



Representative Policy 2015

Reviewed December 2014

Table of Contents

Objectives	3
Roles of Key People and Committees	4
Applications and Appointment of Coaches	5
Eligibility.....	7
Trials.....	9
Selection	11
Training	14
Association and Development Teams	17
Uniforms	18
Equipment.....	20
Financial Arrangements	21
Hosting Matches and Tournaments	24

Objectives

Introduction This Policy sets out policies and guidelines for the administration of representative teams, matches 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 As the structure of Hockey NZ (HNZ) representative programme changes and OHA's Policy on representative hockey follows these changes, 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. Any changes made to this document will be ratified and adopted by OHA Board.

Further Policy In addition to this Policy Document OHA expects all personnel involved in OHA Representative 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 representative program.

OHA's Office

The OHA office is responsible for administering the day-to-day requirements of the representative programme.

The OHA staff will liaise with HNZ, other associations, coaches, selectors and managers to ensure the representative programme runs smoothly and the policies set out in this document are implemented.

OHA takes a holistic view to representative hockey, so at times all staff and/or board members will have input into the OHA Representative Programme.

Roles and responsibilities

OHA's Board is responsible for:

- Setting the strategic direction of the representative programme

OHA's General Manager is responsible for:

- The overall Representative 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, coach, manager and assistant coach
- Representative support personnel development and selection or recommendation to the Board (where required)
- Representative player development and selection

OHA's Administrator is responsible for:

- Administering the day to day requirements of the Representative Programme
- Providing administrative support to team managers

Applications and Appointment of Coaches

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

Advertising coaching opportunities 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.

Preferred background for coaches All Coaches are required to have the necessary skills and experience to provide appropriate oversight for the representative team they are involved in. It is recognised that the coach is part of the representative support staff so consideration will be given to the overall skill set of the group when selecting the coach. It is preferred and encouraged that successful candidates will have attended a recent HNZ Coaching Workshop and/or have a current Level 2 Coaching Accreditation (or equivalent).

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.

Coaching applications All applicants for coaching should be submitted to OHA’s Coaching Manager, on the official form before the advertised closing date.

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 Coaches are required for the following teams. Teams will have voluntary assistant coaches appointed if suitably qualified volunteers are available.

Team	Grade
Men	<ul style="list-style-type: none">• Under 15• Under 15 Development• Hatch Cup• Hatch Cup Development
Women	<ul style="list-style-type: none">• Under 15• Under 15 Development• Collier Trophy• Collier Trophy Development

Applications and Appointment of Coaches Selection Panel

Coaching appointments shall be made by a panel, which will review all applicants, interview selected candidates, and make an appointment.

The panel will be made up from the following group of people.

Item	Panellist
1	Otago Hockey Coaching Manager or appointed representative.
2	Two selected members, including one member of the Otago Hockey Board or appointed Representative, and one additional member of Otago Hockey staff.

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.

Eligibility

Introduction

This section describes the policy on player eligibility. The selection panel will select players who demonstrate that they are technically, tactically, physically and mentally capable of preparing for and performing competitively in the contemporary hockey environment within Otago Hockey framework.

General

Otago Hockey is committed to ensuring that all representative teams have the best possible make up. Players above Hatch and Collier level, have the ability to participate in two National Tournaments (plus their National Secondary School Tournament).

Otago Hockey will apply the following when players are eligible for more than one tournament: The player must participate in their age group tournament and may participate in the age group that is one level above their age group. For example, a 14 year old could participate in Under 15's and Under 18's if they are selected for both teams.

U13 teams will only be selected from school Year 7 and 8 players.

Exceptions to the above policy will require a written request from Hockey NZ to be considered.

Hockey New Zealand Rules specifically pertaining to players U15 and/or U18.

School Players

- a) A school player may play in the school competition in one Association and club competition in another Association. Consequently the player is then registered with the Association to which his/her club team is affiliated.

Exception

Only at the written mutual consent of both Associations involved, may a school player, playing in a school competition in one Association and club competition in another Association, play representative hockey for the Association to which his/her school is affiliated.

- c) A player who attends boarding school in one Association but lives in another Association, and is registered only to the Association where they attend boarding school, is registered with the Association to which his/her school team is affiliated.

Exception

Only if the player is not required by their registered Association, and at written mutual consent of the two Associations involved, may the player

play for the Association where they live, rather than the Association where they are registered.

