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# **Representative Policy**

## **Version 2.0**

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## **1. Objective**

- To select representative dragon boat squad(s) to represent the Auckland Dragon Boat Association (ADBA) at the NZ National Dragon Boat Championship Regional Representative races and at international dragon boat races/championships when opportunity allows.
- To consistently develop high quality, skilful paddlers for Auckland Dragon Boating.
- To pass on high performance coaching skills to the next generation for Auckland Dragon Boating.

## **2. Governing Body**

- The ADBA is the governing body of the ADBA Representative squads and will nominate 2 committee representatives as the ADBA Rep Sub Committee to administer the policy. The Rep Squad Manager and Head Coach will report into the Rep Sub Committee on a monthly basis.
- The role of the ADBA Rep Sub Committee is to:
  - Govern the roadmap for the ADBA Representative stream,
  - Appoint the Head Coach and Squad Manager,
  - Ensure adherence to the ADBA rep policy is maintained,
  - Assist with the removal of any blockers,
  - Approve the final squad list to ensure squad members are registered members of the ADBA and respect the ADBA Code of Conduct.
  - Facilitate a review after each campaign with the Head Coach and Squad Manager.
  - Facilitate a paddler survey after each campaign.

## **3. Rep personnel**

- Head Coach and Squad Manager appointed by the ADBA Rep Sub Committee. All additional coaching personnel can be appointed by the Head Coach and Squad Manager.

## **4. Appointment of Head Coach and Squad Manager**

- Applications for Head Coach and Squad Manager will be called for and appointed.
- Both Head Coach and Squad Manager will be required to complete a formal application and attend an interview with the ADBA Selection Panel.
- Head Coach will be provided with coaching resources and any additional training if required.
- Head Coach and Squad Manager's expenses will be met by the respective squad.

## **5. Role of the Squad Manager**

The core role of the Squad Manager includes, but is not limited to:

- Administration and management of the squad off the water

- In conjunction with the Head Coach, organise and communicate training times
- Point of contact between the squad and any relevant governance organisation (E.g. ADBA, NZDBA, etc.)
- Organise, collect and submit all relevant paperwork required for the squad to train and compete in events including travel and accommodation arrangement
- Organise and co-ordinate all necessary fund raising efforts in conjunction with members of the squad
- Organise ADBA Shirt Presentation Ceremony and formal squad photos upon announcement of final squad in February in conjunction with the ADBA Rep Sub Committee.
- Be responsible for the squad uniform
- Coordinate and contribute to the monthly report as prescribed in Appendix 1
- Any other relevant tasks as they present themselves.

Squad Manager will be issued with a medical kit and must:

- Be able to attend to minor ailments and sickness, and if necessary take the injured paddler to a medical centre or hospital
- Be responsible for the medical kit and any equipment (Including uniforms and paddling gear), belonging to the ADBA that is allocated to the squad. These are to be returned in good order at the end of the season when requested
- Advise all squad members that medication or equipment required for pre-existing conditions is to be provided by the individual squad members

## **6. Role of the Head Coach**

The core role of the Head Coach includes, but is not limited to:

- Create and administer training programmes for the squad, including on and off water training requirements/fitness trials etc
- Create selection criteria and facilitate trial programmes for squad selection
- Determine the Rep Leaders Team
- In conjunction with the Rep Leaders Team, organise training times
- In conjunction with Rep Leaders Team, select the representative squad members
- Ongoing management of all relevant training
- Contribute to the monthly report prescribed in Appendix 1

## **7. Role of the Paddler**

The core role of the paddler includes, but is not limited to:

- Being punctual and attending events and training sessions to a level set by the Head Coach and Squad Manager
- Undertaking any independent training set by the Head Coach

- In the event of serious injury or sickness the paddler concerned must consult a doctor or physiotherapist for a medical clearance. A copy of this must be submitted to the Head Coach and Manager who will forward a copy to the Rep Leaders
- Displaying a high standard of personal conduct and being an excellent ambassador for the association when representing the ADBA at all events
- All squad members are required to travel in the ADBA uniform agreed, and proper attire is to be worn at all times whilst representing the ADBA at all Representative events
- Abide by all rules set out by the ADBA's Code of Conduct, and any rules provided by the governing bodies of all events attended
- During representative events, squad uniforms (including tracksuits) are to be worn by the Representative squad members only and not by family members or friends
- Any approaches to paddlers by the press or media need to be referred to the Head Coach, Manager or Rep Leaders

## **8. Paddler eligibility**

Paddlers must be registered financial members of the Auckland Dragon Boat Association and members of an existing registered financial team.

## **9. Trials**

- Final selection trials will be held no later than the end of January in any given season. Specific dates of the final trials, trial format and selection criteria will be announced and posted on the ADBA website and distributed to all registered paddlers by email no later than six weeks prior to the proposed dates.
- Squad division and grades available for trials will be determined and communicated by the Rep Leaders prior to trials being held.
- Trial format and selection criteria will be determined by the Head Coach with consultation with the Coaching Squad.
- All paddlers are trialling to be an Auckland Dragon Boat representative paddler, and are expected to be available and committed to fulfil the requirements of their respective squad if selected.

## **10. Selection policy**

- Paddlers will be selected based on the trials by a panel made up of 3 people, two Reps Leaders and one member of the ADBA Rep Sub Committee.
- If a family member eligible for that particular grade is related to a member of the Leaders, the related Leader must refrain from voting on said family member.
- The squad will be confirmed 8 weeks prior to Nationals, paddlers who fail to make the grade to be contacted in person by one of the Rep Leaders or ADBA Rep Sub Committee members, only then the remaining successful paddlers to be advised by email.

