

EMPLOYMENT CONTRACT AND OBLIGATIONS

YOUR CONTRACTS

You are party to 2 types of contracts:

1. Individual Contracts

- NZ Rugby Contract (between you and NZR, together with your Team) (only for Players that are contracted to a Super Rugby Club); and/ or
- PU Contract or PUD Contract (between you and NZR, together with your Provincial Union)

NZR is your employer

Covers length of term, retainer, and any other individually negotiated clauses

2. Collective Employment Agreement

- Negotiated between NZR and the NZRPA, and covers all Super Rugby Teams and Provincial Unions

Covers all the other terms and obligations of your employment as a professional player, and many of the things that effect your environment such as competitions and eligibility

Negotiated every 3 years between NZR and NZRPA

Current CEA is for 2016-2018

- NZR shares a percentage of its revenue with players - Player Payment Pool (PPP)
 - Currently 36.56% shared
(Spent on retainers, assembly payments and benefits)
 - Rest of our revenue used on community and professional/HP initiatives, running competitions

KEY OBLIGATIONS – NZR/ Super Rugby club/ PU

- Pay you
- Provide equipment, services, facilities to train and play
- Treat you fairly
- Meet expenses associated with travel and accommodation etc

KEY OBLIGATIONS - YOU

- Not act contrary to the best interests of the NZR, Super Rugby Clubs, Provincial Unions or rugby in general (see the Player Conduct Protocol for further information)
- Provide “Employment Services” - playing, training, rehab, media, promotional
- Wear / use team sponsors products
- Comply with all relevant rules and regulations - eg anti-corruption & betting regulations
- Undertake professional development

OTHER GAMES

- You may only play in other games of Rugby if you have prior NZR consent (eg non NZ or PU Sevens tournaments, Barbarians games)
- Consent depends on:
 - Whether required for a NZ Team at the time of the game
 - Whether playing is in best interests of the player & NZ Rugby
- Consider your fitness and medical condition, standard of emergency services provided, insurance cover, etc.

ASK BEFORE YOU PLAY!

DANGEROUS ACTIVITY

- A player may not engage in any activity outside of everyday behaviour which involves the risk of significant injury without the prior consent of NZR / Franchise / PU.
- *Example: skiing trip with your mates*
- Non compliance may equate to misconduct.



LEAVE

- Apply to Team Manager for all leave with at least 2 weeks notice.
- Refer to CEA/MOU entitlements.



COMMERCIAL

- CEA/MOU sets rules concerning the use of your image
- **General rule:** cannot use you on your own, must be associated with a team (3 or more players in a TV ad, billboard etc)
- **Personal Promotions by Players:** where player specifically endorsing or promoting goods or services in your personal capacity
 - No association with NZR / Franchise / PU
 - E.g. Richie McCaw - Versatile Homes (TV), Dan Carter & Nikon (magazine)

PERSONAL PROMOTIONS

- Submit a **notification form** with all information about the promotion (at least **5 working days** before promo)
- Not to be advertised or promoted as a member of any NZR, Franchise or PU team without the consent of the NZR
- **NZR can object on certain grounds within 5 working days**
- If we object we will provide a written explanation and you must not continue with the Personal Promotion until objection is resolved.

EMPLOYEE ASSISTANCE PROGRAMME

- INSTEP Ltd
 - Contracted by NZR to support employees and their families through relationship issues, stress, grief, depression, crisis, traumatic incidents, drug and alcohol, violence, etc
- First 3 sessions are paid for by NZR
- All contact is confidential
- Contact 24 hours a day, 7 days a week
- Access by self, through PDM, NZR, NZRPA (0800 PLAYER)



0800 284 678

OTHER BENEFITS

- KiwiSaver
- Personal Development Programme
- NZRPA Benevolent and Welfare Fund
- Accredited Employer Programme
- Saving Scheme

