



# **HIGH PERFORMANCE PROGRAM POLICY**

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## **1. INTRODUCTION**

The New Zealand Women's Lacrosse Association (NZWLA) in conjunction with the New Zealand Amateur Lacrosse Union (NZALU) is responsible for New Zealand Women's National Lacrosse Teams.

The High Performance Program Policy (HPPP) outlines the various principles, practices and policies associated with these teams. It covers all aspects relating to New Zealand Women's Squads, Team Staff, Squad Members, Team Members and Officials travelling to World and International events. Any deviation from this Policy must be approved by NZWLA.

Any change to this Policy shall be notified to the relevant persons in accordance with the provisions of the NZWLA Constitution and Policies.

## **2. TRANSITIONAL PROVISIONS**

The NZWLA High Performance Programme Policy 2012 will continue to apply in respect of the NZ Blax National Team until the conclusion of the 2013 World Cup. This document will have immediate effect in relation to all other national squads and teams.

### 3. TEAM STAFF

#### 3.1 Staff Structure

NZWLA will appoint Team Staff for the following Federation of International Lacrosse (FIL) world events;

- Women's World Cup
- U19 Women's World Championship

The NZWLA may, from time to time, also appoint Team Staff to run other NZ representative teams as the NZWLA sees fit.

Team Staff will comprise of some or all of the following positions with some as mandated by FIL:

- Head Coach
- Assistant Coach/s
- Manager
- Assistant Manager/s
- Strength & Conditioning Coach
- Team Doctor/Medical Officer
- Team Physiotherapist (or similar)
- *Regionally Based Coach/s*
- *Regionally Based Manager/s*

Position Descriptions for the above can be found at Appendices 11A-11G.

The Team Staff structure will be determined by the NZWLA, in conjunction with the Head Coach and must comply with FIL requirements.

*Note: NZWLA will also appoint Officiating Personnel (Umpires and Technical Delegates) for these events, where FIL selection criteria can be met.*

#### 3.2 Consultant Staff

The Head Coach and/or Manager of any National Team may, from time to time, engage appropriately qualified persons to provide Services to the National Team as part of that National Team's training programme.

Prior to engaging any appropriately qualified person under clause 1, and prior to the commencement of the provision of Services to the National Team, the Head Coach and Manager must both ensure that the appropriately qualified person signs the Members Protection Declaration. Failure to sign this declaration prior to engagement and provision of Services renders the appropriately qualified person ineligible to provide services to the National Team.

The signed Members Protection Declaration must be sent by the Head Coach or Manager to the NZWLA prior to the commencement of the provision of Services to the National Team.

Any appropriately qualified person engaged under clause 1 may provide up to twenty hours of Services under this Policy (unless otherwise agreed to by the NZWLA in writing).

Where the Services provided will exceed twenty hours, the Head Coach or Manager must request in writing to the NZWLA that the appropriately qualified person be assigned to an official role with the NZWLA. Any such application must set out:

- a. The reason why the new role is required;
- b. What the new role will involve; and
- c. Any recommendation as to an appropriate person to be assigned to the new role.

The NZWLA must consider any request made under clause 5. In considering the request, the NZWLA may:

- a. accept or decline the application for the new role;
- b. accept or decline to appoint the recommended person; or
- c. take any other action which the NZWLA considers appropriate in the circumstances.

For the purposes of determining the number of hours of Services provided under this clause, separate engagements are considered cumulatively to be a single engagement. For example, ten hours in February + eleven hours in May would be added together to trigger the twenty hour limit.

### 3.3 Staff Timelines

The following shall be used as a guide for Team Staff appointments:

24-30 months prior to event	Call for applications; Head Coach and Manager;
20-24 months prior to event	Call for applications; Strength & Conditioning Coach, Assistant Coach/s, Medical Officer and Team Doctor;
20-24 months prior to event	Announce Head Coach appointment;
19-22 months prior to event	Announce Manager appointment;
19-22 months prior to event	Announce Strength & Conditioning Coach, Assistant Coach/s, Team Physiotherapist, Medical Officer and Team Doctor appointments;
18-22 months prior to event	Announce Regional Based Coaching Staff.

### 3.4 Staff Application Process

NZWLA will advertise Team Staff positions through the Member Associations, NZWLA website and other means considered appropriate. The position of Head Coach will be advertised first, followed by the position of Manager. Subsequent Team Staff positions will be advertised as per determined timelines.

Written applications for all positions are required, electronically, and should address in particular the key selection criteria in the position description.

See Appendices 11A-11G.

### **3.5 Staff Appointment Panel**

The Team Staff Appointment Panel will comprise at least 3 and not more than 5 persons of appropriate background. The Team Staff Appointment Panel will be co-opted and ratified by NZWLA.

Interviews will be conducted in the most cost effective manner with the option of teleconference and/or skype calls being available. Travel and accommodation if required, will be arranged and paid by NZWLA.

For the Head Coach position, a face to face interview is deemed necessary. Travel costs for applicants, if required, are to be arranged and covered by NZWLA.

The Appointment Panel for the Head Coach, Manager and Medical Officer will ideally comprise;

- NZWLA Director of High Performance
- Two NZWLA appointees

The Appointment Panel for Assistant Coaches, Strength & Conditioning Coach, Trainer, Regionally Based Coaches will ideally comprise;

- NZWLA Director of High Performance
- Head Coach
- NZWLA appointee

### **3.6 Staff Appointments**

Team Staff Appointment Panel will peruse applications and select applicants to be interviewed. Not all applicants need necessarily be interviewed. A second interview may also be undertaken if required. Recommendation/s of appointments must be submitted to NZWLA for ratification.

All applicants must be advised of their outcome, prior to announcement.

### **3.7 Staff Remuneration/Conditions**

NZWLA will determine the honorarium for Team Staff, with reference to other sports and the financial ability/potential of the team program.

Details of remuneration and conditions will be discussed at interview, noting that each team is managed as self-funded. These details will be included in the NZWLA Team Staff Contract.

### **3.8 Staff Contract/Agreement**

NZWLA will provide to Team Staff a legal document for the purpose of a contractual agreement between the individual and NZWLA. The Contract includes the NZWLA Code of Conduct and stipulates that each individual must have travel insurance for the duration of international travel. Two copies of the document will be forwarded to each individual with a timeframe for the return of both duly completed and signed copies to NZWLA. NZWLA will endorse and finalise the documents, retain one copy and return the other copy to the individual.

### **3.9 Staff Travel and Expenses**

The NZWLA will determine which Team Staff travel to World Cup events.

Team Staff may be required to provide funding for some or all of their own tour expenses including flights, accommodation, meals and all other expenses. This will be set on a squad by squad basis whilst recognising the need to support the Team Staff to the extent reasonably possible.

