

NZBSA TEAM MANAGER'S FUNCTIONS POLICY

This policy needs to be read in conjunction with the Member's Protection Policy (2008)
Team members may include referees, as well as players.

RATIONALE

The team Manager's role is to ensure that the team members are placed under as little stress as possible. An understanding of each member's make-up means that they all may have to be treated differently, but with the same target in mind that they can perform at their best possible level. The team manager and all team members are ambassadors for their country, their Association and their sport. Regardless of their playing ability and final results they are required to represent their sport and their country in the best possible light.

The manager should refrain from "relaxation" until all team members have finished their games / responsibilities for the day.

Where possible, the Team Manager should not be related to any member of the team.

AIMS

The function of a Team Manager is to try to ensure that all members of the team are able to perform with as little stress as possible, and to the best of their ability.

The Manager

- should be conversant with the running of world or other international events
- should preferably be a well-known and well respected person who is able to form a positive relationship with members of the team.
- must be able to inspire the confidence of members of the team
- should have a knowledge of the host country, its religion and culture to interact with officialdom in a proper manner.

PRE – DEPARTURE:

1. As soon as the team is announced and funding arranged, investigate the best travel and accommodation arrangements to get the team members to the venue with time for realistic practice and a settling in period.
2. Check with the NZBSA Treasurer that entry fees and details of all Team members are relayed to the host Association by the due date.
3. Check with all Team Members that Passports are current and have at least 6 months expiry date after the team returns. Get a photocopy of the front page of the passport to take with them to the event. This makes replacement easier in the case of lost or stolen passports.
Check if visas are required for entry to the country and/ or transit through other countries. The USA now requires transit visas. This can take a while to be processed.
4. Arrange for Team Members to complete the Code of Ethics and Player contracts with NZBSA and forward these to the NZBSA.

5. Check on countries recommended inoculations and ensure team members get these in time and/or have the appropriate medications for these with a copy of the doctors prescription to the Team Manager.
6. Inform team members of the WADA requirements and check on exemptions. If necessary obtain an exemption.
7. Photocopy of all medication carried by team members is to be supplied to Team Manager. This is important at border control.
8. Check all team members have received airline tickets and that they have suitable travel insurance. If team members have arranged this personally, then they must supply a copy to the Team Manager.
9. Check with NZBSA over entitlement to NZ souvenirs and organise with team members the purchase of other suitable souvenirs to give as gifts to opponents.
10. Ascertain dress code and other competition requirements such as logos on waistcoats etc and inform team members.
11. Assemble a medical kit – starters, stoppers, antacid, plasters etc and carry a copy of doctors prescription
12. Check that team members have a current Referee's Certificate as required by the NZBSA.
13. If possible the team should travel to the airport together, and so to the venue. This will help to establish a good team spirit.
14. At the airport check that all luggages are correctly labelled and note how many pieces each member checks in.

AT THE EVENT

1. On arrival at your destination, gather your team together after luggage is claimed, and organise your transport to the venue / hotel / accommodation. This may have been previously advised / confirmed by the host.
2. On arrival at your Hotel, see that all the team have details of each others room numbers. Make a master copy, and check billing / payment arrangements.
3. Make sure that all members are aware of local customs.
4. Check what practice facilities are available, and book team members practice times as they require.
5. Ensure team members have copies of the draw and any alterations that may have occurred through any withdrawals etc.
6. Make sure that team members are aware of any pre-tournament meetings and ensure that they attend as required. The Team Manager should attend these as well.
7. Check out the venue with the team members so that they are aware of where and when they are due to play or officiate.
8. If possible, team members should support each other by attending each others matches.
9. Check with the hosts regarding details and requirements of the opening ceremony.

DURING THE EVENT

1. Check with team members the start times and which tables they are on and make sure that they are in attendance when they are supposed to be. If necessary organise wake up calls.
2. After each match, record the result for inclusion in the report to the NZBSA
3. Congratulate or console the player
4. No one should leave the venue without the managers knowledge
5. Be totally supportive of all team members and where necessary be prepared to discuss and analyse their performance.
6. Be sure that all team members are motivated, regardless of where they stand, so that they can achieve their best results in their coming matches.
7. Keep a comprehensive record of the whole tournament so that a full written report can be prepared for the NZBSA. This should highlight any problems that arose as well as what can be learnt for future events. Take photos for inclusion in the report to NZBSA.

COMPLETION OF THE EVENT

1. All travel arrangement should be checked, including transfers to the airport. All team members must be aware of these.
2. Thank the hosts on behalf of NZ.
3. Check all team members have passports and money for any transfers and taxes not covered in the ticket.
4. Check nothing is left behind and that all bills have been paid.

ON RETURN TO NZ

1. Send letter of congratulations to each team member and remind them of the requirement to furnish a report of their trip as per contract.
2. Compile results and Team Managers report with photos for NZBSA. Remember that it may be used on the NZBSA website.