

NZCTA Team Policy



Policies & Procedures for NZCTA Teams & Team Managers

Adopted by Council July 2019

Last Updated Sep 2023

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Introduction

The NZCTA enthusiastically supports and encourages team participation. Representing New Zealand is one of the highest achievements in many competitor's shooting careers.

The purpose of this policy is to outline the procedures of what is required of team members and team managers after selection, as well as providing details for some specific NZCTA teams.

Selection Criteria

All NZCTA team selections must be clearly stipulated and adopted by the NZCTA Council well before the first selection event (unless otherwise outlined in the NZCTA rule book).

The NZCTA will not recognise any teams that have not had a pre-advertised, set, qualifying criteria.

Team selection criteria must include the following:

- All selection events to qualify including the start and end events
- How any team place ties will be resolved
- How many teams are to be selected and in which categories
- What level of funding team members will receive
- Whether there will be a Team Manager or not and what level of funding they will receive
- Any additional costs associated with being in the team (i.e. additional uniforms)

The final team selection must allow sufficient time for teams and individuals to make travel arrangements, secure entry into the event, and obtain required firearm permits (if overseas).

The team selection must be advertised in the Gunshot prior to the start of the selection period. North/South events preferred advertising is the Gunshot but as a minimum advertising must be on the NZCTA website 14 days prior to the event.

The selection criteria will determine all shooters eligible for selection, and any official NZCTA Team selectors, the NZCTA President, and the two Vice Presidents will determine the final teams selected and any Team Manager appointed.

Where possible two team reserves are to be named. Team reserves will not receive any benefit or polo shirt unless called to fill a team vacancy.

Team Shooter Contracts

All International representative team members must sign the individual team shooter contracts by the specified date. This must be done as soon as possible after the team is named. This contract can be found on the NZCTA website "Info & Forms" page.

Failure to sign will result in the shooter's place in the team being re-allocated to another shooter.

Team Uniforms

The NZCTA uniform for all disciplines is black trousers (or skirts), white shirts, black NZCTA tie (men), black blazer (with NZCTA silver fern monogram on breast pocket), black shoes. This uniform is known as "number ones". As representatives of our country, a high standard of dress is required so the number one uniform must be worn for team presentations, team photos, opening/closing ceremonies and any other official functions. Any deviation from this is at the total discretion of the Team Manager, but all team members must be well presented and wearing the same uniform.

It is not a requirement that shooters compete wearing any specific uniform or polo shirt.

Team Polos

The NZCTA will provide all NZCTA team members with an event specific NZCTA polo shirt, paid for by the NZCTA. Additional polo shirts can be purchased by team members at their cost. An approved

NZCTA cap may also be purchased at the shooter's expense, but will not form part of the uniform unless all shooters wear them. These will need to be ordered from the National Office.

The official NZCTA polo shirt must have the NZCTA logo and silver fern embroidered on. It is also preferable to have the name of the event embroidered (e.g. 2004 World DTL Champs) and if possible, the host event logo. The Team Manager and/or the National Office is responsible for ordering these.

Team Managers are entitled to one polo shirt but it must have "Team Manager" embroidered on it.

No additional sponsors logos may be on the polo shirt or cap.

Shooter's Responsibilities

The individual team member's responsibilities are to:

- Sign the Team Shooter Contract
- Make your own travel and accommodation arrangements including rental car hire – ensure the airlines you will travel on allow firearms to be carried as some don't
- Ensure you have a valid passport, and any visas required are obtained in time
- Ensure firearm permits for all countries travelling through, and for returning to NZ are obtained before departing
- Contact the airlines you're travelling on to notify them you have firearms in your luggage
- Purchase medical insurance and insurance for your firearm (not compulsory but highly recommended)
- Enter the event – the team entry will be taken care of by NZCTA and/or the Team Manager but you are responsible for your own entry as an individual
- Organise your number ones for team uniform
- Ensure you know when and where you are shooting, including what squad you are in and the reporting time
- If there is a Team Manager appointed, it is important that they can contact all team members if necessary, so make sure they have your contact details and you have theirs

Team Manager

A Team Manager may be appointed by the Council to oversee and manage the teams. The Team Manager should liaise with all team members before shooters travel to the competition.

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 information from the host club/country such as: What brands of ammunition are available, the cost of ammunition etc. Any specific information on the event or destination can be very useful to team members. This may include temperature at time of competition and any local issues shooters should be aware of.

Polo shirts have to be ordered so sufficient time must be allowed for collecting shooter's sizes and getting the polos made. The National Office will provide information on where to order these from.

The Team Manager should have a backup person to take over in the event of an emergency e.g. in case you fall sick or have to take someone to hospital. 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 NZCTA National Office know immediately so the appropriate action can take place.

If the Team Manager is not competing the funding for them will come from the consolidated fund, otherwise it is paid from the discipline fund.

