



North Harbour Hockey Association

Youth Representative Policy (U18 and younger age groups)

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CONTENTS

North Harbour Hockey – Youth Representative Policy3

 Policy Objective3

 Policy Purpose.....3

Policy3

 Policy Application3

 Policy Responsibility3

Selection and Trial Process4

 Appointment of Selectors.....4

 Conflict of Interest4

 Player Eligibility requirements.....5

 Player Selection Criteria6

 Trial registration.....7

 Trial Process U18 (Year 12+).....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 – YOUTH 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 Under 18 or younger.

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 Tournaments where the age group is Under 18 or younger.

POLICY

POLICY APPLICATION

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

Where the policy refers to 'Under 18' it is intended that the policy applies to any age group representative team that is Under 18 or younger.

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

This policy is reviewed annually by the HOH and the NHHA CEO. Any recommendations for change will be provided to the NHHA Policy Committee for ratification with any changes approved by the NHHA Board.

POLICY RESPONSIBILITY

The NHHA HOH is responsible for managing all NHHA Teams captured under this policy and that attend National Tournaments, or in other events the teams may compete in.

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

SELECTION AND TRIAL PROCESS

APPOINTMENT OF SELECTORS

To be considered as a selector of an NHA Under 18 team the following conditions must be met:

- Be actively involved in the Harbour Hockey whanau or have significant previous involvement
- Must be a financial member of NHA
- Must not have any of the following outstanding or unresolved:
 - Disciplinary actions
 - Breaches of NHA Code of Conduct (NHA Senior Divisions Bylaws - Clause 9)
 - A documented incident of misconduct that has brought NHA 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
- NHA employee
- Independent person(s) (someone outside the above categories)

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

If for any reason a selector is unable to attend a trial, this will be taken into consideration and handled appropriately by the NHA. They may still be involved to some extent with final selections.

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 (as selection criteria), it is impossible to objectively define a set 'standard' of criteria. 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 the selectors. Subjectivity will always remain an unavoidable element of selection, however, the NHA selection processes and procedures aim to overcome elements of subjectivity in selection such as, bias, or prejudice, prior to a final decision being made.

CONFLICT OF INTEREST

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

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

While every effort will be taken to minimise the potential for conflicts in the selection panel, there may be unavoidable instances where a potential conflict may exist. The NHA process includes:

- 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 uphold the above processes
- The NHHA will decide if a selector cannot be appointed or needs to be removed from a role as selector. The decision of the NHHA HOH and CEO will be final.

PLAYER ELIGIBILITY REQUIREMENTS

All players are individually 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 an U18 representative player include:

- They must be under the age stipulated in the age group they are trialing for. e.g. U18 players are required to be under 18 years of age as of the 1st of January of the year in which they are trialing.
- They must be available for selection for North Harbour for 12 months of that year following selection
- Club Association takes priority over the School Association that you play for
- Any Year 12+ school participant who wishes to trial for 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 NHHA unless the player meets one of the following exceptions:

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

Any players that move to the 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 NHHA. If a player moves to NHHA, then moves away and then returns, they will need to show commitment for 12 months in a North Harbour Hockey Competition before being eligible for a NHHA Representative side again. NHHA will consider dispensation for special circumstances. This needs to be sent to be HOH in writing at least 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 Club/School Season and must remain in NZ till the completion of the Tournament.

North Harbour will fill their U18 Representative teams from U18 eligible players. If NHHA can't fill teams' dispensation will be applied in the following order:

- A player who hasn't registered for trials but is an U18 eligible player in our School or Club competition
- A Year 11 player who is over the age of 15 on the 1st of January of the selection year

- For specialist positions. e.g., Goal Keepers
- Guest players from neighbouring associations.

PLAYER SELECTION CRITERIA

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

To be eligible for selection all players must complete a trial registration form and attend one or both trial dates. 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 - PC's, drag flicks, overheads, etc.
- Coachability – ability to listen and implement coaches' direction
- Natural ability
- Fitness – no set levels, but will be considered
- Versatility

Other considerations include:

- A player's performance and fit with NHHHA and/or team values from previous NHHHA events.
- At the time of trials, a player must be financial with their Club and the NHHHA
- Outstanding breaches (Clause 9 NHHHA Bylaws Code of Conduct) or any outstanding documented incidents of misconduct that has brought NHHHA into disrepute.

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

- Knowledge of the player's ability based on the Winter Club or Secondary School Season
- Previous representative history for NHHHA or other Associations
- Attendance or assessment at previous NHHHA 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 where agreeance cannot be reached.

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

TRIAL REGISTRATION

NHHA has a proud history of teams representing the association to a high level at tournaments and in representative events and has a desire for this to continue. Therefore Under 18 Representative trials are open to anyone who meets the eligibility criteria.

