



## Dispensations and Withdrawals from Squads events Procedures- updated 1 October 2019

---

This procedure sets out to clarify the process around a player requesting a dispensation or notifying the association of their withdrawal from a Squad.

### **Dispensations:**

Players wishing to request a dispensation should make their request in writing to the Squads Director ([nzcpasquadsdirector@gmail.com](mailto:nzcpasquadsdirector@gmail.com)) and their Coach.

They should include the camp number and date of the camp/camps affected, along with the reason why dispensation is being requested.

The Player may also wish to speak directly with their Coach; however, dispensation will not be confirmed at this time.

The players' Coach will liaise with the Squads Director and offer their suggested way forward.

The Squads Director will confirm in writing to the Player, the players' Coach and Manager if the dispensation has been granted or the reasons why it has been declined.

The Squads Director will keep a register of requested dispensations (Dispensations and Withdrawals Register), either granted or declined. This document will be shared (via Google Doc's) with the Executive Director. It will, at a minimum, include;

- The name of the player requesting dispensation.
- Their Squad
- Camp number or numbers affected by the dispensation
- Camp dates
- Date dispensation was requested
- Reason for requested dispensation
- Date approved or denied
- Reason if declined
- Any other salient notes

The Squad Manager will notify the Squad Accounts Clerk via the camp spreadsheet of any dispensation on a camp by camp basis.

Dispensations should be requested in a timely manner, usually no later than 7 days prior to the camp although this may be waived dependent upon circumstance.

Players who are granted dispensation are bound to pay 50% of the camp fee for any camp they have been granted dispensation from.



## Dispensations and Withdrawals from Squads events Procedures- updated 1 October 2019

---

### Withdrawals:

Players withdrawing from the Squad should email the Squads Director ([nzcpasquadsdirector@gmail.com](mailto:nzcpasquadsdirector@gmail.com)) and their Coach stating the reasons why they are withdrawing.

They may also speak directly with their Coach or the Squads Director to offer further clarity.

The squad's director will advise any withdrawal to the relevant squad manager who in turn will notify the squad accounts clerk via the camp spreadsheet on an ongoing basis.

### Escalation Process

If having followed this process, the player is unhappy with a declined dispensation they should;

1. Request the Squads Director to review their decision giving good reason for the review. If after the review, the dispensation has still not been granted and the player is still unhappy with the decision the player may;
2. Email the Executive Director [nzcpaexecdirector@gmail.com](mailto:nzcpaexecdirector@gmail.com) to review the decision, giving an overview of the reason the request was made and why the dispensation has been declined. In turn the Executive Director will consult with the Squads Director and any other relevant parties before either granting or declining the dispensation. Should the player still be unhappy with the outcome they should;
3. Email the NZCPA Board Chair [nzcpachair@gmail.com](mailto:nzcpachair@gmail.com) giving a breakdown of the request along with the decisions and reasons given. The Chair will consult with the Executive Director and any other relevant parties before making a final decision which will be given in writing to the player and Executive Director.

The details of all reviews and outcomes will be entered onto the Dispensations and Withdrawals Register by the Squads Director or Executive Director.