



North Harbour Hockey Association

NHC Representative Policy

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CONTENTS

North Harbour Hockey – Adult Representative Policy3

 Policy Objective3

 Policy Purpose.....3

Policy3

 Policy Application3

 Policy Responsibility3

Selection and Trial Process3

 Appointment of Selectors.....3

 Conflict of Interest4

 Player Eligibility requirements.....5

 Player Selection Criteria6

 Trial registration.....6

 Trial Process.....7

 Team Selections7

 Communication of Selection.....8

 Tournament Budget and Payments.....9

 Player Welfare9

 Player Behavioural Requirements 10

 Coaching Team Selection..... 11

 Manager Selection..... 12

 Relevant Legislation 12

 Other Relevant Policies 13

 Questions and Feedback 13

NORTH HARBOUR HOCKEY – ADULT REPRESENTATIVE POLICY

POLICY OBJECTIVE

This policy sets out in detail the player selection, team management appointment and responsibilities of all stakeholders involved in any North Harbour Hockey Association (NHHA) programme, where the age group is 18 years or older.

POLICY PURPOSE

To provide clarity around the operational process and procedures that apply to the selection of selectors, players, coaches, and managers who represent NHHA at any hockey tournament where the age group is 18 years or older.

POLICY

POLICY APPLICATION

This policy applies to NHHA players, coaches, managers, team appointed officials and accompanying adults.

The policy is applied by our hockey delivery team and is owned by the NHHA Head of Hockey (HOH) and NHHA Chief Executive Officer (CEO).

This policy is reviewed annually by the NHHA HOH and the NHHA CEO. Any recommendations for change will be provided to the NHHA Policy Sub-Committee for ratification.

POLICY RESPONSIBILITY

The NHHA HOH is responsible for managing all NHHA teams captured under this policy including teams that attend national tournaments, or other events NHHA teams may compete in.

All team programmes, budgets, player selections, coach and management appointments must be ratified by the HOH and CEO.

SELECTION AND TRIAL PROCESS

APPOINTMENT OF SELECTORS

To be considered as a Selector of a NHHA representative team Selector must:

- Be actively involved in the Harbour Hockey whanau, or have significant previous involvement
- Be a financial member of NHHA
- Not have any of the following outstanding or unresolved:
 - Disciplinary actions
 - Breaches of NHHA Code of Conduct (NHHA Senior Divisions Bylaws - Clause 9)
 - An incident of misconduct that has brought NHHA into disrepute.

The HOH will appoint a Selection Panel consisting of a **minimum of 3 members** to enable effective player selections to occur.

Where possible the Selection Panel will include:

- Head Coach of the Representative team(s)
- Team management
- A NHHA employee
- An independent person(s) being someone outside the above categories

The Selection Panel is ratified by the NHHA HOH, and CEO. The HOH will lead and facilitate as Convenor.

If for any reason a Selector is unable to attend a trial, they may still be involved to some extent with final selections at the discretion of the HOH.

Hockey is a complex, multi-faceted game, with a variable game environment that impacts on performance. Although the type of attributes that affect performance can be defined within selection criteria, it is impossible to objectively define a prescribed 'standard' of criteria to apply for all individuals and for all scenarios of play. Therefore, the selection process requires a selector to subjectively weigh up, assess, and define what they believe the standard of an individual player is, against the criteria. This is a subjective decision but is balanced by the experience and expertise of a variety of selectors. Subjectivity is an unavoidable element of selection, however, the NHHA processes and procedures aim to overcome elements of bias, or prejudice, prior to making final decisions.

