



## Canterbury Hockey Association (Inc.) Representative Policy

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## Policy

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

### Player Eligibility Criteria

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**Under 18 teams** - Players being considered must be under the age of 18 as of January 1 in the year being considered and must also be 15 or over as of January 1 of the year in which the tournament is played. They must also be registered participants of Canterbury Hockey who live or school within the Associations boundaries and be eligible through Hockey New Zealand's National U18 rules. Players who do not live or school within the Association boundaries but are registered participants of Canterbury Hockey will only be eligible for selection if there is a Memorandum of Understanding in place between Canterbury Hockey and the Association they are living and/or schooling in, following mutual agreement between the respective Association of the benefits it provides for the individual participant and both Association's participants in general.

**National Hockey Championship teams** – Any player is eligible for the National Hockey Championship teams provided they are registered participants of Canterbury Hockey or are eligible for Canterbury through Hockey New Zealand's National Hockey Championship association of origin or guest player rules. Players must be 17 years old or over as of 1<sup>st</sup> January of the year in which the tournament is played.

**Masters teams** – Players who are over 35 as of January 1 in the year being considered and are registered participants of Canterbury Hockey 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 Canterbury Hockey that players make themselves available for selection in their own age group.

Players selected for all Canterbury Hockey representative teams can only attend the national tournament if any amounts owing to Canterbury Hockey have been paid in full or arrangements satisfactory to Canterbury Hockey are in place prior to the team travelling to tournament.

### Player Nomination Process and Procedures

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For teams selected early in the season, it is recognised that selectors may 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. Canterbury Hockey 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 Canterbury Hockey, the option to allow players to nominate to trial can be extended to players-

In all instances where players must be nominated to trial, the nomination process will be

communicated on the Canterbury Hockey 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 self-nominate, with nominations to be submitted to Canterbury Hockey by the due date outlined.

It is the responsibility of clubs/schools to ensure their players have been made aware of the opportunity to nominate for a Canterbury Hockey 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 Canterbury Hockey.

Canterbury Hockey 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).

Canterbury Hockey 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 and Procedures**

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Canterbury Hockey 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.

### **Composition of a Selection Panel**

For all Canterbury representative team selections Canterbury Hockey will appoint a Selection Panel made up of at least three selectors. The composition of the selection panels will be determined by the Canterbury Hockey Chief Executive or their delegate.

At least one of the Canterbury Hockey 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 Convenor of the Selection Panel to ensure that the actual process for determining the tournament squad/team adheres to the endorsed selection process that has been communicated prior to the commencement of the process.

All members of the Selection Panel are required to be involved in the selection of all tournament squads/teams within a particular age group and must be present throughout the entire selection process.

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.

The selectors may also invite other individuals considered to have appropriate expertise to assist in the selection process at any stage (e.g. a GK specialist). The extent of any engagement by any invited individual into the selection process must be signed off by the Canterbury Hockey Chief Executive or their delegate.

### **Process and Procedure**

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 Canterbury Hockey and then communicated to trialists on the Canterbury Hockey website ahead of the commencement of the selection process. Canterbury Hockey 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 be communicated to trialists on the Canterbury Hockey website and verbally at the next stage of the selection process.

The selection process for any team, where possible, 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 Canterbury Hockey 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, illness, and family difficulties.

At each stage of the selection process which involves a reduction in the number of players in contention for selection or the naming of the final tournament squad the names of the players still in contention must be communicated on the Canterbury Hockey website.

The selectors reserve the right to include players unable to attend any of the trials in the final team. Players included under these circumstances may be:

- Players who are proven performers at the age-group (or above); or
- Players who have registered to trial but are unable to trial due to unforeseen circumstances.

There is no requirement for Canterbury Hockey 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.

All squad/teams are required to be ratified by the Chief Executive.

U18 teams will be named at least six weeks prior to the national tournament. The National Hockey Championship A teams must be named by the date set out by Hockey NZ each year. The National Hockey Championship B teams must be named within two weeks of the National Hockey Championship A teams being named.

The number of players selected in the tournament squad/team is at the discretion of Canterbury Hockey (e.g. one or two goalkeepers). The composition of playing positions within the tournament squad/team is completely at the discretion of the Selection Panel.

Once a tournament squad/team 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/team 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 Canterbury Hockey Chief Executive (or their named delegate) of their desire to remove the player, providing a copy of the communication from clause 1 above.
3. If Canterbury Hockey is satisfied that the issue is genuine and that the coach has been reasonable in their expectations for the issue to be rectified the coach, and if required the Chief Executive, will meet with the player (and parent(s) if appropriate) to confirm the player has been removed from the squad/team.

All players who trial, but who are not selected in a team, will be eligible as replacement players should any member of the selected squads/teams not be able to fulfil their commitments to their respective teams. For the sake of clarity, if a player selected to the A team withdraws, a player from the B team will take their place and a replacement player for the B team will be identified from the eligible replacement players (i.e. those players who trialled).

