



BAY OF PLENTY TOUCH ASSOCIATION

COACH/MANAGER PACK

2013/2014 SEASON

**FOR ALL CONCERNS OR QUERIES, CONTACT
BOP TOUCH JUNIOR CO-ORDINATORS**

Tour manager- Steph Walker – 027 3068705 or 07 3088674
mikeandsteph@clear.net.nz

Junior Conveynor- Ira Te Kani – 027 6474699 or 07 3457953
ira@phocal.co.nz

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Enclosed in your Booklet is the information and forms to assist you in your task. Please read the information and act on them as required.

MANAGERS RESPONSIBILITIES

Managers are responsible for everything off the field during the build up period to tournaments (trainings) and at tournaments. Please discuss plans, trainings and expectations with your team coach:

Please familiarize yourself with the Managers job description and BOP touch policies on our website as well as policies and procedures on the Touch NZ website.

ALL BOPTA officials are required to read and sign the Bay of Plenty Touch Officials Agreement.

PLEASE communicate information to parents. Kids often don't pass messages on and this is causing some issues.

COACHES RESPONSIBILITIES

To plan, co-ordinate and deliver a complete preparation and training programme for the provincial representative team to enable them to perform to the level of competition required and in accordance with the goals and objectives of the provincial association.

ALL BOPTA officials are required to read and sign the Bay of Plenty Touch Officials Agreement.

BOP JUNIOR TRIALS

Date: 10th November 2013
Venue: Memorial Park, TOKOROA
Time: Managers meeting 9.00am, Games start 9.30am

PLAYER BOOKLETS

- We will endeavor to email you the Player booklets before trials so that you can add your details and print. Otherwise, we will give these out at the BOP trials
- Please make yourself familiar with them prior to distributing to players. Any questions or queries, ask the Tour Manager
- Essential that you advise all players that payment timelines are there for a reason. If these are not met, it will simply mean that the team will not go to be able to participate in Tournament/s. As Manager, you are required to ensure players meet these deadlines

TEAM REGISTER - PLAYER INFORMATION

The maximum number for your selected squad at trials is 22. All squad members must:

- Be registered in an affiliated module to BOP Touch
- Have attended the trials on the 10th November 2013 or submitted a dispensation prior to the trials commencing at 9.30am
- Have been down on the selectors listing

As soon as your team/squad has been named at trials, meet with those players to obtain relevant details. A team sheet will be given to you for collecting this information.

- You may need to check that they are of the correct age.
- **Changes** to the team **may not** occur without first discussing and gaining approval from Junior Select Committee (contact tour manager/s).
- You may also need to check if any players have come from other provinces as transfers must be done
- You must provide the Tour manager with a list of player names and their module within 3 days of trials. This information will be added to the BOPTA website.

Players and parents are to approach team managers if they have any concerns/queries and not the Tour Manager/s.

TEAM TRAININGS

- We have had concerns from parents in the past about players getting a little amount of game time. While we understand the competitiveness of games, please think about player development. Try to give players a reasonable amount of game time. If they are too weak, maybe they shouldn't be in the team. Or, if it is likely a player will not get much game time, please discuss this with their parents during the season.
- When setting your training venues, please take into account where your players are from.
- **ALL COMPULSORY TRAININGS** are exactly that. No teams will be exempt from these trainings. Individual players may be excused with good reason by coaches/managers but teams must attend.
- BOPTA will secure the training venues. Juniors time is between 9am-12pm. It is up to you when to train within that timeframe. All junior teams must be off the fields by 12pm to allow for senior training.

FINAL TEAM SELECTION

Your team must be finalised and named by 22nd December 2013. You must submit the player (14) names to the Tour Manager by this date. 16 players for u15s and u17s.

Players that are from the original squad selected should not be released in preference to a non selected person. Your final team should be made up of players from the initial squad selection listing.

Again, **changes** to the team **may not** occur without first discussing and gaining approval from Junior Select Committee (contact tour manager/s).

FINANCIAL

TIME LINE SUMMARY

Dates have been set for funding of all costs associated with attending tournaments in line with requirements from service providers, i.e. tournament fees, suppliers, Touch NZ, etc. This information is set out in the player booklet. Please ensure you make yourselves familiar with the dates as payment is essential to ensure your team participates at tournament/s. An individual's failure to meet payments will result in the team being withdrawn from entry into a tournament.

Please have options in mind if players do not meet payment deadlines. Players that have not paid in full prior to tournament will not be permitted to play.

PLAYER PAYMENTS

- Players can either bank money directly into the Bay of Plenty Touch account –
Under 9s, 11s, 13s - Account Number- 12-3155-0232424-02
Under 15s, 17s - Account Number- 12-3155-0232424-03

If they do this, they **must** use -

Reference = Surname, Initial/s

Particulars = Team (eg. U13 girls or u9 coastal)

We must be able to clearly identify who the money has come from.

