



**NEW ZEALAND AMERICAN
FOOTBALL FEDERATION**
Te Runanga o Whutuporo I Amerika ki Aotearoa

NATIONAL TEAM STAFF SERVICES AGREEMENT

THIS AGREEMENT is made on the 26th Day of June 2026.

BETWEEN **NEW ZEALAND AMERICAN FOOTBALL FEDERATION
INCORPORATED
(NZAFF)**

AND

(National Team Staff – Coach/Manager)

The parties agree as follows:

1. Term

- 1.1 This agreement supersedes and replaces all previous written or verbal terms between the parties.
- 1.2 The terms and conditions of this agreement shall come into force from the Commencement Date specified in Schedule A and shall apply until this agreement is terminated in accordance with clause 5 or until the Expiry Date specified in Schedule A whichever comes first.

2. Position

- 2.1 In consideration of the experience and role in shaping the sport services offered by NZAFF, the Coach/Manager agrees to be a volunteer to NZAFF, and not an employee or contractor of NZAFF.

3. Services

- 3.1 The Coach/Manager shall provide the services specified in their position description with due care, skill, and attention.
- 3.2 Those services also include any services, work, or attendances incidental, necessary, or desirable to provide the services specified in their position description.

4. Benefits (no remuneration)

- 4.1 The Coach/Manager agrees and acknowledges that they will not be remunerated for performing the Services and is not eligible for any benefits or entitlements that NZAFF offers its employees or contractors.



- 4.2 The Coach/Manager may request by written notice from NZAFF reimbursement for any actual, reasonable expenses incurred as a direct result of performing the Services. Any payment of reimbursement shall be at the full discretion of NZAFF.

5. Termination

- 5.1 This agreement may be terminated by either party giving that period of notice specified in Schedule A.
- 5.2 In cases of misconduct, a breach of this agreement, or a breach of the NZAFF Code of Conduct policy specified in Schedule B. NZAFF may terminate this agreement without notice. 'misconduct' for the purposes of this agreement includes:
- (a) not maintaining appropriate standards of ethics and behaviour;
 - (b) putting NZAFF into disrepute;
 - (c) theft or fraud;
 - (d) harassment in any form; and
 - (e) bullying or violent behaviour.
- 5.3 Upon the termination of this agreement, for whatever reason, the Coach/Manager will immediately deliver to NZAFF documents, letters, papers, keys, and other material of every description (including all copies of or extracts from the same), within the Coach/Managers possession or control relating to the affairs and business of, or belonging to, NZAFF.
- 5.4 Termination of this contract shall be without prejudice to the rights and obligations of the parties prior to termination. Termination shall also be without prejudice to any of the provisions of this agreement which are expressed to survive termination.
- 5.5 If any provision of this agreement is held invalid for any reason, this agreement shall remain otherwise in full force and effect apart from such provision which shall be deemed deleted.

6. Confidentiality

- 6.1 The Coach/Manager will keep the terms of this agreement confidential the terms of this agreement and any information it learns about NZAFF in the course of carrying out the services under clause 3.
- 6.2 Clause 6.1 does not apply where NZAFF provides prior written consent to disclose confidential information, disclosure is required by law, or to advisers for the purposes of entering into this agreement.
- 6.3 '*Confidential information*' means all transactions, records and information relating to the business of NZAFF , including (but not limited to):
- (a) any information, knowledge or material which NZAFF has designated or may designate as proprietary;



- (b) player and third-party provider information;
- (c) business and financial information;
- (d) technical information relating to the sports NZAFF offers, including services, techniques, designs, processes, data, formulae, programming, or research of NZAFF; and
- (e) know-how, inventions, designs, ingredients, compositions, improvements for other matters connected with the sports NZAFF offers.

7. Policies

- 7.1 The Coach/Manager is bound by all relevant NZAFF policies, including the requirement to provide a satisfactory Ministry of Justice vetting search result. The Coach/Manager acknowledges that these policies may be amended from time to time. It is the responsibility of the Coach/Manager to ensure they are up-to-date on the latest changes to any NZAFF policy.

