



AUCKLAND HOCKEY

Representative Policy

Table of Contents

Objectives	<u>2</u>
Roles of Key People and Committees	<u>3</u>
Applications and Appointment of Coaches	<u>4</u>
Eligibility	<u>7</u>
Trials	<u>9</u>
Selection	<u>11</u>
Training	<u>14</u>
Development Teams	<u>16</u>
Uniforms:	<u>17</u>
Equipment	<u>19</u>
Financial Arrangements	<u>20</u>
Hosting Matches and Tournaments	<u>21</u>
Results	<u>22</u>

Objectives

Introduction This Policy sets out policies and guidelines for the administration of representative teams, matches and tournaments under the jurisdiction of Auckland Hockey (AK Hockey).

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 manual As the structure of Hockey NZ (HNZ) representative programme changes and AK Hockey's policy on representative hockey follows these changes, revision of this manual will be necessary. Feedback from all users will be welcomed in order to improve this document.

The contents of this document will be reviewed annually by AK Hockey's Think Tank and CEO. Any changes made to this document will be ratified and adopted by the AK Hockey Board.

Further Policy In addition to AK Hockey policies listed on its website this Policy Document expects all personnel involved in AK Hockey Representative programmes to understand and abide by all aspects of the following policies, available at <http://hockeynz.co.nz/Community/Rules-Forms-Policies-Regulations>:

- HNZ Safety Policies
- HNZ Harassment Policy
- HNZ Player Welfare Ruling
- HNZ Anti-Doping Policy
- HNZ Code of Conduct
- AK Hockey Code of Conduct www.akhockey.org.nz/About-Us/Policies/Code-of-Conduct
- AK Hockey Police Vetting Policy (attached as appendix)

Roles of Key People and Committees

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

AK Hockey Office The AK Hockey office is responsible for administering the day-to-day requirements of the representative programme.

AK Hockey will liaise with HNZ, other associations, coaches, selectors and managers to ensure the representative programme runs smoothly and the policies set out in this manual are implemented.

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

Roles and responsibilities

AK Hockey's Board is responsible for:

- Setting the strategic direction of the representative programme

AK Hockey's CEO or Delegate is responsible for:

- The overall Representative Programme
- Liaison with HNZ and other regions/associations
- Delivery of key outcomes as set out in the strategic direction
- Representative support staff development and selection
- Representative player development and selection
- Final approval and ratification of key team appointments, coach, manager and assistant coach.

AK Hockey's CEO or delegate 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. AK Hockey will utilise the existing club network and www.akhockey.org.nz to ensure that the opportunities are widely distributed to the AK Hockey community. In addition to this if required AK Hockey will 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 appendix 1

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

To ensure all selected players are offered development opportunity in under age teams - coaches should endeavour to rotate players.

Hatch/Collier – reasonable time in games and over tournament with coaches discretion from quarter finals time.

Under 15 – reasonable time in games and over tournament with coaches discretion from quarter finals time.

Coach/management staff- Player Interaction protocols

1. no meetings with players by yourself in rooms.
2. All meetings with players are with another member of management in a public shared spaces.
3. No entrance into changing rooms by opposite gender coach/mgt staff without invitation by opposite gender coach/mgt staff.

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

Paid and voluntary roles Most Coaching roles are voluntary. AK Hockey, at its discretion, may make a contribution towards the incurred cost of expenses of agreed representative support staff.

Coaching requirements Assistant Coaches will be appointed for NHL, Under 21 and Under 18 A teams, remaining teams will have voluntary assistant coaches appointed if suitably qualified volunteers are available.

Team	Grade
Men	<ul style="list-style-type: none">• National Hockey Championship (NHC)• Masters O35, O40, O45, O50, O55• Senior• Under 21• Under 18• Under 18 Development• Under 15• Under 15 Development• Hatch Cup• Hatch Cup Development
Women	<ul style="list-style-type: none">• National Hockey Championship (NHC)• Masters O35, O40, O45, O50, O55• Senior• Under 21• Under 18• Under 18 Development• Under 15• Under 15 Development• Collier Trophy• Collier Trophy Development

Selection Panel Coaching appointments shall be made by the CEO and Think Tank Chair who will review all applicants, interview selected candidates, if deemed necessary, and make an appointment.

Appointments and notifications Coaches will be appointed as soon as possible after the interview process if deemed necessary has been completed.

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

Board approval	Prior to any notifications of appointments being made, all coaching appointments must be approved by the AK Hockey Board.
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.

Eligibility

Introduction This section describes the policy on player eligibility. AK Hockey encourages the selection panel to 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 the HNZ and AK Hockey framework.