They must also give you a copy of the bank receipt (this includes internet banking) which you must hand to Tour manager/s in your reconciliations at the end of the season.

- Players can make payments to you (the manager).
A receipt book will be given to you at trials. You are to receipt all money paid to you by the players or private sponsors.
- During the season, the manager is required to provide the Tour manager with regular reconciliations of player payments. This is important for the Tour manager to keep up with and allows for decisions to be made before it's too late in regards to letting players go (who are not meeting payment requirements) or, pulling teams out that do not have the funds to cover their teams costs.
- With the amount of junior teams that we have, your assistance is needed by carrying out your role. The Tour manager cannot do team reconciliations for 16 plus teams.

MONEY HANDLING

- receipt immediately
- deposited utilizing reference and particulars as above
- all direct credits must be receipted upon proof from player of deposit (i.e deposit slip)
- all money banked within 24-48 hours
- player payment database to be kept by manager. This MUST be updated and emailed to the Tour manager on a regular basis
- any reimbursements/refunds must be requested in writing by manager to Tour Manager. You must include player name, reason for reimbursement/refund, date of payments made, amount of refund required, parents account name and number.

SPONSORSHIP

Please refer to the BOP Website for the Sponsorship policy

DO NOT RELY ON GRANT FUNDING

FINANCIAL RECONCILIATION

- Please keep accurate records of money received by you and player payments banked directly into the BOP account. You must also record all expenses incurred by the team and keep all proof of payments such as receipts/invoices.
- Please stay in constant communication with the Tour manager/s in regards to payments.
- A final reconciliation of payments and expenses is required to be completed within 14 days following the teams' final tournament.
- Supporting receipts and the team receipt book must be attached to the reconciliation. Reconciliation is to be forwarded to Pam Hyde – 118 Te Puna Road, R D 6, Tauranga.

UNIFORMS

- Managers of teams are responsible for the safe keeping of the uniforms whilst at tournament. All Junior Uniforms are the property of the Bay of Plenty Touch Association. During the tournament season, the responsibility for the uniforms resides with the manager/coach of each team. This responsibility begins on receipt of a uniform set, from the Junior Tour Manager/s and ends when all uniforms are returned to that Tour Manager.
- On receiving the team uniforms, the Team manager is required to sign a form accepting responsibility and liability of replacing any missing uniforms.
- Team managers/coaches must decide on sock colour just so long as the whole team has the same colour. Our new uniforms allow us to wear white or black socks. These must be ankle or mid length socks only.
- Again, team managers/coaches must decide on cap colour just so long as any player wishing to wear a cap wears to nominated colour. This can be plain white or black or royal blue.

ACCOMMODATION

Under 9s-17s

Ranger Tri-Series- Hamilton –this is a one day tournament so accommodation is not necessary.

IPS- Accommodation is not required this year as IPS is in Rotorua. If teams choose to stay together for IPS, this will be the coach and managers responsibility and you must inform the Tour manager/s.

Under 15s-17s

Nationals – Papamoa

Due to nationals being in BOP, coaches and managers are responsible for finding accommodation for their team. This must be approved by the Tour manager/s. The coach and manager **must** stay with the team while at tournament.

TRANSPORT

Players/parents are to find their own way to both the Rangers Tri-Series in Hamilton and the IPS tournament in Rotorua. However, if coaches/managers make other arrangements, this will be their responsibility.

Under 15s-17s

Nationals – Papamoa

Transport for nationals is the responsibility of team managers/coaches.

FOOD

Under 9s-17s

Ranger Tri-Series- Hamilton –Players must bring their own food unless managers make other arrangements.

IPS – Rotorua - we have not included food in the costs. If teams choose to organise lunches for IPS, the coach and manager are responsible for this.

Under 15s-17s

Nationals – Papamoa

Managers will be given the Player contribution fee for food and will be responsible for food for their team.

TRAINING SHIRTS

Teams can only wear the approved tournament shirts which have been authorized by the BOP committee; this ensures that we are represented as a contingent.

The cost of these shirts are \$30.00 each, payable to the team manager or directly into BOP Touch account using the players reference details.

Managers are responsible for obtaining shirt sizes and getting the team order to the Tour manager by the set date.

If players already have a shirt, they do not need to buy one if they don't want to.
All players are required to have tournament shirts.

ADDITIONAL TEAMWEAR

Please discuss this with the Tour Manager/s.

SUPPORTERS SHIRTS

BOP Touch have supporters shirts available at a cost of \$35.00 each.

Could all managers please let team supporters know. Managers are responsible for taking orders and money for these. Please see Tour Manager/s for a bank reference for all supporter shirt money.