Team Manager Duties

- Ensure all shooters have signed a Shooter Contract.

- Collect polo shirt sizes and ensure polo shirts are ordered and distributed to shooters.
- Ensure team members are advised on uniform requirements for the event.
- Check with all team members that travel details are completed well ahead of time, particularly any firearm permits.
- Obtain all contact details from team members while away including arrival and departure dates and accommodation details and provide details to them of how to get in touch with you.
- Check with the NZCTA National Office to clarify whether team entries will be pre-paid or paid by you at the event and reimbursed afterwards.
- If possible, take an NZ Flag. These are available from the NZCTA National Office.
- Obtain NZCTA badges to give to officials at the competition.
- Ensure that all team members have entered the event and are clear when and where they are to shoot, including what squad they are in and their reporting time.
- Keep an eye on young or inexperienced shooters.
- Organise any team meetings or dinners required and keep team members advised.
- Find out where results from the event are available on the internet.
- Provide a written report on the event, including results and photos, for Gunshot.
- Report any behavioural issues to NZCTA Council upon your return.

Team and Individual Entry Fees

Shooters are responsible for paying their own individual entry fees upon entry to the competition.

The NZCTA will pay the team entry fee for all NZCTA representative teams competing in international events. This can be either pre-paid by the National Office or paid by the Team Manager at the event and reimbursed on proof of an official receipt from the host club/country. All International team entry fees are paid from the consolidated fund.

Team members are often allocated funding for making the team. This will have been agreed in the Team Selection Criteria prior to team selection and will be paid to each shooter once the event has finished. This funding comes from the appropriate discipline's NZCTA reserve account and is at the total discretion of the Team Manager, based on the shooter's behaviour at the event.

During Competition

International competitions can take place in hot countries, so shooters should consider how these conditions will affect performance and ensure strategies are put in place to counteract these factors such as maintaining good levels of hydration, and if necessary, taking electrolytes. Try to arrive a few days earlier to recover from jetlag and get acclimatised. Don't forget to use sunscreen.

If any issues arise while you are away, they should be directed to your Team Manager in the first instance, and the NZCTA as a last resort.

Shooters must realise the importance of remaining for prizegiving and follow any dress requirements for presentations. All shooters that will be on the podium must be in team uniform.

Team Functions

The Team Manager may call a team meeting prior to the competition or may organise a team dinner for shooters and families during or at the conclusion of the competition. As each event differs, the need for a team social function also differs. Any social event is always at the individual's cost.

Gift Banners/Badges

The NZCTA will provide each team member and the Team Manager with 2 NZCTA banners to be given as gifts to competitors from overseas countries. Alternatively, the team member may keep one for themselves.

The Team Manager may also take a small selection of NZCTA badges to be given to officials at their discretion. Individual team members may contact the NZCTA National Office to purchase NZCTA badges if they wish to take any as well.

Team Member Entitlements

Once selected, and a signed team shooter contract has been received all NZCTA representative team members will receive the following:

- One NZCTA team polo shirt
- Two NZCTA banners/gifts
- NZCTA Silver Fern monogram to be sewn on their blazer

NZ representative teams will receive one silver fern pocket monogram, if it is the shooter's first time in a team of that discipline. This will be at no charge. Additional monograms may be purchased from the NZCTA if required. The Silver Fern monograms will be discipline specific.

- **Glenn Cup, Glenn Trophy teams**

Members of the Glenn Cup and Glenn Trophy teams will have \$1,000 allocated to each team member when the team travels to Australia. This is to come from the DTL/Skeet reserve account. Any Glenn Cup or Glenn Trophy team funding will not affect any other funding entitlements for team members.

All team members will receive one official polo shirt regardless of whether they are travelling to Australia or not.

All team members must wear the Number one uniform for presentations and opening ceremony.

Australian Glenn Cup team members will be invited to our DTL Hall of Fame dinner (complimentary – paid for from the DTL/Skeet reserve).

- **ISSF Jim McKenzie/Jack Calrossie teams**

Jim McKenzie/Jack Calrossie team members will have \$1,000 each allocated to each team member when the team travels to Australia. This is to come from the NZCTA consolidated fund on an ongoing basis (April 2012).

The Team Manager for the team will be vetted by NZCTA and will be allocated \$1,000 when travelling to Australia.

- **Sporting Clay/Compak teams**

The minimum for inclusion in all NZ Sporting/Compak teams is B grade shooters or better.

- **North/South Sporting Clay Teams**

The Open team members travelling inter-Island will each receive \$150 from the Sporting fund. There is no funding for the Mixed team.

- **North/South DTL and Skeet Teams**

The Open team members travelling inter-Island will each receive \$350 from the DTL/Skeet fund. All Ladies, Juniors and Veteran team members travelling inter-Island will each receive \$100 from the DTL/Skeet fund.