Ask your PDM / Agent / NZRPA about these

NEW ZEALAND RUGBY PROFESSIONAL PLAYERS KEY INFORMATION

PLAYER CONDUCT

- We want people to take pride in who they are and those that they represent, not only upholding the expectations and values that unify and inspire people around them, but more importantly, contribute in way that sets the right example for those that follow. We need Players to act in the best interests of themselves, their families, their communities, and NZ Rugby (which includes Franchise Club and Provincial Unions). This means:
 - Being a positive role model.
For example, always conducting yourself in a professional and respectful manner in all situations (including social media).
 - Respecting the rights, dignity, safety and worth of others.
For example, engaging in appropriate relationships and respecting others thoughts and beliefs.
 - Being fair, considerate and honest in all dealings with others.
For example, being aware of the risks and consequences surrounding violence and corruption.
 - Being professional, making good decisions and accepting responsibility for your actions.
For example, drinking responsibly and not using drugs.
- Players must adhere to:
 - New Zealand Rugby's rules, regulations, and protocols (e.g. Anti-Corruption and Betting Regulations, the Respect and Inclusion Protocol and the Team Function Protocol).
 - World Rugby Regulations
 - Collective Employment Agreement (which also covers individual playing contract terms and conditions)
 - New Zealand law (e.g. the Crimes Act)
- If players breach the expected standards, then a misconduct process may arise. You will always have an opportunity to explain your actions.
- A misconduct allegation could range from ordinary (less serious) misconduct to serious misconduct

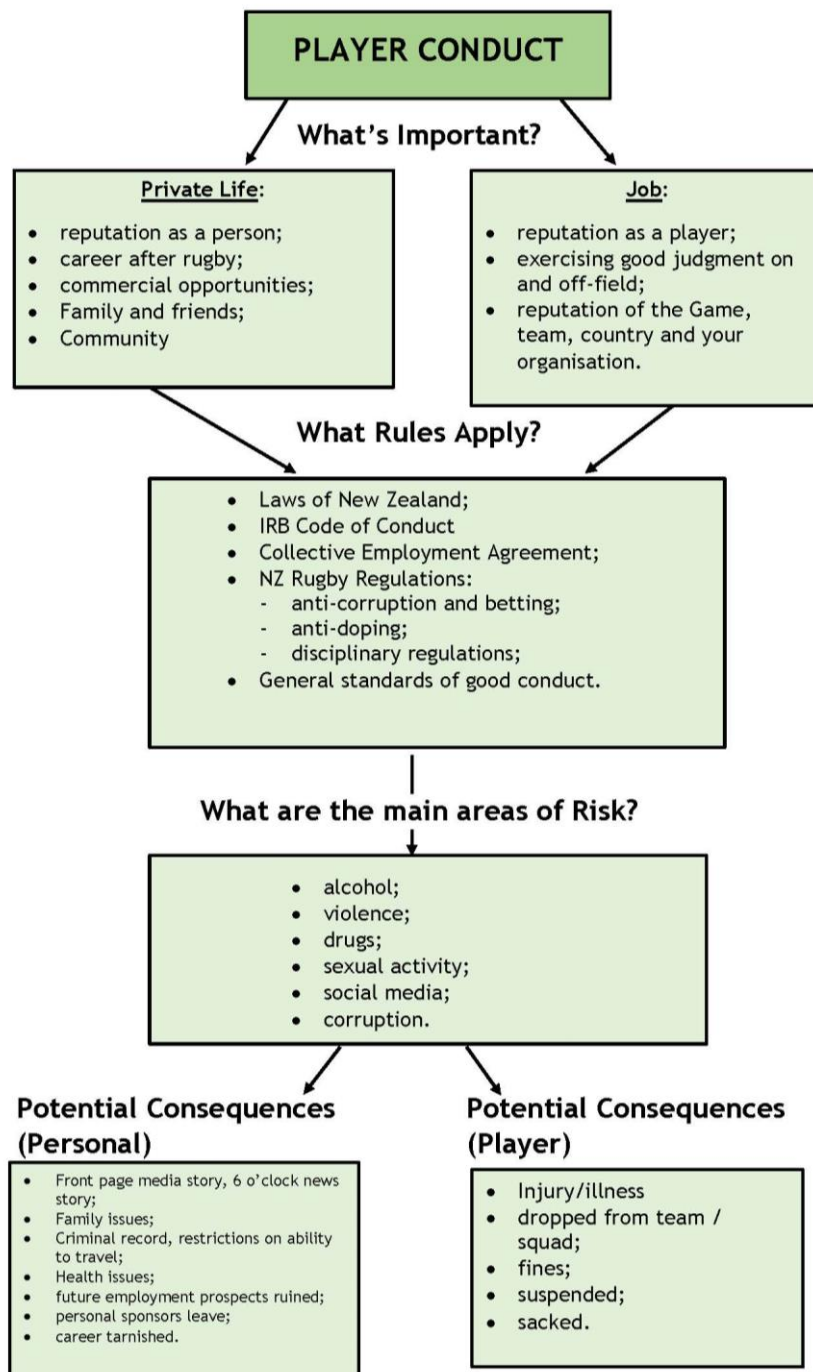
Examples - Serious Misconduct:

