



## CODE OF CONDUCT



Archery New Zealand Inc  
[www.archerynz.co.nz](http://www.archerynz.co.nz)  
Patron: B. C. Fraser



As part of being considered for selection to an Archery NZ Team, it is required that you complete this Code of Conduct form by the dates set out in the Selection Policy or as requested by Archery NZ.

Please ensure that you are reading the latest version of this document.

Document approved: 18 Jan 2024

This document supersedes all previous Code of Conduct documents.



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## 1. INSTRUCTIONS

- 1.1 This document has been put into place to ensure that all athletes and team officials representing Archery NZ are fully aware of the behavioural expectations and conditions of selection prior to selection or appointment.
- 1.2 This document details the expected code of conduct by athletes of Archery NZ and is provided to ensure a positive public image for Archery NZ, the sport of Archery, the team and the athletes own personal profile within New Zealand and overseas by establishing standards of performance and code of conduct for all team members.
- 1.3 Please carefully read this Agreement to understand the document and the consequences flowing from any breach of its terms and conditions. If you do not understand the agreement or part thereof, we recommend you seek advice or clarification. If you change or alter any part of this Agreement you may forfeit selection as a member of the Archery NZ Team.
- 1.4 If you are under 18 years of age, your parents or legal guardian are required to consent on your behalf. All archers are held accountable to this document. It is expected that your parents or legal guardian will support and guide you in understanding this document and the implications for you if it is not followed.
- 1.5 Please retain a copy of this agreement for your records.

- 1.6 The Code of Conduct comes into effect from the date at which Archery NZ receives the expression of interest.

## 2. TERMINATION BY ARCHERY NEW ZEALAND

I acknowledge:

- 2.1 That if I do not comply with the Team Member Code of Conduct or if any declaration I have made is not true, or in the event of any breach of discipline or misbehaviour by me, my representative status may be terminated immediately;
- 2.2 That should I refuse to undergo drug testing, be suspended by Archery NZ, or fail a drug test/produce a positive drug test, my representative status will be terminated immediately;
- 2.3 That should I fail to sign this agreement or breach any of Archery NZ's policies, my representative status could be terminated.



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### 3. ELIGIBILITY AND CONDITIONS OF TEAM MEMBERSHIP

#### 3.1 Eligibility of the team.

To be eligible for the Archery NZ team you must:

- Be a New Zealand citizen or resident;
- Be eligible to represent New Zealand and comply with World Archery Eligibility Code;
- Be a current full financial member of Archery NZ;
- Have no outstanding debts with Archery NZ at the time of signing this agreement and agree to pay all invoices by the due date in relation to the event or events in question.
- Have a good credit history with Archery NZ.
- Have met the criteria of the Archery NZ Selection Policy

#### 3.2 CONDITIONS OF TEAM MEMBERSHIP

If selected to represent Archery NZ you must meet the following conditions:

- 3.2.1 Acknowledge you have read and understood this Code of Conduct and are aware that it creates a legally binding relationship between yourself and Archery NZ;
- 3.2.2 Understand the nature and extent of your obligations and the restraints imposed upon you by the Code of Conduct and agree to comply with them;
- 3.2.3 If under 18 years of age, your parents/legal guardian, agree to sign and return to Archery NZ, this code of conduct and further documentation that will be supplied to selected archers/team officials.
- 3.2.4 Consent to Archery NZ using your personal information, sensitive information and health information as defined under any applicable laws in accordance with the Code of Conduct;
- 3.2.5 Archery NZ is to be informed immediately if you change your personal information, sensitive information and health information.
- 3.2.6 Agree to provide Archery NZ with consent to use your image and profile for marketing purposes or other associated avenues for the positive promotion of archery with any images and content being agreed to by the team member.
- 3.2.7 Agree to make yourself available to Archery NZ (Inc) for promotional purposes at mutually agreeable times at no financial cost to you.



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3.2.8 You have not, at any time, been convicted of, or charged with, any serious offence involving honesty, alcohol or drugs, violence, or any sex offence which is punishable by imprisonment, unless you have previously disclosed the offence in writing to Archery NZ and Archery NZ has consented in writing to you being available for selection in the Team;

3.2.9 You have not at any time been engaged in conduct which is or is not publicly known to have breached this Agreement or the Archery NZ Member Protection Policy and would be likely to bring you, Archery NZ, the Team or the sport of Archery into disrepute or controversy, unless you have previously disclosed the offence in writing to Archery NZ and Archery NZ has consented in writing to your being available for selection in the Team;

3.2.10 You acknowledge that if you fail to comply with Clause 3, Archery NZ may terminate your membership of the Team.

#### 4. YOUR GENERAL OBLIGATIONS AS A TEAM MEMBER

4.1 You will depart from and return to New Zealand, or your country of residence, to participate in the competition(s) at such times and by such means of transport as is mutually agreed upon by Archery NZ, the Team Manager or Coach and yourself. In the case of any dispute the decision of Archery NZ will be final.

