

NZL Pre-Tournament Checklist

For Tournament Organisers

Version 2.0

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DOCUMENT CONTROLS

DOCUMENT HISTORY

This document has undergone the following modifications since it was created:

Revision:	Date:	Author:	Comments:
1.0	12 Jan 2026	Tegan Walmsley	<ul style="list-style-type: none"> Initial Release
2.0	14 May 2026	Tegan Walmsley	<ul style="list-style-type: none"> Added Section 6 Sport Integrity Commission Te Kahu Raunui Added note to Section 5.1 about payment timeline for officials Added requirement to Section 3 to disclose of any non-eligible players that count towards the composite team restrictions Changed Title page from “For Tournament and National Team Organisers” to “For Tournament Organisers”

REFERENCES AND SUPPORTING DOCUMENTS

Document	Date
New Zealand Lacrosse Guidelines for Tournament Hosting & Participation	April 2024
NZL NATIONAL TOURNAMENT POLICY	May 2026

DOCUMENT CONVENTIONS

INTENDED AUDIENCE AND READING SUGGESTIONS

NZL Tournament Organisers

NZL Board

Tournament Committee

1. OBJECTIVE

The objective of this document is to provide an outline of the requirements for all New Zealand Lacrosse Tournaments. This should act as a guidance document to ensure that all tournaments are at a sufficient level. The document contains a series of checklists to cover all aspects of a tournament.

This includes the appendices that must be submitted to the New Zealand Lacrosse Board prior to the tournament.

2. GENERAL CHECKLIST

- Date is selected well in advance of tournament, preferably 6 months prior to the tournament
 - Communicate with NZL Board through Tournament Sub Committee
- Add tournament date to NZL Shared Tournament Calendar
 - Contact admin@nzlacrosse.nz to add if organiser does not have access
- Communicate date with involved teams
- Determine with the Tournament Sub-Committee the expected number of teams to be involved. Ensure medals are ordered as per the NZL NATIONAL TOURNAMENT POLICY.
- Venue is booked, and communicated to NZL board and teams 3 months prior to the event
 - Ensure venue has the following:
 - Sufficient field space and surfaces for games to be played
 - Capabilities for field lines to be marked as per the World Lacrosse Rules
 - Ensure there is sufficient shade/shelter, or places for teams to set up temporary shade/structures (gazebos)
 - Sufficient bathrooms
 - Sufficient waste disposal - if insufficient bathrooms are available, organise for portable toilets for duration of tournament
- Complete Appendix A - Medical Requirements and send to nzlboard@nzlacrosse.nz and admin@nzlacrosse.nz at least 2 months prior to the event
- Complete Section 4.1 Medical Checklist
- Finalise budget for tournament
- Organise for fields to be marked, such that they will be ready prior to the event
- Organise goals for all fields + warm up fields
 - Contact equipmentmanager@nzlacrosse.nz for support
- Organise gazebos for each field, ensure there are sufficient pegs and guide ropes
 - Contact equipmentmanager@nzlacrosse.nz for support
- Organise score boards for each field
- Send out tournament pack, detailing cost for all teams, ideally 3 months before the event

- Complete Appendix B - Officials and send to nzlboard@nzlacrosse.nz and admin@nzlacrosse.nz at least 1 month prior to the event
- Complete Section 5.1 Officials Checklist
- 4 weeks prior to the tournament, regions are reminded that team lists are due 2 week prior to the tournament
- Optional: organise coffee cart for mornings of tournament
- Optional: contact Lacrosse merchandisers to sell product at the tournament
- Optional: organise MVP certificates for matches
- 3 weeks prior to tournament, create draw for games
- 2 weeks prior to tournament, team lists and numbers received
- Advertise draw to teams and spectators

3. TEAM LISTS

Team lists, with player numbers, are to be collected from all teams 2 weeks prior to the tournament. This timeline is to be outlined in the Tournament Pack, that as listed above, shall be ideally sent out 3 months prior to the tournament.

Regionals shall be reminded 2 weeks prior to Team Lists being collected (4 weeks prior to the tournament).

If team lists need to be amended in the 2 weeks prior to the tournament, these are to be sent to the tournament organiser, separately to the rest of the team list.

If there are non-eligible players that contribute towards the composite team restrictions in the team, these are to be disclosed upon submission of the team list.

If team lists are not received, entries are to be removed from the tournament.