7. Region of Origin

7.1 A Player's 'Region of Origin' is defined as the Association that a player first represented at a Hockey NZ National Tournament (*Under 18, Under 15 or Hatch Cup/Collier Trophy*).

7.2 A player is eligible to play for their 'Region of Origin' provided they:

- a) have made themselves available for selection into their registered Association representative team but was not required by that Association, and
- b) do not have any outstanding debts with their registered Association or a club within their registered Association, and
- c) have not been suspended from hockey due to current or pending disciplinary action.

Local Otago Rulings on Mutual Consent (Exemption)

Region of Origin:

Otago Hockey will not give mutual consent to players requesting to play in another province A team if they have not made themselves available for Otago.

Players selected into the A team will play in the Premiership Tournament and will not be given consent to play for their "Region of Origin".

Players selected into the U18 Association teams will play in the HNZ Association Tournament.

Players selected into the Development teams will play in the Southern Regional Tournament.

Upon application Otago Hockey may give consent for players selected into Otago Hockey Association or Development teams and eligible under the HNZ "Player of Origin" rules, to play for their province of origin, provided permission is sought.

Trials

Introduction This section describes the policy for holding trials for representative teams.

Policy Trials shall be held for all representative teams.

Timing of trials The timing of trials will depend on fixture programmes and the Hockey NZ tournament schedule.

As a guide, trials will be held no more than four months prior to a national or regional tournament, and not less than six weeks prior, on the basis that the tournament is the culmination of the representative season.

Registrations Otago Hockey will call for registrations for trialists at least 4 weeks prior to the first trial date. Registrations must be made online on Otago Hockey's IMG Website where an online entry form will be available. Registrations must be submitted to Otago Hockey no later than one week prior to the trial.

Registrations can be made by any person but in general terms the following groups will nominate: individuals, schools and Otago Hockey Coaching Manager.

Each player nominated will be required to pay a \$10 registration contribution. It is the players responsibility to ensure that this payment is made either via direct credit to Otago Hockey before the trial or by payment in cash on the day of the trial. Players will not be able to trial until this payment has been made.

Before submitting registrations it is the trialists responsibility to ensure players are available to attend all trials, practices and the tournament.

Age Group teams - Players must be under the specified age on the 1st January of the year trialling.

Registrations Individuals, schools and Otago Hockey Coaching Manager may nominate players who meet the selection criteria.

If a player registered to trial does not attend the trials, they should provide a valid reason to the Otago Hockey Coaching Manager, or they may not be eligible for selection, nor will they be eligible for release to play for another Association or Region.

Any Otago club affiliated player, who, as “a personal preference” chooses not to be nominated to trial for Otago, will not be eligible for release to play for another Association/Region.

Attendance at trials will take precedence over club and school hockey commitments.

Injury Players that wish to be considered, but are unable to trial because of injury should provide a medical history of their injury to the Coaching Manager prior to the trial.

Number of trials There will be at least two trials, which will consist of prescribed fitness tests and/or skill tests and game sessions. Some nominated players will only be required to attend the first trial and in certain circumstances pre-approval may be given by Otago Hockey for a registered player to be excused from a trial

Selection

Introduction The following criteria will apply in the selection process used by selectors appointed by Otago Hockey in respect to Otago Hockey team selections. This section describes the policy for holding representative team trials.

It is acknowledged that subjectivity will always be an element in selections

Selection Panel A selection panel is to be used to select all teams. The coach for the Representative Team has the right to make the final selection of the members of their team and will present the team to the Otago Hockey Coaching Manager for approval

The selection panel should consist of the following people:

Under 18 and U15 Teams Panel	
1.	Appointed coach
2.	The coach of the 'Association or Development' team (where applicable)
3.	2 Independent selectors as appointed by the Coaching Manager. The selectors should not be from the same club.
1.	Appointed selector from within Otago Hockey.

Under 13 Hatch and Collier Teams Panel	
1.	The appointed Hatch A and Collier A Coaches
2.	The coach of the 'Development' teams (where applicable)
3.	2 Independent selectors as appointed by the Coaching Manager. The selectors should not be from the same club.
4.	Appointed selector from within Otago Hockey.

Communication of Selection Final "Squad or Team" selections shall be forwarded to the Otago Hockey Coaching Manager for final approval.