4.2 From the time the team assembles at the location determined by Archery NZ, to the date and location determined by Archery NZ at the conclusion of the event, you will remain under the control and management of Archery NZ, you will comply with all reasonable requests from Archery NZ through the Team Manager during that period. In particular, you will:

- 4.2.1 Participate in all events as directed by the Team Manager.
- 4.2.2 Wear the appropriate official uniform at all official ceremonies, presentations, official practice, during competition, and at other times as directed by World Archery rules, the Team Manager.
- 4.2.3 Avoid making any public statement or supplying any material, photographs, information or comment to any member of the press, radio, television or other media without the prior consent of the Team Manager.
- 4.2.4 Undergo any medical or other examination as directed by the Team Manager or Coach for the purpose of verifying eligibility to participate in the competition.
- 4.2.5 Undergo any drug test, medical or other examination as required by the rules of World Archery, IOC, NZOC or DFSNZ for the purpose of verifying that no illegal substances have been used either before or during the competition.



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4.2.6 Sign any documents required by World Archery or IOC verifying that no illegal substances have been used either before or during the competition.

4.2.7 Not do and say anything that may bring the sport of archery and/or Archery NZ into disrepute.

## 5. BEHAVIOURS OF AN ATHLETE

The following is a guide to the professional standards required from each athlete and official representing Archery NZ.

### 5.1 Expected behaviours are:

- Pride in representing Archery NZ
- Positive attitude
- Selflessness
- Respect for other team members
- Individual responsibility for your own performance
- Support for other team members
- Respect
- Honesty
- Excellence
- Sportsmanship
- Pride in appearance by wearing the Archery uniform as per the dress code.

### 5.2 Unacceptable behaviours are:

- giving less than 100%
- Dishonesty
- Disrespect of fellow athletes, coaches, managers, team officials, Archery NZ, World Archery or event officials
- Breaching this team agreement
- Undermining or affecting the performance of fellow athletes (no matter which country/club they are representing)
- Unsporting behaviour

### 5.3 You and the team will also uphold a standard of professional integrity. This will include a willingness to demonstrate in action and in deed:

- Fairness
- Maturity
- Personal Integrity
- Commitment in achieving the best performance possible
- Commitment to Archery NZ



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## 6. TEAM MANAGEMENT AND/OR COACHES BEHAVIOURS

6.1 The team management and/or coaches will also uphold a standard of professional integrity as detailed in the Position Description. This will include a willingness to demonstrate in action and in deed:

- Fairness – treat all team members equally
- Maturity – lead by example
- Personal and sporting integrity
- Effective organisation and communication with team members
- Support for ALL Team members from the time the Team is announced and the arrival of the Team back in New Zealand or their country of residence or by a date mutually agreed to with Archery NZ
- Remaining at the event venue while ANY team members compete (unless in an emergency)
- Commitment to Archery NZ
- Provide regular updates for publication on the website and social media
- Maintain regular contact with the Board of Archery NZ regarding the progress of the team.
- Provide a written report for the Board of Archery NZ.

## 7. MEDICAL, INJURY OR ILLNESS

7.1 The archer is required to acknowledge and advise Archery NZ of any existing medical condition or dietary requirements prior to team departure.

7.2 If, at any time prior to departing New Zealand or your country of residence you suffer any injury or illness that might adversely affect your ability to compete or to perform your role as a member of the team, you will notify Archery NZ immediately and abide by the decision of Archery NZ as to whether or not you may continue to participate in the competition. There will be no liability whatsoever on the part of Archery NZ for any loss suffered by you as a result of the decision of Archery NZ.

7.3 If, at any time after departing New Zealand or your country of residence, you suffer any injury or illness that might adversely affect your ability to compete or to perform your role as a member of the team, you will notify the Team Manager, Coach or Team Official immediately. You will abide by the decision of the Team Manager, Coach or Team Official as to whether you continue to participate, remain with the team but not participate, or return to New Zealand.



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## 8. ALCOHOL

8.1 Alcohol consumption is based on the same principles as other banned substances under the World Anti-Doping Code and is on the strict liability principle, which means that when an archer is tested, and the presence of a banned substance is found, they have violated the rules of World Archery and will be subject to penalties.

8.2 The Archery NZ Alcohol Policy applies to all Archery NZ Team officials, team members or potential Team members attending any training camps, domestic or international competitions and includes any times when the Team Member is wearing Archery NZ branded clothing.

8.2.1 All Team members who are under 18 years will not consume alcohol while a member of an Archery NZ Team at any training camps or any representative events.