- Committing a doping offence
- Gambling on the outcome of any game
- Committing a criminal offence

- Actions, conduct, comments or behaviour that offends or harms others and/or the game
- Repeated misconduct

Examples - Ordinary Misconduct:

- Failing to attend training/promotional activity
 - Failing to maintain prescribed level of fitness/comply with rehab programme
 - Inappropriate use of social media
- Good decision making is at the heart of ensuring you remain safe, keep those around you safe and help ensure you are acting in the best interest of those that you represent. One decision making tool that may assist is the S.T.A.R decision making model:
 - S= Stop
 - Create physical space
 - Take a deep breath
 - Get your emotions under control
 - T= Think
 - Identify emotions
 - Define the problem
 - Come up with possible solutions
 - A= Act
 - Identify solution and actions towards the solution
 - Carry out your actions
 - Take ownership of your actions
 - R= Reflect
 - Did the solution work?
 - Could anything be done better?
 - Congratulate yourself, you tried!
 - If it didn't work, keep trying!
 - If you or a mate require support or help please contact either:
 - InStep 0800 284 678
 - NZRPA 0800 player
 - Team Doctor, Manager or PDM



NEW ZEALAND RUGBY PROFESSIONAL PLAYERS KEY INFORMATION

SOCIAL MEDIA

Social media has changed what is ‘public’ and ‘private’ and has changed the way in which aspects of private lives are accessible to others.

Players can benefit from the use of social media provided it is used responsibly, but remember that any content Players post on social media platforms should be regarded as public statements. Assume everything you post online will be public.

Private text and voice messages can also be broadcast on a social media platform easily, and quickly, by the person a Player is communicating with, or a third party who manages to access that private content. Consider the potential consequences before sending risky, controversial or frustrated private messages, or something that could create a headline if taken out of context or it ends up in the wrong hands.

Players need to ensure they know how to protect themselves from unwanted attention and that private content is kept private, including:

- Making sure your profile is set to private
- Reporting fake profiles
- Only accepting friend requests from people you know and trust
- Don’t post, join groups or ‘like’ inappropriate or offensive content
- Disable geotagging on your mobile device

Remember:

- When using Twitter, Facebook or any other social media platform Players are, in effect, broadcasting. If the message isn’t fit for broadcasting it isn’t fit for social media.
- Once posted, content is posted for eternity. Be mindful of your “online footprint”
- If you make a mistake online be transparent and admit it. Apologise if circumstances require it.
- Don’t send texts, messages or post tweets, pics or comments when drinking or angry.
- There will be times when you will be provoked. The best response is none at all. Whatever you do don’t get involved in a slanging match.

If you become concerned or would like assistance with any of the above, or you are worried about content that is being posted about you, your family or friends then contact your PDM, team management, NZRPA on 0800 PLAYER or the NZRU media department.

TOP TIP: If you have anything on your Facebook, Instagram or other form of social media platform that you would not like your parents, grandparents, current or future partner and kids as applicable to see - clean it up ASAP! Inappropriate online activities can be detrimental to your family, friends and team, damage your integrity and impact future employment.