### **3.10 Staff Uniform**

Staff dress uniform/s must be of the appropriate standard and style for a National team and must comply with the FIL regulations, display of sponsorship logo/s and FIL logo.

The NZWLA logo is to be displayed on staff uniform/s where appropriate.

NZWLA is to approve Staff uniforms.

Team Staff will be advised by the Manager as to when the official Team uniform is to be worn.

Uniform colours must be black, white and silver.

Travelling uniforms must also be approved by the NZWLA and should, as a guide, also be black, white and silver.

### **3.11 Staff Code of Conduct**

The NZWLA Code of Conduct must be signed by Team Staff. See Appendix 2.

Appointments will not be official until a signed document is received by NZWLA

### **3.12 Medical Information Form**

The medical information form must be completed, signed by and returned by the required date.

See Appendix 4.

### **3.13 Member Protection**

The Member Protection Policy has been adopted by NZWLA to formalise for all members and other interested parties the ethos which have been inherent in our sport since it was first played in New Zealand. NZWLA is committed to providing a safe and enjoyable environment for everyone who participates in the sport of lacrosse, and one that is free from harassment, discrimination and abuse for everyone, and promotes respectful and positive behaviour and values.

The policy provides a code of behaviour forming the basis of appropriate and ethical behaviour which is expected, and required, of everyone who participates in the sport of lacrosse.

See the NZWLA website for a copy of this Policy.

## **4. SQUAD/TEAM**

### **4.1 Structure**

Team structure is dependent upon FIL rules.

### **4.2 Timelines**

The following shall be used as a guide:

22-30 months prior to event	Program Outline circulated;
22-30 months prior to event	Call for application for Squad;
8-27 months prior to event	Conduct Training Camps, Tournaments and regional based training sessions as part of preparation;
5-8months prior to event	Select and announce Team.

### **4.3 Player Application Process**

NZWLA will circulate the call for applications via the NZWLA website, Member Associations and any other means considered appropriate. The Squad/Team member application form will be available on the NZWLA website, together with all other information to meet application requirements. See Appendix 1.

### **4.4 Player Eligibility**

A player may be a New Zealand National;

- a) Hold or be eligible for a New Zealand passport;
- b) Be a permanent resident of New Zealand; OR

A player may be Non- New Zealand National;

A 'Non National' is defined as a player who meets at least one (1) of the conditions below:



a) Parents: One or both birth parents, adoptive parents or step-parents born in New Zealand.

b) Grandparents: One or more birth or adoptive grandparents born in New Zealand.

Step-Grand

Parents are not acceptable.

c) Marriage: Partner/spouse being a passport holder of New Zealand, with the qualification that the

couple must be resident in New Zealand.

*Guidance: i) In the event of death of the partner/spouse, this would not prevent the individual from qualifying by this criterion.*

*ii) Divorce from the partner/spouse would disqualify the individual from qualifying by this criterion.*

*iii) This criterion relates to a marriage or partnership which has been validated by a jurisdiction in New Zealand.*

d) Residence: Minimum of a 2 year residency period in New Zealand within the last 5 years is required.

*Guidance: This does not necessarily have to be a continuous two-year period but a cumulative total period of two (2) years over the previous five (5) years.*

A player must also be;

a) A registered financial member of NZWLA

b) Eligible by age for aged events (see FIL Eligibility Policy)

#### **4.5 Selection Panel**

The Selection Panel will include the Head Coach, Assistant Coach/s and the Strength & Conditioning Coach for the 'Squad to Team' duration. Input may also be requested by the Head Coach from individuals outside the Selection Panel. The Head Coach will have the final say on selection.

#### **4.6 Player Selection**

The NZWLA Selection Policy will apply to the Selection process. See Appendix 6.

Any change to this Policy will be notified to relevant persons.

*Note: Reference should also be made to the Squad/Team Selection Criteria.*

An Alternate Policy will also determine the participation of the alternate/s in all squad/team activity. See Appendix 7.

#### **4.7 Player Contract/Agreement**

NZWLA will provide to Squad/Team Members a legal document for the purpose of a contractual agreement between the individual and NZWLA. The Contract includes the NZWLA Code of Conduct and stipulates that each individual must have appropriate travel insurance covering the sport of lacrosse for the duration of international travel. Two copies of the document will be forwarded to each individual with a timeframe for the return of both duly completed and signed copies to NZWLA. NZWLA will endorse and finalise the documents, retain one copy and return the other copy to the individual.

#### **4.8 Player Travel**

##### **a) Squad/Team Camps**

Domestic Flights and Transport (taxi/hire car) will be cost shared by Squad/Team funds. Anyone travelling more than 50km's will be compensated for those kilometres over 50kms

##### **b) Preparation Competition and Tournaments outside New Zealand**

Domestic Flights and Transport (taxi/hire car) will be covered by the individual. International flights will be covered by the individual.

##### **c) FIL Event**

International flights will be covered by the individual.

See Appendix 5.

#### **4.9 Player Accommodation and Meals**

##### **a) Squad/Team Camps**

Billeting is preferred to ensure that the costs are kept as low as possible and to give the Squad/Team members the opportunity to mix off-field. If billeting is not available accommodation will be covered by Squad/Team funds. Meals will be covered by the individual.

##### **b) Preparation Competition and Tournaments outside New Zealand**

Accommodation and meals will be covered by the individual.

##### **c) FIL Event**

Accommodation and meals will be covered by the individual.

See Appendix 5.

#### **4.10 Player Uniform**

Playing uniforms must comply with the FIL regulations with regard to display of sponsorship logo/s, FIL logo if appropriate and numbers.

The NZWLA logo is to be displayed on the playing uniform.

Individual player surnames may be included on the back of the playing uniform top.

NZWLA is to approve Player uniforms..

Team members will be advised by the Manager as to when the official Team uniform is to be worn.

The playing uniform is only to be worn when representing New Zealand during the relevant High Performance Program and as directed by the Manager.

Uniform colours must be black, white and silver.

#### **4.11 Code of Conduct**

The NZWLA Code of Conduct must be signed by each Squad/Team Member.

See Appendix 2.

Selection will not be official until a signed document is received by NZWLA.

*Note: All players under the legal age, relative to the state/province/country (when taking part in Squad/Team activities) are under the jurisdiction of the Team Manager. Failure to abide by the Team Manager's direction may result in censure, penalty or ceasing with the Squad/Team.*

#### **4.12 Player Indemnity Form**

The medical information form must be completed, signed by and returned by the required date.

See Appendix 3.

#### **4.13 Medical Information Form**

The medical information form must be completed, signed by and returned by the required date.

See Appendix 4.