8.2.2 If part of a Youth Team, ALL Team Members will comply with the non-consumption of alcohol regardless of age.

8.2.3 All team members will act in accordance with the laws of New Zealand and other countries the team visits (e.g. age restrictions) regarding the consumption of alcohol.

8.2.4 All team members will be expected to reinforce responsible attitudes and behaviours regarding the consumption of alcohol amongst all team members.

8.2.5 All Team members are required to accept the direction of Team Officials if requested to stop consuming alcohol.



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## 9. COMPETITION, EVENT, OFFICIAL PRACTICE AND TRAINING CAMPS

- 9.1 You will follow the instructions issued by and at the discretion afforded to Team Officials when a member of a team.
- 9.2 You will attend all training / practice sessions unless previously arranged with the Team Manager or coach.
- 9.3 You acknowledge that in the lead up to and during competition you will not take part in activities that may cause or aggravate an injury or illness, which may prevent you from competing to the best of your abilities.
- 9.4 You agree to maintain appropriate personal hygiene for the duration of the event.
- 9.5 You may not participate in any archery competition, event, display, training or media activity, which is not authorised by Archery NZ or a Team Official.

## 10. MEDIA

- 10.1. You agree not to make public comments about Archery NZ, Team Members or Team Officials without first gaining permission from Archery NZ or the Team Manager.
- 10.2. You agree to ensure that Archery NZ is made aware of any media or sponsor Commitments you may have.
- 10.3. Unless requested by Archery NZ or the Team Manager to do so, you will not make any comment to media or on social networking sites (Facebook, Twitter, Instagram, TikTok, Snap Chat Forums etc – private or public groups) in relationship to any aspect of Archery NZ, Team Selection Criteria, team selection, the team, squad or any other athlete or official.
- 10.4. You are not restricted from commenting to the media on any aspect of your personal training or performance.



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## 11. SOCIAL MEDIA/BLOGGING

- 11.1. For the purposes of Clause 11 social media, a "blog" is a type of website, or a webpage on a website or social media platform, where entries are made (such as in a journal or diary), usually displayed in a reverse chronological order that includes without limitation websites such as Facebook, Instagram, snapChat, TikTok and Twitter or public forums.
- 11.2. Team members must only post team content on social media where they own all rights in relation to the content, and that content must be confined solely to the team member's own personal team-related experience.
- 11.3. Team members should not disclose on social media any information that is confidential or private in relation to any third party, including without limitation information which may compromise the security, staging and organisation of the team activities, any other team member, or the privacy of any other team member.
- 11.4. Team members posting on social media should always behave in a dignified manner and posts should be in good taste, and not contain vulgar or obscene words or images.
- 11.5. Team members are responsible for obtaining consent from any other persons appearing in any still or moving images posted on social media. Do not "tag" others without their permission.
- 11.6. Team members acknowledge that Archery NZ is not liable for any content placed by a team member on social media or the internet, irrespective of whether the team member obtained Archery NZ's prior written consent or complied with this Clause.



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## 12. EXPENSES

Archery NZ does not currently have the finances to fully fund the cost of participation in and Archery NZ team but will make best endeavours to raise funds to contribute to the costs where possible. It is therefore expected that athletes and officials will need to self-fund part or all of the costs of participation. This includes but is not limited to accommodation, travel, uniforms, entry fees and meal costs.

- 12.1. You acknowledge that you will be required to pay any expenses incurred that are not otherwise covered by Archery NZ by the due date of the invoice. These may include (but are not limited to) charges for travel, accommodation (including changing accommodation and extra changes made to your room that have not been agreed upon), transportation charges that were not agreed upon prior to departure for the event, noting that Archery NZ will make its best endeavours to minimise these.
- 12.2. A deposit of up to \$1000 (GST inclusive) will be invoiced to each travelling team member (and the accompanying guardian in the case of a minor) with payment required by the due date unless otherwise arranged in order to secure your travel and accommodations etc as previously stated.
- 12.3. Team Members will pay an equal share of accommodation costs for the team (both athletes and officials). This will be on the basis that Team Members are expected to share accommodation. If there are an uneven number of team members, the single room will be given to the Team Manager in the first instance. Those team members wishing to have a single room will have to pay the extra costs – to enable a fair distribution of costs.
- 12.4. Team members will be required to pay personally and immediately for any damages caused by yourself to any hotel, venue, equipment etc. An administration fee will be added if Archery NZ is required to invoice the team member due to lack of remedial action at the time of the event.
- 12.5. For the avoidance of doubt, Archery NZ will only be organising travel and accommodation for the selected Team Members and Officials. Any additional friends or family members wishing to attend an event will be accommodated where possible but may need to make their own arrangements.



