

N . Z . F . R . S TEAM MANAGEMENT

PURPOSE:

To provide clear guidelines for the Management of New Zealand teams.

OBLIGATIONS OF TEAM MANAGEMENT:

1. Team Management will observe and comply with the terms of their contract.
2. Ensure that the team and its officials conduct themselves to the highest standard expected of a New Zealand representative team.
3. Support, guide and encourage the athletes at all times both on and off the skating surface.
4. Minimise, as much as possible, distractions that may prevent the athletes performing to the best of their ability.
5. Co-ordinate, where required, team training sessions and team meetings needed prior to the competition.
6. Comply with the NZFRS constitution, bylaws and policies, and International rules.
7. Lead and co-ordinate the work of other team officials to create a unified and professional team.
8. Ensure that the dress of the team on and off the skating surface is in accordance with NZFRS policies.
9. Liaise closely with the Board Secretary regarding all administrative matters, including travel, accommodation, insurance, financial and contractual issues.
10. Ensure compliance relating to team equalisation for expenses and other team requirements are adhered too where possible.
11. Conduct themselves in a proper manner so as not to bring the team or the NZFRS into public disrepute.
12. Comply with doping requirements, including all NZFRS rules, regulations, by-laws, policies and codes of conduct relating to drugs and doping as specified by the World Anti-doping Authority and Drug Free Sport NZ.
13. Maintain good health and mobility, to enable the effective fulfillment of the duties of the position.
14. Deal with any disciplinary issues in a fair and appropriate manner, including breaches of the terms of the athletes' contract and when possible, report to the NZFRS on any such action taken.
15. The Team Manager is to act as principle spokesperson for the team and be responsible for media comments if required.
16. Refrain from making any public criticism or statement having or designed to have a prejudicial effect on the interests of the NZFRS, the team or its officials.

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17. Relay promptly to the NZFRS results of the competition and performances of the athletes to allow these to be promulgated within New Zealand and through the media.
18. Acknowledge and co-operate with any sponsors associated with the NZFRS.
19. Be subject to the reasonable control, management and direction of the NZFRS.
20. Observe and comply with all reasonable directions given by the NZFRS, either directly or through the appropriate sports committee.
21. Acknowledge that NZFRS shall not be nor be deemed responsible or liable whether in contract or in tort or under any statute for any injury, illness or other mishap whatsoever and howsoever it may arise which may be suffered by me or be sustained to property belonging to me during the term of this contract, unless it arises as a direct result of a deliberate and wrongful act or omission of the NZFRS.
22. Team Managers agree to indemnify the NZFRS against any claim, suit, actions or proceeding brought against the NZFRS as a result of a breach of Contract by Team Management.
23. Team Managers may collect information in relation to the Team members health. This will only be collected, held and used for the purposes of assessing, enabling and supporting their ability to meet, obligations under their Contract, Information will not be passed on to third parties unless required by law to do so, or have previously obtained the Team member's expressed consent.
24. Be liable for all personal costs associated with their travel, accommodation, meals, incidentals of a personal nature and meet such costs within the time frame set by the NZFRS.
25. Inform the NZFRS promptly if, at any stage, there is a need to withdraw from the team for any reason whatsoever, and be liable, if so required, for any costs incurred.
26. Provide Team Management reports to the Secretary of the NZFRS within thirty days of the conclusion of the competition. The reports should be a comprehensive account of the team arrangements, team performance, team behaviour and should contain any recommendations that will be of assistance to the management of future teams. Failure to supply a report within the time frame may result in the NZFRS withholding the payment of Team Management grants.
27. All Team Management will be subject to police vetting check prior to final appointment.
28. All Team Management will be required to sign a contract with the NZFRS.
29. Team Manager Handbook is provided for guidance.

Approved	June 1998
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