

Team Managers Duties

Shooters Agreement:

All team members **MUST** sign the NZCTA shooters Agreement. This must be done either prior to the naming of the team or as soon as possible after the team is named as failure to sign this agreement will put the individual's place in the team in jeopardy

Shooters Responsibilities

All team members must be made aware of their individual responsibilities. These include:

- Making their own travel arrangements
- Making their own accommodation arrangements
- Making their own arrangements with internal travel (ie vehicle hire)
- Ensuring Visa's are obtained in time (if appropriate)
- Getting their own medical insurance (not compulsory but highly desirable)
- Insurance for their firearm
- Getting firearm permits for all countries travelling through or to

The team manager may be able to help with group bookings for travel, accommodation or vehicle hire but generally the team members are solely responsible for their own arrangements.

The team manager may be able to find out from the host club/country of suitable accommodation and rentals in the early planning stages.

The team manager may be able to supply team members with specific firearm permits required. If in doubt contact the National Office.

It is vital that the team manager checks with all team members that travel details are completed well ahead of time, particularly any firearm permits. All team members must ensure their airline has been notified and is able to carry firearms.

Prior to the event

The team manager may be able to find out from the host club/country the following:

- What type of traps are being used
- What brands of ammunition is available
- How much does the ammunition cost
- Does the host club take Visa or are there any restrictions on any type of credit card

Any specific information on the destination can be very valuable to team members. This may include temperature at time of competition and any local issues shooters should be aware of.

If high temperatures are expected then information in dehydration should be sent to all team members (available from the National Office).

The team manager should get all contact details from team members while away. This includes arrival and departure dates and accommodation details (including a phone number). Also get from the shooters any mobile numbers that are available while away. It is important that the team manager can contact all team members if necessary.

Uniforms

The NZCTA uniform is the white polo shirt. This is monogrammed with the NZCTA logo and the silver fern.

If polo shirts are required these can either be the standard NZCTA ones or ones with the specific event. Polo Shirts have to be ordered specifically so sufficient time must be allowed for the making of these.

Each team varies in the funding of uniforms. The NZCTA will pay for one free Polo for all team members. Any additional polo shirts or items of clothing (ie caps) are to be at the shooters cost. Remember to get specific costings on the polo shirts as the cost varies with the amount of embroidering done. These orders are to be put through the National Office.

Any uniform requirements must be made clear to the team members. This includes if they are required to take their Number 1 uniform (black trousers or skirt, white shirt, black shoes, black blazer) or their

poloshirt, or both. Generally it is not a requirement that shooters compete in any uniform but their appearance at any prizegiving and formal function needs to be clear. Remember that any team or individuals are representing their country and a high standard of dress is required at prizegivings and functions.

Entry Fees and team payments

The NZCTA will pay for all NZCTA representative teams competing in international events.

If the NZCTA is paying for the team entries then this can be either pre-paid by the National Office or paid by the Team Manager at the event and will be reimbursed on proof of an official receipt from the host club/country. Team managers should always check with the National Office to clarify who is paying the team entries.

Often the NZCTA will allocate a sum of money for team members. This should always be clarified with the National Office before any comment is made over funding as this can be different for every event.

Team functions

A team meeting is often beneficial prior to the competition. The exact details will have to be made by the team manager but remember to make sure EVERY team member is aware of any meeting.

As each event differs, the need for a team social function also differs. Generally ask before leaving if the team wants some sort of get together. Any social event is always at the individuals cost.

Gifts

The NZCTA will provide each team member 2 NZCTA banners plus the team manager will be provided with some.

It is useful for the team manager to take a small selection of NZCTA badges. These are to be given to officials at the discretion of the team manager.

Individual team members should be asked (well prior to travelling) if they wish to purchase any badges for give-aways.

These are available from the National Office.

National Anthem & Flag

It is desirable for the team manager to have a copy of the NZ National Anthem and a NZ Flag. These are available from the National Office.

During Competition

The team manager should make sure that all competitors are clear when and where they are to shoot, including what squad they are in and their reporting time.

If it's hot, ensure individuals are reminded to drink lots of water (not coffee or alcohol). Keep an eye on young or inexperienced shooters who may not realize the importance of rehydration.

Ensure the host club has shooters details correct (name, grade etc).

Ensure all shooters realize the importance of remaining for the presentations and remind shooters about any dress requirements for presentations.

The team manager (if working alone) should have a designated person to take over in the event of an emergency. This may be as drastic as having to take someone to hospital or simply if you fall sick yourself.

If there are any medical emergencies then liaise with the host club/country to find out what is the best course of action. For any serious issues let the National Office know immediately so the appropriate action can take place.

Remember to take photos of the event and write down any relevant points.

Get a copy of the results from the event.

After the event

The NZCTA Council requires a written report on the event. This should include any significant events (good and bad), any behavioral issues and any other items that are relevant.

A written report for Gunshot (including results and photos) should be sent to the National Office.