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## 13. TEAM UNIFORM

- 13.1. You agree to wear the team uniform to all training camps, official practice and competition sessions or as directed by Team Officials.
- 13.2. You agree that the team uniform is not to be altered except to ensure a good fit. It must be worn in entirety and conform with the dress code at all times.
- 13.3. You understand that you cannot wear the Archery NZ uniform to any World Archery registered event outside of New Zealand unless you have been selected to represent NZ for that current year. You can however, wear the Archery NZ uniform to any domestic events if it is in compliance with the Archery NZ Tournament Regulations and is within 2 years of your last representative selection.

## 14. ANTI DOPING

- 14.1. You agree to make yourself available and you will comply with all directions in relation to Anti-Doping and Drug Testing.
- 14.2. You agree to comply with Archery NZ, Drug Free Sport NZ and World Archery and WADA Anti-Doping policies and procedures.
- 14.3. You agree to inform Archery NZ immediately if you believe you may have breached these policies and procedures.
- 14.4. You agree to inform Archery NZ in confidence of any medications that you may be taking and to ensure the appropriate TUE (Therapeutic Use Exemption) forms are completed and lodged.
- 14.5. You agree to undertake and make yourself available for any Anti-Doping training arranged by DFSNZ or World Archery both online or in person.

## 15. REPORTING

- 15.1. You agree that you shall provide feedback to Archery NZ either via:

- a) the Athlete Feedback Survey that will be sent to you after your return or
- b) a Team Officials written report to the Board within 2 weeks at the conclusion of the event.



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## 16. MINORS

- 16.1. You, if under the age of 18 years, acknowledge that this Agreement is for your benefit and that your selection as a team member is conditional upon your parents or guardians submitting the signed consent set out in Schedule 2.
- 16.2. Any athlete under the age of 16 years must be accompanied by a parent or legal guardian to any international event and/or training camp. This person cannot act as an Official for the team and their inclusion must be endorsed by the Board. The Board may choose to make an exception in cases where the athlete under the age of 16 years is the sole representative and only archer in a traveling team.
- 16.3 Any parent or legal guardian accompanying an athlete under the age of 16 must undertake such training as determined by the Board.

## 17. INSURANCE

- 17.1. If you are not eligible for the World Archery Insurance, you will provide for yourself comprehensive insurance including, but without limitation, sickness or injury, travel delays and damage or loss to your archery equipment.
- 17.2. You will participate in the competition at your sole risk in all respects and will not make any claim against Archery NZ or its agents, officials, employees, servants or contractors in respect of any loss whatsoever suffered by you or your personal representatives, whether or not any loss arises from the negligence of Archery NZ or its agents, officials, employees, servants or contractors.

## 18. BREACH OF CONDITIONS

- 18.1. The conditions set out in this document apply to the Team Manager, Coach, Officials and Team Members alike.
- 18.2. In case of breaches that occur during the times set by Archery NZ, the Team Manager/Team Official will be the Agent of Archery NZ. The only exception to this is in the case of the alleged breach by an official. In this case, the Archery NZ Agent will be another Team Official who is not involved in the alleged breach, or any person so designated by the Board of Archery NZ.
- 18.3. The Agent will determine whether or not the team member has, at any time, been in breach of the provisions of this agreement or have otherwise conducted themselves in a manner not in the best interests of Archery NZ.
- 18.4. Without limiting any sanction provided by the rules of Archery NZ, the Agent may, in the event of any serious breach or misconduct, decide that the team member will:



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18.4.1. Be removed from the Team and asked to return to New Zealand at their own expense; and/or

18.4.2. Not be entitled to any allowances, expenses or privileges which might otherwise follow from participation in the competition.

### Acknowledgment of Agreement

By submitting this document, you are making an official application for consideration for selection to the team. You agree to adhere to the Archery NZ Code of Conduct and the Archery NZ Member Protection Policy and accept such penalties as are imposed following a breach.

### Consent for Athlete or Official

I, \_\_\_\_\_, acknowledge that membership of the team is an honour and a privilege, and that membership of the Team is subject to my absolute compliance with the terms of the Code of Conduct.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

### Parent/Guardian Consent for Minors

I/We are the parents / legal guardians\* of, (the team member) and acknowledge (and if more than one, jointly and severally acknowledge) as follows:

1. That the team member is under the age of 18 years at the date of signing Schedule 1 of this Code of Conduct;
2. I/We have read and understood the terms of the Agreement and have fully explained the terms of the Code of Conduct to the team member;
3. I/We have had the opportunity to obtain independent legal advice in relation to the terms of the Code of Conduct;
4. The team member has read the Code of Conduct and, together with the benefit of our explanation of its terms, understands the terms;
5. The Agreement is for the benefit of the team member;
6. Membership of the team may be terminated in the event of any breach;

For ATHLETE under 18 years of age on this day \_\_\_\_\_ of 20 \_\_\_\_\_

Name of Parent/Guardian

Signature of Parent/Guardian



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Name of Parent/Guardian

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Signature of Parent/Guardian

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