#### **4.14 Member Protection**

The NZALU Member Protection Policy has been adopted by NZWLA to formalise for all members and other interested parties the ethos which have been inherent in our sport since it was first played in New Zealand. NZWLA is committed to providing a safe and enjoyable environment for everyone who participates in the sport of lacrosse, and one that is free from harassment, discrimination and abuse for everyone, and promotes respectful and positive behaviour and values.

The policy provides a code of behaviour forming the basis of appropriate and ethical behaviour which is expected, and required, of everyone who participates in the sport of lacrosse.

See the NZWLA website for a copy of this Policy.

#### **4.15 Anti-Doping**

It is recognised that any member of the Squad/Team may be selected for Doping Control (testing) at any time. This may occur randomly and most likely at Nationals and world events. Squad/Team members must avail themselves of the current information regarding anti-doping requirements and procedures and must familiarise themselves with the NZWLA Anti-Doping Policy.

NZWLA will make available as much information as possible.

All relevant information can be obtained from New Zealand's National Anti-Doping Organisation, Drug Free Sport NZ website.

All requests for Therapeutic Use Exemptions (TUE) must be processed through the NZWLA Secretary for application to Drug Free Sport NZ /FIL/WADA. Generally, a request for a TUE must be lodged at least one month prior to an event.

#### **4.16 Grievance**

Subject to this Policy there is no right of appeal against any decision of the Head Coach. An aggrieved Player ("Aggrieved Player") however, may lodge with the NZWLA President a grievance against a failure of the Head Coach to comply with the procedures set down in this Policy.

See Appendix 8.

## 5. PROGRAM

### 5.1 Planning

NZWLA HP Committee (including the High Performance Director and Head Coach following appointment) will plan all aspects of the Squad/Team Program including;

- setting dates for Squad/Team training camps and region based training sessions
- the participation of Squad/Team members in NZWLA Nationals
- home tour/s and competition during the preparation period
- overseas tour/s and competition during the preparation period
- team departure arrangements to the world event

*Note: For U19 world events the group is to assemble prior to departure and travel as a group.*

Program details will be circulated as early as possible following the appointment of the Head Coach. This includes, but is not limited to:

- Squad/Team training and selection camps (selection camps may require mandatory attendance)
- Regional based training sessions
- World event details
- Budget for both Squad and Team

In addition, the Manager must ensure the following, but not limited to, requirements are met;

- Liaison with NZWLA
- Liaison with FIL and event organisers
- Uniform and clothing approval from NZWLA and FIL
- Travel and accommodation details for the world event
- NZWLA appointed Officials are advised and are invited to Squad/Team training sessions, camps and competition.
- NZWLA appointed Officials are included in Presentation and / or Farewell functions
- NZWLA appointed Officials are included in official Team photo.
- FIL and event forms are completed for the world event in a timely manner.
- A copy of the Team photo is provided to the NZWLA.

### Calendar of Visiting Teams

The program for each New Zealand Team should reference the following calendar elements for competition opportunities of visiting international teams:

- The periods of December, January and July, are most suited for NCAA Universities and Colleges.
- The period of January, June and July, are most suited for Japanese National Teams and Japanese University Teams.
- The period of June and July are most suited for UK based teams, both National Squads/Teams and University Teams.

December: NCAA Division 1 universities and colleges (can travel on a 4 year cycle)

January: NCAA Division 2 & 3 Universities and Colleges (can travel on a 4 year cycle)  
Japan Nationals Team, Regional Teams, University teams  
USA combined college teams (D1, D2 and D3 athletes)

June/July: NCAA Division 1 universities and colleges (can travel on a 4 year cycle)  
Japan National Teams, Regional Teams, University teams  
UK based National Teams and University Teams

*Note: It is recognised that, NCAA Division 1 University/College teams may only travel overseas once every 4 years (as a 'full' team). They also require 4 to 5 years for planning and fundraising to tour.*

## **6. COMMUNICATION**

Communication with Squad/Team members will be via email, newsletters, post, phone, skype, fax or face to face delivery, as well as website based information.

Communication with a Squad/Team member under 18 years of age, will also include at least one parent/guardian.

It is expected that each Squad/Team member will have an email address to which they have direct access for the purpose of communication.

Communication between Team Staff will be via telephone, email, newsletters, post, fax, skype, face to face delivery, as well as website based information.

Communication between NZWLA and Team Staff will be via telephone, email, newsletters, post, fax, skype, face to face delivery, as well as website based information.

## **7. SPONSORSHIP**

NZWLA will endeavour to obtain sponsorship for each Team. However, no Team is to assume or rely on funds being derived through these means. Team Staff, in conjunction with the NZWLA, is strongly encouraged to compile a Sponsorship package with at least two levels of support represented. NZWLA will assist in this process as much as possible and must approve the final package, prior to its circulation.

Individual sponsorship will not be recognised without prior approval from NZWLA and monetary funds must be processed through the NZWLA Team bank account.

It is the intention of NZWLA that sponsorship will not be accepted which would require any team member to use any specific brand of playing or personal equipment which, in that team members' view, may hinder or jeopardise her performance. Should a team member decide to not use an item of playing or personal equipment provided to the team through sponsorship, they will not be supplied with such equipment, or compensated for an alternative. See Appendix 9.

It must also be recognised that in principle, sponsorship is premised on funds being provided by a company and/or individual, who seeks a return of some kind.

All sponsorship of NZWLA teams must be approved by NZWLA.

## **8. FUNDRAISING & MERCHANDISE**

Squad/Teams are strongly encouraged to undertake fundraising efforts to assist in covering expenses. Items of clothing, as well as other items deemed appropriate, may be produced and sold to benefit the financial position of the Squad/Team. Identical replicas of Team apparel must not be sold.

Fundraising events and functions may be undertaken to benefit the financial position of the Squad/Team.

See Appendix 10

## **9. OFFICIALS – Umpires, Referees, Technical Delegates, Assessors**

The selection of the world event officials (umpires, referees, technical delegates and assessors) is to be undertaken according to NZWLA policy, FIL and APLU requirements.

Team Staff are to liaise with and include the world event officials in squad/team arrangements in the lead up to the world event in respect of all aspects of planning, etc., including apparel where appropriate.

All world event officials are to be made aware of and be invited to participate in Squad/Team training sessions and camps where appropriate.

All world event officials are to participate in any Presentation and / or Farewell function.

### **9.1 Officials – Women’s World Events**

The transportation costs for all Officials to the event airport/train station/etc are covered on a cost-share basis by Team funds.

The host Organising Committee (OC) is responsible for the transportation costs for Officials (Umpires and TD’s) to and from the arrival/departure point (usually airport) to the accommodation location.

The host OC is responsible for paying the accommodation of all Officials (Umpires and TD’s) and two meals per day. Other meals are the responsibility of each individual Official.

Officials are responsible for their own uniform costs, however, sponsorship may be sought by OC.

