



# REPRESENTATIVE POLICIES

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# KEY ROLES & RESPONSIBILITIES

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## POLICY OBJECTIVES

The objective of this Policy is to clarify the roles of various key roles and their responsibilities and to provide information for processes for the representative programme.

## KEY ROLES & RESPONSIBILITIES

### **Management Committee roles are:**

- Set the strategic direction of the representative programme
- Liaise with HNZ & other regions/associations
- To appoint representative Coordinator
- Set trial and season dates and structure
- To appoint representative Coaches, Assistant Coaches & Managers annually
- Approve Umpires that will travel to National Tournaments
- To manage any issues brought their attention by the sub committee
- Oversee the Sub Committee and ensure those members have the necessary support to complete their tasks

### **Sub Committee Structure:**

- Sub Committee shall have a minimum of 3 persons and shall be made up of:
- One BOPHA Management Committee
- Rep Coordinator
- Coach Development Manager
- Administrator

### **Sub Committee Roles:**

- Sub committee shall be responsible for the following roles:
- Rep Trials
- Rep Team Season Management
- Uniforms & Equipment
- Accommodation & Travel Bookings
- Funding applications & allocations
- Team budgets & reconciliations

# KEY ROLES & RESPONSIBILITIES

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## **REP COORDINATOR ROLE & DUTIES**

- Work alongside the BOPHA Representative Sub Committee
- Liaise with other Associations when required in regards to scheduling tournament/games, times and allocations
- Assist to prepare budgets for all teams
- Book accommodation for Tournaments
- Book turf trainings for the season
- Allocate Tri Series & trainings throughout the sub associations, ensuring a system of equality for all
- Where tournaments are held within the BOP, coordinate umpires
- Be responsible for all representative uniforms and equipment, keeping inventory of all items and coordinating purchasing of necessary items. Distribute and receive all uniforms and equipment for each team
- Assist Team Managers in their roles, preparing folders and assisting with any necessary training
- Under 13 ribbons
- Attend Northern Region Meetings

## **ADMINISTRATOR/OFFICE**

- Responsible for administering the financial accounts of all representative teams
- In consultation with the Rep Coordinator, ensure all deposits are paid to secure flights, van hire and accommodation for Tournaments
- Ensure website is up to date with all representative information
- Assist Team Managers with all financial and administration queries and provide any necessary training so they are able to complete their duties
- Book travel for Tournaments

# KEY ROLES & RESPONSIBILITIES

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## COACHING & DEVELOPMENT MANAGER (CDM)

The CDM's role includes

- Bay of Plenty Hockey Association (BOPHA)
  - Selection and support of the BOPHA representative coaches and providing development opportunities wherever possible.
  - Assisting the committee with Hockey related issues.
  - Provide athletes with skill development and specialised training wherever possible and to clearly communicate player pathways to Midlands and New Zealand Hockey.
  - Liaise between members from the subs associations to the management committee when necessary
- New Zealand Hockey
  - Carryout and communicate New Zealand Hockey strategies to the association.
  - Ensure our members have access to relevant information concerning New Zealand Hockey.
  - Facilitate New Zealand Hockey Programs.
  - Attend the community hockey conference each year.
  - Complete and submit Bi-Annual reports to New Zealand hockey
- Bay Trust CoachForce
  - Provide development opportunities for all coaches within the Central and Eastern Bay of Plenty.
  - Report all coach development initiatives within the specified timelines.
  - Attend Coach Force meetings and align with the programs objectives.

# COACHES

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## ADVERTISING COACHING OPPORTUNITIES

- Coaching opportunities will be advertised
- BOP Hockey will utilise both their website [www.bophockey.co.nz](http://www.bophockey.co.nz) and Facebook page to ensure that the opportunities are to be widely distributed to the BOP Hockey community
- Members of the management committee will also ensure members of the Rotorua, Taupo and Whakatane hockey associations are aware applications are open online

## 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 completed the HNZ online Portal course (level 1) and are currently registered with Baytrust Coachforce Passport.

## EXPECTATIONS OF COACHES

- Expectations of coaches are contained in the representative coaches guidelines which is available from the CDM.
- Coaches are expected to follow and role model the BOP and New Zealand Hockey Code of Conduct at all times.
- To ensure all selected players are offered development opportunity in under age teams - coaches should endeavor to rotate players.
  - **Hatch/Collier** – reasonable time in games and over tournament with coaches discretion at finals time.
  - **Under 15** – reasonable time in games and over tournament with coaches discretion at finals time.