General AK Hockey is committed to ensuring that all representative teams have the best possible make up. Players have the ability to participate in two National Tournaments (plus their National Secondary School Tournament)

To ensure the long term development of players, players will participate in their age eligible tournament e.g. Under 13 participate in Hatch/Collier and Under 15 participate in Under 15 tournament. Due to the timing of tournaments players at this age will compete in one AK Hockey representative team per year.

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

Hockey New Zealand Rules specifically pertaining to players U13, 15 and/or U18.

School Players

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.

Only on 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.

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.

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.

Region of Origin (This section will be updated as soon as HNZ provides its new rules for the NHC to be introduced from 2020)

1.A Player's 'Region of Origin' is defined as the Association that a player first represented at a Hockey NZ National Tournament (*NHL, National Senior, Under 21, Under 18, Under 15 or Hatch Cup/Collier Trophy*).

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 (for U18, U15, and U13 only), 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 Auckland Rulings on Mutual Consent (Exemption)

Region of Origin:

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

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 Development team will play in the Tier 2 tournament.

on application AK Hockey may give consent for players selected into AK Hockey Development teams and eligible under the HNZ "Player of Origin" rules, to play for their province of origin, provided the following criteria are met.

the previous year the player was selected into the "Region of Origin" Premiership Tournament (A) team.

Trials

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

Policy Trials may be held for all representative teams or touring 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.

Nominations AK Hockey may call for nominations for trialists at least 4 weeks prior to the first trial date. Nominations must be made on AK Hockey's official nomination form (this may be an on-line registration form). Nominations must be submitted to AK Hockey no later than one week prior to the trial.

In general terms the following groups will nominate: clubs, schools, AK Hockey CEO and REP Coaches and individual players.

Each player nominated at 13s and 15s will be required to pay a \$10 nomination contribution. It is the nominator's responsibility to ensure that this payment is made. Players will not be able to trial until this payment has been made.

Before submitting nominations it is the nominator'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.

Nominations Clubs, Schools, AK Hockey CEO and support staff, and other suitable individuals may nominate players who meet the selection criteria.

If a player nominated to trial does not attend the trials, they should provide a valid reason to the AK Hockey CEO or delegate, or they may not be eligible for selection, nor will they be eligible for release to play for another Association or Region.

Any Auckland club affiliated player, who, as "a personal preference" chooses not to be nominated to trial for Auckland, will not be eligible for release to play for another Association. Awaiting update.

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 CEO or delegate prior to the trial.

Number of trials There may be at least two trials, which will consist of a combination of prescribed fitness tests and/or skill tests and game sessions.

Selection

Introduction The following criteria will apply in the selection process used by selectors appointed by AK Hockey in respect to AK 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 AK Hockey for approval.

The selection panel may consist of the Head Coach and 2-3 selectors appointed by AKH.

Communication of Selection Final "Squad or Team" selections shall be forwarded to AK Hockey for final approval.

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

Guest Players To be updated with new NHC Rules -Guest Players will only be considered for NHL teams. As per HNZ Tournament Rules, Guest players may be selected in consultation with the CEO and Board. These Guest Players will only be selected if they are internationals and AK Hockey will not select players from other Regions as "guests".

SQUAD/TEAM SIZES

Team		
NHC	Maximum squad of 22	Team of 16 - 18
Under 21	Maximum squad of 22	Team 16 - 18
Under 18 Regional	Team of 18	Team 16-18
Under 18 Association	Team of 16	Team 16-18
Under 15	Team of 16	Team 14-16
Hatch and Collier	Team of 16	Team 14-16

Player code of conduct

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, be financial with AKH, and return the aforementioned details to their Team Manager for their selection to be finalised.

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 AK Hockey's CEO or delegate 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 AK Hockey policy, the AK Hockey code of conduct or the AK Hockey Player Agreement, will be counselled by the relevant team coach to give them the opportunity to rectify the situation. The AK Hockey CEO 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 CEO 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 CEO 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 Team Coach will report such breaches immediately to the CEO.
 - **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 CEO immediately.
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Replacement Process

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

- AK Hockey CEO 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 CEO or delegate.

Training

Introduction This section describes the policy for training.

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

In general, training for age group teams should not commence more than three months prior to national or regional tournaments.

Session guidelines U18 teams shall train no more than twice per week (includes Sunday sessions and/or build up games)

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

Team	Guidelines
Under 13	Shall train once per week, no more than 1 ½ hours. Training should be finished by 7.30pm where possible.
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 twice per week, no more than 2 hours. Training should be finished by 9.30pm.
Under 21	Shall train a minimum of twice a week.
Premier (NHC)	Shall train 2-3 times a week.

Hiring other venues The hire of any training venue other than Lloyd Elsmore Park Hockey Stadium must be approved in advance by the AK Hockey, with bookings made through the AK Hockey office and approved by the CEO or 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 AK Hockey Hockey shall support and resource coaches as per the Coaches Agreement. Coaches may in consultation with AK 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.

