

N . Z . F . R . S

TEAM MANAGEMENT

PURPOSE:

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

PROCEDURES:

1. Team Management shall generally consist of Team Manager, Coach and assistants.
2. Appointment of Team Officials whilst the responsibility of the appropriate NZFRS Sports Committee, requires approval of the NZFRS Board. (By Law 4.01.05).

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 far 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, Sports committee 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 National Office regarding all administrative matters, including travel, accommodation, insurance, financial and contractual issues.
10. Ensure compliance with the NZFRS Bylaws and Policies relating to team equalisation and other team requirements.
11. Conduct myself in a proper manner so as not to bring myself, the team or the NZFRS into public disrepute.
12. Comply with Doping Requirements: You will comply with all rules, regulations, by-laws, policies and codes of conduct relevant to You and relating to drugs and doping. Without limiting the foregoing, You will at all times comply with the World Anti-Doping Authority Code, our anti-doping policies, if any, the New Zealand Sports Drug Agency Act 1994 and any statutory provision which amends or replaces it, and all Regulations made under that Act.
13. Ensure I am in good physical condition to enable me to properly fulfil 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 immediately report to the NZFRS on any such action taken.
15. Act as principal 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.
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.

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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. Indemnity: You agree to indemnify Us against any claim, suit, actions or proceeding brought against Us as a result of a breach of this Contract by You.
23. Health Information: Except as provided in clause 5 of the Officials Contract, personal information in relation to your health will only be collected, held and used by Us for the purposes of assessing your ability to meet, and enabling Us to support you to meet, your obligations under this Contract and will not be passed on to third parties unless We are required by law to do so or have obtained your prior express consent.
24. Be liable for all personal costs associated with team travel, accommodation, meals, incidentals of a personal nature etc and meet such costs within the time frame set by the NZFRS.
25. Inform the NZFRS promptly if, at any stage, I have to withdraw from the team for any reason whatsoever, and be liable, if so required, for any costs incurred.
26. Provide a team manager's report to the Secretary of the NZFRS within sixty days of the conclusion of the competition. Such a report should be a comprehensive account of the team arrangements and performance and should contain any recommendations that will be of assistance to the management of future teams.
27. All Team Management will be subject to police check prior to appointment.

Approved	July 1999
Amended	May 2011