### **10. FIL WORLD EVENTS**

Teams are responsible for the following costs associated with participating in a FIL world event:

- Accommodation
- Food/meals
- Transport to the event
- Playing kit
- Playing uniforms
- Other uniforms/apparel
- Insurance
- First aid equipment
- FIL umpiring costs
- FIL event entry fees

### **11. SUPPORTERS**

NZWLA encourages family and friends to attend world events to support the Team.

Team Staff hold no responsibility for Supporter travel/accommodation/or any other such arrangements. Supporters are not to be accommodated with the Team.

The Team Staff will determine the parameters of contact between Players and supporters during a world event.

Appendix 1  
Squad Member Application Form

NEW ZEALAND TEAM  
SQUAD MEMBER APPLICATION FORM

<b>PLAYER INFORMATION</b>	
<b>Name</b>	
<b>Address</b>	
<b>Email</b>	
<b>Primary Ph #</b> (best ph # to contact you)	
<b>Secondary Ph #</b>	
<b>Date of Birth</b>	
<b>Age</b>	
<b>Height (cms)</b>	
<b>Weight (kgs)</b>	

Please answer the following questions:

**1. Sporting and/or Lacrosse Playing History:**

**For lacrosse players:** Please include information about number of years played in total, number of years played at International, National or Club level, any special recognitions or awards and any other information about your sporting history.

**2. My strengths are:**

(on and off the field)

**3. What are the areas required for your improvement?**

--

**4. What does it mean to you to be a part of a team and what elements make a successful team?**

--

**5. What can you offer the 2013 Squad?**

--

**6. Club President Endorsement:**

***For lacrosse players:*** Please include a recommendation from your current club president.

Club President:	Signature:



**Appendix 2  
Code of Conduct**

**NEW ZEALAND TEAM  
CODE OF CONDUCT**

The following Code of Conduct must be adhered to unconditionally by all athletes and team staff as members of a New Zealand Squad/Team.

I ..... being a member of .....New Zealand Squad/Team  
(Name - please print) (Year, Senior or U19)

Agree to ensure that I will –

- Represent NZWLA, my country and my teammates in a positive manner at all times.
- Not bring NZWLA or the sport of lacrosse into disrepute
- Uphold the responsibilities, obligations and teamwork associated with this New Zealand team
- Conduct myself in a safe, responsible and inclusive manner
- Show respect for fellow athletes and team staff
- Not exhibit or engage in any violent, offensive or abusive behaviour
- Not exhibit or engage in any sexual harassment or intimidation
- Promote equal opportunity for my teammates to participate and develop to their full potential
- Adhere to the Team Policy regarding alcohol consumption
- Participate in all training sessions as reasonably determined by Team Staff
  
- As a player under the legal age, relative to the state/province/country, acknowledge that I am under the jurisdiction of the Team Manager when taking part in Squad/Team activities. Failure to abide by the Team Manager's direction may result in censure, penalty or ceasing with the Squad/Team.
  
- Comply with all relevant NZWLA Policies, including but not limited to the Member Protection Policy, Anti Doping Policy and High Performance Program Policy/s.

I have read the above Code of Conduct and I understand that it is my responsibility to conduct myself in an appropriate manner, and that should I breach the Code of Conduct, there are ramifications.

**Signature..... Date.....**

**Witness Name** (Please print) .....

**Witness Signature..... Date.....**

**Parent/Guardian..... Date.....**  
(If player is under 18 years of age only)

**Witness Name** (Please print) .....

**Witness Signature..... Date.....**

**Appendix 3  
INDEMNITY FORM**

**NEW ZEALAND TEAM  
INDEMNITY FORM**

.....New Zealand Squad/Team  
(Year, Senior or U19)

I.....,  
DOB:.....  
(Full name)

Of.....  
(Home address)

Hereby declare that I have been selected in the New Zealand Squad for the selection to the  
..... New Zealand Team.  
(insert year)

I have voluntarily placed myself forward for selection, with an anticipation of being selected for the final team. As such I acknowledge that I may be subject to some type of injury, illness or other loss or damage during the preparation process and event.

I participate in all aspects of training, selection and playing of my own free will, taking full responsibility if I should incur some injury or illness.

I hereby declare that I totally indemnify NZALU, NZWLA and/ or any person either employed or appointed in a voluntary basis to assist in this process where I may sustain an injury or illness during training sessions, competition or any other activity associated with my participation.

**Signature**..... **Date**.....

**Witness Name** (Please print) .....

**Witness Signature**..... **Date**.....

**Parent/Guardian**..... **Date**.....  
(If player is under 18 years of age only)

**Witness Name** (Please print) .....

**Witness Signature**..... **Date**.....

**Appendix 4  
Medical Information Form**

**NEW ZEALAND TEAM  
MEDICAL INFORMATION**

This Form must be completed by all players and will be kept confidential and used only for team medical use.

Your details ;

Surname

Given names

Blood group

Do you object to a blood transfusion

Health care details

Medicare number

Number:

Do you have private health care?

Number:

What is the fund name?

What table are you on?

Does this include full dental?

Does this include ambulance transport?

Do you have separate ambulance cover?

Medical practitioner details

Private doctor

Surgery address

Surgery contact telephone

Private dentist

Surgery address

Surgery contact telephone

Can the dentist be contacted at any time?

Current medical history

Do you take regular medication?

If so what is it and what dosage?

Are you able to take paracetamol or panadol?

Do you have any allergies?

If so what are they and what is required to respond to these?

Do you have any current sports injuries?

How is this being treated?

Who is treating you?

Contact telephone number?

Have you had any major sporting injuries?

If so what are they?

Do you have any current medical problems that could affect your performance?

If so please state

Past history (have you had)

Details

Epilepsy

Hepatitis a

Hepatitis b

Hepatitis c

Diabetes

Asthma/ bronchitis

Hernia

Concussion

Diagnosed HIV

You may feel that you do not wish to provide a written answer to one or all of these questions. They are asked not to invade your privacy but to assist and protect medical Team Personnel who may treat you if an injury or illness should occur to you. Please feel free to discuss with the Head Coach if you do not wish to provide a written answer.

Have you sustained

A fracture in the past 3 years?

If so what are the details?

A dislocation?

If so what are the details?

Have you ever been treated for head, neck or spinal injury?

If so what are the details?

As stated previously, we appreciate that most of this information provided is personal. At the completion of all activities, these forms will be destroyed.

I hereby submit that all the information provided is correct and to the best of my knowledge.

**Signature.....Date.....**

**Parent/Guardian..... Date.....**  
(If player is under 18 years of age only)

## Appendix 5 Finance Policy

### NEW ZEALAND HIGH PERFORMANCE FINANCE POLICY

The Program for each New Zealand Team is 100% reliant on Squad/Team member contributions premised on a self funding cost share philosophy for athletes. Government Funding and Commercial Sponsorship opportunities will be explored but no guarantees of gaining any such sponsorship can be assured.

