



Squad Guidelines Replaces Squad Policy repealed 2006 AGM. Guidelines updated November 2016, Ratified 2017

1.0 Scope

1.1 These guidelines outline the categories of teams and composition of squads which may be selected to represent the Association and New Zealand in the sport of canoe polo and defines or refers to all policy and guidelines which govern those teams and squads.

2.0 Definitions

2.1 The definitions stated in the policy manual apply to these Guidelines.

2.2 The following additional definitions apply:

- (a) Player refers to a player selected into a Team.
- (b) Team refers to a team of Players within a Squad or Training Squad selected in a Preliminary or Final Selection according to this and the Selection Guidelines, and accredited as such by the Board.
- (c) Preliminary Selection refers to the preliminary selection of Players into Teams according to the Selection Guidelines.
- (d) Final Selection refers to the final selection of Players into Teams according to the Selection Guidelines.
- (e) Training Squad refers to the Players selected into Teams in a Preliminary Selection according to the Selection Guidelines, and the Managers, Coaches, and Support Staff for those teams appointed according to these Guidelines, all accredited as such by the Board.
- (f) Squad refers to the Players selected into Teams in a Final Selection according to the Selection Guidelines, and the Managers, Coaches, and Support Staff for those teams appointed according to these Guidelines, all accredited as such by the Board.
- (g) Squad Member refers to a person in a Training Squad or Squad.
- (h) Fern Logo refers to the official logo of the Association.



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3.0 New Zealand Squads

- 3.1 The Board, or a sub-committee appointed for this purpose, shall consider submissions and recommendations from the Executive Director, and determine:
- (a) The competitions New Zealand Teams will attend and participate in, and for which the selection of Training Squads and Squads shall be required.
 - (b) Whether the selected Teams are to be oriented towards the development of players, or best possible performance and which Teams are to have the highest priority.

4.0 Training Squad and Squad Composition

- 4.1 A Training Squad and Squad may be comprised of several Teams, their Managers, Coaches, and Support Staff.
- 4.2 All Training Squads and Squads may have a Squad Manager, and each Team a Team Manager.
- 4.3 The following additional managers may be appointed as required:
- (a) A Tour Manager.
 - (b) Domestic Manager(s).
 - (c) Assistant Team Manager(s).
- 4.4 All Training Squads and Squads may have a Squad Coach, and each Team a Team Coach.
- 4.5 The following additional coaches may be appointed:
- (a) Coaching Assistant(s) as required by Squad and Team Coaches.
 - (b) Personal Fitness Trainer(s) as required by Squad and Team Coaches.
- 4.6 Support Staff may be appointed as required by the managers and coaches. This may include:
- (a) Psychologist(s).
 - (b) Nutritionist(s).
 - (c) Physiotherapist(s).
- 4.7 All Teams shall have a number of Players selected according to these and the Selection Guidelines.
- 4.8 A Captain shall be selected from the Players in each Team: and a Vice-Captain may be selected from the Players in each Team.



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5.0 New Zealand Teams

5.1 Teams may be selected in the following Categories:

- (a) Veteran - Men (30 years or older).
- (b) Veteran - Women (30 years or older).
- (c) Men (may be referred to as Senior).
- (d) Women (may be referred to as Senior).
- (e) Youth - Men (under 21 years).
- (f) Youth - Women (under 21 years).
- (g) Junior - Men (under 18 years).
- (h) Junior - Women (under 18 years).
- (i) Universities - Men.
- (j) Universities - Women.
- (k) Masters – Men (45 years or older)
- (l) Masters – Women (45 years or older)

5.2 For Junior and Youth the age criteria relates to the Players age as of 0000 hours on 1st of January in the year the final competition or end of the final planned tour taking place for which the Team is being selected, whichever occurs last. For Veteran and Masters it is the first competition or beginning of the first tour whichever occurs first.

5.3 Open (mixed men and women) Teams may be selected when there are insufficient numbers to make up Teams of the same sex, and when the competition into which the Teams are to be entered will accept Open entries. The same age categories shall apply to Open Teams. The option to select an Open Team shall be approved by the Board prior to the selection of the Team.

5.4 The eligibility criteria for the Universities category shall be determined by the New Zealand Universities Sports Union.

