



GUIDELINES FOR THE APPOINTMENT AND COMPENSATION OF TOUR MANAGERS & COACHES

PURPOSE

This paper sets out Fencing New Zealand's guidelines for the appointment and compensation of international tour managers and coaches.

SCOPE

The role requirements, appointment and compensation policies outlined in this paper apply to managers and coaches appointed to support FeNZ managed tours to designated international competitions. These competitions include:

- Commonwealth Junior & Cadet Fencing Championships
- Commonwealth Open Fencing Championships
- Oceania Junior and Cadet Fencing Championships
- Asian Junior and Cadet Fencing Championships

The Board may also choose to apply these guidelines to other international tours, where appropriate, or not apply them if numbers do not justify an appointed manager.

BACKGROUND

FeNZ recognises that the organisation and delivery of safe and successful international tours requires appropriate management and coaching support. We are committed to:

- *Ensuring* applicants for management and coaching positions understand their role and responsibilities
- *Offering* compensation that attracts suitable applicants and recognises their contribution to the sport
- *Appointing* competent managers and coaches in a fair and transparent manner.

We have, therefore, established the following generic position descriptions, appointment process and compensation package for team managers and coaches.

POSITION DESCRIPTIONS

Team Manager

The team manager's role will vary depending on the nature of the event, the size of the tour party and the extent to which support is available to FeNZ. Where there is a small group of participants, the Team Manager may also be the Team Coach. For a larger group of fencers FeNZ may appoint a manager and coaches in which case the manager need not be a coach.

Where the Team Manager is also the Team Coach (i.e., only one support person is appointed by FeNZ), the Selectors will place greater emphasis on the coaching support role and coaching experience when selecting the Team Manager/Coach.

Ideally a team manager will be appointed where possible to leave the coaches free to coach the athletes.

The role of the team manager will usually include:

- Pre-tour preparation of a management plan and budget for approval by the FeNZ Board or the Secretary General or an officer designated by the Secretary General
- Pre-tour communication with team participants, coaches and - where appropriate - parents on selection, tour arrangements and obligations
- Ensuring team members' itinerary, travel, accommodation, and entry requirements are identified and addressed either directly, or in partnership with the Secretary-General or an officer designated by the Secretary General
- Preparation of a Tour Handbook, in partnership with FeNZ, that provides details on, *inter alia*, tour management arrangements, the tour itinerary, competition timetable, accommodation, daily activity 'run-sheets' tour management and team participant details.
- On tour leadership of the management and coaching team, oversight of fencers' welfare during the tour, oversight of transport arrangements to and from the airport, accommodation and venue, liaison with tournament officials at the event, liaison with any accompanying parents, team event selections, coordination of team event coaching support (including allocation of coaches to teams), issues management and team spokesperson.
- Post tour financial wash up and reporting to FeNZ.

This generic team manager's role description will apply unless a tailored position description has been provided by Fencing NZ.

Team Coaches

Where there is a larger team selected, FeNZ will make provision for a team coach or coaches to support tour participants. Team coaches are responsible for providing coaching to team fencers, including:

- Liaising with team athletes and their personal coach to ensure pre-tour training optimises performance at targeted overseas tour events
- Leading or contributing to any New Zealand based pre-tour teambuilding camps
- While on tour, leading or contributing to pre-competition training sessions
- While on tour, organising warm up drills and acting as the sole adviser to fencers for specified team events as agreed with the team manager and coaching team. The coach may delegate these responsibilities at their discretion in circumstances that preclude their involvement
- While on tour, organising warm-up drills and providing advice to fencers for specified individual events during the poule round and direct elimination bouts as agreed with the team manager and coaching team
- Acting as team captain for designated team events in the absence of a FeNZ appointed team captain. The coach may delegate these responsibilities at their discretion in circumstances that preclude their involvement
- While on tour, providing individual lessons, where practical

- Reinforcing the obligation of all tour participants to comply with tour participation agreement requirements, including the FeNZ Code of Conduct.
- Provide or contribute to the post-tour report to the FeNZ Board on team performance, key learning points and recommendations.

