



**POVERTY BAY
HOCKEY**

Poverty Bay Hockey Association

Representative Policy

2018

Objectives	2
Roles of Key People and Committees	3
Applications and Appointment of Coaches	4-5
Eligibility/Trials	6-7
Selection/Player Requirements/Training	8-9-10
Umpires	11
Uniforms/Equipment	11-12
Training Kit/Player Contributions	13
Travel/Accommodation/Confirmation	14
Hosting Matches and Tournaments	14/15
Code of Conduct/Discretion	15

Introduction

This Policy sets out policies and guidelines for the administration of representative teams, matches and tournaments under the jurisdiction of Poverty Bay Hockey Association (PBHA).

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 PBHA'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 PBHA. Any changes made to this document will be ratified and adopted by PBHA Committee.

Further Policy

In addition to this Policy Document PBHA expects all personnel involved in PBHA 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
- Poverty Bay Hockey Code of Conduct

- Poverty Bay Hockey Police Vetting Policy – (Management Folder)
- Poverty Bay Hockey FairPlay Policy

Roles of Key People and Committees

Introduction

This section describes the key roles and responsibilities of those involved in PBHA's representative program.

PBHA Operations Manager

The Operations Manager is responsible for administering the day-to-day requirements of the representative programme.

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

PBHA takes a holistic view to representative hockey, so at times the PBHA committee will have input into the PBHA Representative Programme.

PBHA Roles and Responsibilities

PBHA Committee is responsible for:

- Setting the strategic direction of the representative programme

PBHA Operations Manager is responsible for:

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

PBHA's Operations Manager and in conjunction with PBHA Committee 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 PBHA (where required)
- Representative player development and selection

PBHA 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 on the PBHA website after HNZ have set the Rep Calendar. PBHA will utilise the existing club network and web sites to ensure that the opportunities are widely distributed to the PBHA community. In addition to this PBHA 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. But if required the successful coaches will be asked to attend most if not all Centrals Coaching and Development workshops as requested by the PBHA Operations Manager for their Professional Development as and when they arise. (see page 5 of this document - Appointment of coaches)

Expectations of coaches

Expectations of coaches are contained in the representative coaches guidelines – refer to the Poverty Bay Hockey Associations Coach Agreement

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

All coaching roles are unpaid. PBHA, 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 applications

All applicants for coaching should be submitted to PBHA's Secretary, on the official form before the advertised closing date.

Coaches Personal Development

PBHA will at its discretion make a contribution towards the expenses of Coaches who have to travel out of town to attend any PD with our Central Districts partner as requested by the Operations Manager.

Coaching requirements

Coaches are required for the following teams (where the PBHA office decides on any calendar year) and agreement is then given from the PBHA.

Teams will have voluntary assistant coaches appointed if suitably qualified volunteers are available.

U13 Boys and Girls, U15 Boys and Girls, U18 Men and Women

Applications and Appointment of Coaches/Managers

Both Coaches and Managers will be required to complete a formal application and attend an interview with the PBHA Operations Manager, PBHA Chair or PBHA committee members.
(refer to notes 1-8 on page 6)

Where possible a husband and wife or any kin relationships shall not be appointed in management/coach roles for the same team. All Coaches and Managers will be given appropriate folders. All applicants will have Police checks as per Hockey NZ Policy. All Managers and coaches are to attend set meetings by PBHA. Both Coach and Manager must present a report to PBHA at the next appropriate meeting or by 3 weeks after their return from tournament.

If a panel is required, they will be made up from the following group of people.

Item /Panellist

1/ PBHA Hockey Operations Manager or appointed representative.

2/ Two selected members, including one member of the PBHA Hockey Committee or appointed Representative, and one additional member of PBHA 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 one week of the appointment being made.

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

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 Operations Manager and invited to apply.

1. If there are multiple applicants or a single applicant that has not previously been a PBHA representative coach, the appointments panel is required to conduct interviews. The panel will determine its preferred applicant.
2. If there is only a single applicant by the closing date for applications and that applicant has previously been a PBHA representative coach with success in terms of results and conduct in the opinion of the appointments panel, then there is no need to interview the applicant.
3. In the event that no applications are received for a particular coaching position, the appointments panel is required to generate a list of suitable individuals to be approached. If someone who is approached agrees to take on the role then the panel will recommend the appointment of that person to the PBHA.
4. Where possible coaches will be appointed for a 2 year period. A review will be carried out at the end of 12 months with a right for PBHA to terminate the contract.
5. All coaches and Managers will be approved and ratified by the PBHA.
6. All Coaches and Managers will be provided with resources and any additional training if required.