5.5 Gradings for Teams:

- (a) New Zealand: If more than one Team is selected in the same Category then the first Team shall be known by this name, the second shall be known as New Zealand B, etc.
- (b) New Zealand Development: Teams which are selected for development purposes. If more than one Team is selected in the same Category then the first Team shall be known by this name, the second shall be known as New Zealand Development B, etc.



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6.0 Team Composition

6.1 Preliminary Selections of Teams in Training Squads shall include:

- (a) Between six and twenty players per team.
- (b) No Player as Squad or Team Coach, or Squad or Team Manager of any Team selected to enter the same competition.
- (c) No Player in more than one Team entered in the same competition.

6.2 Final Selections of Teams in Squads shall include:

- (a) Six to ten Players per Team.
- (b) Up to four Reserve Players per Team according to the requirements of the Team Coach in consultation with the Squad Coach and Squad Manager.
- (c) No Player as Squad or Team Coach, or Squad or Team Manager of any Team selected to enter the same competition.
- (d) No Player in more than one Team entered in the same competition.

6.3 Clauses 6.1(b) and (c), and 6.2(c) and (d) hereof may be relaxed by the Board prior to the selection according to the requirements of the Team Coach in consultation with the Squad Coach and Squad Manager.

7.0 Player Eligibility

7.1 To be eligible to play in a Team, Players shall:

- (a) Be financially affiliated members of the Association.
- (b) Comply with the International Canoe Federation General Regulations for Competitors.
- (c) Be a New Zealand citizen. Exemption for this rule may be made by the Board.
- (d) Have membership rights according to article 9.3(a), 10.3(a), or 11.3(a) of the Constitution.
- (e) Not have had their membership suspended according to article 14 of the Constitution.
- (f) Be of an appropriate age according to clause 5 hereof.
- (g) Have signed a Squad Member Contract according to clause 19 hereof.



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8.0 Team Selection

- 8.1 All Players, Reserve Players, Captains and Vice-Captains shall be selected by the Selectors, according to the Selection Guidelines. Upon the withdrawal or expulsion of a Player from the Squad, the Team Coach may, in consultation with the Squad Coach and Squad Manager, select a Reserve Player to fill the vacant position in the Team. A Reserve Player so selected, having been ratified according to clause 10.2 hereof, is deemed to be a Player in that Team. If no reserve player is available a new Player may be selected according to clause 11.9 of the Selection Guidelines.
- 8.2 Team coaches may cut players from a squad at any time during a campaign.

9.0 Appointment of Managers, Coaches and Support Staff

- 9.1 Managers and Support Staff shall be appointed by the Executive Director, considering the recommendations of the appropriate Directors.
- 9.2 New Zealand Senior Coaches shall be appointed by the Board. New Zealand Age Group Coaches shall be appointed by the Executive Director, considering the recommendations of the appropriate Directors.

10.0 Ratification of Appointments and Selections

- 10.1 All appointments of Managers and Support Staff are to be approved by the Board. The Board may only not approve an appointment if the person is deemed to be totally inappropriate for the job. Upon approval of the Board the appointment is deemed ratified.
- 10.2 Clause 11 of the Selection Guidelines shall be followed for ratification of all Player, Reserve Player, Captain and Vice-Captain selections. If a Player is not ratified, a Reserve Player is selected as a replacement according to clause 8.1 hereof.
- 10.3 No Team or Squad Member, other than those appointed or selected according to these Guidelines and ratified by the Board, may claim to be representing New Zealand in canoe polo.

11.0 Times when a Training Squad or Squad is deemed to be Representing New Zealand

- 11.1 Managers, Coaches, Support Staff and Players shall be deemed to be a part of the Training Squad or Squad from the time of appointment or selection, until their release.
- 11.2 The date of individual Squad Member's release from the Training Squad or Squad shall be determined by the Squad Director.



