



CANTERBURY HOCKEY ASSOCIATION (INC.) REPRESENTATIVE POLICY

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Policy

The Canterbury Hockey Association (CHA) is committed to providing opportunities for talented players, coaches, managers and umpires to engage in a high performance pathway that will enable the pursuit of representative honours for Canterbury and possibly at a national level. CHA aims to provide an effective, transparent and fair process in all representative selections and appointments.

Player Eligibility Criteria

Primary teams - Players who are under 13 as at January 1 in the year being considered, who attend a Primary School (or equivalent) and are registered participants of CHA, are eligible for Primary teams only.

Under 15 teams - Players who are under 15 as at January 1 in the year being considered and are registered participants of CHA are eligible for Under 15 age group teams.

Under 18 teams - Players who are under 18 as at January 1 in the year being considered and are registered participants of CHA, the Malvern Hockey Association, the Mid Canterbury Hockey Association, the South Canterbury Hockey Association or the West Coast Hockey Association or are eligible for Canterbury through Hockey New Zealand's National Under 18 programmes are eligible for Under 18 age group teams.

Under 21 teams – Players being considered must be under the age of 21 as at January 1 in the year in which the tournament is played and must be over the age of 18 as at January 1 of the year in which the tournament is played. They must be registered participants of CHA, the Malvern Hockey Association, the Mid Canterbury Hockey Association, the South Canterbury

Hockey Association or the West Coast Hockey Association or are eligible for Canterbury through Hockey New Zealand's National Under 21 Tournament guest player or province of origin rules are eligible for Under 21 age group teams.

Senior teams – Any player is eligible for the senior teams provided they are a registered participant of CHA or are eligible for Canterbury through Hockey New Zealand's guest player rules.

National Hockey League (or equivalent) teams – Any player is eligible for the Canterbury National Hockey League teams provided they are registered participants of CHA, the Malvern Hockey Association, the Mid Canterbury Hockey Association, the South Canterbury Hockey Association or the West Coast Hockey Association or are eligible for Canterbury through Hockey New Zealand's National Hockey League guest player or province of origin rules.

Masters teams – Payers who are over 35 as at January 1 in the year being considered and are registered participants of CHA or are eligible for Canterbury through Hockey New Zealand's National Masters Tournament guest player rules are eligible for Masters age group teams.

It is the preference of CHA that players make themselves available for selection in their own age group. The option to play in a higher (or lower for Masters) age group is at the discretion of CHA and will be based on what is in the best interests of the CHA Representative program and the player concerned. Any player looking to play outside of their age group must have their selection signed off by the High Performance Manager of Hockey Academy South prior to being named in a squad.

Players selected for squads can only attend the national tournament if any amounts owing to CHA have been paid in full or arrangements satisfactory to CHA are in place.

Player Nomination Process & Procedures

For teams selected early in the season it is recognised selectors do not have the opportunity to identify players that should be invited to trial through their on-field performance. These players have the option to be nominated to trial for a particular representative team by their club or school or by player self nomination (CHA reserves the right to charge a trial fee).

For teams selected later in the season the opportunity exists for selectors to view players during local competitions and therefore selectors are permitted to extend invitations to only those players that selectors believe are of a suitable standard to be considered for a particular representative team. However, if desired by the selectors, the option to allow players to nominate to trial can be extended to players, with this option permitting nominations at certain levels within a particular age group only (e.g. invitation only to Primary A & B trials, but open nomination to Primary Development trials).

In all instances where players must be nominated to trial, the nomination process will be communicated on the CHA website and by email to all clubs/schools and incumbent representative players. The nomination process will require interested players to be either nominated by their club/school (or association in respect of regional teams at Under 18, Under 21 and National Hockey League levels) or self-nominate, with nominations to be submitted to the CHA.

It is the responsibility of clubs/schools to ensure their players have been made aware of the opportunity to nominate for a CHA representative team and the selection process, including any trials that must be attended.

Nominations received after the closing date for nominations will be accepted at the discretion of CHA.

CHA reserves the right to approach individual players considered to be of a suitable standard for a particular representative team that were not nominated by the closing date for nominations and extend an invitation to self-nominate. The option to self-nominate in these circumstances can only be extended through until the first stage of the selection process (e.g. first trial).

CHA reserves the right to rescind a nomination at any time prior to or during the trial period if the player is found to not meet the age criteria, playing criteria, or is deemed unsuitable for any other reason.

Team Selection Processes & Procedures

CHA shall conduct the selection process for each representative team in a transparent and fair manner, giving all players a reasonable opportunity to display their ability.