CONFLICT OF INTEREST

A conflict of interest is when a person has an identifiable interest that could compromise their judgement or perception of judgement. A conflict of interest may include, but is not limited to:

- Being related to an individual trialing
- Having previous interactions with individuals trialing (e.g., private, Club, or School coaching)
- Being connected in other ways to the individual trialing (e.g., partner, work colleague, former coach)

While every effort will be taken to minimise the potential for conflicts to exist within the Selection Panel, there may be unavoidable instances where these may exist. The NHHA therefore will undertake the following to minimise or remove the potential for conflict, including:

- Selectors must disclose any previous or current information that may be seen as a conflict of interest to the Selection Panel

- Selectors will be removed from discussions involving specific players where there is an agreed conflict of interest
- The NHHA and/or selectors are responsible for recognising where there is a conflict of interest and are expected to adhere to the above processes
- The NHHA will decide if a selector cannot be appointed or needs to be removed from a role as a Selector. The decision of the NHHA HOH and CEO will be final.

PLAYER ELIGIBILITY REQUIREMENTS

All players are responsible to ensure they meet all eligibility requirements for their intended event/s and NHHA player eligibility requirements.

The NHHA player eligibility requirements to be considered as a representative player include:

- They must be playing in the NHHA Winter Club or Secondary School competition
- They must be available for selection for NHHA for 12 months of that year following selection
- An Association with a NHHA Club
- Any participant who wishes to trial for the NHHA but plays for a club outside of NHHA must consult the HOH to check for eligibility requirements

To be eligible to represent the NHHA a player must be a registered financial member of the NHHA unless the player meets one of the following exceptions:

- Is a Home of Origin player - NHHA is the first association where representative hockey was played or youth representative
- Be an approved Guest Player
- Meet all Hockey New Zealand eligibility requirements as stated by the governing body of the event.

Any players that move to NHHA from another Association will be available for selection if they meet the eligibility criteria. These players will need to have met with the HOH before trials to discuss their move to the NHHA. If a player moves to NHHA, then moves away and then returns, they will need to show commitment for 12 months in a NHHA competition before being eligible for a NHHA representative side again. The NHHA will consider dispensation in special circumstances. This dispensation request needs to be sent to the HOH in writing at least seven (7) days before the first trial date.

For an international player to be eligible for any NHHA representative side they need to be available for the full duration of the Winter Club season and must remain in New Zealand until the completion of the tournament.

The NHHA will fill their NHC representative teams from eligible players. If the NHHA can't fill teams from eligible players, then dispensation will be applied in the following order:

- A player who hasn't registered for trials but is an eligible player in our Club competition
- For a specialist position. E.g. Goal Keepers (GKs)
- Guest players from neighbouring associations.

PLAYER SELECTION CRITERIA

All players are responsible to ensure they meet all eligibility requirements for the applicable event and NHA player eligibility requirements.

To be eligible for selection all players must complete a trial registration form and attend at least one trial date. If a player is unable to attend a single trial date and wishes to be considered for selection, this player must make this known to the Selection Panel prior to the trial dates.

Selectors are looking for technical, tactical, physical, mental, social, and leadership attributes, and will consider the following factors when assessing a player's capabilities:

- Skill framework – relevant to specific positional requirements
- Hockey intelligence – good understanding of the game of hockey
- Team compatibility – ability to adapt and fit into team culture
- Work ethic
- Specialist skills – Penalty corners, drag flicks, overheads, etc.
- Coachability – ability to listen and implement coaches' direction
- Natural ability
- Fitness – no set levels, but are a consideration
- Versatility

Other selection considerations include, but will not be limited to:

- A player's performance and fit with NHA and/or team values (based on experience from previous NHA events, if applicable)
- At the time of trials, a player must be a financial member of their club and NHA
- Consideration of any outstanding breaches (Clause 9, NHA Bylaws Code of Conduct) or any outstanding documented incidents of misconduct that have brought NHA into disrepute

Selection of players who have completed trial registration but are unable to make trials will be based on, (but are not limited to):

- Knowledge of the player's ability based on the Winter Club or Secondary School season
- Previous representative history for NHA or other Associations
- Attendance or assessment at previous NHA programmes (if applicable)
- Attendance at relevant events and/or high-level matches.

Should a player register for trials, make no attendance, and fail to notify the HOH, it will be deemed that they no longer wish to be considered for selection.

The HOH as the Convenor of selectors will make the final decision on eligibility in situations of ambiguity, or where agreement cannot be reached.