PLEASE REMEMBER, FOR ANY CONCERNS OR QUERIES CONTACT -

STEPH WALKER 027 3068705 or 07 3088674

mikeandsteph@clear.net.nz

or IRA TE KANI 027 6474699 or 07 3457953 ira@phocal.co.nz

Uniform Policy

1. Uniform Responsibility

For the purpose of this document, a uniform is considered to be one shirt and one pair of shorts. A uniform set is considered to be a group of 14 uniforms. Or 16 where necessary

All Junior Uniforms are the property of the Bay of Plenty Touch Association. During the tournament season, the responsibility for the uniforms resides with the manager/coach of each team. This responsibility begins on receipt of a uniform set, from the Junior Tour Manager and ends when all uniforms are returned to that Manager.

It is the responsibility of each manager/coach to take receipt of the every uniform at the end of the tournament season and to return the full set to the Junior Tour Manager. As such, the liability of replacing any missing uniforms resides with the manager/coach of each team.



CODE OF CONDUCT for all Management & Representatives

Objectives

- To state plainly the way in which players/members that represent in BOP Touch representative teams, are expected to conduct themselves and the consequences of any breach of expected standards of behavior
- To ensure that all Provincial Representatives are aware of the standards expected and the consequences of breaching those standards.

General

This code of Conduct is to be followed on all occasions and in all places where the players can be seen to be a member of teams under the jurisdiction of Bay of Plenty Touch and includes:

- 1) The venue of play which means the grounds, surrounds and clubrooms of the place where the player is about to compete, or is competing or has competed.
- 2) While traveling to or from the place of muster or play, or at any place of accommodation or billeting, or where the team is in concert in a public place.
- 3) The venue of any training.

Obligations - The Competition

To maintain at all times a high standard of sportsmanship and fair play. This will of necessity include:

- 1) Always playing to the best of his/her ability and to perform as part of a team.
- 2) Abiding by the laws of the game, its regulations and the conditions of play specified by the controlling body.
- 3) Respecting and accepting without question any ruling given by the referee (subject to any right of appeal given by the laws).
- 4) Not to take, purchase, administer, sell or offer, or have in his/ her possession any banned drugs, or any other unlawful drug as set out in the WADA banned drugs listings.
- 5) Present him/herself for trainings and competition in an acceptable physical and mental condition and standard of appearance.
- 6) Maintain towards opponents an attitude of respect and politeness.
- 7) No alcohol is to be consumed, purchase, sold or offered, or to be in his/her possession, while under the direction of a Bay of Plenty Touch Official from the time of muster to the time of release.
- 8) Abide by the dress codes as set by the Bay of Plenty Touch Tour Manager for competition.

Other Occasions

A) To refrain from:

- 1) Any behaviour that might reflect unfavourably on the Game or Bay of Plenty Touch, or that might bring any other player, official or Bay of Plenty Touch into disrepute.
- 2) Making any comment to the media and in particularly public announcement or media comment that might bring the game or Bay of Plenty Touch into disrepute.
- 3) Any discriminatory practices based on gender, race, religion, sexuality, ethnic background or special ability/disability.

B) Abide by:

- 1) Comply with all direction of Bay of Plenty Touch.
- 2) Accept and act on any judgment of any duly appointed Official of Bay of Plenty Touch as to any unacceptable behavior.
- 3) The requirements of Bay of Plenty touch as to dress.

C) Respect the tournament officials, volunteers, officers, members and staff:

- 1) At any venue at which the event is being or has been played.

Breach of Conduct Code

If the Tour Manager, having heard any explanation that the player concerned may offer, is satisfied that the player is in breach of this Code of Conduct, either party may withdraw that player from the event, and report in writing in the first instance to the Bay of Plenty Touch Senior/Junior President. If under the circumstances the Tour manager considers the breach to be serious s/he may dismiss the player from the team, and report in writing in the first instance to the Bay of Plenty Touch Senior/Junior President.

Any player who is dissatisfied by any action of the Tour Manager in relation to this Code of Conduct may require Bay of Plenty Touch to enquire into the conduct of the player/s in question in regard to it. Bay of Plenty Touch executive committee can impose a penalty on any said player who is in breach of the code of conduct as it see's fit.

NOTE: The code of conduct has been adopted by BOP Touch which requires every Provincial person/representative who wishes to participate in any BOP team to accept these conditions as a means of entry.



BAY OF PLENTY TOUCH ASSOCIATION CODE OF CONDUCT FORM

Player Name: _____ BOP Team _____

Address: _____

Phone number: _____ DOB: _____

I _____ HAVE VIEWED THE CONTENTS OF THIS DOCUMENT. I HAVE HAD EXPLAINED TO ME/OR READ FOR MYSELF THE CONTENTS AND CONSEQUENCES. I AGREE TO ABIDE BY THIS CODE OF CONDUCT.

