



BAY OF PLENTY JUNIOR MANAGER APPLICATION FORM

(BOP TOUCH ASSOCIATION IS A NON PROFIT INCORPORATED ORGANISATION)
(ALL POSITIONS ARE VOLUNTARY)

APPLICANT NAME _____ DATE ____ / ____ / ____

Suitable & qualified applicants are now invited for the following coaching positions:

TEAM (please tick):

- | | | |
|--|---|---|
| ☐ U 17 Boys | ☐ U 17 Girls | ☐ U 17 Mixed |
| ☐ U 15 Boys | ☐ U 15 Girls | ☐ U 15 Mixed |
| ☐ U 13 Boys | ☐ U 13 Girls | ☐ U 13 Mixed |
| ☐ U 11 Boys (Coastal) | ☐ U 11 Girls (Coastal) | ☐ U 11 Mixed (Coastal) |
| ☐ U 11 Boys (Central) | ☐ U 11 Girls (Central) | ☐ U 11 Mixed (Central) |
| ☐ U 9 Mixed (Coastal) | ☐ U 9 Mixed (Central) | |

PREFERRED TEAM:

If you are applying for more than one position please list your order of preference

1. 2. 3.

Please read conditions and complete the application.

- **ALL applicants must undertake appropriate training / courses approved or recommended by BOP Touch Association**
- **ALL applicants must fully complete and return pages 1 – 4 before the application will be considered.**
- **ALL applicants must have access to emails and provide an email address**
- **Successful applicants must adhere to BOP Touch Association policies and comply with any decisions made by the Junior committee and/or the BOPTA Executive committee. Failure to do so could lead to immediate dismissal.**

APPLICATIONS CLOSE 5pm Monday 30th September 2013

**BOP JUNIOR CHAMPIONSHIP TOURNAMENT
TOKOROA 10th NOVEMBER 2013**



Provincial Administrator
Bay of Plenty Touch Association,
118 Te Puna Road, R D 6
Tauranga

Fax: 07 552 6489
Mobile: 021 1269301
Email: boptouch@windowslive.com

NAME OF APPLICANT: _____

ADDRESS: _____

CONTACT DETAILS: Home Phone: _____

Work Phone: _____

Mobile: _____

Email: _____

BRIEF RESUME OF APPLICANT:

Signed _____ Date _____
(Applicant)

This application must be returned to BOP Touch at 118 Te Puna Road, R D 6, Tauranga or emailed to boptouch@windowslive.com

(IF YOUR APPLICATION IS SUCCESSFUL – PLEASE REMEMBER THAT YOU ARE IN THIS VOLUNTARY POSITION TO SUPPORT ALL BOP POLICIES THAT MUST BE ADHERED TO AND NOT TO BE INFLUENCED BY OUTSIDE PARTIES WHO MAKE UP RULES TO SUIT ANY PARTICULAR SITUATION)



Provincial Administrator
Bay of Plenty Touch Association,
118 Te Puna Road, R D 6
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Fax: 07 552 6489
Mobile: 021 1269301
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CONSENT TO DISCLOSURE OF INFORMATION

Licensing & Vetting Service Centre
Office of the Commissioner
PO Box 3017
Wellington

I
Forenames Surname

.....
Maiden or any other names used

Sex M / F Date and Place of Birth

Residential Address

Suburb City

Nationality

Drivers Licence Number

I hereby consent to the disclosure by the New Zealand Police of any information they may have pursuant to this application, to Bay of Plenty Touch. I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

Signed Date



BAY OF PLENTY TOUCH OFFICIALS AGREEMENT

Please read the following pages of the Bay of Plenty Touch Officials Agreement.
These terms and conditions must be agreed to prior to acceptance of your application.
Please sign and return this page with your application.

This agreement is dated this _____

Between **Bay of Plenty Touch (in conjunction with Touch NZ agreements)**

and _____
(Applicant Name)

SIGNED BY THE PARTIES

APPLICANT

I _____ (**Applicant Name**) have read and understand the content of the Bay of
Plenty Touch Officials Agreement and Code of Conduct.

(Applicant Signature) **DATE** _____

BAY OF PLENTY TOUCH TEAM OFFICIAL

I _____ (**BOPTA Official**) have read and understand the contents of the
application.