8. Health and Safety

- 8.1 NZAFF will abide by the provisions of the relevant Health and Safety legislation, and will take all reasonable steps in respect of the health and safety of others in the workplace.
- 8.2 The Coach/Manager has a responsibility to work safely and to report to NZAFF as soon as possible, any hazards, accidents, or injuries encountered or suffered in the course of Coach/Managers work.

Signed for and on behalf of
New Zealand American Football Federation
Incorporated
By: _____

(New Zealand American Football Federation
Incorporated)

Signed by: _____

(National Team Staff – Coach/Manager)

SCHEDULE A

Additional information

Position: National Team Staff

Commencement Date: 26-06-2026

Expiry Date: 01-08-2026

Required Prior Period of Notice to Terminate: Two weeks/14 Days

SCHEDULE B

NZAFF Code of Conduct

Code of Conduct

The New Zealand American Football Federation (herewith referred to as NZAFF) knows everyone involved in American Football is here because of a shared passion for our sport and care for the people involved. NZAFF aims to provide a safe, inclusive and enjoyable environment for everyone involved in its activities.

People are expected to show respect and courtesy in their interactions with others. Children and young people in particular must be cared for, treated with respect and their welfare placed at the centre of everything we do in American Football. Everyone involved in our sport joins with good intentions and we are all expected to do our part responsibly and to comply with our policies and rules.

1.0 Purpose

This code aims to:

- provide guidance on the behaviour expected of all people when participating in NZAFF activities
- support an inclusive environment where all people are treated with dignity, respect and courtesy.

2.0 Application

This code applies to anyone involved in or representing NZAFF. This includes volunteers, participants/players, supporters, club members, employees, service providers, and families/whānau of participants/players.

3.0 Overarching Code of Conduct Criteria

Everyone involved with NZAFF must obey the law, at all times.

Everyone is expected to:

- 3.1 Act in good faith towards NZAFF
- 3.2 Show commitment to NZAFF's purpose
- 3.3 Follow the principles of fair play, and encourage others to do the same
- 3.4 Respect the rights, dignity and value of others
- 3.5 Be considerate and treat everyone fairly and equally
- 3.6 Be a positive role model
- 3.7 Communicate with others in a way that is honest and considerate
- 3.8 Be committed to providing a quality service and sporting environment

- 3.9 Behave professionally, responsibly and ethically, at all times
- 3.10 Not behave in a way that is discriminatory, bullying, harassing, racist, sexist, violent, abusive or otherwise inappropriate towards others, in person or online
- 3.11 Remain free of the influence of drugs, performance enhancing substances and alcohol while involved in NZAFF activities
- 3.12 Ensure safe and healthy practices at all times
- 3.13 Follow this code, NZAFF policies and procedures, and any applicable rules issued by NZAFF and/or IFAF.

In varying circumstances, additional code of conduct criteria must be met by particular groups. These criteria are detailed below.

4.0 Coaches

As a Coach participating in NZAFF National Teams programs you have the responsibility to:

- 4.1 Maintain and enhance the dignity, self-esteem and well-being of members and participants of NZAFF programs by;
 - i. Behaving and dressing in a dignified manner when representing NZAFF both in the domestic and international arena
 - ii. Demonstrating respect to individuals regardless of gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability or economic status.
 - iii. Focusing comments or criticism appropriately and avoiding public criticism of other participants.
 - iv. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct and practices.
 - v. Ensuring that all programs provide for the safety and the physical, psychological and emotional wellbeing of participants.
 - vi. Not be involved in a situation that brings any team member into disrepute, contempt, scandal, or ridicule.
 - vii. Ensuring that the rules of the sport, and the spirit of these rules, are adhered to.
- 4.2 Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods and shall not:
 - i. Either possess or use prohibited drugs
 - ii. Commit a doping violation as defined by the World Anti-Doping Agency or by the New Zealand Sports Anti-Doping Rules 2010 (SADR) as amended from time to time,
 - iii. Use or provide alcohol or drugs in violation of local or national laws.
- 4.3 Respect the confidentiality of personal and privileged information.
- 4.4 Refrain from any behaviour that constitutes:
 - i. Harassment, where harassment is defined as comment or conduct that is cruel, intimidating, offensive or physically harmful.
 - ii. Sexual harassment, where sexual harassment is defined as unwelcome sexual advances or conduct of a sexual nature when submitting to or rejecting this conduct influences decisions which affect the individual, such conduct has the purpose or effect of diminishing performance or such conduct creates an intimidating, hostile or offensive environment.
- 4.5 Comply at all times with the Constitution, by-laws, policies, Rules and Regulations of NZAFF, as amended from time to time, including complying with any contracts or agreements executed with NZAFF.
- 4.6 Accept NZAFF policy of training camps and national team duty being:

- i. 'Dry' (alcohol free). This policy may be reversed only at the discretion of the Team Manager (in consultation with the General Manager) and only in special circumstances or celebrations;
 - ii. Smoke free unless granted permission by the Team Manager (in consultation with the General Manager).
- 4.7 Accept victory and defeat with dignity and grace providing a role model for the Coach/Managers under your care.
- 4.8 Demonstrate good sportsmanship. This includes, but is not limited to, avoiding the following conduct:
- i. Hazing or taunting an Coach/Manager, coach, referee or any other person participating in, or conducting, NZAFF sanctioned events.
 - ii. Physically or verbally abusing an Coach/Manager, coach, referee or any other person participating in, or conducting, NZAFF sanctioned events, including, but limited to, making derogatory comments about such person's race, sex, religion, age, disability, national origin or sexual orientation.
 - iii. Using obscene gestures, or profane or unduly provocative language toward an Coach/Manager, coach, referee or any other person participating in, or conducting, NZAFF sanctioned events.
 - iv. Publicly and unduly criticizing an Coach/Manager, coach, referee or any other person participating in, or conducting, NZAFF sanctioned events including, but not limited to, inciting others to engage in conduct in violation of these rules.
 - v. Negative recruiting by making inappropriate statements about the members of another team.
 - vi. In addition to not engaging in the foregoing types of conduct themselves, NZAFF Coach/Manager members are expected to disassociate themselves from others who may be engaged in such conduct.
- 4.9 Maintain personal habits of health and hygiene while on national team duty;
- 4.10 Not be involved in any conduct or activity that may harm the name or reputation of any NZAFF sponsor nor NZAFF's relationship or contractual obligation with any NZAFF sponsor;
- 4.11
- 4.12 Accept any and all disciplinary measures including suspension, or termination of representative status, and or fines imposed for any breach of the NZAFF Code of Conduct, Constitution, Rules & Regulations or policies of NZAFF;

5.0 National Team Members

Individuals selected to represent NZAFF as part of a national team or as part of a national team squad must:

- 5.1 Abide by NZAFF Player Code of Behaviour to;
- i. Work towards the attainment of the players full potential in my sport;
 - ii. Work effectively in studies and/or occupation;
 - iii. Occupy time gainfully outside my sport to a degree and in a manner expected of me by NZAFF;
- 5.2 Comply with the training requirements of my sport as laid down by the coaches and to accept and respond in a positive manner to their constructive criticism;
- i. Maintain personal habits of health conducive to sporting excellence;
 - ii. Abide by the spirit, as well as the letter, of the rules of my sport.
 - iii. Accept victory and defeat with dignity and grace.
 - iv. Behave and dress in a dignified manner when representing NZAFF both on and off the competition arena including:
 - a. wearing the official uniform of NZAFF if required, when in competition and at other official functions.