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- 11.3 Squad Members shall be deemed to be representing New Zealand during:
- (a) Team training sessions specified as such by the Team Coach in consultation with the Squad Manager and Squad Coach.
 - (b) Residential training camps specified as such by the Squad Manager in consultation with the Squad and Team Coaches.
 - (c) Domestic and international tours that have been ratified as such by the Board.
 - (d) Other functions and events where attendance is required by the Board or a sponsorship obligation, or where they are attending directly as a result of their Squad Membership.
 - (e) Travel to and from the events described in clause 11.3 (a) to (d) hereof.
- 12.0 Authority within the Squad**
- 12.1 The Squad Manager, (if appointed):
- (a) Is directly responsible for the best conduct and competitive excellence of the Training Squad or Squad according to the Squad Manager Guidelines.
 - (b) Shall coordinate the best efforts of all managers, coaches and support staff according to the Guidelines for these positions.
 - (c) Shall be guided by the instructions of the Board, Executive Director, and specifically the Squad Director, on matters other than coaching content.
- 12.2 The Squad Coach (if appointed) shall be guided by the:
- (a) Squad Coach Guidelines on matters of coaching philosophy and objectives.
 - (b) Instructions of the Board and the Executive Director.
 - (c) The Coaching Director, on matters of coaching content.
- 12.3 Managers, Coaches and Support Staff shall be guided by the instructions of the Squad Manager on matters other than coaching content.
- 12.4 Team Coaches shall be guided by the recommendations of the Squad Coach on coaching content, and shall cooperate with the requirements of the Team Manager on other matters.
- 12.5 Players shall be guided by the instructions of the Team Coach during competitions and training, and at other times by the Team Manager. The Players shall also be guided by the instructions of the Team Captain during competitions and training.



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13.0 Fair Play Policies

13.1 Squad Members shall represent New Zealand in a sporting manner in accordance with playing rules, acceptance of referee decisions, and any Fair Play Policy the Association may adopt.

14.0 Drug Policies

14.1 Squad Members shall be aware of, and abide by the Drugs Policy

15.0 Finance

15.1 Unless otherwise specified, Squad Members shall be liable for their share of Squad expenses.

15.2 The Squad Manager shall be responsible for determining each Squad Members share of the expenses.

15.3 All Squad Members expenses shall be met prior to expenditure unless by prior arrangement with the Squad Manager.

15.4 The Squad Manager may prohibit Squad Members participating in Squad activities if the Squad Members expenses are not met prior to those activities.

15.5 Squad members shall be given written or electronic advice of the amount they are to contribute to Squad Expenses.

15.6 Upon request Squad Members shall have access to copies of the Squad Balance sheet.

15.7 Upon the closure of Squad accounts, remaining money belonging to Squad Members shall be refunded to those Squad Members. The minimum refund the Association is obliged to pay is \$5.

16.0 Squad Sponsorship

16.1 Squad Members will, at all times agreed to in any sponsorship contract between the Association and sponsor, wear or otherwise promote the products specified by the sponsorship contract.

16.2 No Squad Member may, at any time when they are deemed to be representing New Zealand as defined in clause 11 hereof, act in such a way, wear or otherwise support any product that is deemed to be in conflict with any sponsorship agreement made on behalf of the Training Squad or Squad by the Association. The Squad Manager shall be responsible for approving any such products when Squad Members are deemed to be representing New Zealand as defined in clause 11 hereof. For guidance on this issue, the Squad Manager may consult clauses in the sponsorship contract, the Executive Director, or the sponsor as appropriate.



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- 16.3 Any Squad Member failing to cease acting in any manner considered to not to be in accordance with 16.2 hereof shall be immediately suspended (but not expelled) from the Training Squad or Squad by the Squad Manager. The matter shall be heard at the earliest possible time by a Disciplinary Tribunal, convened according to the Disputes Policy, which shall determine further action.
- 16.4 Further to the requirements specified in a sponsorship contract, whenever possible, Squad Members are expected to wear or otherwise promote the products of sponsors.
- 16.5 All sponsored property will remain the property of the Association unless specifically gifted to Squad Members by the Association. All gifting of Association property shall be agreed to by the Board, confirmed in writing or electronically by the Executive Director.

17.0 Actions of Squad Members

- 17.1 The actions of Squad Members shall not at any time bring the Association or the sport of canoe polo into disrepute.
- 17.2 Squad Members shall comply with the Code of Conduct at all times while representing New Zealand.