NEW ZEALAND RUGBY PROFESSIONAL PLAYERS KEY INFORMATION

MENTAL WELLBEING

We all have mental health, in the same way we all have physical health. For an elite athlete being **MENTALLY** and physically *fit* and healthy is equally important.

Just as working hard on developing and maintaining fitness, strength and conditioning is critical to a successful career in rugby, so too is working hard on maintaining and developing mechanisms to cope with the pressures of elite rugby and life. In fact, you will be a better player if you are mentally fit and healthy.

There are 3 levels of mental wellness:

1. Mental fitness - assists a healthy athlete to handle the stress of professional sport, just like physical fitness assists an athlete to handle the physical stress of a game
2. Compromised mental health - players can present with early symptoms and signs mimicking anxiety, depression or other forms of mental illness. If compromised, players should seek help ASAP, earlier the better.
3. Mental illness - this is the end of the spectrum where symptoms or signs are obvious and daily life is impacted.

You can improve your mental fitness and ability to deal with tough situations through building resilience, mental toughness and self-awareness. Ask your Team Management and PDM on how to go about this.

Compromised mental health may result in mental illness and/or behavioural issues, during and after your playing career.

Signs that a player may need advice or assistance with maintaining mental wellbeing include:

- Feelings of anxiety or stress
- Depression or feeling low
- A negative self-image
- Racing pulse
- Fear of interaction (e.g. with coach, leadership groups)
- Withdrawing from social contact
- Lack of motivation to study, eat well, train, socialise
- Changes in eating and sleeping habits
- Irritable, loss of confidence
- Substance abuse, anti-social behaviour, violence
- Excessive gambling
- Addictive behaviour

Situations that can lead to these symptoms include:

- Long term injuries
- Recurring injuries
- Non-selection
- Relationship issues, separation/divorce
- Not getting on with the coach(es)
- Difficulties in maintaining a relationship
- Work/study stressors
- Financial or legal pressures
- Loss of someone close to you, grief
- Public criticism, social media

Players should never feel embarrassed about asking for assistance or help. People to go to for help include:

- Friends, family members or a trusted confidante
- The Personal Development Manager
- The Coach or CEO of the Provincial Union
- The Team Doctor
- Your own personal doctor if you would prefer not to discuss the issues with your team doctor
- NZRPA via 0800 Player
- Confidential free independent professional support via InStep on 0800 284 678 (see NZRPA one pager), or other independent support programmes such as Lifeline 0800 543 354

A major issue in players and non-players alike is not seeking help for mental health problems. Early identification and intervention for mental health problems is extremely important, as this can mean less disruption to a player's life and quicker recovery.

Remember - "a problem shared is a problem halved"



NEW ZEALAND RUGBY PROFESSIONAL PLAYERS KEY INFORMATION

HANDLING HOMESICKNESS

Much of what you know and rely on is at home. Homesickness is a natural response to change.

Homesickness can be light and pass quickly or dark and difficult. When separated from familiar surroundings or people for an extended period, people, no matter what age or from which culture, may experience homesickness.

Homesickness can manifest as a sense of dread or helplessness, depression, anxiety, sadness, frustration, anger or hopelessness. Extreme cases can cause physical symptoms like stomach pain, indigestion, headaches, nausea and tears. Players can attempt to bury the feeling by overtraining, eating more and drinking more. It should not be trivialised and can have a major impact on the players mental wellbeing, personal life and ability to perform at his or her best.

What you can do:

- Realise and accept that new situations take time to get used to, give yourself a few days or weeks to relax and fit in.
- Don't try to bury feelings: by overtraining, drinking, or eating more to make feelings go away. Try to establish a routine and maintain a balance of life.
- Talk about it with a team mate, PDM or member of team management. Access the people around you for support, odds are they have experienced it themselves.
- Keep in touch with people from home and let them know you'd like to hear from them too. Be mindful that too much contact can make things worse, so agree on what suits you before going away.
- Bring mementos from home- photos etc
- Look for new and different things to do to keep busy—if in a new city, be a local, get involved in local culture
- Talk to your PDMs who can assist by helping you identify personal development options that can help fill in your time—eg: study, seminars, reading.
- Do something! Don't wait for the feeling to go away by itself. Asking for help is the hardest part, the rest will be easier.