#### Principles

- The Squad/Team Program is self funding;
- The Squad/Team Program is based on the principle of User Pays;
- The Squad/Team Program is premised on cost share for players residing in NZ;
- Costs to Squad Members will be kept as low as possible, without jeopardising the integrity of the program. and
- Billeting of and by Squad/Team is a key element of reducing costs to players.

#### Operations

- The Program Outline, including expected costs for Camps, Tournaments and Tours, will be distributed with the Squad Application information.

#### Squad/Team members

The following payment conditions will be applied for the duration of the program.

1. Squad/Team members must fulfil their obligation to the payment of the appropriate fee for Application, Training Sessions, Camps, Tournaments and World Event, by the notified date/time.
2. The amount of all payments must be notified by the Manager or Head Coach.
3. Failure to make a payment by the notified date/time may result in a penalty.
4. Squad/Team members residing overseas, at the time of a Compulsory Training Session, Camp, Tournament or Nationals and not able to attend, are required to pay 50% of the cost. To be paid by the notified date/time.
5. Squad/Team members residing in New Zealand and receiving an 'exemption' from attending a Training Session, Camp, Tournament or Nationals, are required to pay 50% of the Session cost. To be paid by the notified date/time.
6. Families with more than one student Squad/Team member attending a Training Session will be required to pay 100% of the cost for each member. To be paid by the notified date/time.
7. Requests for exemptions must be made at least 21 days in advance of a Camp, Tournament or Nationals, to the Head Coach, with a cc to the Manager.
8. Any costs incurred by NZWLA as a result of faulty payments e.g. lack of funds in account etc, will be passed on to the payee.
9. Following the application process the preferred method of payment is via electronic transfer. Team Bank Account details Notifications of all payments must be as advised to the Manager and NZWLA treasurer.

10. Any financial discrepancies will be dealt with in the first instance by the Team Manager, to be followed by referral to the NZWLA Treasurer.

11. Failure of an individual to have paid all notified costs, no later than three (3) weeks prior to overseas departure to a world event, or commencement of event if held in New Zealand, could result in cessation of their role in the Team.

12. Questions regarding any aspects of this Finance Policy should be forwarded to the Manager.

## Appendix 6 Selection Policy

### NEW ZEALAND TEAM SELECTION POLICY

#### A. Eligibility

All Players considered for selection in a New Zealand Team must be either:

A player may be a, New Zealand National;

- a) Hold or be eligible for a New Zealand passport;
- b) Be a permanent resident of New Zealand; OR

A player may be a, Non- New Zealand National;

A 'Non National' is defined as a player who meets at least one (1) of the conditions below:

- a) Parents: One or both birth parents, adoptive parents or step-parents born in New Zealand.
- b) Grandparents: One or more birth or adoptive grandparents born in New Zealand.  
Step-Grand  
Parents are not acceptable.
- c) Marriage: Partner/spouse being a passport holder of New Zealand, with the qualification that the couple must be resident in New Zealand.

*Guidance: i) In the event of death of the partner/spouse, this would not prevent the individual from qualifying by this criterion.*

*ii) Divorce from the partner/spouse would disqualify the individual from qualifying by this criterion.*

*iii) This criterion relates to a marriage or partnership which has been validated by a jurisdiction in New Zealand.*

- d) Residence: Minimum of a two-year residency period in New Zealand within the last five (5) years is required.

*Guidance: This does not necessarily have to be a continuous two-year period but a cumulative total period of two (2) years over the previous five (5) years.*

A player must also be;

- a) A registered financial member of NZWLA
- b) Eligible by age for aged events (see FIL Eligibility Policy)

*Note: Reference should also be made to the Squad/Team Selection Criteria.*

#### B. Selection

##### B.1 Selection Criteria

The Head Coach will determine additional selection criteria components for selection of Squad and Team Members.

##### B.2 Squad

The Squad will be announced at a date specified in the Application information

The Squad size will be maintained at high numbers in the initial stages of selection in order to provide a competitive environment for players to perform within the program.

##### B.3 Timelines

The Head Coach will determine the timeline for the Selection Trials, following discussion and input from the other Team Staff; to be approved by NZWLA.

#### B.4 Attendance

The Head Coach will determine attendance requirements for Selection Trials. A number of Selection Trials may require mandatory attendance; to be approved by NZWLA.

#### B.5 Team Selection

Final selection decisions rest with the Head Coach. Subject to this Policy, the decision of the Head Coach shall be final. This shall not prevent, limit or restrict the Head Coach from changing or substituting the selection of any squad, team or individual at any time in their sole discretion, having regard to such circumstances as the Head Coach considers relevant. Any Team Staff Member who becomes aware of a conflict of interest, or the potential for bias to be inferred, in a selection decision because of a family or close personal relationship with a nominated Player, shall declare this to NZWLA and shall immediately decline to participate in selection for this Player. A Team Staff Member can raise such an issue in relation to themselves or any other Team Staff Member at any time.

#### B.6 Selection Procedure

The Head Coach may select a player who is not otherwise under consideration. This may occur in circumstances such as illness, injury, pregnancy, newly obtained citizenship or otherwise.

#### B.7 Selection Notification to Relevant Parties

As soon as reasonably possible following completion of the final selection and confirmed ratification by NZWLA, the Head Coach will notify, either verbally or in writing at his/her sole discretion, in consultation with Team Staff, and relevant officials, the names of the Players selected in a New Zealand team ("Selected Parties") in accordance with this Policy.

#### B.8 Team Announcement

Notification of the Selected Parties shall also be given to relevant parties within NZWLA in accordance with the provisions of the NZWLA Constitution. Following notification of the Selected Players (or nominee), NZWLA will announce the Selected Players via an appropriate medium.

#### B.9 Removal from a selected squad or team

(a) Any Player may be removed from a squad/team if he/she:

- (i) breaches or fails to observe this Policy, the Constitution; or
- (ii) by reason of illness or injury is unable to perform to the required standard in the opinion of the Head Coach (after having received advice from a medical practitioner); or
- (iii) breaches or fails to fulfil a requirement of the NZWLA Anti-Doping Policy; or
- (iv) breaches or fails to comply, fulfil and observe the requirements in the national team Agreement ;
- (v) is ineligible for selection to, or continued membership of, a national squad or national team as the case may be.

(b) A Selected Player may be removed from or replaced in a national squad or team by the Head Coach after consultation with Team Staff and/or Medical Practitioner, as the circumstances may require.

This may include situations where the Player has failed to sustain her performance and/or similar to a satisfactory level; provided that the required performance levels and/or similar, have first been discussed with the Player and the Player had been given the opportunity to attain required performance levels and/or similar, within a reasonable time.

