



DIVING NEW ZEALAND TEAM OFFICIAL POLICY

APPLICATION

All DNZ members participating in DNZ events and tours/trips to training camps and/or events/competitions, whether in New Zealand or overseas. This policy does not apply to those participating in the Olympic Games, Commonwealth Games or World University Games, during which time the rules of the New Zealand Olympic Committee relating to Team Officials apply.

1. Our Commitment

Diving New Zealand (DNZ) is committed to ensuring the safety and well-being of all young people involved in our sport. The role of Team Official (Coach, assistant coach, Team Manager, assistant manager/s) is part of that commitment. DNZ is committed to providing the best possible support for Team Officials and the young people they work with and have under their care and guidance. The Team Official also plays an important role in creating a positive team and club culture and in fostering team spirit and cooperation.

2. Use of Team Officials

DNZ may appoint and use Team Officials for events hosted at National and International Level. This includes camps, conferences and team tours/trips/events when any of our athletes involved are under 18 years of age.

The Team Official to athlete ratio will be at least 1:8, one Team Official for every eight athletes under the age of 18.

Team Officials will be appointed for all away trips and camps that include at least one overnight stay in New Zealand or internationally. Team Officials will be appointed to accommodate the genders of the athletes involved in the activity e.g. adult female Team Official/s available for female athletes and adult males Team Official/s available for male athletes where appropriate.

DNZ will also nominate a DNZ Staff Member, DNZ Coach or alternative member of Team Management to provide Team Official Support for Camps and Trips to support a two-person leadership model of supervision and communication.

A Team Official cannot be another athlete on the camp or trip or a person under 18 years of age. The Team Official will perform the Team Official role solely unless other role descriptions are agreed to with DNZ prior to the trip. For example, a Team Official who is also requested to Judge at an event, will only perform the Team Official role for that engagement unless otherwise



formally agreed with DNZ Board that they can perform multiple roles. The Team Official will complete any minimum sport integrity and education requirements requested by DNZ Board prior to their engagement in a DNZ activity and will provide information requested for Police Vetting as per DNZ policy.

3. Scope

This policy applies to anyone, whether they are in a paid or voluntary capacity, who is appointed as a Team Official for DNZ. This policy will continue to apply to a person even after they have stopped their association or employment with DNZ if disciplinary action, related to their role as Team Official, has commenced.

4. Responsibilities

The Team Official's role may vary from one team or event to the next. The final list of responsibilities will be determined by a nominated member of DNZ Board, depending on the age of the athletes, the nature of the event and the skills and qualifications of other accompanying adults. A Team Official accompanying a team or group of athletes will be required to:

- brief the athletes in their care at the start of their engagement about their role as Team Official and the expected athlete behaviours as per the DNZ Code of Conduct;
- ensure the DNZ schedule is followed, for example, curfews, mealtimes, study sessions, training sessions, and recovery sessions;
- ensure the athletes are supervised at all times as is appropriate for the camp or trip – e.g. trips external to the accommodation should always be supervised by the Team Official;
- ensure athletes have any clothing or equipment they need for competition or training, for example, the correct uniform and relevant accreditations;
- organise and prepare any “in-house” meals and supervise athlete involvement in meal preparation and ensure premises are left clean and tidy;
- enforce the rules and report any infraction of the DNZ's Code of Conduct or Member Protection Policy to the DNZ Leadership Team;
- handle any emergencies with common sense and according to our codes and guidelines. Team Officials need to familiarise themselves with DNZ Health & Safety Policy and associated policies and guidelines prior to engagement in their role;
- accompany an injured or ill athlete who needs medical attention to a doctor or hospital if a DNZ Team Doctor is not on duty or away from the designated camp or event schedule, e.g if an athlete falls ill at a camp overnight, the Team Official would accompany that athlete to the doctor or hospital;



- ensure another Team Official support is in place if they are attending to the care of another athlete while they have multiple athletes in their care;
- complete and ensure they familiarise themselves with the DNZ Health & Safety Plan for the event / Camp;
- make sure other relevant DNZ procedures and safeguarding practices are adhered to, e.g. appropriate transport and collection of athletes under 18 years of age;
- ensure a two-person leadership model is employed with the use of all electronic communication, e.g. create a whatsapp group (or similar) for communication purposes with management, staff and athletes and parents on the same group for transparency of text messages;
- work cooperatively with all team officials, including coaches, managers and support staff;
- help supervise travel schedules and travel logistics;
- ensure they are not under the influence of drugs or alcohol whilst on Team Official duty;
- safeguard the athletes' tickets, passports, keys, valuables and money when appropriate;
- maintain a contact list of key people, such as managers, coaches, parents, emergency contacts;
- maintain a list of dietary and medical information of all athletes in their care;
- advise DNZ Board immediately of any critical incidents or emergency situations that happen under their care;
- Team Managers are provide a report on the template provided to DNZ within 4 weeks of the conclusion of the event giving a general overview of the trip/camp; team dynamics; results; what worked well & what did not; recommendations for future trips/camps; financial reconciliation including receipts wherever possible for any funds received in advance for team on-trip expenses;
- Support a child or young person who is asked to complete an anti-doping test if required;

5. Selection criteria

Any person being considered for appointment to the role of Team Official must:

- be over the age of 18;
- have completed a valid Police Vetting Check prior to engagement;
- have completed all DNZ Recruitment and Screening requirements as per DNZ Policy;
- possess a current full driver's licence and have an excellent driving record; and



- Complete all integrity education requirements as requested by DNZ;
- Coaches should have current first aid and CPR accreditations.

6. Accommodation

- Where possible, Team Officials will be given their own separate room. However, on occasion, Team Officials may be required to share a room with another Team Official, the coach or manager or another accompanying adult.
- A Team Official will not share a room with any athlete under their care at any time. Unless they are related.

7. Remuneration and reimbursement

- Team Officials may be appointed on a voluntary or paid basis, depending on the circumstances.
- A Team Official must follow the event / camp budget as supplied and may be required to pay upfront for things like groceries, accommodation or petrol. In this case, all receipts must be retained for reimbursement upon return.
- If a Team Official uses a personal vehicle, mileage costs may be reimbursed based on current New Zealand Tax Office rates. An accurate log of the journey must be kept.
- An Expense Form must be completed listing all expenses for reimbursement and given, along with original receipts to the DNZ Financial team for approval.

KEY RELEVANT DOCUMENTS Include the following:

[DNZ Member Protection Policy](#)

[DNZ Police Vetting Policy](#)

[DNZ Code of Conduct](#)

[DNZ Social Media Guidelines](#)

[DNZ Health and Safety Event Management](#)

[DNZ Concussion Awareness Policy](#)

[DNZ Team Managers Report Template](#)

[Drug Free Sport New Zealand Anti - Doping Rules](#)

[Drug Free Sport New Zealand Clean Athletes Clean Sport Handbook](#)

DNZ TEAM OFFICIAL POLICY and Procedures

Approved by the Board of DNZ

Date approved: 14.11.2024

With effect from: 14.11.2024

Review Date: November 2026