A full list of players selected into either a "Squad or Team" will be placed on the Otago Hockey Website as soon as is practical.

Naming

Team selections shall be named within one week of the final trial being held.

Team	
Under 18 Association	Team of 16
Under 15	Team of 16
Under 15 Development	Team of 16 - 18
Hatch and Collier	Team of 16
Hatch and Collier Development	Team of 16 - 18

'Train-on' players may be included where required.

Player Requirements

Once notified of selection all representative players must provide all required contact details, complete the Representative Player Agreement, including the Code of Conduct and Medical Form and return to their Team Manager within a week, for their selection to be finalised.

Volunteering Hours

The representative players from the U18 Association teams are expected to undertake 10 hours of volunteer work for Otago Hockey Association. All volunteer hours and the tasks completed within these hours are to be directed by Otago Hockey Staff and must be completed by the time advised.

The representative players from the U15 and U13 teams are expected to undertake 3 hours of volunteer work for Otago Hockey Association. All volunteer hours and the tasks completed within these hours are to be directed by Otago Hockey Staff and must be completed by the time advised.

Replacement of selected Players

Grounds for Replacement

- **Injury or Illness:** A player who is injured or ill may be assessed by a doctor nominated or agreed to by Otago Hockey's Coaching Manager, who will assess the player in conjunction with the team coach.
- **Loss of Form:** A player being considered for replacement due to loss of form shall be counselled by the relevant team coach to give them the opportunity to rectify the situation and a mutually agreed time frame will be set by the coach and player for the situation to be reassessed.
- **Breach of Discipline:** A player being considered for replacement due to a breach of discipline, including failure to observe any relevant Otago Hockey Policy, the Otago Hockey Association Code of Conduct or the Otago Hockey Player Agreement, will be counselled by the relevant team coach to give them the opportunity to rectify the situation. The Otago Hockey Coaching Manager will be advised of the situation and a mutually agreed time frame will be set for the situation to be reassessed. This will be reported to the General Manager in a timely manner. If the breach is considered serious misconduct the player may be removed from the team immediately. Any serious misconduct must be reported to the General Manager immediately
- **Breach of Anti-Doping Policy:** Any Player who breaches the HNZ Anti-Doping Policy will automatically be removed from the relevant squad or team and will be replaced. All penalties relating to these breaches will be as per the HNZ guidelines. The Coaching Manager will report such breaches immediately to the General Manager.
- **Ineligibility:** Any Player who is deemed ineligible or becomes ineligible for a team or squad will automatically be removed and replaced. The team coach will report such breaches to the Coaching Manager immediately.

Replacement Process

If a selected player is unable to continue or is removed as a representative of an Otago Hockey representative team, the procedure for a replacement player is as follows:

- Otago Hockey Coaching Manager is consulted
- Consideration will be given to other identified players, including those from the selection process, should this be necessary.

The Selectors will then fill this position with the player judged most suitable. Any replacement appointments must be approved by the Coaching Manager and the General Manager.

Umpires

Introduction

This section describes the policy on Umpire Selection for Tournament.

The selection panel will select and nominate Umpires who demonstrate that they are technically, tactically, physically and mentally capable of preparing for and performing competitively in the contemporary hockey umpiring environment within Otago Hockey framework. However, it is Hockey NZ who ultimately dictate who will be serving as an umpire at each National Tournament.

General

Otago Hockey is committed to ensuring that all umpires sent to tournament are able to perform at that selected level.

For National Tournaments, the Umpires Committee, along with OHA Management staff will nominate umpires to be put forward for tournament. Hockey NZ then will make their final selection and announce this on the Hockey NZ website.

For Southern Regional Tournaments, the Umpires Committee, along with OHA Management staff will select umpires to attend these tournaments.

Umpires will be announced on the Representative Team Web Page on the OHA website.

After selection, Umpires will come under the same policies and procedures as the Representative Players.

Umpires travelling to tournament are expected to attend and officiate all warm up matches.

Training

Introduction This section describes the policy for training.

Setting training schedules Turf Training schedules will be sent to appointed coaches from the Otago Hockey Office.

In general, training for age group teams should not commence more than three months prior to national or regional tournaments. However, arrangements for wider training squads may be made in order to play in club or school competitions at the OHA's discretion.