(BOPTA Official) **DATE** _____



BAY OF PLENTY TOUCH OFFICIALS AGREEMENT

1.0 TERMS AND CONDITIONS OF THIS AGREEMENT

1.1 CONDITIONS

As an official appointed to a Bay Of Plenty Squad position I agree to:

- a) meet the requirements involved in the campaign programme, which will include regional and training camps, national and international competitions.
- b) abide by the conditions and terms of this agreement.
- c) accept that this position is unpaid

1.2 TERM

- a) This agreement shall be for a period commencing September 2013 to June 2014.
- b) Bay of Plenty Touch as required can review the terms and conditions of the appointment time / process as required by the Bay of Plenty (Touch NZ) policies in relation to Eligibility.

2.0 OBLIGATIONS UNDER THIS CONTRACT

2.1 CONDUCT

The official undertakes:

- To meet the requirements of the Constitution and By Laws of Bay of Plenty Touch / Touch NZ and the Federation of International Touch in the performance of duties as a Bay of Plenty official.
- To meet the eligibility requirements sent down by Bay of Plenty Touch
- To conduct myself in a proper manner so as not to bring myself, Bay of Plenty Touch, Touch NZ or the team into disrepute or censure.
- To accept the chain of command which puts the Campaign/Tour Manager as the senior decision-maker, with direct accountability to Bay of Plenty Touch Executive members.
- To not make, comment, issue, authorise, offer or endorse any public criticism or statement having or designed to have any prejudicial effect on the interests of Bay of Plenty Touch, Touch NZ or the NZ squad/team or any member of the squad/team.
- To maintain confidentiality at all times in regard to the campaign programme, financial, disciplinary and personal matters.



2.2 MANAGEMENT/ ADMINISTRATION RESPONSIBILITIES

The official undertakes:

- To carry out duties as a management team observing the designated roles of each member of the team.
- To attend all management meetings scheduled by the Campaign/Tour Manager, Bay of Plenty Touch or Touch NZ staff.
- To fully support in front of players all decisions made by the management group or Bay of Plenty Touch regardless of personal views.
- To report any injury, fitness or behaviour concerns to the appropriate personnel immediately.
- To submit an evaluation report within one month of the end of each event, to the Campaign/Tour Manager.

2.3 POSITION RESPONSIBILITIES

The official undertakes:

- To provide input into the development plan and follow the programme set out.
- To meet all responsibilities under the job description provided for the position in regard to the management and development of youth squad members.
- To fulfil sport science requirements as requested by Sport Science Coordinator (if required)
- To ensure regular communication with squad members as required to monitor fitness and training, and meet administration requirements.
- To be available for and active in managing responsibilities for national and regional training camps as scheduled.
- To ensure a safe training and playing environment is provided for all activities as per the Health & Safety Act.

2.4 DISCIPLINARY PROCEDURES

The official undertakes:

- To follow the disciplinary procedures as set out under the Bay of Plenty & Touch NZ Disciplinary policies and procedures attached.
- To adhere to squad replacement and removal policies and procedures as set by Bay of Plenty & Touch New Zealand.
- To document at the earliest instance any concerns regarding player behaviour or performance.

2.5 EXPENSES

The official undertakes:

- To meet budgets allocated to the role unless otherwise negotiated with the Campaign/Tour Manager.



- To advise Campaign/Tour Manager immediately of any expenses, which arise or could arise which are not budgeted for.
- To submit any financial reports and expense claims as per set procedures and format.

2.6 ANTI DOPING POLICIES

The official undertakes:

- To comply with the doping policy of Touch New Zealand ensuring a member of the management team accompanies and remains with any player called up for testing.
- To inform players of drug testing requirements under the NZ Sport Drug Agency.
- To monitor player use/misuse of drugs reporting any concerns immediately to the Campaign/Tour Manager.

2.7 MEDIA COMMUNICATION

The official agrees to observe and comply with the following media guidelines which are that

- a) The official spokesperson on all matters concerning the Bay of Plenty teams will be the Campaign/Tour Manager while on tour, or the President of Bay of Plenty Touch at all other times.
- b) Team officials may communicate with the media on approval by the Campaign/Tour Manager.
- c) Players will only be permitted to communicate directly with the media when agreed to by the coach and only if accompanied by a management team member.
- d) Only designated players who have had media training should be permitted to speak to the media.