- Failure to attend an element of the selection process for a particular squad may result in a paddler being eliminated from the selection process. If a paddler requires an absence from an element of the selection process, then such a request must be submitted to the ADBA Reps Leaders at least 24 hours in advance. As a guide, suitable reasons for an absence could include bereavement, injury and illness, and family difficulties.
- Any conflict of interest will be registered to the Reps Leaders prior to trials.

## **11. Rep squad trainings**

- ADBA will provide location and equipment for training sessions.

## **12. Travel and accommodation for Nationals**

- Paddlers will travel and stay with their home team at Nationals.
- If a paddler's home team is not attending Nationals ADBA will make enquiries to find a racing team for the paddler however said paddlers need to accept if they are not matched but a racing team but qualify for the Regional Reps they are required to attend for the Rep races.

## **13. Travel and accommodation for international competitions**

- Squad members will stay as a group at the preferred accommodation.
- Accommodation for squad/officials will be pre-booked by managers from the day prior to commencement of the competition and departing on the morning of the final day.
- ADBA will work with the squad manager to apply for funding to assist with the cost of travel and accommodation. To assist, the squad manager will source three written quotes for travel and accommodation. Assistance will depend directly on the amount of funding obtained.
- Where possible, squads will travel as a group. Managers must confirm bookings at least 10 weeks prior to traveling.

## **14. Paddler costs for Nationals**

The following maximum contributions will be required from each representative paddler for the Nationals campaign:

- \$100

Any additional costs will be funded by squad fundraising or by the Auckland Dragon Boat Association if funds are available in the annual forecast.

## 15. Sponsorship and fundraising

- Fundraising undertaken under the ADBA name or branding will be managed by the Squad Manager and approved by the ADBA Rep Sub Committee. To be included in the monthly report with an account of the expenses/income. Funds are to be deposited within 48hrs to the ADBA rep squad account.
- Any request to fundraise must come from the manager of the representative squad and be approved by ADBA Rep Sub Committee.
- Any fundraising initiated by the squad under ADBA or squad name are squad funds and must be credited to the squad's account for the benefit of the whole squad.
- The Rep Manager will make applications in conjunction with the appropriate governing body to various Community Trusts towards accommodation and travel costs and the level of success of such applications will affect the amount of further fundraising required.
- Individuals can undertake their own personal fundraising towards their paddler contribution, but cannot use ADBA's name or branding. Unless otherwise agreed in writing by the ADBA Committee.
- Where a squad is offered sponsorship or donations, details must first be discussed with the ADBA Association. Under no circumstances should any sponsorship/donations be accepted or agreed to without ADBA Association approval. This includes payment for clothing, equipment, banners etc. NZ reps must not wear branded clothing at a world competition.
- Managers are required to closely monitor all fund-raising as no refunds will be made to paddlers in the event of a surplus unless they have paid more than the minimum paddler contribution (as set out in Paddler Contributions).

## 16. Uniforms and other squad wear

### Uniforms

- Depending on the level of successful funding, the ADBA will provide all rep squads with their race strip, these will remain the property of the ADBA and must be returned at the end of the campaign.
- If the squad prefers, they can self-fund and retain their shirts, however the design and use of the logo must be approved by the ADBA Rep Sub Committee before order is complete.

### Squad wear

- Squads may elect to purchase additional clothing (i.e. jackets, hoodies, caps etc.). All such purchases must be arranged through ADBA. Under no circumstances should any purchases be made or arrangements entered into without ADBA knowledge and approval.
- Similarly, ADBA must approve any proposed printing on such squad wear.

## 17. Trophies and medal squad photos

### Trophies

- Any and all trophies won by the Auckland Representative Squads to presented to the ADBA trophy cabinet at Ponsonby Cruising Club within 30 days of receiving the trophy.

**Medal squad photos**

- Print quality squad photo in full uniform with any/all winning medals are to be taken at the competition and sent to the ADBA Rep Sub Committee.
- ADBA Rep Sub Committee to organise printing and framing for presentation to the ADBA trophy cabinet at Ponsonby Cruising Club.

**18. Code of Conduct**

- Every representative paddler and coach, manager, sweep and caller will be provided with respective and follow the behaviour as outlined in their respective roles above. They are also advised to read the full ADBA Code of Conduct on the website.

**19. Discretion**

- In any situation where the interpretation and/or application of this Policy is unclear the ADBA Reps Sub Committee shall have the authority to interpret and adjudicate on the appropriate interpretation and application, with transparency and fairness to be the guiding principles in reaching a reasonable decision in the best interests of the sport in Auckland.



## 20. Appendix 1

# Monthly Committee Report

*Purpose: to provide an update the ADBA Rep Subcommittee, obtain help where needed and ensure there are no surprises.*

<b>Squad Manager</b>		<b>Head Coach</b>	
<b>Squad Treasurer</b>		<b>Assistant Coach/s</b>	
<b>Progress Update</b>			
<b>Key Activities past period</b>		<b>Key Activities next period</b>	
•		•	
<b>Challenges</b>		<b>Fundraising activities current and up &amp; coming</b>	
•		•	
<b>Key Milestones</b>		<b>Budget statement</b>	
<b>Activity</b>	<b>ETA</b>	<b>Actual</b>	

- Budget (include spreadsheet with updated actuals)
- Paddler contributions report (who has paid, who hasn't)