This generic team coach position description will apply unless a tailored position description has been provided by Fencing NZ.

Any coach joining a New Zealand team will be required to sign the NZ Squad Coach Policy.

TOUR MANAGEMENT TEAM NUMBER GUIDELINES

The guideline for the number of appointments will depend on the team size and is subject to the agreement of FeNZ:

- 4-10 participants: 1 manager-coach combined
- 11-19 participants: 2 (manager-coach + 1 coach)
- 20-27 participants: 3 (manager-coach + 2 coaches)
- 28-32 participants: 4 (manager, 3 coaches)
- 33-44 participants: 5 (manager & 4 coaches; or manager, assistant and 3 coaches)
- 45+ 6 (manager & assistant, up to 4 coaches)

Note: Provision may be made for an 'assistant team manager' for touring parties involving Under 15, Cadet or Junior fencers under the age of 18 to ensure appropriate supervision can be provided. An accompanying parent or other adult may take the role of assistant team manager where appropriate. Where an assistant manager is appointed, an accommodation grant, fee and expenses paid as a per diem may be applicable.

The management/coach selection panel may consider the use of personal coaches accompanying participants when calculating the ratios given above, but all Tour fencers will be liable for the costs of FeNZ appointed coaches and managers.

TERMS OF ENGAGEMENT & COMPENSATION

The relationship between Fencing New Zealand and appointed managers and coaches will be that of principal and independent self-employed contractor. Appointees will be expected to sign the FeNZ agreement for self-employed managers or coaches, abide by any tour participation agreement, the FeNZ Codes of Conduct and any other relevant FeNZ policies and procedures.

Team managers and coaches will be offered a compensation package for each tour. It includes the following:

- Airfares to and from the competition
- Airport transfers grant to and from team accommodation
- Travel Insurance
- Accommodation for the duration of the overseas tour period
- An on-tour honorarium/fee for service paid at a daily rate of \$tbc
- On tour expenses paid at a daily rate of \$tbc

Airfares and accommodation will usually be arranged by the FeNZ Secretary General or their nominee but may on some occasions be made by the manager or coaches directly. The dates and cost of any accommodation (which is expected to be the same accommodation as that designated for the team athletes) or airfares to be booked by a manager or coach should be approved in advance by the FeNZ Secretary General.

APPOINTMENT PROCESS

The FeNZ Secretary General or their nominee will confirm with the Coaching Commission and Head of Selectors the management and coaching requirements for each managed tour. They will also agree the selection criteria for any required appointments.

The FeNZ Secretary General will call for applications for a manager and where necessary additional coaches to support each FeNZ managed tour.

For events where it is anticipated a separate team manager will be participating, where practical the team manager will be appointed in advance so they may be part of the appointment panel to select the accompanying coaches and assistant manager (where required).

The appointment panel may comprise up to 5 people convened by the FeNZ President (or their nominee) and include:

- The FeNZ President or their nominee
- 2 members of the Coaching Commission
- Up to two other members selected from the FeNZ Board or a FeNZ Commission (except that when a Team Manager has been appointed prior to coach selection, they must occupy one of these positions).

In the event of a potential conflict of interest involving a selection panel member, the Board may appoint a replacement.

The appointment panel will:

- Consider the applications referred to them against the selection criteria.
- Either make decisions based on written applications or choose to interview the applicants before making final decisions.
- Notify the Secretary General and the wider Board of their decisions.
- Invite the Secretary General, to inform the applicants of the Selection Panel's decision and confirm appointments.

FUNDING

FeNZ will attempt to access funding through grants or other income to cover the costs associated with compensating team managers and coaches. Where funding is not available, these costs will be met by participants through a tour levy.

POLICY REVIEW

This policy will be reviewed on an annual basis or as required by the Coaching Commission and Head of Selectors with recommendations for any changes considered and approved by the FeNZ Board.

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