4. MEDICAL REQUIREMENTS

4.1 MEDICAL CHECKLIST

- Medical requirement for tournament has been identified as per Section 4.5
- Contact required medical provider to confirm availability
- Submit Appendix A to NZL Board at least 2 months prior to tournament date
- Confirm medical provider for event
- Organise First Aid Tent/First Aid Facilities for tournament
- Liaise with venue personnel about access routes to fields
- Inform teams in event pack about location of First Aid Tent/First Aid Facilities
- Organise chilly bins and ice for fields. Ice should be available in chilly bins by all fields, or at least within reasonable proximity to all fields
- Day of tournament, conduct briefing with on site medical staff with access routes to fields
- During managers briefing before tournament begins, highlight location of First Aid Tent/First Aid Facilities

4.2 COMMUNICATION:

Adequate communication at each event is critical along with a clear schedule of command. Medical personnel should be clear on the field layout and the naming of the fields including the safe entry and exit points for any ambulance and or support vehicle. It is essential to conduct a medical briefing prior to any meeting to ensure this is clear.

4.3 AMBULANCE STATION PROXIMITY:

For events that are further than 20 minutes from the nearest Ambulance station, or in the event that it is possible an ambulance will not be immediately available and be able to attend the scene of an incident within 20 minutes, then the next higher Care Level must be met. Organisers should give consideration that ambulances are not always available at stations, so should be factored into the plan if one is required but not on site.

4.4 MEDICAL MATRIX – CARE-LEVELS

The table below summarises the *minimum* requirements for each level of care.

- NZL does not assume responsibility for medical service providers.
- Event organisers must organise the sufficient level care required, and submit **Appendix A to the NZL Board at least 2 months prior to the tournament date.**
- See Section 4.8 for contact details for required personnel. Organisers are free to use other providers, given they satisfy the requirements.

Level of Care Required	Personnel Required	Vehicles	Facilities
Basic Care 1 - 10 teams	1 X EMT or Registered Nurse Plus 1 x First Responder (Note: See Section 4.5)	Not required: (NOTE: Section 4.3 Ambulance Station Proximity Requirement)	First Aid Tent/First Aid Facilities
Intermediate Care 11-14 teams	1 x EMT or Paramedic Plus 1 x First Responder	Commissioned Ambulance	First Aid Tent/First Aid Facilities
Advanced Care 15 + teams	2 x EMT or Paramedic Plus 1 x First Responder	Commissioned Ambulance	First Aid Tent/First Aid Facilities

4.5 BASIC CARE: 1- 10 TEAMS MINIMUM REQUIREMENTS

PERSONNEL

- 1 x EMT or Registered Nurse (RN), provided the RN has the pre-hospital emergency experience and is familiar with resources and current national clinical code pertaining to EMT
- 1 x First Responder is someone who has a current First Aid Certificate. They do not need to be at the First Aid Tent at all times, but must be available to assist as required.
- Personnel must have sufficient equipment, qualifications, training and experience to take action legally, autonomously and immediately in case of an accident.
- EMT or Registered Nurse must have active authority to practice at the event with authority given by a doctor.

FIRST AID FACILITIES

The first aid facility must:

- Be readily accessible from the competition area for a person on a stretcher;
- Be readily accessible to an ambulance for a person on a stretcher;
- Ensure patient security and privacy;
- Be a permanent or temporary structure with adequate space to treat injured people for both major and minor injuries;
- Have current first aid supplies, as well as sufficient stock for the whole event;

- Well stocked and current first aid kit;
- Stretcher;
- Automatic external defibrillation (AED) recommended;

4.6 INTERMEDIATE CARE: 11-14 TEAMS MINIMUM REQUIREMENTS

PERSONNEL

- 1 EMT or 1 Paramedic
- 1 x First Responder is someone who has a current First Aid Certificate. They do not need to be at the First Aid Tent at all times, but must be available to assist as required.
- Personnel must have sufficient equipment, qualifications, training and experience to take action legally, autonomously and immediately in case of an accident.
- EMT or Registered Nurse must have active authority to practice at the event with authority given by a doctor.

VEHICLES

- Patient Transport Vehicle i.e., Ambulance
- If the emergency ambulance leaves the circuit or is unavailable (i.e., treating a patient), it must be replaced by another emergency ambulance before any competition activity is resumed.

FIRST AID FACILITIES

- As above for Basic Care requirements

4.7 ADVANCE CARE: 15+ TEAMS MINIMUM REQUIREMENTS

PERSONNEL

- 1 EMT and or 1 Paramedic
(Minimum two personnel, qualified as above where attendance is estimated to exceed attendance cap and one may be a Registered Nurse (RN) provided they have pre-hospital emergency experience and are familiar with resources and current national clinical code guidelines.
- 1 x First Responder is someone who has a current First Aid Certificate. They do not need to be at the First Aid Tent at all times, but must be available to assist as required.
- Personnel must have sufficient equipment, qualifications, training and experience to take action legally, autonomously and immediately in case of an accident.
- EMT or Registered Nurse must have active authority to practice at the event with authority given by a doctor.