- b. co-operating with NZAFF in establishing and conducting a quality sport programme;
 - c. neither possessing nor using prohibited drugs.
 - d. not participating in any activity, unless agreed by the Head Coach, that may have an adverse effect on my primary sporting performance.
- 5.3 Accept NZAFF policy of training camps and national team duty being 'dry' (alcohol free). This policy may be reversed only at the discretion of the Team Manager and only in special circumstances or celebrations.
- 5.4 Accept NZAFF policy of training camps and national team duty being smoke free unless granted permission by the Team Manager.
- 5.5 Accept any and all disciplinary measures including suspension or termination of my representative status imposed for any breach of NZAFF Player Code of Behaviour or policies of NZAFF.
- 5.6 Commit to regular medical and physiotherapy screenings, and sport science/event specific tests in accordance with a schedule prescribed by the Head Coach.
- 5.7 Keep the Head Coach and Team Manager informed by letter, facsimile, or e-mail of any change in circumstances such as change of coach, change of address, injuries or any other areas of concern so that appropriate measures or programmes can be implemented.
- 5.8 If requested, maintain a training diary that includes a record of training, competition results, and sport science testing results. The Head Coach may request access to information contained in this diary that the Head Coach must keep confidential. Any information obtained by the Head Coach pursuant to this clause shall not be used except for the purpose of assisting the Player identify and manage any areas in which the Player feels his/her training and/or performance is not reaching its potential.
- 5.9 Not be involved in nor persist with any conduct or activity that may bring any team member of NZAFF into disrepute including not being involved in any incident that results in an NZAFF disciplinary process.
- 5.10 Not be involved in any conduct or activity that may harm the name or reputation of any NZAFF sponsor nor NZAFF's relationship or contractual obligation with any NZAFF sponsor;
- 5.11 Not be involved in a situation that brings any team member into disrepute, contempt, scandal, or ridicule.

SCHEDULE C

NZAFF National Teams Selection Policy

Selection Panel

The Federation will appoint a National Team Selection Panels for each team.

These appointments will be made by the Federation as and when required.

The Panel for each team will consist of at least:

- The relevant team Head Coach who will Chair the Selection Panel,
- The appointed Assistant team coaches (as appropriate),
- And any other member appointed by the Federation.

The Panel will consult with any party it deems appropriate in making team selections.

The Federation has the power to intervene in the process or the approval.

All selections must be approved by the Federation.

Where time is of the essence, the Board has the right to appoint a representative to approve a team selection within necessary timeframes.

All decisions ratified by the Board are final.

Selection Panel Processes

The Selection Panel reserves the right to recommend to the Board the addition or deletion of squad members on the basis of performance criteria.

If in the opinion of the selection panel, the overall standard of available players does not warrant a team being selected for a particular competition, then no team selection announcement will be made by the selectors.

If after the date of selection of any team for a team event, withdrawals for any reason, make a team uncompetitive or incomplete, and suitable replacements cannot be found by the selection panel, the team may be withdrawn and the selected players notified.

Any player seeking, or having achieved team selection, must keep the Federation and their Team Manager informed at all times of their contact address and telephone numbers. Any changes to these details, particularly if travelling overseas, must be advised immediately.

In the case of extenuating circumstances (such as illness, bereavement, injury, travel delays/cancellations) a decision will be made by the Selection Panel on a case-by-case basis.

At the time of team selection, a list of reserves will be notified and held (although not announced publicly) with the National Head Coach and National Teams Manager.

Team Selection Criteria

Selection of players into any of the New Zealand representative American Football teams shall be based on:

- a) Performance during identified competitions and camps,
- b) Compliance to support programmes (e.g. sports science monitoring, scholastic activity)
- c) Compliance to training and performance expectations established by the Head Coach,
- d) Attitude and fit with the overall team culture.

Appeals Process

There will be a right of appeal from a decision of the Selection Panel of a National Team to NZAFF by any Player who is not selected.

In order to exercise the right of appeal, the party wishing to appeal must give written notice of an appeal to the Federation within 48 hours of the formal notification of the decision of the Selection Panel.

The process will be heard under the NZAFF Disputes Policy which can found on the NZAFF web site.

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