Prior to the commencement of the selection process the Selection Panel shall hold a meeting and disclose to each other any conflict or relationship with any player which could impact on their objectivity during the selection process. The Selection Panel will, prior to the commencement of the selection process, submit a list of all conflicts of interest to the Convenor of Selectors.

There is no set selection process that must be followed (i.e. number of trials and structure of trials), however the selection process to be implemented for any team must be endorsed by the CHA Chief Executive Officer and then communicated to trialists via the CHA website ahead of the commencement of the selection process. CHA reserves the right to alter the selection process if considered necessary due to the number of trialists in attendance at any stage of the process, but where changes are implemented it is required that the altered selection process is endorsed by the CHA Chief Executive Officer and communicated to trialists via the CHA website and verbally at the next stage of the selection process.

The selection process for any team is to commence at least three months prior to the start date of the major national tournament (or equivalent) that the team will attend in that year.

Failure to attend an element of the selection process for a particular team may result in a player being eliminated from the selection process. If a player requires an absence from an element of the selection process, then such a request must be submitted to the CHA at least 24 hours in advance or as soon as possible after that if the need for an absence is identified less than 24 hours from an element of the selection process. As a guide, suitable reasons for an absence would include bereavement, injury and illness, and family difficulties.

At each stage of the selection process that involves a reduction in the number of players in contention for selection or the naming of the final tournament squad, the Selection Panel is to obtain endorsement from the CHA Chief Executive Officer for the proposed squad prior to communicating the names of players still in contention.

At each stage within the selection process that results in a reduction in the number of players still

in contention for selection or the naming of the final tournament squad, the names of the players still in contention must be communicated via the CHA website.

There is no requirement for CHA or CHA representatives to give any explanation as to why a particular player gained or missed selection for a particular representative team. Such feedback is at the discretion of the Selection Panel and is to be communicated only by the Convenor of Selectors. However, in all situations where an incumbent misses selection it is appropriate for that player to be contacted directly (in person or by phone) prior to the formal announcement of the squad and made aware by the Convenor of Selectors (or their nominee from within the Selection Panel) that they have missed selection.

Teams must be named at least eight weeks prior to a team's national tournament (or equivalent). This excludes the National Hockey League, Senior and Under 21 teams. The National Hockey League teams must be named by the date set out by Hockey New Zealand each year, the Senior teams must be named within two weeks of the National Hockey League teams being named and the Under 21 teams must be named at least six weeks prior to the national tournament.

The composition of playing positions within the tournament squad is completely at the discretion of the selection panel (e.g. one or two goalkeepers). The number of players selected in the tournament squad is consistent with the rules stipulated for the major national tournament (or equivalent) in which the team will compete (i.e. a maximum of 18 players for National Hockey League teams and a maximum of 16 players for all other teams).

Once a tournament squad has been named, should a player not perform due to injury, fitness or poor commitment/attitude towards team practices and activities, the player can be removed from the squad provided the following steps have occurred:

1. The coach has communicated to the relevant player in writing their concerns and indicated a deadline for rectifying the issue
2. Upon reaching the deadline identified in clause 1 above, if the issue has not been rectified to the satisfaction of the coach, then the coach is to inform the CHA Chief Executive Officer of their desire to remove the player, providing a copy of the communication from clause 1 above.
3. If the CHA Chief Executive Officer is satisfied that the issue is genuine and that the coach has been reasonable in their expectations for the issue to be rectified, the CHA Chief Executive and coach will meet with the player (and parent(s) if appropriate) to confirm the player has been removed from the squad.

Should a replacement player need to be included in a tournament squad due to the withdrawal of another player, the replacement player is to be chosen by the Selection Panel and is to be chosen from the group of players identified, at the conclusion of the selection process, as the non-travelling reserves for that team. For the sake of clarity, the non-travelling reserves for any team is either the entire tournament squad of the team beneath the team requiring a replacement player (e.g. non-travelling reserves for Under 15 A team are the entire Under 15 B team) or if there is no team beneath the team requiring a replacement player it is any player that reached a designated stage within the selection process (e.g. all players that were invited to attend the third trial).

In all instances where the replacement player is taken from a lower team, the higher level team has full rights to select the replacement player that is deemed by the Selection Panel as the preferred replacement, irrespective of the impact this may have on the performance of the lower

team at their national tournament (or equivalent).

Drafting & Use of Guest Players

CHA will support the request of any Canterbury-based player to be released onto the Hockey New Zealand player draft provided the player made themselves available for selection for Canterbury at the equivalent age group level and the level of development a drafted player will experience with another association, both in terms of the quality of coaching to be received and the level of national tournament to be attended, is higher than the level that CHA could have offered the player. This approach reflects the desire of CHA to have its players maximise development opportunities and Canterbury-based players being drafted by other associations will not only benefit the drafted player, but is likely to also provide another Canterbury player with an opportunity to experience representative hockey.