The HOH and CEO have the right to override Selectors' final decisions if player eligibility concerns remain unresolved. This would be communicated to players in confidence, to be resolved prior to the naming of a squad or team, if applicable.

TRIAL REGISTRATION

The NHHA has a proud history of teams representing the Association to a high standard at tournaments and in representative events and has a desire for this to continue. Therefore, the NHHA representative trials are open to anyone who meets the eligibility criteria.

To make the registration process accessible to everyone the NHHA will undertake its best endeavors to ensure:

- Trial registrations are completed via an online form
- Trial registrations are open a minimum of 4 weeks prior to the first trial
- Registrations are accepted up to the day of the first trial, on the basis the individual completes the required online documentation prior to taking the field for the first trial.

Players must agree to the eligibility clause via the trial registration process, which sees individuals complete the Player Agreement, provide medical information and parent/guardian information that is required. This includes agreement to the NHHA's COVID-19 Representative Team Management Policy.

TRIAL PROCESS

In most instances the NHHA will only hold two trials for field players. The exception being if registration numbers exceed 60 players. In this instance a third and final trial may be organised and only the players invited will be able to attend the final trial. Final trialists will be named via the NHHA website on a previously communicated time/date.

A specialised GK selector/s may be appointed and will attend each of the trials if possible. NHHA reserves the option to hold a specialist GK trial (a third trial for GKs) if deemed necessary.

The structure of the trials is determined by the HOH in conjunction with the Selectors but will be primarily based around games. The confirmed structure of the trials will be communicated at the briefing prior to the start of the first trial so that all players are aware of the programme. This could include elements of fitness testing at the Selectors' discretion.

TEAM SELECTIONS

No team or squad selections will be made public prior to the HOH completing internal checks to confirm player eligibility.

The Selection Panel is responsible for making the following selections:

- Premier Team
- Premier 2 Team and any additional teams
- Non-Travelling Reserves (where applicable)
- Any changes to the above throughout the campaign

Selectors will only discuss player selections between themselves via meetings in person, online or via email involving all the Selection Panel. No correspondence or discussions are to be held outside of these channels.

The HOH will ensure final selections for squads and/or teams are communicated via email, to the full Selection Panel for sign off.

Final team selections for the tournament are to be made after the final trial. If selecting a squad of:

- 16 players, we will have a minimum of 15 field players and 1 goalkeeper selected
- 18 players, we will have a minimum of 16 field players and 2 goalkeepers selected

The NHHA appreciates that being selected for a representative team comes with expectations around performance and commitment. As player welfare is always at the centre of decisions, NHHA will give all players selected seven days to inform NHHA if they wish to withdraw. This seven-day period starts after the trials have concluded, but before teams are publicly named. At day 8, the teams will be announced publicly. A player may still withdraw after this time, however a percentage of the Representative Levy will not be refunded in this instance per NHHA's Competition Refunds Policy.

After the team lists are finalised, there may be circumstances which require player changes. If the Premier Team requires a replacement player, the replacement must be a member of the Premier 2 Team.

Players who need to be brought into the Premier 2 Team (or Premier Team when there is only one team selected) must be asked in this order:

- Non-Travelling Reserves (NTR)
- Players who trialed but were not selected as an NTR
- Players involved in NHHA competitions
- Guest players

Any player who withdraws from the Premier 2 Team will not be eligible for a position in the Premier Team, if such an opportunity arises.

If a player withdraws due to special circumstances and the individual is later available, the individual can write to the HOH for consideration and any selection would be ratified by the HOH and the original team selectors.

COMMUNICATION OF SELECTION

Players selected in either a Premier or Premier 2 Team will be named via the NHHA website after the player receives news of their selection.

Players from the previous year that have not retained selection in their respective team will be communicated with via email or phone prior to the team announcement.

All responses to selection issues must be made in writing to the HOH within seven days of the team being named.