NEW ZEALAND RUGBY KEY INFORMATION

NEW ZEALAND RUGBY TEAM FUNCTION PROTOCOL

INTRODUCTION

The purpose of this protocol is to provide guidance around the planning and the conduct expected of professional rugby team management and players at Team Functions.

It is important to understand that any behaviour at a Team Function, or in fact at any other time, that may be in breach of an employee's obligations under the Collective Agreement or any individual employment conditions may be investigated as potential misconduct.

WHAT IS A TEAM FUNCTION?

1. A social function organised by the team's management and / or players in the normal course of employment. Examples of this include a team dinner while assembled, sponsor functions, awards evenings or a team celebration, events after trainings (e.g. clubrooms events); and
2. A social function organised by the team's management and / or players where a person acting reasonably would identify the function as a team activity. Examples of this could include a team fishing charter, golf day, bus tour.

For the avoidance of doubt, Team Functions include any social function that meets the above definitions, regardless of whether they occur during a period of Leave, a bye week or any other period outside of formal assembly.

PLANNING A FUNCTION

1. All Team Functions must either be organised by team management or notified to team management. When organising a Team Function, team management or team players need to consider:
 - a. The most appropriate location for the Team Function (private or public).
 - b. Transport arrangements to and from the Team Function.
 - c. The need for sober chaperones, and potentially security, at the Function.
 - d. The type of activities undertaken at the Team Function.
 - e. What steps need to be taken to ensure team members and any other people involved or in contact with the function will be hosted appropriately and safe.
 - f. Whether alcohol will be part of the Team Function (see additional guidelines below).

2. If alcohol is to be provided at the Team Function, the following guidelines and expectations apply:
 - a. No person shall be compelled to drink alcohol;
 - b. No-one under 18 shall be supplied with alcohol;
 - c. Team Functions should follow established good practice in terms of host responsibility, including provision of mid or low-strength alcohol and non-alcoholic alternatives as well as food; and
 - d. No player should interact directly with a team's alcohol sponsor or partner without the express consent of team management. Any communication between a player and a team's alcohol sponsor should be conducted via an appropriate member of team management or the team's administrative staff.

3. If the Team Function is organised by team players, sufficient detail about the Team Function must be notified to team management. If team management believe there may be any potential health, safety, security or reputational risks arising from the proposed Team Function, then they will ensure the organisers (whether players or management) of the Team Function put in place arrangements to minimise any such risks.

BEHAVIOUR AT FUNCTIONS

4. It is expected that any person subject to this Protocol will maintain reasonable standards of behaviour at Team Functions. For example, this includes:
 - a. Maintaining the standards of behaviour expected of professional rugby people including standards in relation to Inclusiveness / Respect, Illicit Drugs and Player Conduct.
 - b. Drinking and behaving responsibly, safely and in accordance with any policies or protocols established by the relevant team or organisation.
 - c. Looking out for others that are drinking and/or attending the function especially young people/players and any guests or members of the public.
 - d. Using social media appropriately.

5. Conduct that is unacceptable for any employee or other person engaged in the professional rugby environment at Team Functions includes:
 - a. Possession, supply, trading and/or consumption of illicit drugs, or any similar substances that result in similar loss of function;
 - b. Use of any medication other than for its stated / prescribed purpose;
 - c. Breaching established team security protocols;
 - d. Excessive consumption of alcohol in a way that creates risk to the health and safety of you, others in the team or the general public;
 - e. Engaging any performer or live entertainment (whether male or female, and whether legal, consensual or otherwise), where such activity is inconsistent with the Respect and Inclusion Protocol;
 - f. Unsafe or group sexual practices, whether consensual or otherwise;
 - g. Any other action or behaviour that is likely to bring the reputation of the team, NZR, Super Rugby Club, Province or the game of rugby generally into disrepute;
 - h. Any other action or behaviour that could compromise your personal safety or the safety of others in your team; and
 - i. Any of a-h above either in a public setting or otherwise broadcast or notified through social media channels.