CHA is to only consider drafting players into Canterbury teams at Under 18, Under 21, National Hockey League and Masters levels on the following conditions:

Under 18 - highly unlikely but if a high quality player was not selected by their own province and was available for selection, then under these exceptional circumstances a guest player can be included in the tournament squad. All Guest Players must be at least 15 years of age as at January 1 in the year of the competition;

Under 21 – highly unlikely, but if a high quality player was not selected by their own province and was available for selection, then under these exceptional circumstances a guest player can be included in the tournament squad;

National Hockey League – any perceived weaknesses within the available local players are permitted to be addressed through the inclusion of guest players in the tournament squad;

Masters – any shortfall in playing numbers from local players can be addressed with the inclusion of guest players in the tournament squad;

Province of Origin – with the advent of players heading overseas or to other parts of New Zealand (e.g. Auckland) to further their playing career becoming more common, CHA will consider for selection at the above levels players deemed by Hockey New Zealand as belonging to Canterbury on the basis of 'Province of Origin'. If any 'Player of Origin' is included in a tournament squad it will be on the basis of an established understanding prior to the naming of the tournament squad as to the full extent of a player's engagement in the team.

Coach Appointment Process

For all Canterbury representative coaching positions the following process will be applied to determine the appropriate appointments:

1. CHA will advertise the available positions on the website and by email to the hockey community, in particular all coaches on the CHA Coaching Database, requesting applications from interested parties (for the Under 18 Regional teams, Under 21 and National Hockey League positions, emails will also be distributed to the Association secretaries within the greater Canterbury region). The timing of appointing coaches throughout the year will be based on ensuring selection processes can be delivered effectively and will therefore be at least four months prior

to the major national tournament (or equivalent) that the team will attend.

2. Coaches for the regional teams may be appointed for a three year term, subject to a satisfactory fulfilment of an annual performance review, to ensure participation in the Coaching Pathways of Hockey Academy South.
3. An appointments panel of at least three people will be established. The membership of the panel should include a CHA Representative, a suitable CHA staff member and a member of the hockey community with suitable credentials in coaching, high performance or representative sport. For all regional teams the High Performance Manager from Hockey Academy South will be a member of the panel.
4. In the event that no applications are received for a particular coaching position, the appointments panel is required to generate a list of suitable individuals to be approached. The panel may recommend for the position to be re-advertised in the event of there being no suitable applicant.
5. In all instances, whether a single applicant, multiple applicants or an approach has been made, the appointments panel will determine the applicants to be interviewed, its preferred applicant and recommend that applicant to the CHA Chief Executive for ratification.
6. Prior to the name of an appointed coach being made public, CHA will ensure all unsuccessful applicants are made aware of the decision. The details of all appointed coaches will be communicated via the CHA website.

Assistant Coach Appointment Process

For all Canterbury representative teams the option exists for an assistant coach to be appointed. The following process will be applied to determine the appropriate appointments:

1. CHA will advertise the available positions on the website and by email to the hockey community, in particular all coaches on the CHA Coaching Database, requesting applications from interested parties (for the Under 18 Regional teams, Under 21 and National Hockey League positions, emails will also be distributed to the Association secretaries within the greater Canterbury region).
2. An appointments panel of at least three people will be established. The membership of the panel including the CHA, a suitable CHA staff member and a member of the hockey community with suitable credentials in coaching, high performance or representative sport. For the Regional Coaching Appointments the panel must include the High Performance Manager of Hockey Academy South to ensure participation in the Coaching Pathways.
3. The appointments panel will consider the merit of all applicants, create a short list of suitable applicants and interview applicants accordingly. A member of the appointments panel (typically the CHA staff member) will discuss with the appointed coach of the team the individuals that have been shortlisted to determine a preferred assistant coach, who will be recommended to the CHA Chief Executive Officer for ratification.
4. In the event that no suitable applications are received for a particular assistant coaching position, the appointments panel and coach are required to generate a list of suitable individuals to be approached. If someone who is approached agrees to

take on the role then the panel may recommend the appointment of that person to the CHA Chief Executive Officer for ratification.

5. Prior to the name of an appointed assistant coach being made public, CHA will ensure all unsuccessful applicants are made aware of the decision. The details of all appointed assistant coaches will be communicated via the CHA website.