TOURNAMENT BUDGET AND PAYMENTS

NHHA endeavours to keep expenses as low as possible and provide transparency of fees. The NHHA process includes:

- All team budgets and player contributions are developed by the HOH and Accounts and Representative Administrator, prior to team selections and communicated as soon as arrangements are confirmed
- Players are informed of their required contributions and payment schedules at the first trial by letter, including the player payment schedule, NHHA account details and process for payment arrangements if required
- Players who may require payment plans will agree these directly with the NHHA Accounts Team. The agreed plan must be signed and filed with the NHHA CFO. Payment arrangements are kept confidential from team coaches, management, and selectors
- Player payments must be paid pre-tournament with payment options available to players/families that need them
- There will be regular communication between HOH and players, with a cut-off time of three weeks prior to tournament for payments to be settled in full. This is to ensure all player commitments are completed or payment plans are confirmed
- Any non-travelling reserves will be informed as to playing status three weeks from the tournament start, with payments to be made accordingly.

Player payment schedule:

- Invoices can be paid in a maximum of 2 instalments, or all upfront
- Payment is due on or before the stipulated dates
- First payment will be invoiced after the team is named
- Second payment is due no later than three weeks before the tournament start date
- A payment schedule may change subject to specific tournament dates and requirements
- A portion of fees will be non-refundable according to the NHHA Refund Policy

While it is our aim that all players selected attend a tournament, NHHA reserves the right that any player who is not up to date with payments of their representative fees may not be able to attend the tournament.

PLAYER WELFARE

At NHHA we believe everyone has a fundamental right to participate in a safe and supportive sporting environment. We are committed to best practices to safeguard the health and welfare of all people participating in hockey at NHHA.

We recognise this responsibility by developing and following safe practices for our players, administrators, coaches, management, and officials in the following ways:

- Ensuring appropriate recruitment, selection and management procedures are in place
- Clearly outline players' rights and responsibilities in our Induction process and material for coaches and volunteers
- Player Agreements exist to highlight behavioural requirements and NHHA's expectations

- Educate employees/volunteers so they have clarity on what constitutes inappropriate or unacceptable behaviour when working at the NHHA
- Ensure complaints and disciplinary procedures are embedded in NHHA operational policies and procedures
- Respond to allegations of harassment, misconduct, harm, or abuse in line with policies, and implementing, where appropriate, relevant investigative disciplinary and appeals procedure
- Regularly monitor and evaluate the implementation of best practices in the above areas.

NHHA will follow best practice to safeguard the health and welfare of all people participating in hockey under its remit and can only support players if it is aware of an event, situation, or a need for additional support.

NHHA's expectation is for anyone who finds themselves in a difficult or compromising position to talk to someone within NHHA so that we can support them and help find a solution. For example, a player can approach their manager with an issue, who will in turn seek assistance and support from the NHHA. The NHHA understands this may be difficult and potentially daunting for an individual concerned, or a coach or manager who may be approached. The NHHA will respect an individual's right to privacy and confidentiality at all times.

In the case of either of the following two scenarios, NHHA's expectations are:

Sickness - as soon as a player suspects they may be ill, injured, or have any condition that may prevent them from preparing for or competing in the campaign. Players must disclose this to team management.

Injuries - all players must communicate any injuries to team management prior to trials. Any player who is unable to trial due to an injury can still be considered for selection. This will be based on the Selection Panel's previous knowledge of this player. Club coaches may also be asked for their opinion to aid the Selection Panel.

If a player becomes injured during the campaign which requires their withdrawal from the team, they will be responsible for paying all costs incurred up to the point of injury, less any fees -transferable to a replacement player. A Representative Levy is non-refundable.

PLAYER BEHAVIOURAL REQUIREMENTS

NHHA will prioritise player welfare and will ensure, to the best of its ability, that everyone involved with NHHA does the same.

