

# N . Z . F . R . S

## NZ TEAMS RESPONSIBILITIES

### PURPOSE:

To provide effective guidelines for those responsible for New Zealand Representative Teams

### SPORTS COMMITTEES

- Responsible for the selection of the team.
- Responsible for the selection of team management.
- Responsible for the training of the team prior to departure.
- Responsible for all aspects of travel requirements of the team.
- Responsible for the collection of monies for International teams.
- Ensure the selection process is administered and in line with Policy No. 4.01
- Administer the nomination of team management as per Policy No. 4.02
- Ensure Team Manager and Team Coach are aware of the policies of the Sports Committee regarding the training of the team, travel requirements, payment of monies due by the team members and management.
- Ensure Team Management reports are sent to the NZFRS Board Secretary to be distributed.
- Attend to issues regarding the team members that may arise, i.e. payment of monies, misbehaviour, etc

### TEAM MANAGEMENT

- Responsible to the Sports Committee.
- Assist with the collection of monies for International team.
- Ensure that all contracts are signed
- Ensure that all members of the team have registered their drug requirements with the NZFRS Board Secretary for registering with World Skate.
- Organise travel arrangements
- Ensure all clauses in the Team Management contracts are adhered to, along with clauses in the Team Members contracts.
- Adhere to Policy 4.04 - NZ Representative Teams
- Ensure all reports are forwarded to the NZFRS Board Secretary within 60 days following the event.

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### NZFRS BOARD SECRETARY

- Ensure all nominations are processed as quickly as possible and ratified by the Board
- Ensure that the Publicity Officer is advised of the team immediately it has been ratified for inclusion in the National papers.
- Ensure that all contracts required are completed.
- Ensure that all information is forwarded to the Team Management and Sports Committee received from the Organising Committee of the championship.
- Ensure the entries are lodged with the International Committees and paid for by the required time.
- Liaise with the Team Management and assist when required.

### BOARD

- Endorse the team members and management nominated.
- Ensure that all requirements are adhered to as laid down in Policies of the NZFRS and contracts issued, by the Sports Committees, Team Management and NZFRS Board Secretary
- Advise when required by Sports Committees on any matter that may arise.

**Further information:** Team Manager's Guidelines

Approved	March 2002
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