

# ***INDUCTION POLICY***

## **Induction**

### **Introduction**

Clause 116 of the Collective Employment Agreement (CEA) provides that all Players must complete an induction programme in order to be eligible to play for a NZ team, which includes:

- Super Rugby teams
- Mitre 10 Cup Provincial Unions

This document sets out what needs to be completed in order for Players to be eligible, and how this information will be recorded.

### **Induction programme**

#### ***Core Content***

Before Players are eligible to play they must have been provided with education on the following topics.

In order to satisfy the requirements of the CEA, each Player must have attended a presentation delivered by a nominee as set out in the table below.

	<b>Delivered by</b>
<b>Anti-Doping</b>	DFSNZ
<b>Supplements</b>	NZR or DSM
<b>Anti-Corruption</b>	NZR
<b>Concussion and medical</b>	Team Doctor
<b>Illicit Drugs</b>	NZR

If a Player is unable to attend the face-to-face presentation, then they must complete the online modules ([click here](#)).

Each Player must also be provided with and taken through the Player Conduct and Social Media Protocols (see appendix 2).

## *Other Content*

The Team Manager (or his/ her nominee) must give all Players an operational induction, which includes health and safety. This induction must include as a minimum the following components:

- Information about Team Management and their roles and responsibilities
- Who oversees health and safety in the team environment
- Hazard identification and reporting
- Evacuation procedures
- What to do if injured (report injury and comply with treatment plans)
- Rehabilitation responsibilities
- Information about use of the gym and other equipment
- Requirement to wear a mouthguard

We understand that some Super Rugby clubs and Mitre 10 Provincial Unions have presentations that cover this material and much more - we encourage you to continue to use the resources that you have already developed.

Players must also be provided information on:

- Employment contract and obligations; and
- Mental Health and Wellness.

The minimum requirements for the information that needs to be provided is set out in Appendix 2. However, Super Rugby clubs and Mitre 10 Cup Provincial Unions are encouraged to supplement this information with specific information about your team and the support available in your environment and are welcome to utilise the template handbook for this purpose. We expect that throughout the season this information will be built on through the PDP, with external speakers and presentations etc.

We understand that some Players may have difficulty processing and understanding written information. We ask that you work with such Players to assist their learning and understanding.

### *PDM and the NZRPA*

Players must meet with the PDM and complete the Player Status Report. Aside from the Player Status Report, the PDM is not to be responsible for delivering a Player's induction. The PDM can attend the induction and is available to work with the Player on any issues or work ons arising out of the induction.

Finally, all Players must meet with a NZRPA representative either in person, by phone or other agreed means.

### *Abbreviated Induction*

If a Player is called up to play within 7 days of entering into a Playing Contract, that Player may complete an Abbreviated Induction to be eligible to play. An Abbreviated Induction includes the Player:

1. Either attending a face-to-face Anti-Doping presentation or completion of the online Anti-Doping module
2. Being provided the information in Appendix 1
3. Being provided the information in Appendix 2
4. The Team Manager (or other designated person) providing an operational induction and providing a brief verbal summary of Appendices 1 and 2.
4. Completing the Abbreviated Induction Declaration

After completing an Abbreviated Induction, the Player should complete the remaining modules as soon as practicable.

### *Frequency*

An anti-doping education presentation must be attended (or online module completed) each calendar year as the prohibited list changes every year.

For each other topic an annual refresher is required. The minimum requirements for these refresher sessions is set out in Appendix 1. A full education session will be required at least once every three years, or as directed by NZR (and agreed with NZRPA). For example, if the Regulations are significantly amended then NZR will arrange for a presentation to be delivered (and the online modules will be updated).

For the avoidance of doubt, a Player that completes the induction programme in 2017 with their Super Rugby Club is not required to complete the induction with his Mitre 10 Cup Provincial Union that same year.

### *Records*

NZR will maintain records for the sessions that it delivers. Please send records of sessions delivered by DFSNZ, the DSM and the Team Doctor to [induction@nzrugby.co.nz](mailto:induction@nzrugby.co.nz) so that a central register can be maintained.

In the future these records will be maintained electronically so that teams can access and update this information.

### ***Declaration***

Once any records held by the team have been sent to NZR, a declaration needs to be completed by each Player and countersigned by the CEO, Team Manager or other designated person to declare that all aspects of the induction have been completed.

This declaration is included as Appendix 3 and must be returned to NZR before a Player is eligible to play.