(As players are under 18 years of age we require a parent/guardian's signature)

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Players in the u15 or u17 grades please also sign to confirm that you understand the Code of Conduct and expectations when representing BOP Touch.

Player Statement:

I agree to comply with the rules and regulations as set down by the Management Team and BOPTA.

Provincial (player) Member Signature: _____ Date: _____

NOTE: Please return signed form to Team Manager

W A R N I N G !!!

DRUG POLICY ...our policy is that there will be no tolerance towards the usage of drugs. We require our teams to be drug free at all trainings and nationals. If anyone is caught or reported as having utilised drugs they will be sent home from nationals at their own cost and have to face disciplinary action
UNDER 18 YEARS—No alcohol usage

KEEP IN MIND WE ARE AT TOURNAMENT TO PLAY TOUCH ... NOT TO PARTY !!!

The Secretary
Bay of Plenty Touch Association
Pam Hyde
118 Te Puna Road, R D 6,
Tauranga.



CONSENT & MEDICAL FORM

Name of player: _____

Address: _____ **Date of birth:** _____

Phone: _____ **Mobile:** _____

Full names of Father/Guardian: _____ **Phone No.** _____

Full names of Mother/Guardian: _____ **Phone No.** _____

(If something does not apply please write N/A. Do not leave it blank)

Information on health or personal circumstances

(Please be as frank and as helpful as you can. Enclose in separate envelope if confidential. Indicate if your child has any disability or medical condition. Please give symptoms and treatment or medicine required)

1. Does your child suffer from: Symptom Treatment/Medicine

Asthma Yes / No _____

Allergy to bee/wasp sting Yes / No _____

Other allergy Yes / No _____

Diabetes Yes / No _____

Any other: _____

Medication being sent: _____

2. Date and relevant details of last serious illness, accident or injury: _____

3. Details of any disability likely to cause difficulty during camp: _____

4. My child is / is not a competent swimmer (can swim 25m) Yes / No

Property of Bay of Plenty Touch Association

5. My child **is / is not** a vegetarian (comments) _____

6. Are there any religious factors affecting your child's diet? _____

7. Are there any other dietary concerns? _____

Health Care Details

Doctor's name: _____ Ph: _____

Dentist's name: _____ Ph: _____

Every player must return this form to your Team Manager **12th Jan 2013**

Parents' approval for player to attend

1. I have received and read all travel information and made a note of relevant contact details.
2. I agree that my child should take part in such activities and duties as may be required by BOP touch officials.
3. I agree that she/he must observe the rules and accept that failure to do so could result in her/him being sent home immediately, at my expense. Further action may be taken by BOPTA.
4. I authorise the obtaining of medical attention if in the opinion of those in charge
5. I have discussed these matters with my child and we accept these conditions.
6. I confirm that the health and personal circumstance details are complete and correct and agree to reimburse Bay of Plenty Touch Association for any expenses incurred relating to the medical treatment of my child.
7. I consent to Bay of Plenty Touch Association using images and photographs taken of my child during the trials, trainings and tournaments for promotional & marketing activities.

I **Do / Do Not** give permission for my child _____ to attend the following tournament/s (Please circle appropriate tournament/s) - **Tri Series** **IPS** **Junior Nationals**

Parent/Guardian's signature _____ **Date** _____



CHECKLIST

	TASK	
1 10/11/13	Obtain player information at trials. This info is to be kept by the team manager.	
2 10/11/13	Hand out player booklets, discuss with players information in books.	
3 10/11/13	Get a copy of your trial squad to the Selector Convener before leaving trials.	
4 13/11/12	Email a list of player names and the module they play in to the Tour Manager by Wednesday 13 th November. This info will be put on the BOPTA website.	
5	Make sure player payments are made on time and players are receipted. Keep accurate records of player payments and email to Tour manager on a regular basis.	
6 22/12/13	Your team must be finalised and named and sent to the Tour Manager. (U15 & u17 national teams will be different)	
7 06/01/14	Obtain training shirt orders. Also, possibly supporters shirt orders.	
8 12/01/14	Photocopy Consent and Medical forms for all players to complete. Managers are to hold these and have them available at any tournament.	
9 12/01/14	Read Code of Conduct Policy to parents and players and get parents to sign.	
10	Familiarize yourself with policies on BOP Touch and NZ Touch websites.	
11	Undertake any other tasks required by BOP Touch or the Tour Manager/s	
12	Complete your final reconciliation and send to Pam Hyde – 118 Te Puna Road, R D 6, Tauranga with all receipts.	