IF YOU BECOME CONCERNED OR A PROBLEM OCCURS

6. If a member of team management or a player becomes aware of any behaviour by anyone that may be in breach of this Protocol, or if a Team Function appears to be getting out of control, that person should immediately notify the senior players, team management or administration personnel at the Team Function.
7. If a person is unsure whether any behaviour or actions may be in breach of this Protocol, the person should in the first instance discuss the problem with senior players/team management or administration personnel at the Team Function to determine whether further action should be undertaken.
8. If at any time the physical health or safety of any person at the Team Function appears to be threatened, emergency services (i.e. Police, Ambulance) should be called to the Team Function.
9. If following the Team Function, a person is concerned about any behaviour by anyone at the Team Function that may be in breach of this Protocol, the person should notify the NZRPA, a member of the team management or their CEO as applicable.

NZR encourages all those engaged in the professional rugby environment who choose to consume alcohol at a Team Function to first review the education available at alcoholandme.org.nz.



NEW ZEALAND RUGBY KEY INFORMATION

Respect and Inclusion Protocol

1. **Inclusiveness** is at the heart of providing a safe environment where everyone - whether part of your team or organisation, or otherwise - feels welcomed, encouraged and valued. We all have to play a role in fostering, promoting and maintaining empowering, positive rugby environments.
2. Creating environments that are truly inclusive is about more than setting policies and expectations; all people need to **want** to look after and respect each other, understand the benefits of doing so, and treat each other in the manner that **they** would want themselves or their family to be treated.
3. Rugby must promote environments that value all people and their wellbeing. All people involved in any way with rugby - whether that involvement is formal or informal, long-term or casual - have the right to be treated with dignity and respect and to engage with the game in a manner that is free of harassment, coercion, abuse, humiliation and discrimination.
4. At all times while interacting with people, those of us operating in the professional rugby environment must act with dignity and respect towards others and not discriminate against any person on the grounds of:
 - Gender;
 - Marital status;
 - Religious or ethical belief;
 - Colour, race, ethnicity or nationality;
 - Disability (whether mental or physical);
 - Age;
 - Political opinion;
 - Employment status;
 - Family status; or
 - Sexual orientation.
5. It is important to recognise that interactions in professional rugby occur in many different forums - for example: team or management meetings, at or after games, sponsor or VIP hosting, promotional and PR appearances, media activity, other team activity, or even in private with teammates or colleagues. Always be conscious of who is around you, where you are and how you are behaving - be respectful of others at all times.

6. As people involved in professional rugby it is important that you:
 - Understand there are consequences to your actions - sometimes you might say and do things that you intend to be funny, but can actually hurt someone's feeling. Think before you speak;
 - Stand up and look after those who may not have the confidence to stand up for themselves; and
 - Stand up for yourselves and embrace who you are, let others know that words and actions mean something to you and those close to you.
7. All professional rugby environments - Provincial Unions, Super Rugby clubs and NZR National Teams (including both rugby and corporate staff) - should have a policy in respect of bullying, harassment and discrimination in the workplace. NZR has issued a model policy and complaints procedure and all organisations are encouraged to adopt this if they do not already have their own.
8. If you feel victimised, discriminated against, bullied, or harassed, you should talk to someone that you feel safe with and trust. People to go to for help include:
 - Family and friends;
 - Your Personal Development Manager (PDM)
 - Your Coach, Team Manager or CEO;
 - Your agent;
 - The NZRPA via the 0800PLAYER number; and/or
 - Confidential free independent professional support via INSTEP 0800 284 678, or other independent support programs such as lifeline etc.
9. If you are concerned about another person's conduct and whether it constitutes bullying, harassment or discrimination, or wish to make a complaint about the behaviour and/or activity of another person or group of people, you can advise either your team manager, CEO, the NZRPA or other designated contact person as soon as possible after the incident.
10. For further information, see [Human Rights Commission](#), [Diversity Works NZ](#), [the Citizens Advice Bureau](#), or [Skylight](#).