## COACHING APPLICATIONS

- All applicants for coaching should be submitted to the BOP website, on the official form before the advertised closing date.
- Paid and voluntary roles
- All coaching roles are unpaid. BOP Hockey, at its discretion, may make a contribution towards the expenses of agreed representative support staff. This contribution will not be more than any actual expense incurred.

# COACHES

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## COACH SELECTION PANEL

- Coaching appointments shall be made by a panel, which will review and interview all candidates.
- The panel will be made up from the following people.
  - BOP Hockey's CDM
  - One or more selected member(s) of the BOP Hockey management committee

## APPOINTMENTS AND NOTIFICATIONS

- Once the selection panel have deliberated they will present a recommendation to the BOPHA management committee from where the final decisions will be ratified.
- Coaches will be appointed as soon as possible after the interview and ratification process has been completed.
- All applicants successful or not shall be notified within two weeks of the appointment being made.

## ASSISTANT COACHES

- Assistant coaches may be appointed on various grounds which include but are not limited to; extra support for the head coach, coach development, planned absences and specialised skill sets.
- Appointment of an assistant coach will be approved by the nominated head coach and the management committee.

# TRIAL PROCESS

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## POLICY

- Trials shall be held for all representative teams
- The following criteria will apply in the selection process used by selectors
  - appointed by BOP Hockey in respect to BOP 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

## SELECTORS

- A selection panel is to be used to select all teams. The coach for the
- Representative Team and the CDM have the right to make the final selection of the members of their team and will present the team to the BOP Hockey management committee for approval.
- The selection panel should consist of the following people:
  - The Coach and assistant coach (where applicable).
  - The CDM
  - The Development team coach (if already selected)
- An independent selector as appointed by the CDM. Ideally this selector will be from outside the province but failing availability a trusted member from within the association will be selected.

## 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.

## TRIAL REGISTRATION

- BOP Hockey will call for trialists to register at least 4 weeks prior to the first trial date.
- Registrations must be made on BOP hockey registration form, which is located on the BOP Hockey website [www.bophockey.co.nz](http://www.bophockey.co.nz). Late registrations will be considered but pre registration is strongly recommended to allow for quality trial preparation.
- Before submitting registrations it's your responsibility to ensure players are available to attend all trials, practices and the tournament.



# **TRIAL PROCESS**

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## **TRIAL ABSENCES**

- If a registered player to trial does not attend the trials, they should provide a valid reason to the BOP Hockey CDM, or they may not be eligible for selection, nor will they be eligible for release to play for another Association or Region.
- Any Bay of Plenty club affiliated player, who, as “a personal preference” chooses not to be nominated to trial for Bay of Plenty, will not be eligible for release to play for another Association.
- 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 CDM 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.

## **COMMUNICATION OF SELECTION**

- The final “Squad or Team” selections shall be forwarded to the BOP Hockey management committee for final approval.
- A full list of players selected into either a “Squad or Team” will be placed on the BOP Hockey website as soon as is practical but no longer than 2 weeks after the last trial.

# TEAM MANAGERS

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- Management Committee will appoint each team manager, taking into account experience, availability and the ability to work alongside coaches and BOPHA sub committee, Management Committee and Staff
- A manager will be appointed to each representative team, after the team has been announced
- Prospective managers can apply for positions on the BOPHA website
- If no applications for a team has been received, the sub committee may approach suitable candidates and make recommendations to the Management Committee

# PLAYER ELIGIBILITY

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## CRITERIA

- Age groups - Players must be under the specified age on the 1st January of the year trialing.
  - U13s = Year 7 & Year 8 students, that meet the above DOB criteria
  - U15s = Year 9 students upwards that meet the above DOB criteria
  - U18s = Players that meet the above DOB criteria but are no longer eligible for U15s

# PLAYER PROMOTION/RELEGATION

## GROUNDS FOR RELEGATION/REPLACEMENT

- **Injury or Illness:** A player who is injured or ill may be assessed by a doctor nominated or agreed to by the CDM, 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 or CDM 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 BOP Hockey policy, the BOP Hockey code of conduct or the BOP Hockey Player Agreement, will be counselled by the relevant team coach to give them the opportunity to rectify the situation. The CDM 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 BOPHA management committee 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 committee immediately
- **Breach of Anti-Doping Policy:** Any Player who breaches the HNZ AntiDoping 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 CDM will report such breaches immediately to the management committee
- **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 CDM immediately.
- **\*In every case the BOP management committee must ratify any potential player removal or movement to the development team before it is official.**

## REPLACEMENT PROCESS

- If a selected player is unable to continue or is removed as a representative of a BOP Hockey representative team, the procedure for a replacement player is as follows:
  - BOP CDM is consulted
  - Consideration will be given to other identified players, including those from the selection process, should this be necessary.
  - The CDM will then fill this position with the player judged most suitable.
  - Any replacement appointments must be approved by the CDM and BOP management committee.