Manager Appointment Process

For all Canterbury representative teams a team manager will be appointed. The following process will be applied to determine the appropriate appointments:

1. CHA will advertise the available positions on the website and by email to the hockey community, requesting applications from interested parties (for the Under 18 Regional teams, the Under 21 and National Hockey League positions, emails will also be distributed to the Association secretaries within the greater Canterbury region).
2. An appointments panel of at least three people will be established. The membership of the panel including the Representative Coordinator, a suitable CHA staff member and a member of the hockey community with suitable credentials in coaching, high performance or representative sport.
3. The appointments panel will consider the merit of all applicants, interviewing any applicants that have not previously been a Canterbury representative manager, and create a shortlist of suitable applicants.
4. A member of the appointments panel (typically the CHA staff member) will discuss with the appointed coach of the team the individuals that have been shortlisted to determine a preferred manager, who will be recommended to the CHA Chief Executive Officer for ratification.
5. In the event that no applications are received for a particular management position, the appointments panel and coach are required to generate a list of suitable individuals to be approached. If someone who is approached agrees to take on the role then the panel will recommend the appointment of that person to the CHA Chief Executive Officer for ratification.
6. Prior to the name of an appointed manager being made public, CHA will ensure all unsuccessful applicants are made aware of the decision. The details of all appointed managers will be communicated via the CHA website.

Composition of a Selection Panel

For all Canterbury representative age group levels, the selection panel is to include at least three selectors. The composition of the selection panel is as follows:

1. For the Regional Teams the panel will be determined by the High Performance Manager in consultation with CHA staff.
2. For other teams two nominees of CHA (typically appropriate staff members and/or experienced representative coaches), one of whom will be the CHA appointed convenor of selectors for the age group, the appointed team coach(es), and any other coaches appointed to teams within the age group (e.g. B team or Development team coach(es)).

At least one of the CHA nominee(s) on the selection panel must be considered independent. This means that they do not coach a club/school team in the local competition, at the level at

which trialists participate (i.e. are not the club/school coach of potential trialists), and must not have a son/daughter or any other relative as a trialist.

It is the responsibility of the selection panel to ensure that the actual process for determining the tournament squad adheres to the endorsed selection process that has been communicated prior to the commencement of the process.

Not all members of the selection panel are required to be involved in the selection of all tournament squads within a particular age group. While the selection of each tournament squad requires at least three members of the selection panel to be involved and must include the two nominees of CHA, coaches are only required to be involved if they are deemed to have a direct interest in the team being selected. A direct interest applies for a coach when it is the team they are to coach that is being selected or when the group of potential replacement players that can be drawn upon is being selected.

Appointment of Representative Umpires

CHA is committed to meeting its umpire obligations at Hockey New Zealand National Tournaments (or other tournaments where a requirement of entry is the provision of an umpire) and also providing Canterbury umpires with the opportunity to develop and excel through attendance at high performance tournaments.

Hockey New Zealand is responsible for selecting umpires for use in most of their tournaments. The Canterbury Representative Policy for umpire selections will only apply in those tournaments where Hockey New Zealand seeks nominations.

The process for appointing representative umpires is as follows:

1. Only umpires that are actively involved as umpires in CHA competition over the past twelve months will be considered for representative appointments.
2. CHA will identify all umpires that are worthy of consideration for representative appointments and invite these umpires to submit expressions of interest, by a stipulated deadline, for attending representative tournaments that have been identified by CHA as appropriate to their ability (based on the standard of the tournament and relevant Hockey New Zealand restrictions on umpires (e.g. age restrictions)).
3. A subcommittee of the CHA Umpires Committee will be convened, as necessary, to consider the expressions of interest received and determine which umpire should attend each tournament.
4. In instances where no expressions of interest are received for a tournament to which CHA is required to provide an umpire, the subcommittee will approach individuals considered appropriate. If someone who is approached agrees to attend a tournament, then they become the subcommittee's recommendation for that tournament.
5. All representative umpire recommendations of the subcommittee are to be submitted to the CHA Chief Executive Officer for ratification.
6. Prior to the name of appointed umpires being made public, CHA will ensure all unsuccessful applicants are made aware of the decision. The details of all appointed umpires will be communicated via the CHA website.

Discretion

In any situation where the interpretation and/or application of this Policy is unclear the CHA Chief Executive Officer shall have the authority to interpret and adjudicate on the appropriate interpretation and application, with transparency and fairness to be the guiding principles in reaching a reasonable decision in the best interests of the sport in Canterbury.

In any situation where it is determined from an operational perspective that a variation(s) to this Policy is in the best interests of the Canterbury Representative Program, the CHA Chief Executive Officer shall have sole discretion to approve the intended variation(s).

Policy Adopted: March 2017 (also endorsed by Regional Associations in relation to regional Canterbury teams)

Next Review: December 2017