7. All coaches and Managers will undergo a performance review carried out by the Operations Manager and a member of the PBHA.
8. Coaches and Managers expenses will be met by the respective rep teams unless at the discretion of the PBHA as per (expectations of coaches - see page 4).

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 Poverty Bay Hockey framework.

General

Poverty Bay Hockey is committed to ensuring that all representative teams have the best possible make up. See HNZ age rep Rulings.

U13 players will only be selected from Intermediate school year 7 and 8 players. Under 13 as at 1st January of that year.

U15 players will only be selected from Secondary school year 9 and up. Under 15 as at 1st January of that year.

U18 players. Under 18 as at the 1st of January of that year.

All players are to be registered and financial to Poverty Bay Hockey Association.

Players wishing to trial for teams out of their age group must notify the Operations Manager two weeks prior to the first trial. Consideration of the players request will be made by the Operations Manager and in consultation with Central Hockey and in conjunction with HNZ guidelines.

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

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.

Please Note: 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

Registrations must be made online on PBHA Hockey's Website where an online entry form will be available. Registrations must be submitted to PBHA Hockey no later than one week prior to the trial.

Registrations can be made by any person but in general terms the following groups can nominate players from: Individuals, schools or the Operations Manager and other Coaching staff within the Poverty Bay Association framework.

Before submitting registrations it is the trialist's 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.

If a player registered to trial does not attend the trials, they should provide a valid reason to the Poverty Bay Hockey Operations Manager, or they may not be eligible for selection, nor will they be eligible for release to play for another Association or 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 Operations 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 players in certain circumstances and pre-approval by the Operations Manager and/or PBHA for a registered player to be excused from a trial. Should there be no trials due to lack of numbers the Operations Manager will decide with the Rep Coach as to the right to invite players into the team from another association - only 6 guest players are allowed from other Central Associations.

Selection

Introduction

The following criteria will apply in the selection process used by selectors appointed by the Operations Manager in respect to PBHA 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 PBHA Operations Manager for approval.

The selection panel should consist of the following people:

Under 13, U15 and U18 Boys and Girls Teams Panel

1. Appointed coach
2. 2 x Independent selectors as appointed by the Operations Manager. The selectors should not be from the same club and may include a member of the Rep Sub Committee.

Communication of Selection

Final "Squad or Team" selections shall be forwarded to the Poverty Bay Hockey Operations Manager for final approval.

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

Naming

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

Teams from U13 through to U18 (may have up to 18 players per age division)

Player Requirements

Volunteering Hours

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. A \$100 commitment fee will also be due at this point. This will be deducted off their Player contribution fee (Please refer to page 9 -Replacement Process and see page 13 - Players contribution)

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 Poverty Bay Hockey Operations 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.
- Lack of commitment: A player being considered for replacement due to lack of commitment (i.e not attending trainings, training camps, mini tournaments) 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. The Poverty Bay Hockey Operations Manager will be advised of the situation.

- **Breach of Discipline:** A player being considered for replacement due to a breach of discipline, including failure to observe any relevant Poverty Bay Hockey Policy, the Poverty Bay Hockey Association Code of Conduct or the Poverty Bay Hockey Player Agreement, will be counselled by the relevant team coach to give them the opportunity to rectify the situation. The Poverty Bay Hockey Operations Manager will be advised of the situation and a mutually agreed time frame will be set for the situation to be reassessed. If the breach is considered serious misconduct the player may be removed from the team immediately. Any serious misconduct must be reported to the Operations Manager and reported to the PBHA 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 Coach will report such breaches immediately to the Operations 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 Operations Manager immediately.

Replacement Process

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

- Poverty Bay Hockey Operations 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 Coach and the Operations Manager.
- “Guest players” from outside the association, may be invited to play for PBHA where our numbers are low and require guest players to field a rep team, only applicable to U15, U18 Rep teams.
- In the event of a player not being able to continue to play for PBHA the commitment fee of \$100 and all other players contribution fees and any team fundraising money will not be refunded.