# TRAININGS

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## TRAINING

- Turf Training schedules will be sent to appointed coaches from the BOP Hockey Office.
- The Coach is able to change these allocated times if they fit in with turf availability.
- The BOP Hockey office must be made aware of any suggested changes with a reason to support the change.
- In general, training for age group teams should not commence more than three months prior to national or regional tournaments.

## TRAINING 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)
  - Under 13 Shall train once per week, no more than 2 hours. Training, should be finished by 7.30pm
  - Under 15 Shall train only once per week, no more than 2 hours, Training should be finished by 8.30pm
  - Under 18 Shall train only once per week, no more than 2 hours, Training should be finished by 9.30pm
- Extra formal trainings may occur but it must first be approved by the CDM and follow the above guidelines.

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# **CAPTAINCY – GUEST – CONDUCT - SURVEY**

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## **CAPTAINCY**

- Coaches may appoint a captain and vice captain as soon as practicable
- In the instance of a family member of the Team Management being the preferred captain/s, the BOPHA Management Committee must be informed and approve, prior to announcing the captain positions

## **GUEST PLAYERS**

- As per HNZ Tournament Rules, Guest players may be selected in consultation with the CDM.
- Guest Players will only be selected if there aren't enough eligible players (see player eligibility) from within the Bay of Plenty Hockey region, or eligible players are selected for a Midlands regional side and trial numbers are low.
- We will in the first instance attempt to source “guest players” from within the Midlands Region.

## **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 and return to their Team Manager for their selection to be finalised.

## **PLAYER SURVEY**

- Following the season, players from the U15 and U18 sides will be asked to complete a player survey. The purpose of this survey is to highlight any improvements the Coach, Manager or BOPHA may be able to make in the future.
- This survey is targeted at the players and is not to be filled out by the players parents.
- This survey will be anonymous and the coaches/managers won't have access to the results. The CDM will interpret the survey results and present a generalised report to the BOPHA Management committee as part of the representative season review process.

# DEVELOPMENT TEAMS

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## ROLE OF THE DEVELOPMENT TEAMS

- Hatch, Collier and U15
- 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 BOP Hockey objectives.
- To encourage a sense of pride in playing for BOP and to develop players for the future of BOP Hockey.
- It is encouraged that the development team selections are made conscious of succession planning for the next year but not based on this objective.

## HATCH, COLLIER & U15

- BOP Hockey will support development teams at Hatch, Collier, Under 15 level
- BOP 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.

# UMPIRES

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## UMPIRE SELECTION & DEVELOPMENT

- BOPHA is committed to supporting umpires in their endeavours to develop and work with the HNZ pathways
- Management Committee will review and recommend what umpires are capable and interested in attending National Tournaments
- Management Committee will register umpire for National Tournaments with HNZ
- Teams will be advised if they are to have an umpire accompany them to National Tournament, where the team management will be responsible for hosting them
- Teams will pay no more than \$600 for an umpire to attend National Tournament. If the cost exceeds \$600, BOPHA will pay 50% of the difference and the umpire will pay 50% of the difference
- Where no suitable umpires are available or the costs dramatically exceed the possibility of an umpire attending a National Tournament, HNZ appointed umpires will be used
- Umpires will be supplied with an umpire kit, to attend National Tournament



# UNIFORMS

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- To ensure all representative teams look of a high standard suitable to represent BOPHA, only approved uniforms are to be worn by representative players
- All players and team management must wear approved uniforms
- All playing uniforms will be provided by BOPHA
- Tracksuits and Hoodies are available for purchase, they are not lent to players
- Players/Teams are able to add their own name and/or name (not logo) of a sponsor onto their player tracksuit or hoodie, at their own cost
- The Management Committee are responsible for reviewing designs of all uniforms where necessary
- Where uniforms are lost or damaged, the cost of replacement may be incurred by the player
- Managers are to collect and return all washed uniforms from/to the Rep Coordinator and a mutually agreeable time, within 10 days of the last tournament/game

# EQUIPMENT

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- BOPHA will supply all necessary equipment to ensure all teams have adequate provisions
  - Training Equipment
  - Balls (including match ball)
  - Cones
  - Bibs
  - Goalie Equipment
  - Safety Equipment
  - First Aid
  - Drink Bottles (for Health & Safety reasons, new drink bottles will be supplied for each team annually)
  - Performance Analysis Equipment will be available for A teams (not for development teams)