VEHICLES

- As above for Intermediate Care requirements

FIRST AID FACILITIES

- As above for Basic Care requirements

4.8 CONTACT DETAILS FOR EMT AND PARAMEDICS

EquiMed: enquiries@equimed.nz

Elite Medical Services: <https://www.elitemedical.co.nz/event-medical-cover>

Medical Response Industries: <https://mri.nz/>

Medics On Scene: <https://www.medicsonscene.org.nz/>

Wellington Free Ambulance: <https://www.wfa.org.nz/what-we-do/event-medics>

ProMED EMS Trust: <https://www.promed.ac.nz/event-medical-services>

ARC Safety + Medical Services <https://www.arcsafetymedical.com/>

5. OFFICIALS

A proportional amount of officials should be present at the event, to the number of teams participating. I.e if there are 4 teams from region A, 4 teams from region B and 2 teams from region C, region A should provide 40%, region B 40% and region C 20%. It does not need to be exactly this split, but it is up to the event organisers to determine if the split is fair amongst the regions.

Officials are to be paid for the games they are involved in. This payment can come from the entry fees to teams. Previously, officials have been paid \$20 for pool games, and \$30 for finals. This is up to the discretion of the organisers, but this is the recommended amount.

5.1 OFFICIALS CHECKLIST

- Contact made with officiating sub-committee
 - If unsure who to contact, email admin@nzlacrosse.nz, to get contact details.
- Organise head officials 2 + months prior to the event with help of officiating sub-committee
- Advertise for officials registration 2 + months prior to the event
 - Send registration form to publicity@nzlacrosse.nz, who can post on social media. Encourage regions to share post and advertise within the regions
- If officials will be assigned to games with duties, inform teams participating at least 1 month prior to the event
- Check that there is a proportional amount of officials from the competing regions
- Share officials list from Appendix B with New Zealand Lacrosse Board at least 1 month prior to the event
- Organise officials' shirts
- Create officials timetable 1 weeks prior to the event once draw has been created
 - Draw should endeavour to give equal opportunities to officials, whilst taking into account experience levels to ensure games have consistent, and sufficient officiating
 - If officials are being assigned from duties of teams playing in the event, endeavour to schedule such that the games are not directly before games they are playing. This is not always possible, but try to minimise, and ensure it is equal for all teams
- Share officials timetable with officials at least 3 days prior to the event. This timetable is for officials only and should not be shared with teams
- Organise lunch for officials and volunteers 3 days prior to the event
- Day of event, give briefing to all officials, alongside head officials
- Following event, pay officials the agreed amount
 - Organisers are to reach out to officials within one week post event to get payment information, and pay officials within two weeks of the event.

6. SPORT INTEGRITY COMMISSION TE KAHU RAUNUI

All tournaments are eligible for testing by the Sport Integrity Commission Te Kahu Raunui. Facilities must be available for drug testing to be completed.

Team lists, as collected from Section 3, are to be supplied to Sport Integrity Commission Te Kahu Raunui upon request.

Players are not to be informed if Sport Integrity is scheduled to come to a tournament.

APPENDIX A - MEDICAL REQUIREMENTS

Today's date:	
Event:	
Region organising event:	
Person in charge name and contact details:	
Tournament Date:	
Tournament Location:	
Number of teams participating:	
Level of Care Required:	Basic / Intermediate / Advance
If Basic Care, what is the time to the nearest Ambulance Station? Please attach screenshot of navigation from ambulance station to fields	
EMT or ambulance service to be used:	
Contact details of EMT or ambulance service:	
Comments:	
For NZL Board Members Only:	
Reviewers Name:	
Date:	
The NZL board approves the level of medical care to be provided for this event:	Yes / No
Comments:	

APPENDIX B - OFFICIALS

Today's date:	
Event:	
Tournament Date:	
Number of teams participating:	
Approximate number of games in the draw each day - specify for Womens/Girls and Mens/Boys	
Head Officials:	
Officials for tournament: If officials are to be assigned from duties of teams playing, note that here.	

For NZL Board Members Only:	
Reviewers Name:	
Date:	
The NZL board approves the officials for this tournament:	Yes / No
Comments:	