(c) Any player who does not comply with the Code of Conduct or brings the sport of lacrosse into disrepute.



## **Appendix 7 Alternate Policy**

### **NEW ZEALAND TEAM ALTERNATE POLICY**

For the purpose of fulfilling the role of an Alternate of a New Zealand team, the following includes responsibilities and obligations.

#### **A. Role of Alternate**

To prepare for competition, as per same as selected team members.

#### **B. Training Obligations**

To attend all Team camps/events as per same as selected team members of the Team.

#### **C. Financial Obligations**

##### *C.1 From Team selection and up to departure for World event*

For Alternates travelling to the World event, costs for Training Session/s, Camp/s, Tournament/s and or Nationals to be same as selected team members. Team Staff may adjust the amount of these costs, with approval from NZWLA.

C.2 For Alternates **not** travelling to the World event, no costs will be applied for Training Session/s, Camp/s, Tournament/s and or Nationals. For Alternate/s travelling to the World the event, all travel and accommodation will be arranged by Team Staff ; associated costs will be applied as same as players.

#### **D. Clothing**

Clothing items, for training purposes, will be supplied as per the Player Contract.

#### **E. Recognition**

Team recognition will include domestic listing as an Alternate; and as FIL By-laws allow. Alternate/s will not receive a Team playing uniform, or a Coat of Arms on any item of clothing. An Alternate/s may receive other Team clothing as determined by the Team Staff. FIL world event guidelines determine whether or not an Alternate is included in the world event official programme and functions.

#### **F. Replacement protocol**

In the event that a player is to be replaced, the replacement is selected at the discretion of the Head Coach.

An Alternate is not guaranteed this replacement position.

See Selection Policy Appendix 6.

## Appendix 8 Grievance Policy

### NEW ZEALAND TEAM/SQUAD GRIEVANCE POLICY

Subject to this Policy there is no right of appeal against any decision of the Head Coach. An aggrieved Player (“Aggrieved Player”) however may lodge with the NZWLA President a grievance against a failure of the Head Coach to comply with the procedures set down in this Policy.

#### A. Procedure

(a) Any grievance must be made in writing by an Aggrieved Player within seven (7) days of notification to that particular Aggrieved Player.

(b) The grievance must be lodged in writing with the NZWLA President. The grievance must set out:

- (i) the decision of the Head Coach;
- (ii) the grounds on which the grievance is based; and
- (iii) the reasons or circumstances supporting the alleged grounds.

(c) Nothing in this Policy prevents the Aggrieved Player withdrawing an appeal at any time in writing to the NZWLA President.

#### B. Consideration of Grievance

(a) As soon as practical after receiving a grievance, the NZWLA President will:

- (i) investigate and consider the grievance and shall within seven (7) business days of the date of receipt of such grievance, determine whether:
  - a. the matter should be dismissed, because in the President’s determination, the matter is trifling in nature or has no merit; or
  - b. the grievance warrants further review and determination in accordance with this Policy.

#### C. Grievance Review Panel (“GRP”)

(a) If the President considers the grievance warrants further review and determination then the following shall occur:

- (i) the appointment of a GRP which shall be constituted by any three suitably qualified persons, not being Team Personnel, available to consider the grievance;
- (ii) the nomination of a chairperson of the GRP; and
- (iii) the immediate forwarding of any relevant documents to the GRP and the Head Coach.

(b) No member of the GRP appointed under this clause may be a party to or directly interested in the matter under consideration by the GRP.

#### D. Functions of the GRP

The GRP can review the grievance, recommend a course of action and can (as appropriate) refer the matter back to the Head Coach for further consideration and decision.

#### E. Procedures for the GRP

(a) The GRP shall, as soon as practical after receiving a notice under clause 16, investigate and consider the grievance and shall as soon as practical having regard to the timing of selection and proximity of relevant events, serve a notice in writing on the Head Coach and the Aggrieved Player:

- (i) stating that the Aggrieved Player may address the GRP at a meeting to be held as soon as practicable, being not earlier than four (4) days from the date of the notice; and
- (ii) stating the date, place and time of that meeting; and

- (iii) informing the Aggrieved Player that he/she may do any one or more of the following:
- a. attend that meeting (personally or by his/her representative, not being legally trained or qualified); or
  - b. give the GRP, no later than 24 hours before the time of that meeting, a further written statement setting out relevant information surrounding the grievance.
- (b) The GRP may conduct a meeting convened, or any adjournment thereof, in such manner as it sees fit, but shall:
- (i) give the Aggrieved Player and the Head Coach every opportunity to be heard;
  - (ii) give due consideration to any written statement from any party including by the Aggrieved Player;
  - (iii) allow the Aggrieved Player to be present along with his/her adult representative (not being legally trained or qualified) if the Aggrieved Player is under the age of 18 years; and
  - (iv) may request or require the Aggrieved Player or any other witness to attend the meeting or provide such evidence as is available.
- (c) Following consideration of all relevant and available information, the GRP shall arrive at a finding within three (3) days of the date of such GRP meeting.  
A decision of the GRP must be a majority decision.
- (d) The GRP shall notify the President, the Head Coach and the Aggrieved Player of its finding within 24 hours of making such finding, which shall be confirmed in writing within seven (7) days of the date of determination.
- (e) The Head Coach must comply with any direction of the GRP.
- (f) Subject to clause 19, any further selection decision of the Head Coach under the direction of the GRP shall be final, and no further avenues of appeal are available to an Aggrieved Player in respect of that selection.

#### F. Sports Tribunal of New Zealand

If an Aggrieved Player is dissatisfied with the GRP's finding they can apply to the Sports Tribunal of New Zealand to have the matter resolved by them in accordance with the Code of Sports Related Arbitration. Any application under this clause will be heard in the appeals jurisdiction of the Sports Tribunal and thus is a final appeal.

**Appendix 9  
Sponsorship Policy**

**NEW ZEALAND TEAM  
SPONSORSHIP POLICY**

NZWLA may apply for Government funding as appropriate, although this cannot be guaranteed.

NZWLA will endeavour to obtain sponsorship for each Team however, no Team is to assume or rely on funds being derived through these means. Team Staff, in conjunction with the NZWLA, is strongly encouraged to compile a Sponsorship package with at least two levels of support represented. NZWLA will assist in this process as much as possible and must approve the final package, prior to circulation.

Individual Player sponsorship will not be recognised without prior approval from NZWLA and monetary funds must be processed through the NZWLA Team bank account.

It is the intention of NZWLA that sponsorship will not be accepted, that would require any team member to use a specific brand of playing or personal equipment which, in that team members' view, may hinder or jeopardise her performance. Should a team member decide to not use an item of playing or personal equipment provided to the team through sponsorship, they will not be supplied with such equipment, or compensated for an alternative.