# FINANCIAL

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- All players will be charged a representative Levy of \$100
- The representative levy is included in the team budget and overall player fees
- A budget will be set for each team, allowing for all team costs for the representative programme
- Each player will be invoiced for their fees to ensure accurate recording of players fees
- Each team will provide players with a financial payment plan, where options are available for players to pay by instalments
- Funding will be applied for and allocated to teams by the sub committee, to assist with National Tournament Travel (Flights & Van Hire) and Accommodation costs only
- Teams will be prioritised by their team budget, those teams with the highest costs will be of highest priority to receive funding
- Sub committee will endeavour to ensure funding will reduce fees so all players are paying similar costs
- Sub committee may redistribute funding mid season where instances of other teams are in more need, providing they distribute it ensuring funding grants are adhered to
- At the end of season each teams financials will be reconciled and funds remaining in a teams bank account after all costs are paid, will be refunded to those team players
- Where a player withdraws from a team part way through the representative programme, the sub committee may approve a partial refund

# TRAVEL & ACCOMMODATION

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## TRAVEL

- No bookings for travel are to be made without prior approval of the representative coordinator
- Any changes to bookings are to be approved by the representative coordinator and/or the sub committee

## ACCOMMODATION

- No bookings for accommodation are to be made without prior approval of the representative coordinator
- Any changes to bookings are to be approved by the representative coordinator and/or the sub committee

# FACEBOOK POLICY

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## **BOPHA FACEBOOK PAGE WILL BE USE TO:**

- Promote all BOPHA programmes
  - Umpire & Coaching Courses
  - Development programmes
  - Representative Teams – Coaches, Managers & Parents are welcome to either put on or send results, photos, videos etc. to BOPHA Administrator or Coach Development Manager to put onto the page
- Promote all Sub Associations
  - Sub Associations can notify BOPHA Administration when they want extra promotion on the BOPHA page
- Promote all BOPHA Events
- Promote Sponsors & Fundraising

## **TEAM PAGES**

- BOPHA Administrator and BOPHA Coach Development Manager will be able to access and view all team pages, to ensure they can be monitored
- Where a team wants to have their own private page for communication purposes, the following will need to be adhered to:
- Only players of the legal age to have a Facebook page will be able to use the team page, however parents or guardians of any underage players will be able to view the page on their behalf

## **PHOTOS:**

- Will need players to agree to a disclaimer allowing BOPHA to use photos on website and Facebook. This will be done with the online registration form when they register for the season
- Rep players will agree to a disclaimer allowing BOPHA to use photos on website an Facebook when they sign their agreement form at the start of the rep season once they have been selected
- Teams/players will be able to advise us of any issues they have with photos being published so we can avoid situations where publishing these photos will be detrimental to any members

## **ADMINISTRATORS:**

- BOPHA Administrator and BOPHA Coach Development Manager will administer the page

# MEDIA

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- The BOPHA Facebook Policy will be adhered to at all times (please refer to previous page)
- All media is to be approved by the Management Committee, before being sent to media agencies
- Liaise with other Associations when required in regards to scheduling tournament/games, times and allocations
- BOPHA Administrator and BOPHA Coach Development Manager will be able to access and view all team pages, to ensure they can be monitored

# SPECTATOR/SUPPORTER POLICY

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BOPHA supports and encourages family and friends of players to attend tournaments, but please remember while they are representing BOP they are in the capable hands of their Coaches & Managers and are required to remain focussed and part of the team.

## TRAVEL

- Players travel as a team to and from National Tournaments
- Family/friends are required to coordinate their own separate travel

## ACCOMMODATION

- Players stay as a team at National Tournaments, there is adult supervision at all times
- Teams stay at either Motels or at Boarding School accommodation
- It is preferred that family/friends stay at differing accommodation, unless team management request otherwise
- Family/friends will be advised by team management about the visiting protocol they will set, please do not turn up unannounced as this could disrupt the teams schedule

## GAME TIME

- Recommended that there is NO contact with players within 2 hours prior to the game, to allow players to focus, attend team talks, warm up etc. A Coach may alter this to align with their coaching philosophy.
- Recommended that there is NO contact with players within 1 hour after the game, to allow for team talks, cool down etc. A Coach may alter this to align with their coaching philosophy.

## UMPIRES & TOURNAMENT OFFICIALS

- There is to be NO approaching any tournament umpires or officials, for any reason. Only team management are permitted to make contact with these individuals

## CONCERNS

- The team manager is your first point of contact, for all issues relating to the team
- If you require another point of contact, you can approach the Coach, or a BOPHA Executive Committee Member or BOPHA Staff Member