18.0 Additional Guidelines for Squad Members

- 18.1 Unless exempt by the Board, the Squad Manager, Tour Manager, Squad Coach, Team Managers, Team Coaches and Players shall attend all tours and competitions determined according to clause 3.1(a) hereof.
- 18.2 The Board shall approve the involvement of any other Squad Member in the tours and competitions determined according to clause 3.1 hereof.
- 18.3 Unless by clause 18.2 hereof, Reserve Players shall participate in all Player activities other than the tours and competitions determined according to clause 3.1(a) hereof.
- 18.4 Squad Members shall ensure they have personal accident, loss and liability insurance cover for all travel overseas. The Squad Manager shall be responsible for ensuring this cover is obtained.
- 18.5 The Squad Manager, on behalf of the Association, shall ensure accident, loss and liability insurance is taken out as required to cover the hiring of any vehicle, training or other facility on behalf of the Squad Members.
- 18.6 Junior Players shall not consume alcohol, or participate in any drug related or sexual activities at any time when they are deemed to be representing New Zealand as defined in clause 11 hereof.
- 18.7 The Guidelines for Squad Managers, Tour Managers, Team Managers, Squad Coaches, Team



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Coaches, Players, Reserve Players, Captains and Vice-Captains and guidelines for other positions may be drawn up from time to time.

19.0 Contracts between Squad Members and the Association

- 19.1 Each Squad Member, or legal guardian if under 18 years of age, shall sign two copies of the Squad Member Contract immediately upon their appointment or selection into the Training Squad or Squad, whichever occurs first.
- 19.2 Minor changes may be made as a result of consultation between the Squad Member and the Board's representative defined in clause 19.4 hereof. All such changes shall be ratified by the Board prior to the Board's representative signing.
- 19.3 The following shall be annexed to the Squad Member Contract:
- (a) These Guidelines (excluding appendices).
 - (b) The Guidelines referred to in clause 18.7 hereof relevant to the Squad Member.
 - (c) The Disputes Policy (excluding appendices).
 - (d) The Drugs Policy (excluding appendices).
 - (e) The Squad Members Code of Conduct.
- 19.4 The Squad Member Contract will be signed on behalf of the Association by the President, the Executive Director or another person appointed by the Board for that purpose.
- 19.5 One copy of the Squad Member Contract shall be retained by the Squad Member, and the other held by the Executive Director.

20.0 Disputes Procedures

- 20.1 All disciplinary procedures concerning Squad Members shall be governed by the Association's Disputes Policy.

21.0 Uniforms

- 21.1 The playing, training, casual and ceremonial uniforms shall be determined by Squad Manager, in consultation with the Team, Managers and according to clause 21 hereof and approved by the Communications and Marketing Director or Executive Director. Variations from clause 21 hereof shall be approved by the Board.
- 21.2 All uniforms shall be styled in the same way for any one team, including all layouts, styles, fabrics



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and shades.

- 21.3 All teams shall be required to meet the requirements of kayak layouts and on water apparel.
- 21.4 A track suit and black or white t-shirt shall represent the minimum off water uniform.
- 21.5 Ceremonial uniforms shall be optional for teams entering the World Championships.
- 21.6 The primary colours of all uniforms shall be black and white. The secondary colours shall be grey, silver, and charcoal.

Note that in this clause that carbon weave with a clear gelcoat is not considered the same as black gel coat

- 21.7 All kayaks:
 - (a) Shall have black decks and clear hulls.
 - (b) Shall have one Fern Logo on the back deck (as directed by the squad manager depending on the tournament year (Oceania vs World Championships). An additional Fern Logo may be placed on the front deck.
 - (c) Must have one or two player numbers on their kayak (front and back deck). Player numbers will be between 10 and 15 cm in height and must be the same style and in the same position on each kayak in the team.
- 21.8 Competition wear shall include:
 - (a) Playing tops (bib or buoyancy-aid) which shall have one Fern Logo on the front, and player numbers in accordance with the rules of the game. Players may also have their name on their playing top if all players in the Team have their name on their playing top (in the same style).
 - (b) Helmets, coloured black with white numbers. Players may also have a Fern Logo and name on their helmet if all players in the Team have the Fern logo and their name on their helmet.
 - (c) Spray-deck, coloured black.
 - (d) Any other apparel visible while the player is in their kayak shall be coloured black or white so long as it is the same for the whole team.
- 21.9 Court side and casual wear for Squad Members shall be combinations of the following:
 - (a) Track suits (light or heavy weight).
 - (b) Shorts.
 - (c) Polo shirts (short or long sleeve).
 - (d) T-shirts.



