



AUCKLAND HOCKEY

***Representative
Policy***

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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 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.

Review of manual The contents of this document will be reviewed annually by AK Hockey's CEO and Player and Coach Development Manager. 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 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 under the 2027 Auckland Hockey Strategy.

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 strategy
- Representative support staff development and selection
- Representative player development and selection
- Final approval and ratification of key team appointments.

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 utilising the existing club network, social media and www.akhockey.org.nz. 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 those candidates are familiar with the AKL WAY of playing introduced by Shane Mcleod in 2022 and may have attended a recent HNZ Coaching Workshop and/or may 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 always follow and role model the AK Hockey Code of Conduct.

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

U13/14 – reasonable time in games and over tournament with coaches' discretion from quarter finals time.

U15/16 – 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 space.
 3. No entrance into changing rooms by opposite gender coach/mgt staff without invitation by opposite gender coach/mgt staff.
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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 Coaching requirements

Most Coaching roles are voluntary. AK Hockey, at its discretion, may contribute towards the incurred cost of expenses of agreed representative support staff. Assistant Coaches will be appointed for NHC, Under 21/23 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, O60, O65● Under 23● Under 21● Under 18● Under 16● Under 15● Under 14● Under 13
Women	<ul style="list-style-type: none">● National Hockey Championship (NHC)● Masters O35, O40, O45, O50, O55, O60, O65● Under 23● Under 21● Under 18● Under 16● Under 15● Under 14● Under 13

Selection Panel

Coaching appointments shall be made by the CEO and Coach and Player Development Manager who will review all applicants, interview selected candidates, if deemed necessary, and make an appointment. For Senior appointments the CEO will seek endorsement from the Board Chair.

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 at U18 level can participate if selected in the National Tournament plus their National Secondary School Tournament.

To ensure the long-term development of players, players will participate in their age eligible tournaments and will compete in one AK Hockey representative team per year unless approved by Auckland Hockey.

U13 Rep teams will only be selected from school Year 7 and 8 players in AKH clubs and schools.

Hockey New Zealand Rules specifically pertaining to players U13, 15 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.

Region of Origin (This section will be updated as soon as HNZ provides its new rules for the 2023 NHC and Premier Hockey League.

Trials

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

Policy Trials may be held for representative teams or touring teams. For some teams, interested players will be asked to express interest and placed in wider AKH practice squads that will be monitored through club hockey and from which final rep teams will be named.

Timing of trials The timing of trials will depend on Northern Region events, the Hockey NZ tournament schedule, overseas exchange invitations, as well as the AKH calendar.

Nominations AK Hockey may call for nominations/Expressions of Interest (EOI) for trialists prior to the first trial date. Nominations/EOIs must be made on AK Hockey's official nomination form (this may be an on-line registration form OR via the Gameday platform). Nominations must be submitted to AK Hockey no later than specified.

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

For some age group teams there may be a registration fee. It is the nominator's responsibility to ensure that this payment is made.

Before submitting nominations or registrations or EOIs it is the nominator's responsibility to ensure players are available to attend all trials, practices and/or the tournament.

Age Group teams - Players must be under the specified age on the 1st of January of the year trialling or in the specified school year(s).

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.

Attendance at Rep 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 or Head Coach prior to the trial.

Number of trials

There may be one or more trials at the discretion of Auckland Hockey, which may consist of a combination of prescribed fitness tests and/or skill tests and/or 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.

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 other 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 and new PHL rules.

SQUAD/TEAM SIZES

Team	SQUAD	TEAM
NHC	Squad size at discretion of Head Coach	16 - 18
Under 21, 23	Squad size at discretion of Head Coach	15 - 18
Under 18	Squad size at discretion of Head Coach	16-18
Under 16	All registered players	15
Under 15	All registered players	15
U14 and U13	All registered players	Depends on format

Player code of conduct

Once notified of selection all representative players must confirm availability and provide all required contact details, complete the Representative Player Code of Conduct, Pandemic, Swimming and Medical Forms, 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, or physiotherapist or medical specialist nominated or agreed to by AK Hockey's CEO or delegate who will assess the player in conjunction with discussions 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 by Coaches and Managers and /or players.
- 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.

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 will 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 morning 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 15/16	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 21/23	Shall train a minimum of twice a week.
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 office, 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 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 NHC representatives shall also be encouraged to assist in this respect.

Royals Academy 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 or Mixed Ability Teams

Development Teams **Under 13 and 14, Under 15, Under 16 and Under 18**
AK Hockey will support development or mixed ability teams at these levels.

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 Auckland WAY.

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 are not solely based on this objective.

Representative Programme **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 may be required to provide their own socks OR purchase socks from AK Hockey.

AK Hockey may either provide each player with a playing uniform (Shirt and Skorts/Shorts) OR it may charge for the same. If charged the uniform becomes the player's own.

Tracksuits Jackets and hoodies 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**

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

All team officials and players are to be responsible for all gear allocated to them from AK Hockey.

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 the conclusion of tournament/games.**

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

No player names are to be printed on any uniform item.

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, 23s 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, 23s and 18s representative coaches, to assist with team training and game analysis.

Other representative coaches may contact the CEO or CEO's delegate and undergo training to access the HUDL platform.

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 CEO.

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 due to injury or illness or other extenuating circumstances from a team part way through the Representative programme, then part of the total Rep Player Contribution may be refunded on approval of the CEO.

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 player contributions, 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

AK Hockey may seek additional gaming or trust funding for team travel and accommodation costs and any pre-tournament and tournament costs.

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 asap each day while at tournament.

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