Training

Introduction

This section describes the policy for training.

Setting training schedules

Turf Training schedules will be sent to appointed coaches from the Operations Manager and the Administration Officer.

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 PBHA discretion.

Each Rep team will be allowed 1 (one) free turf training per week, and this must be requested by the coach and forwarded to secretary@pbhockey.co.nz for allocation. Any further trainings will incur a charge.

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 Training Guidelines

Under 11 - yr 5 and 6 should train only once per week for no more than 1 hour and no later than 5pm.

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 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 9.00pm.

Hiring other venues

The hire of any training venue other than LJ Hooker Hockey Turf must be approved in advance by Poverty Bay Hockey. The Association will not be responsible for any debts or damages arising from the use of outside training facilities by representative teams.

Assisting teams

PBHA shall support and resource coaches as per the Coaches contract. Coaches may in consultation with the Operations Manager 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 Central's 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 Poverty Bay Hockey, including extra sessions or non-turf programming. This is to ensure that athlete workloads and total Talent Development of athletes is managed. The PBHA will cover turf fees for Rep Teams trainings as per the team training guidelines.

Representative Programme

Coaches will let Management know where possible a schedule of lead in games for these teams with the support from the PBHA.

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

Umpires Introduction

This section describes the policy on Umpire Selection for Tournament.

The selection panel appointed by the Operations Manager and the Umpires committee 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 Poverty Bay Hockey framework. However, it is Hockey NZ who ultimately dictate who will be serving as an umpire at each National Tournament.

Umpires

Coaches/Managers, in consultation with the Operations Manager, and the Umpires committee, will endeavour to arrange an umpire to travel with the team to any tournament. Whilst, every effort will be made to take an umpire, where an umpire cannot be arranged, the cost charged by the host Association will be met by the respective team.

Umpire expenses will also be met by the respective team. PBHA will make every effort to have umpires meet their commitments by helping them reach umpiring duties and training camps.

While umpires themselves are not required to pay compulsory player contribution (as their contribution will be met by the respective team) they are expected to travel and be accommodated with the team, and be included in any team activities as appropriate.

General

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

For National Tournaments, Coaches and the Umpires Committee, along with the PBHA Operations Manager 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.

Coaches and Umpires Committee, along with PBHA Operations Manager will select umpires to attend these tournaments.

Umpires travelling to tournament are expected to attend and officiate matches on behalf of PBHA.

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

Uniforms

Introduction

This section describes the policy for uniforms.

Objectives

To ensure that Poverty Bay Hockey Representative teams look professional in order that they show pride in representing Poverty Bay Hockey.

Outfitting teams

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

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

Poverty Bay Hockey has a current contract with “Lotto” who will ensure uniformity of style across the representative teams.

Uniforms

All PBHA teams must play in an approved Poverty Bay Hockey uniform, including alternative strips.

Players are required to provide their own socks. These must be purchased through Lotto. Both Primary and Alternative socks will be required. PBHA shall provide each player with a playing Shirt both Primary and where possible, alternative.

Skorts and Shorts must be supplied by players with the approved supplier recommended by PBHA.

Please go to our PBHA Website and click onto the Representative team wear link.

Tracksuits & Hoodies

This is at the discretion of team management and their fundraising commitments.

Tracksuits pants are to be provided by each player and approved by management, so Canterbury pants or the like.

Teams are responsible for purchasing their own hooded sweatshirt on our Lotto site.

PBHA will advise the brand and style to be used by each team to ensure a cohesive look by each team and Poverty Bay Hockey. All uniforms and any other items outside the prescribed uniforms must be approved by PBHA Chairperson.

In the first year of coaching/managing: Poverty Bay Hockey will subsidise two (no more than 3) hooded sweatshirts each Representative campaign for Management Staff (i.e. Coach, assistant coach and Manager) with an approved PBHA Sweatshirt.

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 \$15.00 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 Poverty Bay 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. The team bond will be refunded at this point.

Equipment

Introduction

(Please note: Preferred gear/equipment supplier is “Go Hockey”)

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 and face masks. Two new balls will be given to the Manager prior to the first Quad or Mini. This will include full goalie gear should the team require.