To make the registration process accessible to everyone NHHA will ensure:

- Trial registrations are completed via an online form
- Trial registrations are open a minimum of 4 weeks prior to the first trial
- NHHA will accept registrations on the day of the first trial, on the basis the individual completes the required online documentation prior to taking the field of play

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

TRIAL PROCESS U18 (YEAR 12+)

Players are expected to register prior to trials but this does not close off players from registering on the day of the first trial.

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.

Specialised GK selectors will attend each of the trials and NHHA reserves the option to hold a specialist GK trial (a third trial for GK's) 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 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 are to be made public prior to 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 threads.

The HOH will ensure final selections for squads and/or teams are communicated via email, by 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 Goalkeeper's selected.

We appreciate that being selected for a Representative team comes with expectations around performance and commitment. As player welfare is always at the centre of decisions, the NHHA will give all players selected 7 days to inform NHHA if they wish to withdraw. This 7-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 as per the NHHA's Refund 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 any later offer of 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 North Harbour Hockey website following the player receiving 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 7 days of the team being named.

TOURNAMENT BUDGET AND PAYMENTS

The 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 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 for payment to be settled prior to tournament to ensure all player commitments are completed or payment agreements are confirmed
- Any non-traveling Reserves will be informed as to playing status three weeks from the tournament start, with payments to be made accordingly.

Player payment schedule:

- Invoice can be paid by maximum of 2 instalments, or pay all up front
- 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.

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

PLAYER WELFARE

At NHHA we believe children 18 years of age or under, and young people (aged 18 to 25 years) have 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 children and young people participating in hockey at North Harbour.

We recognize this responsibility by developing and following safe practices for our players, administrators, coaches, management, and officials. This is more clearly outlined in our Child Protection and Safeguarding Policy that details our expectations of all those involved in hockey at NHHA, and what is expected of NHHA including, but not limited to:

- Ensure appropriate recruitment, selection and management procedures are in place
- Have induction material available for parents/guardians, coaches and volunteers clearly outlining their rights and responsibilities pertaining to safeguarding children and young people
- Make children and young people aware of their behavioural requirements and the NHHA's expectations of them.

- Educate employees/volunteers so they have clarity on what constitutes inappropriate or unacceptable behaviour when working with children and young people at NHHA.
- Ensure the procedures for dealing with child protection are shared with all employees and that regular training occurs to support best practice and awareness.
- Ensure complaints and disciplinary procedures are embedded in NHHA operational policies and procedures.
- Respond to allegations of misconduct, harm or abuse to children or young people in line with policies, and implementing, where appropriate, relevant investigative disciplinary and appeals procedure.
- Share information about concerns with children, parents/guardians and any other individual who the NHHA believes should know about the concern.
- Regularly monitor and evaluate the implementation of best practices in the above areas.

The NHHA will follow best practice to safeguard the health and welfare of all children and young 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.

The NHHA's expectation is for anyone who finds themselves in this 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 at all times respect privacy and confidentiality.

In the case of either of the following two scenarios, the 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 or competing in the campaign, including at National Tournament, 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 to pay all costs incurred up to the point of injury, less any fees -transferable to a replacement player. The representative levy is non-refundable, but any other associated expenses that can be refunded, will be.

PLAYER BEHAVIOURAL REQUIREMENTS

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

To achieve this the NHHA has the following expectations around the behaviour of children and young people:

- 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 the NHHA's equipment
- Not use bad language 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.

Any misdemeanors or general misbehaviour will be addressed by the immediate coach or manager, and reported verbally, or in writing to NHHA. A child's parents/guardians will be informed.

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, will remain there 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 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 positions 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 NHA role description
- Alignment to NHA's organisational 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 NHA 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 by email of appointments before any appointments are made public.

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

MANAGER SELECTION

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

Management selectors will consider at minimum, the following factors:

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

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

In a case where the selection panel does not identify a suitable candidate, NHA may choose to hold another selection process.

RELEVANT LEGISLATION

This Policy includes consideration of the following legislation:

- Oranga Tamariki Act 1989

- Children’s and Young People’s Well-being Act 1989
- Vulnerable Children Act 2014.
- Privacy Act 2020
- Harmful Digital Communications Act 2015

OTHER RELEVANT POLICIES

Other relevant NHA policies:

- NHA Police Vetting Policy
- NHA Harassment Policy
- NHA Concerns and Complaints and Whistleblower Policy
- NHA Code of Conduct
- NHA Social Media Policy
- NHA Policy of Motor Vehicle Use and Driving
- NHA Health and Wellbeing Policy

QUESTIONS AND FEEDBACK

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