2.8 UNIFORMS

The official undertakes:

- To wear the designated uniforms
- To wear only designated on and off field uniform and products when attending training, competitions and meetings of the squads.
- To wear no competitive sponsor branded or provincial gear when performing duties as a Team Official.
- To ensure all players wear only the full allocated training and playing gear at all times when assembled as a squad/team.

2.9 ALCOHOL AND DRUG USE

The official undertakes:

- To adhere to non-smoking rules which prohibit smoking in Bay of Plenty uniform and in the presence of squads/teams and to ensure players follow this rule.



- To prohibit alcohol or recreational drug consumption by players during tours, competitions and training camps until all commitments have been completed.
- To set an example for players by restricting personal alcohol consumption during tours, competitions and training camps.
- To monitor closely any use of alcohol or drugs by players and report any incidents immediately to the Campaign/Tour Manager and take appropriate action to remove a player from the game or training.

2.10 SPONSORSHIP

The official undertakes:

- To meet all sponsorship requirements of the squad and team through ensuring familiarity with all sponsorship requirements in regard to dress, equipment and acknowledgements.
- To assist Bay of Plenty Touch volunteers in providing sponsor exposure and encouraging sponsor support among players and supporters.
- To assist with promotional and media activities as required by sponsors where not interfering with team preparations.

3.1 PERSONNEL

Bay of Plenty Touch Association undertakes:

- To provide a clear job description including all responsibilities and performance criteria to all team officials and provide training which will assist in the role where available.
- To provide a project plan and commitment requirements expected of team officials for the period of the agreement.
- To not make comment, issue or authorise any public criticism or statement regarding performance or disciplinary matters which may arise with any appointed official.

3.2 ROLE SUPPORT SERVICES

Bay of Plenty Touch Association undertakes:

- To provide suitably qualified staff and adequate resources to meet the support and administration requirements of officials and Provincial squads/teams.
- To put in place a communication system which informs all members of the management team of developments.
- To provide fair and reasonable expenses to perform the appointed role.
- To provide opportunities for the management team to meet and/or evaluate progress and tours/camps as they occur.
- To be responsible for the player payments schedules and monitoring of payments and to inform team managers of players not meeting commitments, for their follow up.



Should either party breach this agreement, Bay of Plenty Touch Association in conjunction with Touch New Zealand disciplinary procedures will be followed to ensure a fair hearing.

A breach of any part of this agreement by the official could result in

- a) suspension from a competition or game
- b) expulsion from the tour/event
- c) expulsion from the team/national squad

5.0 JUDICIAL, DISCIPLINARY, & APPEAL PROCEDURES

- (a) The general principles underpinning the Bay of Plenty Touch Association & Touch NZ Judicial, Disciplinary and Appeal procedures apply to Bay of Plenty training squads, however the Bay of Plenty Touch Executive Committee (or his/her nominee) may develop separate rules and conditions which include judicial, disciplinary and appeal procedures for use on the tour.
- (b) Such rules and conditions must be consistent with the overall intention and principles of these procedures, however the development of rules and conditions reflects the need for such matters to be determined through the course of the tour as opposed to time delays being experienced through going through defined procedures in this document.

Rights of appeal

- (c) In general decisions that are made by the nominated Bay of Plenty Touch representative in respect of judicial, disciplinary or appeal matters on tour are final with no further rights of appeal to the provisions under these procedures, however the following exceptions will apply:

Suspensions

- (i) where a player is suspended for a period of time that exceeds the period of the tour, the player will have a further right of appeal to the Touch New Zealand Appeals Council under the provisions of Rule E1.4 of Touch NZ Judicial, Disciplinary and Appeal procedures;
 - (ii) where a player is suspended for a period of time that does not exceed the period of the tour, the player will have no further rights of appeal.
- (d) Further Action
 - (i) the Chief Executive of Touch NZ (or his/her nominee) may refer the matter to the Touch NZ Disciplinary Committee for a full hearing if s/he believes in her/his absolute discretion that further action may be appropriate in the circumstances;
 - (ii) any further action taken by the Touch NZ Disciplinary Committee shall not constitute "double punishment" to the subject person.
 - (e) Where judicial, disciplinary and appeal proceedings are required to undertaken in connection with this tour agreement, Touch New Zealand will undertake the proceeding in accordance with the following guiding principles:
 - (i) that proper, adequate and fair notice is given to any player of the charges against the person or organisation alleged to have breached the rules of Bay of Plenty Touch, Touch New Zealand;
 - (ii) that the player subject to the judicial, disciplinary and appeal proceedings are given the opportunity to make representations to the Bay of Plenty Touch, Touch New Zealand nominated representative appointed under these rules to adjudicate; and



- (iii)  that the Bay of Plenty Touch, Touch New Zealand nominated representative performs their duties in a totally independent and un-bias manner and acting in good faith.

