



***Year 5&6
Development
Programme Policy***

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Objectives

Introduction This Policy sets out policies and guidelines for the administration of The Year 5&6 Programme, trainings and tournaments under the jurisdiction of Otago Hockey (OHA).

Objective The objective of this Policy is to expand and clarify the roles of various key personnel and panels as well as providing a point of reference for decision-making.

By collating policy and decision-making frameworks into a single document, focus can be placed on the implementation of policy and decisions instead of expending time and effort on debating what is to be achieved.

Review of Policy OHA's Policy on year 5&6 hockey may change as competitions change, revision of this Policy will be necessary. Feedback from all stakeholders will be welcomed in order to improve this document.

The contents of this document will be reviewed annually by the OHA.

Further Policy In addition to this Policy Document OHA expects all personnel involved in OHA programmes to understand and abide by all aspects of the following policies:

- HNZ Safety Policies
- HNZ Harassment
- HNZ Player Welfare Ruling
- HNZ Anti-Doping Policy
- HNZ Code of Conduct
- HNZ Head Injury Policy
- Otago Hockey Code of Conduct
- Otago Hockey Police Vetting Policy

Roles of Key People and Committees

Introduction This section describes the key roles and responsibilities of those involved in OHA's year 5&6 programme.

OHA's Office The OHA office is responsible for administering the day-to-day requirements of the year 5&6 programme.

Roles and responsibilities

OHA's Board is responsible for:

- Setting the strategic direction of the Development programme

OHA's General Manager is responsible for:

- The overall Development Programme
- Liaison with HNZ and other regions/associations

OHA's Coaching Manager is responsible for:

- Delivery of key outcomes as set out in the strategic direction
- Final approval of key team appointments
- Support personnel development and selection or recommendation to the Board (where required)
- Player development

OHA's Administrator is responsible for:

- Administering the day to day requirements of the Year 5 & 6 Programme

Applications and Appointment of Coaches

Introduction This section describes the applications and appointment of coaches (including assistant coaches).

Head Coach Coaching opportunities will be advertised. OHA will utilise the existing club network and www.oha.org.nz to ensure that the opportunities are widely distributed to the OHA community. In addition to this OHA may advertise using other relevant avenues.

A head coach will be appointed to oversee the programme. They will work alongside the Coaching Manager and help shape the programme.

Programme Assistant As part of the OHA Representative Player Agreement all Otago Representative players have volunteer hours to complete. The Under 15 Representative Girls and Boys players hours will be to help with the Year 5&6 Program with supervision and instruction from OHA's Coaching Manager and the programmes head coach. They will have the responsibility of taking the trainings and umpiring the home tournament and/or anything else head coaches might need that they are able to do.

Parent Help Parents will need to help teams at away tournaments with team travel, team encouragement, subbing and organisation. Parents are most welcome to help out with weekend trainings as long as see's fit by OHA's Coaching Manager and/or programmes head coach.

Expectations of coaches Expectations of coaches are contained in the representative coaches guidelines - refer to the Otago Hockey Associations Coach Agreement

Coaches are expected to follow and role model the Otago Hockey Associations Code of Conduct at all times.

Paid and voluntary roles All coaching roles are unpaid. OHA, at its discretion, may make a contribution towards the expenses of agreed representative support personnel. This contribution will not be more than any actual expense incurred.

Coaching requirements

1-2 head coaches are required to oversee the Year 5&6 Programme. Teams will have multiple assistant coaches who will be players in OHA's Under 15 Representative teams as part of their volunteer hours.

Appointments and notifications

Coaches will be appointed as soon as possible after the interview process has been completed.

All applicants successful or not shall be notified within two weeks of the appointment being made.

All decisions made by the OHA panel are final and discussions shall not be entered into after the fact.

No suitable applicants received

Should no suitable applications be received by the closing date, the coaching position in question may be re-advertised, whilst the appointment panel seek to find suitable applicants. Suitable applicants may also be approached by the Coaching Manager and invited to apply.

Nominations

Introduction This section describes the policy for the process of how players can be nominated and teams are made.

Number Limits The maximum players that Otago Hockey can hold in the Year 5&6 Development Program is 108.
The aim is to have 6 Male teams and 6 Female teams.
To allow adequate player development each team will have a maximum of 9 players per team.

Nomination & Registration Procedure Nomination forms will be sent out to all teams in the Otago and Taieri year 5&6 Kiwi Sticks competition with all the programme information and nomination closing date. Teams can name a maximum of 2 male and 2 female players to the programme. They can also name 2 male and 2 female players to the waiting list. This is to ensure that all teams get a chance to nominate players.
No nominations will be taken after the nomination closing date.