Session guidelines U18, U15, U13 or Development teams shall train no more than twice per week.

The following guidelines shall apply :- (dependent on availability of turf)

Team	Guidelines
Year 5 & 6	Shall train only once per week, no more than 1 ½ hours. Training should be finished by 5.00pm
Under 13	Shall train no more than twice per week, no more than 1 ½ hours. Training should be finished by 7.30pm
Under 15	Shall train only once per week, no more than 1 ½ hours Training should be finished by 8.30pm
Under 18	Shall train only once per week, no more than 2 hours. Training should be finished by 9.30pm.

Hiring other venues The hire of any training venue other McMillan Hockey Centre must be approved in advance by Otago Hockey, with bookings made through the Otago Hockey office and approved by the General Manager.

The Association will not be responsible for any debts or damages arising from the use of outside training facilities by representative teams.

Assisting teams Otago Hockey Department shall support and resource coaches as per the Coaches contract. Coaches may in consultation with Otago Hockey obtain the services of current and former international representatives to work with age group teams. Current senior provincial representatives shall also be encouraged to assist in this respect.

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.

Training Schedule: All appointed coaches, will be required to work in with the allocated training programme framework. Any alterations must be cleared through Otago Hockey, including extra sessions or non-turf programming. This is to ensure that athlete workloads and total Talent Development of athletes is managed.

Association and Development Teams

Development Teams

Hatch, Collier, Under 15 and Under 18

Otago Hockey will support development teams at Hatch, Collier, Under 15 and Under 18 (this is known as the association team) age group levels.

Otago Hockey shall review the national representative programme and reassess its own representative requirements and playing strength before considering additional development teams at other age groups.

Role of the Development Teams

Hatch, Collier, Under 15 and Under 18

To develop individual player's understanding of the technical, tactical, physical and mental requirements of the game, and the ongoing development of their knowledge of the game in line with the agreed Otago Hockey objectives.

To encourage a sense of pride in playing for Otago and to develop players for the future of Otago Hockey.

It is encouraged that the development team selections are made conscious of succession planning for the next year but not based on this objective.

Representative Programme

Hatch, Hatch Development, Collier, Collier Development, Under 15, Under 15 Development and Under 18

Otago Hockey, in conjunction with Southern Hockey, Representative Coaches and Managers will arrange a schedule of lead in games for these teams.

Each year, Southern Hockey will produce a calendar with National Tournament dates and warm up games for use by the various Representative Premier and Development Teams

Uniforms

Introduction This section describes the policy for uniforms.

Objectives To ensure that Otago Hockey Representative teams look professional in order that they show pride in representing Otago Hockey.

To minimise cost to Otago Hockey and players.

Outfitting teams Outfitting of teams shall be undertaken by Otago Hockey, or be approved by Otago Hockey.

All sponsorship of team uniforms and equipment is to be approved by Otago Hockey.

Otago Hockey shall, if possible, arrange a contract with one supplier to ensure uniformity of style across the representative teams.

Uniforms All Otago Hockey Representative teams must play in an approved Otago Hockey uniform, including alternative strips.

Players are required to provide their own socks. These must be purchased through Go Hockey. Both Primary and Alternative socks will be required

AK Hockey shall provide each player with a playing uniform (Shirt and Skirt/Shorts) both Primary and where possible, alternative.

Tracksuits & Hoodies Tracksuits will be provided where possible for each team.

Teams are responsible for purchasing their own hooded sweatshirt

Otago Hockey will advise the brand and style to be used by each team to ensure a cohesive look by each team and Otago Hockey. All uniforms and any other items outside the prescribed uniforms must be approved by Otago Hockey's General Manager.

Otago Hockey will subsidise two hooded sweatshirts for each Representative campaigns Management Staff (i.e. Coach, Manager etc)

Supporters gear is available to purchase from Otago Hockey.

n.b. See Otago Hockey Association's Uniform Policy for more information on our current uniform standards

**Lost
Uniforms or
gear**

Gear and uniforms lost, misplaced or un-returned will incur charges. The individual player will be responsible for this cost.

There is a \$70.00 uniform bond charged to each player which will be refunded once all uniforms have been returned.

All team officials and players are to be responsible for all gear allocated to them from Otago Hockey. Uniforms and equipment will be distributed at the scheduled Team Managers Meeting.