- (f) The provisions of 5.0 (c) (i) (ii); (d) (i) (ii) and (e) (i) (ii) and (iii) will apply to officials as well as players.

6.0 BAY OF PLENTY TOUCH ASSOCIATION & TOUCH NEW ZEALAND CODE OF CONDUCT

- (a) The official undertakes to abide by the provisions of the Bay of Plenty Code of Conduct. All players and officials appointed and or selected to Bay of Plenty provincial Squads and official positions are required to perform their duties with total professionalism, integrity and honesty. The image of Bay of Plenty Touch, Touch New Zealand and actions taken by its players and officials in connection with their official capacities reflect on the organisation.
- (b) Bay of Plenty Touch officials will discuss with you the boundaries of acceptable behaviour. To assist you attached is a copy of the Bay of Plenty Touch Code of Conduct. Please familiarise yourself with the Code of Conduct.

7.0 CONTRACT TERMINATION TERMS

- (a) The contractee may at anytime terminate the contract by giving 4 weeks notice of intended termination.
- (b) Bay of Plenty Touch reserves the right for any conduct “deemed not to be in the best interest of Bay of Plenty Touch” to terminate a contract immediately.

8.0 SPECIAL CONDITIONS

As part of the training and development programme for Bay of Plenty Touch officials, Bay of Plenty Touch expects that all officials will meet the qualifications requirements as outlined in the job description for the position, and other Bay of Plenty Touch Association policy requirements. Attached in appendix 1 are the special conditions and requirements for you that have been agreed to between Bay of Plenty Touch Association and yourself.

In the event that you fail to meet the requirements outlined in appendix 1, Bay of Plenty Touch Association reserves the right to terminate this agreement, giving the official 7 days notice of the intention to terminate. Where notice is given the official will be given the opportunity to make a submission prior to Bay of Plenty Touch making a final decision.



BAY OF PLENTY TOUCH ASSOCIATION CODE OF CONDUCT

COVERAGE

This code applies to members of BAY OF PLENTY TOUCH ASSOCIATION which for the purposes of this code are deemed to include:

- Any Module Committee that is a financial member of a Provincial Association or Associate Member;
- Persons who pay an affiliation fee to Touch NZ through a Module Committee, Provincial Association or Associate Member;
- Any other persons who are officially recognised by a Module Committee, Provincial Association, Associate Member or Touch NZ;
- Provincial Associations or Associate Members of Touch NZ and all officers, volunteers, employed staff of same.

PURPOSE

As a member of BAY OF PLENTY TOUCH ASSOCIATION a certain standard of behaviour will be expected of you. This reflects the basic requirements of:

- professionalism and integrity needed to ensure that a quality product & service is provided to all members and the public, and that a pleasant and safe working environment exists for all staff; and
- courtesy and respect to be shown to all members and the public.

The purpose of this code is to assist you to know and understand the standards of behaviour expected of you.

SHARED EXPECTATIONS

Where there is a shared expectation between BAY OF PLENTY TOUCH and its members, BAY OF PLENTY TOUCH ASSOCIATION can operate effectively and provide a quality product and service to its members and the public

This is a two-way commitment and benefits both BAY OF PLENTY TOUCH ASSOCIATION and its members when expectations are met.

Set out below is a summary of the expectations that the BAY OF PLENTY TOUCH has of you, and the expectations you can have as a member of BAY OF PLENTY TOUCH ASSOCIATION



MEMBER EXPECTATIONS OF BAY OF PLENTY TOUCH ASSOCIATION

BAY OF PLENTY TOUCH has an obligation to behave in a fair and reasonable manner towards its members. BAY OF PLENTY TOUCH is committed to ensuring that the following member expectations are met:

- quality participation opportunities in touch for all levels of the sport
- quality technical resources, services and training in coaching, refereeing & playing
- impartial and open selection and appointment procedures
- effective communication of information
- freedom from being harassed or unlawfully discriminated against
- appropriate disciplinary and dispute procedures, and the opportunity for redress against unfair or unreasonable treatment by BAY OF PLENTY TOUCH or any of its members.