## Appendix 1

### Supplements

Annual refresher session must include the following reminders:

- That there is no obligation to use supplements
- The food first message
- Advise who the DSM is
- That Players are ultimately responsible for the contents of any supplements they take, but that the DSM will take all reasonable steps to ensure that ‘Authorised Supplements’ are safe to use
- Outline what supplements are ‘Authorised Supplements’
- Information about what batch testing is
- Reminder that Players must declare and get approval for any supplements they want to take, prior to taking them, from the DSM
- Provide them with the Supplements Protocol

### Anti-Corruption and Betting

Annual refresher must include the following reminders:

- No betting on any rugby anywhere in the world
  - And you can’t get others to bet for you
  - Players must not let other people use their TAB accounts for betting without supervision of that use
- Be careful about disclosing ‘Inside Information’ (eg tactics, selections, injuries).
- Don’t underperform or improperly influence any aspect of a game
- Report any approaches by potential match-fixers
- Provide them with the Anti-Corruption Protocol

### Concussion and Medication

Annual refresher must include the following reminders:

#### *Concussion*

- What is concussion?
- What are the common symptoms and signs?
- How is a concussion managed?
- What is a graduated return to play?
- What is a Head Injury Assessment (HIA)?

- How to treat concussion - what is meant by rest?
- Protect yourself, protect your team mate?

### **Medication**

- Team Doctor availability - when available and who to contact if unavailable
- Players need to get approval from the Team Doctor for any medication (except Panadol) before they use it
- Players must not share medication with any other person
- Players should only take medication prescribed by Team Doctor (except in emergencies or if prescribed by a specialist - e.g. diabetes)
- Players must use medication only as directed by the Team Doctor
- Provide them with the Concussion tip sheet and the Medical Treatment/ Prescription Medications Protocol.

### **Illicit Drugs**

NZR has a short presentation available for use. Alternatively, the annual refresher must include the following reminders:

- Players may be subject to random hair testing
- Testing will occur where players are assembled for training obligations
- Positive tests will be dealt with on a confidential basis
- Players can access support free of charge from InStep 0800 284 678 (or through the Team Doctor, Team Manager, or PDM)
- Provide them with the Illicit Drugs Protocol.

## Appendix 2

- *Handout on Employment Contract and Obligations*
- *Mental Wellbeing and Homesickness tip sheets*
  - *Players should be reminded of the support available (e.g. Team Doctor, PDM, Employment Assistance Programme (instep Ph 0800 284 678), Headfirst website).*
- *Player Conduct Handout with information on misconduct including the Player Conduct diagram, Team Functions Protocol, and Respect and Inclusion Protocol*
- *Social Media tip sheet*



Appendix 3

**INDUCTION DECLARATION**

Name: \_\_\_\_\_

Team: \_\_\_\_\_

By signing this form, I confirm that:

1. I have completed education on the following matters:

	Presentation	Online
Anti-Doping		
Supplements		
Anti-Corruption and Betting		
Concussion and medical		
Illicit Drugs		

*Please tick to show whether you completed each module online or had a face to face presentation*

2. The Team Manager (or his/ her nominee) has given me an operational induction (including health and safety), and I have received information on my employment contract and obligations, Mental Health and Wellness, Player Conduct and Social Media.
3. I have met with my PDM and completed the Player Status Report.
4. I have met with an NZRPA representative (in person/ by phone/ other).
5. I have read or had explained to me and I understand this form.

Signed: \_\_\_\_\_  
*Player signature*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
*CEO, Team Manager or other designated person*

Date:

Please send completed forms to [induction@nzrugby.co.nz](mailto:induction@nzrugby.co.nz)

## **ABBREVIATED INDUCTION DECLARATION**

Name: \_\_\_\_\_

Team: \_\_\_\_\_

By signing this form, I confirm that:

1. I have completed education on:

	Presentation	Online
<b>Anti-Doping</b>		

*Please tick to show whether you completed each module online or had a face to face presentation*

2. I have been provided with information on Supplements, Anti-Corruption and Betting, Concussion and medical, and Illicit Drugs.
3. The Team Manager (or his/ her nominee) has given me an operational induction (including health and safety), and I have received information on Supplements, Anti-Corruption and Betting, Concussion and medical, Illicit Drugs my employment contract and obligations, Mental Health and Wellness, Player Conduct and Social Media.
4. The Team Manager (or his/ her nominee) has provided a brief verbal summary of these documents.
5. I have read or had explained to me and I understand this form.

Signed: \_\_\_\_\_  
*Player signature*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
*CEO, Team Manager or other designated person*

Date:

Please send completed forms to [induction@nzrugby.co.nz](mailto:induction@nzrugby.co.nz)