNZ Constitution.
2. Participation by non-member institutions is by invitation and at the discretion of the UTSNZ Executive Director as outlined in (D) below.

C) Registration Guidelines

1. To compete in UTSNZ national events, team and individual registrations must be completed as per the process outlined by UTSNZ and in partnership with the Event Host (i.e. NSO/RSO/club hosting the event).
2. The registration process for UTSNZ events will be open 8 weeks prior to the event date. Registrations will be called for either via an online automated registration system or via email.
3. Team registrations (confirmation of team name only) will be required no less than 5 weeks prior to an event.
4. Individual names within teams will be required no less than 2 weeks prior to the event.
5. Institutions may continue to replace a currently registered athlete with a new athlete up to 5 days prior to the event at no cost. Changes after this date may incur a \$20 administration fee.
6. Payment of event fees will be required in full at the time of Registration.
7. Total event registration fees will be set by UTSNZ in partnership with the Event Host and may differ across sports. Wherever possible Entry fees will not exceed \$100 per participant.

8. A UTSNZ fee of \$20 per participant will however be compulsory and consistent across events for Member institutions (as per the current UTSNZ Constitution agreed by Members – subject to review April 2017).
9. Registration and event fees will be required to be submitted directly to the Event Host or UTSNZ.
10. A consistent player and on the day registration process will be required to be followed for all UTSNZ events. This will include signing of player agreements prior to events and sighting of student IDs upon arrival at events.

D) Non-Member Tertiary Participation

1. To foster the broadening of competition to include all tertiary institutions in time, non-member tertiary institutions will be offered the opportunity to participate in UTSNZ national events where and as appropriate.
2. Expressions of interest will be put to non-member tertiary institutions at the time of confirming the annual calendar of events for the year ahead. Where there is interest in a specific UTSNZ national event, non-member tertiary institutions will be required to complete the Registration process as per Member organisations.
3. At the close of the standard period of registration, all applications to participate will be considered. Member organisations will be given first preference where places are limited. Where events and competition draws allow additional non-member team may be granted eligibility.
4. For all non-member institutions, the UTSNZ participant fee will be at the increased level of \$50 per participant. This will apply until any alternative membership and/or fee structure is determined by the UTSNZ Executive.

E) Late Registrations

1. The registration period for UTSNZ national events will close 5 weeks prior to the event and only individuals will be able to continue to join into existing teams. After that date, new teams will be accepted at the discretion of the UTSNZ Executive and may incur a late fee of \$100 per team.

F) Refund and Withdrawal Guidelines

1. Before the standard period of registration ends: If withdrawing prior to the standard registration period ends, participants will be refunded the registration fee paid, less an administration fee of \$20.00
2. Post end of standard registration period but before accreditation: UTSNZ will review refund requests made after the end of the standard registration period up until the participant has been deemed accredited (that is, no later than when student ID checks and the sign in is completed for the event), for the following reasons only:

- a. Medical injury: Any refunds requested on the grounds of a medical injury must be accompanied by a certified copy of the participant's medical certificate. All refund requests, with required supporting documentation, must be received by UTSNZ before event accreditation is completed.
 - b. Family tragedy: For refunds due to a family tragedy (or similar), the University Team Manager or Sports Officer is required to submit the request in writing to UTSNZ outlining the reason that the individual can no longer compete and the reason why.
2. If a participant withdraws after the end of the standard registration period and this results in an entire team being withdrawn due to minimum numbers not being reached, the team will not receive a refund of their registration fees. Every effort must be made to find additional participants.
 3. Refunds are approved at the discretion of UTSNZ. Once approved, the refund will be processed (up to four weeks after the event), less any administration fees as outlined. Entry fees are not transferable between UTSNZ events.

F) Team Sports and Additional Teams

1. For team sports each UTSNZ member is guaranteed entry of one team into each national event.
2. UTSNZ will consider the entry of genuine strength, sports-focused additional teams from its members where appropriate and where it will benefit the overall running of the event. Acceptance of additional team entries is however not guaranteed and shall vary between sports and events.
3. Members will need to enter all additional teams as per the registration requirements on or before the close of entries for each event.
4. UTSNZ will consider all entries of additional teams after the close of entries taking into account key factors including:
 - The ability of facilities and resources to accommodate extra entries through additional teams.
 - The total number of entries received.
 - The ability of the applying member to display the genuine strength and sports focus of the additional team(s).
5. Members entering additional teams will be required to name the participants of each team. Participants will only be eligible to compete for their named team; i.e. a participant named in a University's 2nd team will not be able to compete for that University's 1st Team and vice versa. There is no provision for players being allowed to 'play up' in UTSNZ competitions; i.e. 2nd team players cannot also play in their University's 1st teams.

6. Note, as per the *UTSNZ Eligibility and Participation Policy* only institutions 1st team is eligible for Shield points.

G) Individual Sports

1. For individual sports, each UTSNZ member is guaranteed an entry into each national event.
2. The UTSNZ Sport Specific Rules will clearly outline the number of participants allowed for each member in each individual sport.

H) International Participation in UTSNZ events

1. For each national event UTSNZ will review the competitions to identify whether there are sufficient resources available and/or value in inviting international universities to compete. Invitations may be made to specific international universities in sports that can handle increased participation or where opportunities arise.
2. International participation will not affect the entry of members' first teams; however, it may affect the entry of additional teams from members.
3. UTSNZ will review requests from international teams to enter UTSNZ events on a case by case basis as received.
4. International participants are eligible to receive medals at UTSNZ events but will not be awarded trophies or points for overall point scores. The next placed UTSNZ member will be awarded the trophy and points.

I) Policy Approval Information:

Policy approval agency:	Executive
Policy last approved:	Nov 2017
Policy to take effect:	Jan 2018
Policy to be reviewed:	Dec 2018