RPC Rep 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 AKH including extra sessions or non-turf programming. This is to ensure that athlete workloads and total Regional Performance programme management of athletes is achievable.

Development Teams

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

AK 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 AK Hockey objectives.

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

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

**Representative
Programme**

Hatch, Collier, Under 15 and Under 18

AK Hockey will arrange a schedule of lead in games for these teams with Northern Region organisers.

Uniforms:

Introduction This section describes the policy for uniforms.

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

To minimise cost to AK Hockey and players.

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

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

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

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

Players are required to provide their own socks.

AK Hockey shall provide each player with a playing uniform (Shirt and Skirt/Shorts)

Tracksuits Jackets may be provided for some Rep teams only.

Tracksuit jackets for other teams, and other clothing (such as polos, sweatshirts, trackpants and hoodies) are available to purchase from the Adidas Hockey NZ portal as well as the AKH Supporters club.

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

Lost Uniforms or gear	<p>Gear and uniforms lost, misplaced or un-returned will incur charges. The individual player will be responsible for this cost.</p> <p>All team officials and players are to be responsible for all gear allocated to them from AK Hockey. Uniforms and equipment will be distributed at the scheduled Team Managers Meeting.</p> <p>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 or earlier of conclusion of tournament/games.</p>
Lost Uniforms or gear	<p>All AK Hockey Representative players and Support Staff must wear tracksuits or agreed team outfits when travelling to and from games as a team.</p> <p>No player names are to be printed on any uniform item.</p>

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 and safety equipment(not incl boxes).

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

Performance Analysis Equipment AK Hockey will endeavour to provide NHC, 21s and 18s representative teams with equipment and resources for performance analysis. This will be dependent on availability of equipment and adequately qualified staff.

Appropriate performance analysis equipment is available for NHC and U21 representative coaches, to assist with team training and game analysis.

Other representative coaches must contact the CEO or Team Services manager and undergo training to access the equipment. Bookings for these are to be made through the Team services manager or CEO's delegate.

Equipment must be signed for when borrowed. The person signing for the equipment will be responsible for its return or be charged the cost of the replacement.

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 finances.

AK Hockey Levy All Players participating in the AK Hockey Representative Programme will be charged a Representative Player Contribution as approved by the AK Hockey Board.

The amount of the Representative Player Contribution will be set and made known to all trialists prior to the first trial, together with an indication of the other costs associated with being a representative player.

The player contribution will be invoiced to each player and payments should only be made into the Main AKH Account referencing the invoice number. Unless other arrangements have been made with the CEO, players must be fully paid up two weeks prior to the tournament.

Should a player have to withdraw from a team part way through the Representative programme, then the AK Hockey Representative Levy which is part of the total Rep Player Contribution, may be partially refunded.

Travel and Accommodation

Bookings AK Hockey will make team bookings for National tournaments, covering the travel, accommodation and rental van requirements that meet the needs of AK Hockey and the team.

Confirmation AK Hockey will make all bookings of air travel.

AK Hockey will liaise with the rental van provider regarding confirmation of booking and pickup and drop off by Managers and Coaches.

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

Payment AK Hockey will, on receipt of the players contribution, make payments for travel, accommodation and rental vans.

No bookings for travel or accommodation are to be made by Managers or coaches without the express authority of Ak Hockey.

Hosting Matches and Tournaments

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

Location All representative matches and tournaments hosted by Auckland Hockey shall be held at Lloyd Elsmore Hockey Stadium where possible. The use of alternative venues shall only be considered when Lloyd Elsmore Hockey Stadium is unavailable.

Confirmation of arrangements The AK Hockey office shall confirm details of venue and start time with the visiting association and confirm the appointment of umpires with the AHUA, by Wednesday preceding the match

Arrangements	Confirmation
Venue and start	The AK Hockey Office shall confirm details of venue and start time with the visiting association.
Umpires	The AHUA will confirm umpire appointments to the AK Hockey office by, Wednesday.
Cancelled visits	If a visiting team cancels its visit the AK Hockey office will advise the manager of the host team and the AHUA appointments secretary.
Hosting	Hosting of any after match functions will be held either on the main pavilion floor or upstairs at Lloyd Elsmore Stadium. AK Hockey Office to confirm venues with the team Managers on Wednesday afternoons.

Team 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 AK Hockey.

Results

Introduction This section covers team records.

Results Team managers are to keep a record of their team results. Please complete a Match Report form for each game and email a copy to the AK Hockey office by 4pm on the Monday following the match or by 10pm each day while at tournament.

Caps **NHC**
All AK Hockey representative approved games, including NHC, Exchange matches or Hockey NZ approved tournaments, will be counted as an official cap.
To qualify players must take the field. A list should be submitted to the AK Hockey office by the end of the season with all details.
