



GUIDELINES & APPLICATION FORM

FOR SPORTING ORGANISATIONS
HOSTING EVENTS IN THE

2016 RACQ NORTH QUEENSLAND GAMES



To be held in the Cairns Region

*(including Cairns Regional, Mareeba Shire,
Tablelands Regional, and Douglas Shire Councils)*

RACQ



Cairns Region > 24 to 26 June



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GUIDELINES

The following guidelines are issued for sporting associations and clubs that wish to apply to conduct events as part of the 2016 RACQ North Queensland Games being held in the Cairns Region, 24 to 26 June 2016.

1. REGIONAL GAMES

Host associations/clubs should as far as is possible guarantee that the Games event will be truly regional; i.e. the event will involve teams/competitors from throughout North Queensland.

Host associations/clubs must nominate sporting counterparts from the Mackay, Mount Isa and Cairns Regions as official Sports Directors for each particular sport in each of the areas. These 'on-the-spot' Directors are to assist in ensuring that teams travel from outside the Cairns Region to the Games. Constant liaison with the Directors will make the host association/club's job easier.

Applicants to host a **2016 RACQ North Queensland Games** competition are to estimate the realistically anticipated number of competitors (give maximum and minimum numbers). The North Queensland Sports Foundation can recommend a competition be cancelled if it considers competitor nominations are inadequate.

2. CONDITIONS

Sponsorship and Promotion

All events are to be run under the banner of the **2016 RACQ North Queensland Games**. Once your application has been approved the appropriate logos will be provided to your sport contact. While the format of the logos is not to be changed, its size may. The logo and name "**2016 RACQ North Queensland Games**" are to be the dominant feature on all printing and correspondence issued in relation to the Games. Any other sponsors must have a lesser profile.

The North Queensland Sports Foundation reserves the right to select and nominate sponsors for various Games events. Should an applicant have a sponsor who wants naming rights, the applicant should indicate such on the application form or approach the North Queensland Sports Foundation separately. Where naming rights are allocated they will always be prefaced by "2016 RACQ North Queensland Games," e.g. 2016 RACQ North Queensland Games BHP Land Sailing Championships.

The North Queensland Sports Foundation will provide the approved 2016 RACQ North Queensland Games artwork to all approved sports associations/clubs. Changes are not to be made to the artwork without first referring to the North Queensland Sports Foundation.

All North Queensland Sports Foundation approved sports associations/clubs must refer to and acknowledge the North Queensland Sports Foundation in all programmes and publicity through use of the Foundation's name and logo.

The Competition

Should be staged in the Cairns Region and involve all of North Queensland, unless otherwise approved by the North Queensland Sports Foundation.

Every effort must be made to allow for participation of all age groups including masters.

It is recognised that in some cases where there are exceptionally large numbers of nominations, preliminary elimination competitions may have to be held before the start of the **2016 RACQ North Queensland Games**.

Should encourage participation by the rest of the state, inter-state and overseas competitors.

Should, where possible, make provisions for the disabled to participate.

Should encourage participation of Indigenous Australians.

Admission

Admission to all venues where the sporting events of the **2016 RACQ North Queensland Games** are being staged should be free. The North Queensland Sports Foundation must be consulted if charges need to be levied. The North Queensland Sports Foundation reserves its right to review admission charges and to set a fair price.

Insurance

All **2016 RACQ North Queensland Games** host associations/clubs must have at least \$5 million Public Liability insurance cover prior to the commencement of the Games. Those associations/clubs already holding Public Liability insurance should provide proof (photocopy of policy document) with their application to host a 2016 RACQ North Queensland Games event.

Application Fee

All applications to host a **2016 RACQ North Queensland Games** event should be accompanied by an application fee of \$165.00 (inclusive of GST). This fee is only refundable should your application not be successful. Payment can be made by cheque or direct deposit, with banking details available by contacting the North Queensland Sports Foundation.

Sports Medicine

Each sport accepted into the **2016 RACQ North Queensland Games** must provide an appropriate level of Sports Medicine at the venue(s). It is recommended that each sport should have at least one First Aid Kit up to the standard of that recommended by the Australian Sports Medicine Federation (ASMF) in its Level 1 Course Outline booklet.

Prize money and Medals

Prize money (if applicable) is the responsibility of each individual sport.

Gold, silver and bronze **2016 RACQ North Queensland Games** medals for first, second and third placing respectively, will be provided to those associations/clubs hosting a Games competition at no charge. The North Queensland Sports Foundation will monitor the number of medals required by the host sport, ensuring that there are an accurate number of medals ordered.

The North Queensland Sports Foundation covers the cost of the medals to enable sporting organisations to present high quality medals.

Fundraising and Expenditure

Host associations/clubs approved by the Board of the North Queensland Sports Foundation to conduct Games events are responsible for all costs and expenditure in relation to these events.