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- (e) Singlets.
 - (f) Other informal items as determined by the Squad Manager in consultation with the Team Managers and approved by the Communications and Marketing Director or Executive Director.
- 21.10 All uniform items shall have on them the logos required by sponsorship contracts.
- 21.11 Only the Senior representative teams of the Association, and their Management, Coaching and Support Staff have the right to use the phrase 'New Zealand Team' or 'New Zealand Canoe Polo Team' on any of their uniform items, or Team or personal promotion items. All other teams selected to represent the Association (ie Junior, Youth, Universities, Veteran or Masters) shall use the name which specifies their Category and Grade, determined according to clauses 3.1(b) and 5 hereof. For example the second Junior team may use the phrase 'New Zealand Junior B Team'. Men or Women does not need to be specified.

22.0 Player Numbers

- 22.1 Players shall select their own numbers. Where conflict arises over player numbers, they shall be decided by the following criteria:
- (a) The incumbent shall be entitled to retain their number.
 - (b) If not resolved by (a), the player who has represented New Zealand for that same team (e.g., NZ Senior Men's A Team) in the most World Championships campaigns followed by Oceania Championships campaigns.
 - (c) If not resolved by (a) or (b), the winner of a toss of a coin by the Team Manager, or other suitable squad official.

23.0 Flag Bearers

- 23.1 Flag bearers shall be appointed from the Players as required by the Board according to the following criteria:
- (a) Players who have contributed to the game as an athlete and leader.
 - (b) Players who have performed as in (a), but are likely to retire from the game in the near future.
 - (c) Players who have not carried the flag for New Zealand in a prior competition of equal status.

24.0 Waiata



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- 24.1 Appendix Twelve of this Policy contains the Waiata adopted by the Association.
- 24.2 The Waiata may be used by all Squads and Teams selected to represent New Zealand at any time the Squad Manager considers appropriate.
- 24.3 Other suitable Waiata may be used as the Squad Manager considers it appropriate.

25.0 Haka

- 25.1 Appendix Thirteen of this Policy contains the Haka adopted by the Association.
- 25.2 The Haka shall only be used:
 - (a) By New Zealand A Teams prior to international games where the opposition is their countries national 'A' side.
 - (b) At other times by a Squad which contains a New Zealand A Team, when the Squad Manager considers it appropriate.
- 25.3 Helmets and shoes shall not be worn during the performance of the Haka.
- 25.4 No other Haka may be used by any Team.

26.0 Reporting

- 26.1 Within one week of each training camp or competition (except where the competition is the last of a tour) the Squad Coach, Team Managers and Team Coaches shall report (in writing) to the Squad Manager according to their position guidelines.
- 26.2 The Squad Manager shall report progress (in writing) to the Board at least every four months during the existence of the squad, according to the Squad Manager Guidelines.
- 26.3 Within three weeks of the conclusion of the final competition or tour the Squad Coach, Tour Manager, Team Managers and Team Coaches shall make a final (written) report to the Squad Manager according to their position guidelines.
- 26.4 Prior to the conclusion of the final competition or tour the Squad Manager, or in that persons absence, the Tour Manager, shall deliver
 - (a) a Squad Member Survey form to all Squad Members.
 - (b) an Awards nomination form to all Squad Members.
- 26.5 Within three weeks of the conclusion of the final competition or tour all Squad Members shall complete the Squad Member Survey and return it to the Squad Manager.
 - (a) The confidential section will remain confidential to the Squad Manager, who shall only



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disseminate information contained thereof in such a way that the author of the comments is not identified.

- (b) Information contained in the non-confidential section which is relevant to other positions (including the Board) shall be passed on to those persons as appropriate.

26.6 Within six weeks of the conclusion of the final competition or tour the Squad Manager shall make a final (written) report to the Board according to the Squad Manager position guidelines.