



nzmsa

New Zealand Medical Students' Association

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NZMSA Sports Exchange 2012 Bid Document Guide

Date Published: Nov 20 2011

Version: 1

Document Due For Revision: Nov 2012

www.nzmsa.org.nz

INTRODUCTION

The NZMSA sports exchange has been established as a major event in the NZMSA calendar bringing together medical students from Auckland, Wellington, Christchurch and Dunedin. This has functioned to provide another avenue for medical students to build collegiality whilst participating in a fun and active environment. We love healthy competition however it is not necessary for NZMSA members to be sports stars to participate and we also encourage support crews to attend if it is desired.

NZMSA is calling for interest from teams to run the 2012 NZMSA Sports Exchange and encourage those people who would relish this opportunity to provide a great atmosphere for New Zealand medical students to participate in sport and other fun activities. The ideal team would deliver this event with a high level of consideration for ensuring that it is as practicable as possible for students from all centres to attend, whilst providing a cost-effective budget.

YOUR GUIDE TO ORGANISATION

Although this guide is not conclusive, these are some areas that the NZMSA Executive and past teams have identified as important to the successful running of this event.

- **Sports exchange team with relevant skills**
- **Memorandum of Understanding with NZMSA**- you will liaise with the NZMSA Vice-President Internal, on behalf of the NZMSA Executive, on any pertinent organizational issues (see 2011 MoU attached)
- **Budget**
- **Sports** - organize sports draw, coordinate games and referees (suggest one person is delegated to look after each sport)
- **Flights** - organisation of activities should fit with flight constraints
- **Accommodation**- can be billeted by local students or other services can be used
- **Communication with RMSAs**- early and concise communication, especially with regards to the roles of the local RMSA Sports Representatives in organizing each centre's delegations
- **Sponsorship** - should be checked as per NZMSA MoU
- **Venue**- ideally games should be held in the same vicinity to improve the team atmosphere for all sports
- **Referees** – competent sports referees must be sought and remuneration should be considered via budget or sponsorship means
- **Food/hydration** on the day (MAS has formerly sponsored and run a BBQ lunch)
- **Saturday night event**
- **Friday night event** (if logistically possible)
- **Printing**
- **Bid format** – should include team and respective roles and any letters/proof of guaranteed services already sought
- **Post-event report**

For interest: number of students that attended Sports Exchange in 2011:

Wgtn- 15; Dn- 24; CHCH- 30; Akd- 45

BID APPLICATION PROCESS

Bid applications should include those points listed in the guide above and should be emailed to: secretary@nzmsa.org.nz by the 20th January 2012 for consideration by the NZMSA Executive.

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The successful team will be notified by 31st January, 2012.

NB: The NZMSA Executive have the right to approve any bid subject to conditions if it is deemed necessary.