Representative teams will also be provided with a first aid kit. An equipment bond of \$100 will be charged to each teams account. When the first aid kit is returned the bond of \$50.00 will be credited back into teams account.

Introduction

This section describes the policy for team's finances.

Players Contribution

The following minimum contributions will be required from each representative player and these amounts will be reviewed annually:

North Island Tournaments: \$250.00

South Island Tournaments: \$400.00

Shirt bond for all players \$15.00 (refundable after tournament)

These are a minimum and players may well be required to pay more depending on budgets and the amount received through fundraising.

Player contributions must have been received within 6 weeks of tournament unless prior arrangements have been made with and discussed with Manager and PBHA.

Where a team withdraws from a tournament under genuine circumstances, individual will be refunded any contribution paid towards the teams campaign less any expenses incurred by the team to date. This may also apply to an individual who withdraws from the team under genuine circumstances, the teams Coach and Manager will have to forward all documents for the Operations Manager and the PBHA to peruse in order to make a decision on a case by case basis.

Once budgets have been approved by the Operations Manager the PBHA the rep managers are to advise parents as soon as possible worst-case scenarios for player contributions.

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

The Poverty Bay 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.

PBHA will pay the relevant entry fee for each representative team's tournament.

All other costs will be met by the respective team.

All team members will be subject to a commitment fee and is non-refundable of \$100.00. If they continue to play in the team this will be deducted off their player Contribution fee.

Note: Please see Replacement of Players page 9.

All Fees should be deposited via direct credit to PBHA rep account. All Managers are to ask for these from the Operations Manager and will be advised from the PBHA Treasurer their account and be given a card prior to their tournament. (see managers manual)

Travelling

Other

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

Bookings

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

For games organised directly by Representative Coaches and Managers (e.g. warm up matches outside of Gisborne), they shall be responsible for organising travel, accommodation and food requirements for their team, but must inform the Operations Manager of their intentions to do so.

Accommodation

Where possible, teams will stay as a group at the preferred accommodation. One day prior to tournament and departing the morning of the final day, depending on distances/travel arrangements and timing of their last game.

Where Poverty Bay is hosting tournaments it is up to the discretion of the coach and manager as to whether they are to stay as a group or not. They must then present this to the Operations Manager who will look at this on a team by team situation.

Confirmation

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

Team Managers 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. Confirmation of bookings must be made 4-6 weeks prior to tournaments.

Payment

Poverty Bay 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 Poverty Bay Hockey.

Hosting Matches and Tournaments

Introduction

This section describes the policy for hosting matches and tournaments.

Location

All representative matches and tournaments hosted by Poverty Bay Hockey shall be held at LJ Hooker Turf.

Confirmation of arrangements

The Operations Manager and in conjunction with PBHA 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 first match.

Arrangements

Confirmation

Venue and start: The PBHA shall confirm details of venue and start time with the visiting association.

Umpires: The Umpires Committee and or the Operations Manager will confirm umpire

Cancelled visits: If a visiting team cancels its visit the Operations Manager will advise the manager of the host team and the Umpires Committee.

Hosting: Hosting of after match functions will be held in the Hockey Pavilion at LJ Hooker Turf.

Team and Individual Funding/Fundraising

The PBHA Administrator will make applications to various community trusts for accommodation and travel costs as directed from the PBHA and the Operations Manager.

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 Poverty Bay Operations Manager and Poverty Bay Hockey Association.

Any requests to fundraise must come through the Rep Manager and approved by the Operations Manager.

All money fundraised must be credited to the Teams account. Where a team is offered sponsorship or donations, details must first be discussed with the Operations Manager and PBHA. This includes payment for clothing, equipment, banners etc.

Code of Conduct

It is advisable to read the full PBHA Code of Conduct on the website.

There will be no tolerance for Alcohol or illegal substances at any representative tournaments U18s and below, for players or management.

Discretion

In any situation where the interpretation and/or application of this Policy is unclear the Poverty Bay Hockey Committee, shall have the authority to interpret and adjudicate on the appropriate interpretation and application, with transparency and fairness to be the guiding principles in reaching a reasonable decision in the best interests of Hockey in Tairāwhiti.