Players parents will then be contacted by the contact email provided by their team coach with programme information and a registration link. They can then decide whether their child would like to attend the programme. **Programme positions are not secure until paid.**

If team numbers are not reached after registrations are closed OHA will contact players in the waiting list. This will be on a 'first in first serve' basis.

NB: If female teams are low in numbers then females on the waiting list will be contacted, if male teams are low in numbers then males on the waiting list will be contacted and if both are low in numbers then both females and males on the waiting list will be contacted.

The entire 108 player positions do not need to be filled. If they are not filled by the date that we order team tee shirts then all entries will be closed.

Players nominated must be in year 5 or 6 at school on the year of the programme.

Injury Players will not be replaced if an injury does occur.

Training

Introduction This section describes the policy for training.

Setting training schedules Turf Training times will be booked in advance by Otago Hockey.
Training time will be the same time every Sunday for the duration of the programme.
With exception of NHL and any additional clashes of Southern Hockey with training slots. If there is any change to training times you will be given ample notice.

Session guidelines Trainings will be once a week for no longer than 1.5hrs. Two turf will be booked for the programme and teams will be split 6 far turf 6 pavilion turf and train as a group. Turfs will be split into 4-5 sections with teams rotating around different drills, skills and games within the session.

Assisting teams Otago Hockey's Coaching Manager will support coaches when needed and where possible. We encourage any parents who are keen to help out to do so. Teams will need a parent helper when at tournaments to supervise and control subbing and encouragement to team.

Development camps Off season development camps or training sessions will be conducted in line with Otago Hockey's development pathway. Coaches will be requested to provide information to support future placement and selection of athletes into this pathway.

Uniforms

Introduction This section describes the policy for uniforms.

Objectives To ensure that Otago Hockey Year 5&6 teams look professional in order that they show pride in their team.

Team Tops Upon registering for the Year 5&6 Programme players will be asked for their tee shirt size. As part of the programme cost they receive a tee shirt with their first name on the back. The tee shirts are coloured in teams. Players are asked to wear these to all trainings they attend for the programme as well as any games/tournaments.

Shorts/Socks Players can wear any shorts or socks they wish as long as it is comfortable and suitable when playing hockey. We have Otago Hockey socks in our shop at the Hockey Turf if players wish to purchase these, it is not compulsory to have these and is not included in programme cost.

Lost Uniform tops Misplaced team tee shirt is at players expense to replace it. Otago Hockey does not take responsibility for players uniform tee shirt after they have been handed out to players.

Equipment

Introduction This section describes the policy for the provision of equipment to the Year 5&6 Development Programme teams.

Training Gear Head Coaches will collect cones, balls, bibs and anything else required for training from OHA's staff before training sessions begin. Gear will be put back after training.
Balls will be given to Head Coaches before tournaments/games to take with them if away.

Loss or damage of equipment All gear given out must return to OHA. Individuals responsible will be charged for any equipment lost or damaged.

Financial Arrangements

Introduction This section describes the policy for the Year 5&6 Development Programme finances.

Program Cost The Year 5&6 Development Programme cost is \$60.
This includes:
- Team tee shirt
- Turf fees for trainings
- Turf fees and entry fees for tournaments

Confirmation Players position in the Year 5&6 Development Programme is not secure until payment is made to OHA.

Payment An invoice will be sent out when player registers to the programme. If payments are not made by given date players can be replaced by those on waiting list. OHA's admin staff will be monitoring payments as they come in.

Hosting Matches and Tournaments

Introduction This section describes the policy for hosting matches and tournaments.

Location All tournaments hosted by Otago Hockey shall be held at McMillan Hockey Centre. .

Confirmation of arrangements The OHA office shall confirm details of venue and start time with the visiting associations.

Arrangements	Confirmation
Venue and start	The Otago Hockey Office shall confirm details of venue and start time with the visiting associations.
Umpires	Umpires for the day will be made up of the Otago Under 15 Girls and Under 15 Boys teams
Cancelled	If cancelled it will be advertised on OHA's website & Facebook pages before 7:30am on the day of the event.
Hosting	Hosting of after match functions will be held in the Doug Lockhart Memorial Lounge at the McMillan Hockey Centre.

Registration Process Time Frames

Time Frame	
2-2.5 weeks	Team Nominations
2 weeks	Player Registrations
1 week	Waiting list player registrations
3 weeks	Tees to be ordered and made