



Representative Policy 2023

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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. Any feedback from all stakeholders will be communicated to the General Manager or Pathway Manager in order to improve this document.

The contents of this document will be reviewed annually by the OHA. The General Manager or Pathway Manager will make changes to this document when necessary. ▸

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 -will have input into the OHA Representative Programme.

Roles and responsibilities

The Pathway Manager (In conjunction with General Manager) is responsible for:

- Setting the strategic direction of the representative programme
- The overall Representative Programme
- Liaison with HNZ and other regions/associations
- Delivery of key outcomes as set out in the strategic direction
- Final approval of key team appointments, coach, manager and assistant coach
- 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, for example, if you have registered with OHA as being interested in coaching, we will contact you directly via this avenue.

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 Youth Coaching Accreditation (or equivalent).

Expectations of coaches Expectations of coaches are contained in the representative coach's guidelines

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 Pathway Manager, through the correct channels 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">• Masters• National Hockey Championship• Under 18• Under 15• Under 13•
Women	<ul style="list-style-type: none">• Masters• National Hockey Championship

	<ul style="list-style-type: none"> • Under 18 • Under15 • Under 13
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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 Pathway Manager
2	Otago Hockey Community Hockey Manager
3	Otago Hockey General Manager

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 Pathway 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 in the U18 age bracket, could participate in three National Tournaments. (Including 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.
- When a player wishes to take part in a team that is above their current age bracket the Pathway Manager in consultation with the players club /school coach and parents, if necessary, will discuss the best options for the player, to make sure the players welfare is looked after.

AGE GROUPS

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

Masters – Players must be the minimum age of that particular age group during the year of the National Tournament – e.g., 35 by the 31st December on the year of that tournament.

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 may nominate their Region of Origin based on any one of the following criteria

- First represented association
- Registered association during the majority of your secondary schooling
- Registered association of first senior club game
- Registered association during the majority of your tertiary education

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

- a) do not have any outstanding debts with their registered Association or a club within their registered Association, and
- b) have not been suspended from hockey due to current or pending disciplinary action.

Trials

Introduction

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

Policy

A trial or well communicated selection process shall be held for all representative teams that attend national tournaments.

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 Website where an online entry form will be available. Registrations must be submitted to Otago Hockey no later than two days prior to the trial. The closing date will be clearly stated and will not be extended.

U13 & U15

There are no trials for these age groups. Players will attend skill development programs and at the end of these programs teams will be made up for the respective tournaments/ festivals.

Skill development programs will be in the online calendar and posted on Facebook/ the OHA website. Registration forms and promotion of these events will be on the above social media at least 4 weeks before the event.

Players who want to attend the tournament/ festival are required to be registered and attend the skill development programs. Exceptions to this will be made case by case at the discretion of the Pathway Manager.

SENIORS & MASTERS

There will be no trial fee for these teams.

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

Registrations

If a player registered to trial does not attend the trials, they should provide a valid reason to the Otago Hockey Pathway Manager, or they may not be eligible for selection.

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 Pathway 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 Pathway Manager for approval

The selection panel should consist of the following people:

Selection Panel	
1.	The appointed coach/es
2.	The coach of the 'Development' teams (where applicable)
3.	The Pathway Manager or Community Hockey Manager (if both people are unavailable an appointed selector from Otago hockey will be appointed.

Communication of Selection

Final "Squad or Team" selections shall be forwarded to the Otago Hockey Pathway Manager for final approval, within 5 days after the final trial

A full list of players selected into either a "Squad or Team" will be posted on the Otago Hockey Website and Facebook page After 3.30pm during a weekday.

Naming

Team selections shall be named within 5 days of the final trial being held.

Team	
Masters and National Hockey Championship	Team of 16-18
Under 15 Teams	Team of 16 - 18
U13 teams	Team of 9

'non-travelling reserves' 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	Representative players 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.
- **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 Pathway 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 Pathway 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 Pathway 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 Pathway 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 Pathway 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.

Selection Panel

A selection panel is to be used to select all umpires. The Otago Hockey General Manager has the right to make the final selection of the umpires that will be nominated to attend tournament.

The selection panel should consist of the following people:

Selection Panel	
1.	The Umpires Advisory Group Chair
2.	The Umpires Training Manager
3.	The Otago Hockey Pathway Manager.

General

Otago Hockey is committed to ensuring that all umpires sent to tournament are able to perform at that selected level. In order to achieve this, umpires who have shown a desire and the required talent will be invited to attend the representative trials in their chosen age group and to participate in these trials as an umpire.

For National Tournaments, the Umpires advisory group, 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. A minimum of one umpire will be sent with no maximum depending on requirements.

Umpires will be announced on the Representative Team Web Page on the OHA website at the same time that teams are named.

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 warmup matches.

Umpires are treated as part of the team, the same as representative players and coaching staff.

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.

1 x weekend trainings will be booked in advance by the Pathway Manager. Any further training can be booked depending on turf availability via the Pathway Manager.

Swaps or time changes must be approved by the Pathway manager.

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 Masters and National Hockey Championship teams are able to train as much as turf availability will allow

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
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 no more than twice a week, no more than 1 ½ hours Training should be finished by 8.30pm
Under 18	Shall train no more than twice a 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 Pathway 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 Association 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. Coaches will be required to fill in player profile forms provided to them by OHA at the commencement of their campaigns. This will provide information about the players improvements and what they must work on. 1 copy is given to the player, and one is kept at the OHA for our records.

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

Role of the Development Teams

U15 and U13 Teams

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.

Representative Programme

U15 and U13 teams

Otago Hockey will set the development programme for these age groups over an 8-week time frame. This will include age and stage appropriate trainings and games for these teams. a schedule of lead in games for these 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.

Adidas is Otago Hockey's uniform provider. Therefore all team uniforms must be purchased through Adidas NewZealand.

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

Players are required to provide their own shorts/ skorts and socks. These must be purchased through the Otago Hockey shop. Both Primary and Alternative socks will be required

Otago Hockey shall provide each player with a playing shirt both Primary and where possible, alternative.

Masters will purchase their own playing uniforms, which will be theirs to keep at the end of the campaign.

Tracksuits & Hoodies

Teams are responsible for purchasing their own off field clothing from Adidas. This team will make a team decision around the item of clothing the team will purchase from a list of items from Adidas. This will be organised by the manager of the team.

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 Adidas which has a link on the Otago Hockey website

.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.

No alterations are to be made to OHA uniforms

All team officials and players are to be responsible for all gear allocated to them from Otago Hockey. Uniforms and equipment will be distributed and signed out 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 a cage of 24 balls, a set of cones, and a set of bibs.

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

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, event location, mode of travel, accommodation, food etc. This budget will also consider funding and sponsorship available to the association and player fees will be set accordingly.

For all teams, Premier and Development, 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. Masters' entry fee will be subsidised by the OHA to the equivalent amount of the cost of entering a Premier team.

For the Otago NHC tier 1 teams, Otago Hockey will cap their tournament costs at \$1200 per player.

For the Otago U18 teams, Otago Hockey will cap their tournament costs at \$1200 per player.

For the Masters, 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 once the final team/squad/umpire is named. The invoices will also contain information regarding the remainder of the fees.

Umpires will receive and invoice once confirmed by Hockey NZ as appointed to a tournament. This invoice will have the subsidy already deducted from it, therefore will be the total amount owing for the tournament

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.

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.

Any cost incurred by OHA due to warm up games outside of Dunedin will be added to the team budget in addition to tournament fees. This applies to both players and umpires.

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.