Associations/clubs are not permitted to commit the Foundation financially or otherwise.

The relevant host sporting organisations must do any fundraising conducted in association with sports to be held during the Games. At no stage may any organisation claim to be fund raising for or on behalf of the North Queensland Sports Foundation. All sporting organisations running Games events can raise their own funds using their own associations/clubs names, stating that these funds will be used to help run the particular sport being held as part of the **2016 RACQ North Queensland Games**.

Team/Individual Athlete Entry Form

The North Queensland Sports Foundation will centrally process entries for **ALL** competitors. This will allow the Foundation to keep a comprehensive database for analysis, which in turn will greatly assist in the organisation of future North Queensland Games. Nominations will be taken via an online registration system; however paper entry forms will still be processed and made available, if requested. Prior to the design and production of a **2016 RACQ North Queensland Games** online registration page and Entry Form, all host associations/clubs will be asked for information and will approve the forms before they are distributed.

Competitor Fee

The North Queensland Sports Foundation will add a fee (\$20.00 per competitor) to cover the cost of the administration and other associated costs. .

3. PUBLICITY

The North Queensland Sports Foundation will arrange publicity via the media (TV, Radio, Newspaper, Social Media Platforms) throughout the North directed at attracting competitors to the Games. The Foundation can offer its expertise to host associations/clubs in obtaining publicity and will provide any addresses held on database of appropriate North Queensland clubs. This is also aimed at helping attract competitors to the Games.

What are the benefits of participating in the Games?

- being part of what is recognised as the largest regional Games in Australia;
- reduced organisational workload particularly in the areas of competitor registration, publicity and sponsorship;
- assistance from the North Queensland Sports Foundation in promoting and co-ordinating sport throughout the region and the possible enhancement of competition through interstate and international competition;
- significant contribution to the local economy;
- medals for placegetters;
- increased competition and greater participating numbers; and
- creating pride in North Queensland.

Promotion to other Associations/Clubs.

On the Application form we ask that you nominate Regional Directors in your sport at the three other Games host cities. We will constantly communicate with these Regional Directors to ensure communication is ongoing.

It is up to your sport to send sport-specific information about your events to all other clubs/associations in North Queensland. The North Queensland Sports Foundation does a regular mail-out that contains general information only, but will assist where necessary

4. GAMES RESULTS

In order to gain appropriate and important publicity, results of all RACQ North Queensland Games events are to be directed regularly to the official Results Centre. Sports should appoint a person to be responsible for results distribution.

The information will then be:

- a) Passed to the Media
- b) Used to update Games records
- c) Used for Games reports

5. GENERAL CONDITIONS OF SPORTS PARTICIPATION

Application for hosting **2016 RACQ North Queensland Games** events must be lodged by **30 November 2015**.

Nominations must include the name, address, business and after hours telephone numbers of a person designated as the host association/club Sports Director for the **2016 RACQ North Queensland Games**. The appointment of this person is essential to the success of your event as this is the only person with whom the North Queensland Sports Foundation will communicate with, in the months leading up to and during the actual Games.

Participating sports are requested not to proceed with sponsorship(s) which may be associated with Games events without first consulting the North Queensland Sports Foundation.

Sports with Open Division events should nominate more than one (1) event to cater for the very best North Queensland athletes. They must also ensure that these events are going to provide the incentive to attract the region's elite athletes. The aim of deliberately attracting the elite athlete is to increase the profile of the sport and the Games in general.

Sports are strongly urged to include Masters, Veterans and Disabled competitions as part of the **2016 RACQ North Queensland Games**.

It is preferable you nominate your Games' Sports Medicine Trainer/Physio/Doctor and that you supply the name, contact number and relevant qualifications of that person with this application.

6. MEDICAL CODE

Any competitor found guilty of doping will be excluded from the Games.

All competitors are liable to medical control and examination may be carried out in conformity with the rules of the International Olympic Committee Medical Commission.

Competitors in sports restricted to women must comply with the prescribed tests for femininity. However, if a woman competitor can produce a Medical Certificate that she has already passed the test in the World Olympics, the Commonwealth Games, the Asian Games, Masters Games, any State or National titles held in the relevant sport or such other nationally and internationally recognised competition, any prescribed test for femininity which may be called for may be waived.

Any competitor refusing to submit to a medical control or examination shall be excluded from the Games.

If the competitor is a member of a team, the match, competition or event during which the infringement took place shall be forfeited.

A team in which one or more members have been found guilty of doping will be excluded from the Games. In sports in which a team may no longer compete after a member has been excluded, the remaining members may compete in an individual capacity.

A medal will be withdrawn by order of the Games Committee set up to implement these rules where there is a medical code has been contravened.

A medical Commission within the Games Committee may be set up to implement these rules. Members of this Commission may not act as team doctors.

The above regulations shall in no way effect further sanctions by any State, National or International Federation.