See Appendix 9.

It is recognised that NZWLA is a 'not-for-profit' National Sporting Organisation (NSO) and is not registered for tax deductible donations.

It must also be recognised that in principle, sponsorship is premised on funds being provided by a company and/or individual, who seeks a return of some kind.

Advertising -Team Clothing

Training Tops/Reversible's	No restrictions
Playing Uniform Logos	As per FIL regulations, 2.5cm x 5cm (one per top, one per skirt)
Warm Up Uniform	.
Dress Uniform	.

All sponsorship of NZWLA teams must be approved by NZWLA.

Levels of sponsorship –

- (i) Team Sponsorship for the benefit of all NZWLA recognised Team members
- (ii) Individual Sponsorship for the benefit of the specific individual.

Team Staff in collaboration with NZWLA, may develop sponsorship packages which provide specified items in return for the provision of funds. This package may have various levels of items provided in line with the funds provided. Such sponsorship package must be approved by the NZWLA.

All sponsorship funds must be must be processed through the NZWLA Team bank account.

Donations may be made to either the Team or to individual Team members, but will only be recognised if they are processed through the NZWLA Team bank account.

**APPENDIX 10**  
**Fund Raising/Merchandise Policy**

**NEW ZEALAND TEAM**  
**FUNRAISING / MERCHANDISE POLICY**

**Fund Raising**

All fundraising must be approved by Team Staff and/or NZWLA prior to it being undertaken. Requests to undertake fundraising activities, is directed to the Team Manager. The Team Manager may appoint a Coordinator/ Organiser for fundraising activities.

The Team Manager is to be informed of the details of each fundraising event/effort.

Levels of fundraising –

1. Team
  - 1.1 Fundraising undertaken, following the announcement of the New Zealand team.
  - 1.2 Overseen by Team Staff.
  - 1.3 To be put toward the expenses of the Team and to be shared equally by the Team.
  - 1.4 Team Staff will not directly share in these funds, unless specifically stated.
2. Squad
  - 2.1 Fundraising undertaken during the Squad duration of the Program.
  - 2.2 Overseen by Squad/Team Staff.
  - 2.3 To be put toward the expenses of the Squad and eventual Team and to be shared equally
  - 2.4 Team Personnel will not directly share in these funds, unless specifically stated
3. Group – Regional Based
  - 3.1 Fundraising undertaken by Squad and or Team member/s (subject to meeting legal requirements)
  - 3.2 Should a Squad/Team member withdraw or be cut from the Program, both she and her family will not be eligible to receive funds from fundraising efforts
  - 3.3 The selling of bottled wine, undertaken for the benefit of Squad/Team members is approved by NZWLA. Alcohol cannot be sold by any Squad/Team member under the legal age.
  - 3.4 The profit/loss percentage to the Squad/Team member associated with Group fundraising is to be determined prior to undertaking each form of fundraising.
4. Individual
  - 4.1 Individual Squad/Team members must first seek approval by Team Staff before undertaking any form of fundraising.
  - 4.2 The Team Manager must be informed of details and progress of fundraising.
  - 4.3 The profit/loss of each individual effort is to be borne by the individual undertaking the fundraising effort.

**Merchandise**

Squad/Teams may produce merchandise for sale/profit for fundraising. This merchandise may be apparel or other items.

No item of merchandise for the purpose of raising funds is to include the NZWLA logo or FIL logo.

No official item of Team apparel is to be used as a merchandise item, however, similar items are acceptable.

## **APPENDIX 11A**

### **Head Coach Position Description**

TITLE: HEAD COACH  
REPORTS TO: NZWLA COMMITTEE  
LENGTH: 2 YEARS  
COMMITMENT: SEASONAL ACCORDING TO TOURNAMENTS  
REMUNERATION: VOLUNTEER POSITION

#### **Role**

The Head Coach is responsible for the:

- On field performance of the athletes in their team
- Preparing those athletes, both physically, mentally and socially so they are ready to play
- Developing the skills of the athletes in their team

#### **Responsibilities and Duties**

Providing a quality coaching service to athletes through:

- Providing training sessions as appropriate based on upcoming tournaments
- Attending all team games
- Planning and managing training sessions
- Mentoring and developing players in the squad
- Providing strong communication with and between players, parents & club/school (as appropriate) around the progress of team and team members
- Supervising and managing athletes in competition
- Developing technical, tactical and life skills of the athletes
- Managing resources and equipment
- Building a positive, supportive and inclusive team environment that provides for athlete enjoyment, success and challenge
- Being a role model and providing positive leadership
- Ensuring the health and safety of the athletes
- Following all aspects of the NZWLA code of conduct, policies and regulations.
- Evaluating personal performance

#### **Knowledge and Skills Desired**

- Understanding the characteristics and needs of the athletes
- Strong communication, management and coaching skills for the particular athletes being coached
- Strong communication skills with the NZWLA

## **APPENDIX 11B**

### **Manager Position**

TITLE: MANAGER  
 REPORTS TO: NZWLA COMMITTEE  
 LENGTH: 2 YEARS  
 COMMITMENT: SEASONAL ACCORDING TO TOURNAMENTS  
 REMUNERATION: VOLUNTEER POSITION

#### **Responsibilities and Duties**

- Manage NZBlax Team for the season
- Coordinate all required administration duties for the team i.e. Team contact list & Team cards
- Ensure team understands where each game is and what time they are expected to arrive
- Assist the team coach in coordinating and organizing activities outside of the coaching realms i.e. uniforms, team musters, team bonding etc.
- Support Coach with administration duties
- Attend club meetings
- Attend team games
- Provide and inform team with necessary information
- Organising the smooth running of training camps under guidance of coaching team and with assistance of team captains
- Organising team flights for squad tours and World Cup
- Organising accommodation for camps, squad tours and World Cup
- Management of squad/team budget and finances
- Management of Team Bank account and EFT payments from Squad/team members
- Accompanying the team on squad tours and to the World Cup
- Able to attend training camps in build up to such events
- Collate and communication of team data
- Liaise with NZWLA Committee, World Cup Committees and FIL

#### **Knowledge and Skills Desired**

- Can communicate effectively and has good interpersonal skills.
- Is positive and enthusiastic.
- Has sound IT and computer skills
- Has excellent time management ability
- Has ability to plan and provide for the needs of the squad
- Enjoys working in a high performance team environment

NB: This position does not require knowledge of lacrosse

**APPENDIX 11C**  
**Assistant Coach/s Position Description**

TITLE: ASSISTANT COACH  
REPORTS TO: NZWLA COMMITTEE  
LENGTH: 2 YEARS  
COMMITMENT: SEASONAL ACCORDING TO TOURNAMENTS  
REMUNERATION: VOLUNTEER POSITION

**Role**

The Assistant Coach is responsible for assisting the Head Coach in recruiting, training, mentoring, and coaching of the athletes.