To achieve this NHHA has the following expectations of all participants:

- Keep within the defined boundaries of the playing/coaching or team area
- Behave appropriately and listen to instructions of the coach/manager/leader
- Respect and care for NHHA's equipment.
- Not use bad language, disparaging comments, or racial/sectarian references
- Not engage in bullying, violence, or persistent rough or dangerous play
- Show respect to others

- Keep themselves and others safe to the best of their ability
- Report inappropriate behaviour or risky situations
- Play fairly
- Respect Officials and accept decisions
- Show appropriate loyalty to their team and be gracious in defeat and in winning
- Respect opponents
- Adhere to other relevant NHHA policies

Any misdemeanors or general misbehaviour will be addressed by the immediate coach or manager, and reported verbally, or in writing to NHHA.

The expectation of behaviour extends to off turf scenarios such as team gatherings, hockey events, and online. NHHA has clear guidelines about online conduct in our Social Media Policy which includes:

- Never post malicious, misleading, or unfair content about your organisation, colleagues, team, coaches, support staff, opposition, or other stakeholders
- Do not post content that is obscene, defamatory, threatening, or discriminatory to an individual, brand, or entity
- Do not post comments that you would not say directly to another person and consider how other people might react before you post
- If you respond to published comments that you consider unfair, always be accurate and professional
- Remember to be authentic, constructive, and respectful at all times
- Do not use NHHA's team logos, trademarks or materials on social pages, or online unless it has been cleared for public use or been otherwise approved by the CEO, HOH, or their stated nominee
- If seeking individual or team sponsorship, you must check with the HOH or CEO prior

Please remember that anything posted on any social media platform (Instagram, Facebook, Snapchat, TikTok, etc.), regardless of privacy settings, may remain online and accessible forever and may be shared widely.

COACHING TEAM SELECTION

Where possible NHHA will re-appoint coaching staff to the same team they coached in the previous campaign based on a review and feedback gathered by the HOH.

If a coach/coaching staff does not want to be re-appointed or NHHA chooses (based on feedback) not to re-appoint a coach/coaching staff, the position(s) will be advertised prior to trials. If a coach/coaching staff from the Premier 2 side wants to move up to the Premier side, they will need to apply for the role.

Coach Selectors will consider at minimum, the following factors:

- The skill, knowledge and experience as indicated in the NHHA role description
- Alignment to NHHA's values
- Ability to build meaningful relationships
- Be an effective communicator
- Have exceptional organisational skills
- Ensure compliance with rules and policies.

Once the 'call for interest period' has finished, applicants will be notified of their progress and if appropriate, asked to undertake an interview for the role.

- The interview panel will consist of the HOH and at least one other NHHA staff member
- A member of the Coach Development Executive Committee (CDEC) may be asked to sit on the interviews

Successful and unsuccessful candidates will be notified of appointments by email before any appointments are made public.

If NHHA does not receive any applications for a role, NHHA may approach potential candidates.

MANAGER SELECTION

It is NHHA's preference to appoint managers outright, but this is not always possible, and expressions of interest may be requested before a set date.

Manager Selectors will consider at minimum, the following factors:

- The skill, knowledge and experience as indicated in the NHHA role description
- Alignment to NHHA's values
- Ability to build meaningful relationships
- Ability to effectively communicate
- Having exceptional organisational skills
- Adherence to rules and policies

Final manager appointments will be announced on the NHHA website once all applicants have been advised if they have been successful or unsuccessful.

In a case where the Manager Selectors does not identify a suitable candidate, NHHA may choose to hold another selection process.

RELEVANT LEGISLATION

This Policy includes consideration of the following legislation:

- Privacy Act 2020
- Harmful Digital Communications Act 2015

OTHER RELEVANT POLICIES

Other relevant NHHA policies:

- NHHA Police Vetting Policy
- NHHA Harassment Policy
- NHHA Concerns and Complaints and Whistleblower Policy
- NHHA Code of Conduct
- NHHA Social Media Policy
- NHHA Child Protection Policy
- NHHA Policy of Motor Vehicle Use and Driving
- NHHA Mental Health and Wellbeing Policy
- NHHA Competition Refunds Policy
- NHHA Communicable Disease Policy

Other relevant documents to be read in conjunction with this policy:

- Relevant Hockey New Zealand Tournament rules

QUESTIONS AND FEEDBACK

If you have any questions or feedback about this Policy, please contact the NHHA HOH.