Managers are to collect all uniforms at the completion of the last match or after the last tournament match. **All uniforms and equipment must be cleaned and returned within 14 days of conclusion of tournament/games.**

Travelling

All Otago Hockey Representative players and Support Personnel must wear tracksuits or agreed team outfits when travelling to and from games as a team.

Other

No player names are to be printed on any uniform item, except personally paid for alternative shirts, without the approval of Otago Hockey's General Manager.

Equipment

Introduction

This section describes the policy for the provision of equipment to the representative teams.

Training Kits

Representative teams will be provided with a training kit, including balls, cones, and bibs.

Representative teams will also be provided with a first aid kit.

There is a charge of \$30.00 per player built into the Representative Budget for future replacement of gear.

Loss or damage of equipment

Individuals responsible will be charged for any equipment lost or damaged by the representative teams

Financial Arrangements

Introduction This section describes the policy for team's finances.

Fees

Representative teams are liable for a portion of the cost of participating in the Otago Hockey Representative Programme.

The Otago Hockey Administrator will devise a budget for each team based on a number of factors including but not limited to turf trainings, entry into club and school competition, location, mode of travel, accommodation and food.

For all teams, Premier, Development and Association, Otago Hockey pays the entry fee to tournaments, Match fees incurred during tournament, First Aid Fees for tournament and all practice turf time incurred during the tournament.

For the Premier Teams Otago Hockey will cap the fees to individual players at \$1200.00 per Representative Programme Campaign. Umpires fees will also be subsidised by Hockey NZ at a fee that Hockey NZ set each year.

For the Association and Development teams, Representative Programmes are self-funded and all other costs incurred will be borne in full by the team. All teams will be subject to a commitment fee.

An indication of costs associated with being a representative player and umpire will be set and made known to all trialists prior to the first trial.

The player's and umpires commitment fee of \$250.00 will be invoiced to each person by the Otago Hockey Administrator. The invoices will also contain information regarding the remainder of the fees.

Player and umpire ledgers will be available at any time from the Otago Hockey Administrator.

All Fees should be deposited via direct credit to Otago Hockey, where it will be allocated to the appropriate team account.

Unless other arrangements have been made with the Administrator, players and umpires must be fully paid up two weeks prior to the tournament.

Should a player or umpire have to withdraw from a team part way through the Representative programme, then the Otago Hockey may grant a partial refund dependent on circumstances and timing.

It is the sole responsibility of the Otago Hockey Administrator to advise team members of any refunds that are due to the team at the conclusion of tournament

Travel and Accommodation

Bookings

The Otago Hockey Administrator will make team bookings for National and Regional tournaments, covering the travel, accommodation and rental van requirements that meet the needs of Otago Hockey and the team.

For games organised directly by Representative Coaches and Managers (e.g. warm up matches outside of Dunedin), they shall be responsible for organising travel, accommodation and food requirements for their team, in conjunction with the Otago Hockey Administrator.

Confirmation

The Otago Hockey Administrator will liaise with managers regarding arrangements of air travel.

Otago Hockey will liaise with the rental van provider regarding confirmation of booking and pickup and drop off.

Team Managers will liaise with accommodation provider to confirm room numbers and room allocations.

Payment

Otago Hockey will, on receipt of players and umpires contribution, make payments for travel, accommodation and rental vans

No bookings for travel or accommodation are to be made without the prior approval of Otago Hockey.

Hosting Matches and Tournaments

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

Location All representative matches and 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 association and confirm the appointment of umpires with the Umpires Committee, by Wednesday preceding the match

Arrangements	Confirmation
Venue and start	The Otago Hockey Office shall confirm details of venue and start time with the visiting association.
Umpires	The Umpires Committee will confirm umpire appointments to the Otago Hockey office by, Wednesday.
Cancelled visits	If a visiting team cancels its visit the Otago Hockey office will advise the manager of the host team and the Umpires Committee.
Hosting	Hosting of after match functions will be held in the Doug Lockhart Memorial Lounge at the McMillan Hockey Centre.

Team and Individual Funding

Teams are encouraged to seek additional funding for their travel and accommodation costs and any pre-tournament and tournament costs. Any such arrangements must be approved by Otago Hockey.

Individuals are encouraged to also fundraise and seek personal sponsors to cover their representative costs.

Please note that only one sponsor per Representative Player can be printed on the back of the team hoodie.