**Responsibilities and Duties**

- Assist with practice planning before practice, implementation of drills during practice, and analysis after practice.
- Maintain knowledge of offensive and defensive coaching strategies.
- Assist with game day preparation
- Represent the NZWLA program in a professional manner.

**Knowledge and Skills Desired**

- Understanding the characteristics and needs of the athletes
- Strong communication, management and coaching skills for the particular athletes being coached
- Strong communication skills with the NZWLA



## **APPENDIX 11D**

### **Strength & Conditioning Coach Position Description**

TITLE: STRENGTH AND CONDITIONING OFFICER  
REPORTS TO: NZWLA COMMITTEE  
LENGTH: 2 YEARS  
COMMITMENT: SEASONAL ACCORDING TO TOURNAMENTS  
REMUNERATION: VOLUNTEER POSITION

#### **Role**

The Strength and Conditioning Coach provides expertise, guidance, and training in the area of strength training and physical conditioning for all athletes.

#### **Responsibilities and Duties**

- To schedule strength and conditioning workouts in cooperation with the Head Coach.
- To create a strength and conditioning programme suitable to the needs, ages, and developmental stages of the athletes.
- To assess athletes as appropriate for preparing a strength and conditioning programme and for monitoring strength and conditioning progress.
- To be present and punctual for all trainings and games as requested by the Management staff.
- To provide athletes with guidance and teach proper training techniques strength training.
- To maintain up-to-date records on the strength program of each team and individual athletes as appropriate.

#### **Knowledge and Skills Desired**

A degree in strength and conditioning training or a related field is required. A minimum of two years strength training experience is required with a preference for experience at the elite level.

## **APPENDIX 11E**

### **Team Physiotherapist**

TITLE: PHSYIO  
 REPORTS TO: NZWLA COMMITTEE  
 LENGTH: 2 YEARS  
 COMMITMENT: SEASONAL ACCORDING TO TOURNAMENTS  
 REMUNERATION: VOLUNTEER POSITION

#### **Role**

The role of the Sports Physiotherapist is to provide physiotherapy services to players in the team and wider Squad Members under the NZWLA structure

The aim of the Sports Physiotherapist is to maintain a high standard of player injury management and contribute to the ongoing development of the program.

#### **Responsibilities and Duties**

- To provide quality physiotherapy services to Players within the NZWLA program
- To develop and implement programs for the prevention of injury.
- Undertake all player medical screening in collaboration with Head Coach
- To undertake Pre-tour medical screening of athletes as appropriate prior to team selection/departure.
- To implement Injury Prevention programs and provide advice to athletes and to communicate these to the coaching staff.
- To protect players from injury risks through identifying areas of risk/overuse and encouraging effective preventive techniques.
- To procure medical stock for appropriate treatment (medical kit including first aid, tapes, thermoplastics, electrotherapeutic devices, NSAID gels, heat and ice packs, massage aids, plinths etc.)
- To effectively assess and treat injuries in conjunction with other members of the medical team, aiming to return the player to lacrosse safely and as quickly as possible.
- To employ recovery strategies such as aquatic therapy, stretch sessions, massage and hydration refuelling requirements as appropriate.
- To advise coaching staff as to the time required for injured players to return to training and competition.

#### **Knowledge and Skills Desired:**

##### Qualifications:

- Physiotherapy degree

##### Experience:

- Ideally 2-4 years general physiotherapy work followed by experience in sports physiotherapy in elite sport environments.

##### Personal skills:

- Strong communication skills with athletes, coaches and other team staff and the NZWLA.

## **APPENDIX 11F**

### **Team Doctor Position Description**

TITLE: SPORTS DOCTOR  
 REPORTS TO: NZWLA COMMITTEE  
 LENGTH: 2 YEARS COMMITMENT  
 REMUNERATION: VOLUNTEER POSITION

#### **Role**

The role of the Team Doctor is to provide medical services to players in the team and wider Squad Members under the NZWLA structure

The Team should maintain a high standard of player medical management and contribute to the ongoing development of the NZWLA program.

#### **Responsibilities and Duties**

- To ensure that all aspects of the role are bound by professional confidentiality.
- To assess (collaboratively with the team physiotherapist) all players for fitness and injury status.
- To conduct themselves in a professional manner at all times. To maintain appropriate liaison with the team manager, technical and administrative staff.
- To provide the appropriate medical equipment required.
- To provide the appropriate range and quantity of medication, bearing in mind the doping regulations.
- To provide medical support and input to the athletes.
- Attend training sessions as appropriate and matches arranged by the team manager to provide on-site medical care.
- To work with the physiotherapist to assess players for fitness and injury status and to decide, in conjunction with the team manager, on player's fitness to train and play.
- To plan treatment programmes, in conjunction with the physiotherapist, for injured players and to advise the team manager of players availability to train/play
- To be responsible for the prescription of medication to the players, within the doping regulations. including the completion of the necessary documentation
- To coordinate the cooperation in the process of doping control.
- To coordinate/provide medical education to the players in terms of nutrition, doping matters and injuries.
- To provide advice/support for the team manager in all relevant areas
- To coordinate the provision of First Aid facilities and staffing including appropriate first aid room and ambulance provision where appropriate.
- To arrange and undertake appropriate medical examinations for players.
- To maintain contemporary, legible and appropriate medical records and to provide for their confidential storage.
- To coordinate medical preparation for games.

#### **Knowledge and Skills Desired**

Qualifications:

Medical degree

Experience:

Ideally 2-4 years general work followed by experience in the field of sports medicine in elite sport environments.

Personal skills:

Strong communication skills with athletes, coaches and other team staff and the NZWLA.

## **APPENDIX 11G**

### **Regional Based Coach Position Description**

TITLE: REGIONAL BASED COACH  
REPORTS TO: NZWLA COMMITTEE  
LENGTH: 2 YEARS  
COMMITMENT: SEASONAL ACCORDING TO TOURNAMENTS  
REMUNERATION: VOLUNTEER POSITION

#### **Role**

The Regional Based Coach is responsible for assisting the Head Coach in training, mentoring, and coaching of athletes within their designated region.

#### **Responsibilities and Duties**

- Planning regional based training sessions in accordance with the Head Coach's instructions.
- Implementation of drills during practice, and analysis after practice.
- Maintaining knowledge of offensive and defensive coaching strategies.
- Assisting with game day preparation as required by the Head Coach and/or Manager.
- Representing the NZWLA program in a professional manner.

#### **Knowledge and Skills Desired**

- Understanding the characteristics and needs of the athletes
- Strong communication, management and coaching skills for the particular athletes being coached and with the Head Coach
- Strong communication skills with the NZWLA