BREACHES OF THE CODE OF CONDUCT

This Code of Conduct describes the standards of behaviour expected of all members of BAY OF PLENTY TOUCH ASSOCIATION

Behaviour or actions (as outlined in this Code) that are considered unacceptable by BAY OF PLENTY TOUCH or its members may result in disciplinary action against the member concerned through the BOP Touch Judicial, Disciplinary and Appeal Procedures as approved by the Executive Council.

CODES OF BEHAVIOUR

Principles

The Code of Conduct establishes three principles of conduct which all members of Touch NZ are expected to observe:

- (1) BAY OF PLENTY TOUCH members should fulfil their lawful obligations to BAY OF PLENTY TOUCH with professionalism and integrity.
- (2) BAY OF PLENTY TOUCH members should perform their official duties honestly, faithfully and efficiently, respecting the rights of the public and their fellow members.
- (3) BAY OF PLENTY TOUCH members should not bring BAY OF PLENTY TOUCH or the sport of touch into disrepute through their activities, whether inside or outside BAY OF PLENTY TOUCH. Activities outside BAY OF PLENTY TOUCH are unlikely to be acceptable if they damage the standing or reputation of BAY OF PLENTY TOUCH or the sport of touch generally.

More particularly members of BAY OF PLENTY TOUCH are expected to observe the following principles:



- (4) During the term of your membership with BAY OF PLENTY TOUCH you have a duty to treat your fellow members and the public with courtesy and respect.

This means that you are expected to:

- a) respect the privacy of individuals when dealing with personal information
 - b) not unlawfully discriminate against or harass your fellow members or the public on the basis of their gender, age, disability, marital status, ethnicity, religious or ethical beliefs or sexual orientation; and
 - c) not engage in any form of sexual harassment either verbal or physical behaviour of a sexual nature which is unwelcome to the receiver and is embarrassing or intrusive. Some types of behaviour constituting sexual harassment would include sex orientated jibes or abuse; offensive gestures or comments; unwanted and deliberate physical contact; requests for sexual intercourse including implied or overt promises for preferential treatment or threats concerning present or future prospects for other Touch related activities; the use of pictures/posters of a sexual or intimate nature; persistent and unwelcome social invitations, phone calls or mail; or obscene phone calls.
- (5) Behaviour that would be considered unacceptable by BAY OF PLENTY TOUCH includes; but is not limited to the following:
- (a) repeated or serious breaches of the Touch NZ Playing Rules of Touch;
 - (b) where a player, referee or official participates in an unaffiliated competition, tournament or fixture;
 - (c) breach of the Touch NZ Sport Drug Policy;
 - (d) the consumption of alcohol or illegal drugs which interfere with your performance as a member of BAY OF PLENTY TOUCH. This is particularly so when dealing with players or teams who are under the age of 20 years of age;
 - (e) misuse, abuse or improper use of your position, or powers that may be delegated to you;
 - (f) unsportsmanlike conduct, for example the use of abusive, obscene or threatening language or behaviour to your fellow members or the public;

DISCIPLINARY ACTION/PROCEDURES

BAY OF PLENTY TOUCH is concerned about identifying problems associated with behaviour, and making sure that the process for fixing those problems is fair, prompt and consistent. To promote these goals the Executive Council will follow the "Touch NZ Judicial, Disciplinary & Appeal Procedures".

In general, disciplinary procedures include informal or formal disciplinary action along the following lines:

Informal Investigation

- Discussion of the problem with member/s concerned;
- Assistance to help overcome the problem;

Formal Disciplinary Action

- As set out in the provisions of the BAY OF PLENTY Constitution dealing with misconduct and also in the "Touch NZ Judicial, Disciplinary and Appeal Procedures" as approved by the Executive Council.
- Initiated by lodging a written Incident Report [within the relevant time limit] with the representative of the Module/Provincial Association/Associate Member/Touch NZ as appropriate.

A member may lodge a complaint about the conduct of another member where they believe that there has been a breach of the Touch NZ Code of Conduct.

You can obtain a copy of the Touch NZ procedures on such matters from Touch NZ