In all instances where the replacement player is to be 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). The selection of the replacement player must be communicated between the respective coaches in the first instance and secondly with the consent of the respective player.

## **Guest Players**

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Canterbury Hockey will support the request of any Canterbury-based player to be released as a guest player provided the player made themselves available for selection for Canterbury at the equivalent age group level, and the level of development a guest 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 Canterbury Hockey could have offered the player. This approach reflects Canterbury Hockey's desire to have its players maximise development opportunities and Canterbury-based players being used as guest players by other associations will not only benefit the guest player but is likely to also provide another Canterbury player with an opportunity to experience representative hockey.

Canterbury Hockey is to only consider guest players into Canterbury teams at National Hockey Championship and Masters levels on the following conditions:

- **National Hockey Championship** – any perceived weaknesses within the available local players are permitted to be addressed through the inclusion of guest players in the tournament squad/team.
- **Masters** – any shortfall in playing numbers from local players can be addressed with the inclusion of guest players in the tournament squad.

## **Association of Origin**

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Canterbury Hockey will consider for selection players deemed by Hockey NZ as belonging to Canterbury on the basis of 'Association of Origin' for National Hockey Championship and Masters. 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**

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

1. Canterbury Hockey will advertise the available positions on the website and by email to the hockey community, in particular all coaches on the Canterbury Hockey coaching database, requesting applications from interested parties. 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 U18A and National Hockey Championship teams may be appointed for a two-year term, subject to a satisfactory fulfilment of an annual performance review, which is to be conducted by a suitable delegate of Canterbury Hockey's Chief Executive.
3. It is the preference of Canterbury Hockey, that where possible, applicants for Head Coach roles submit their application with a wider coaching team proposed including Assistant Coach(es) and/or Team Managers.
4. An Appointments Panel of at least three people will be established. The membership of the panel should include persons with suitable credentials in coaching, high performance or representative sport and include a Canterbury representative. For all teams, the Canterbury Hockey Chief Executive will appoint the appropriate internal representative as a member of the panel.
5. 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 that the position be re-advertised in the event of there being no suitable applicant.
6. In all instances, whether a single applicant, multiple applicants or an approach has been made, the Appointments Panel will:
  - a. determine the applicants to be interviewed.
  - b. determine their preferred applicant, and
  - c. recommend that applicant to the Chief Executive for ratification.
7. Prior to the name of an appointed coach being made public, Canterbury Hockey will ensure all unsuccessful applicants are made aware of the decision. The details of all appointed coaches will be communicated on the Canterbury Hockey website.

## **Assistant Coach Appointment Process**

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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. Canterbury Hockey will advertise the available positions on the website and by email to the hockey community, in particular all coaches on the Canterbury Hockey coaching database, requesting applications from interested parties.
2. An Appointments Panel of at least three people will be established. The membership of the panel should include a Canterbury Hockey representative, a suitable Canterbury Hockey 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, create a short list of suitable applicants and interview applicants accordingly. A member of the Appointments Panel (typically the Canterbury Hockey 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 then be recommended to the Chief Executive for ratification.
4. If through the Head Coach appointments, a coaching 'team' be proposed, acceptance of that proposal, and therefore appointment of any proposed Assistant Coach as part of that process, will be subject to the Appointments Panel assessing that the proposed Assistant has the appropriate skills and expertise to undertake that role.
5. Should no suitable applications be 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 Chief Executive for ratification.
6. Prior to the name of an appointed assistant coach being made public, Canterbury Hockey will ensure all unsuccessful applicants are made aware of the decision. The details of all appointed assistant coaches will be communicated on the Canterbury Hockey website.

## **Management Team Appointment Process**

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For all Canterbury representative teams Canterbury Hockey will determine the number of management personnel to be appointed to a particular team. The make-up of the personnel within the management team will be determined in consultation with the respective team coach.

A team manager for all representative teams will be appointed. The following process will be applied to determine the appropriate appointments:

1. Canterbury Hockey will advertise any vacant manager positions on the website and by email to the hockey community, requesting applications from interested parties.

2. Canterbury Hockey 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.
3. If through the Head Coach appointments, a coaching 'team' be proposed, acceptance of that proposal, and therefore appointment of any proposed Team Manager as part of that process, will be subject to the Appointments Panel assessing that the proposed Team Manager has the appropriate skills and expertise to undertake that role.
4. Canterbury Hockey will discuss with the appointed coach of the team the individuals that have been shortlisted to determine a preferred manager. This person will then be recommended to the Chief Executive for ratification.
5. Should no applications be received for a particular management position, Canterbury Hockey and the 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 Chief Executive for ratification.
6. Prior to the name of an appointed manager being made public, Canterbury Hockey will ensure all unsuccessful applicants are made aware of the decision. The details of all appointed managers will be communicated on the Canterbury Hockey website.

## **Appointment of Representative Umpires**

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Canterbury Hockey is committed to meeting its umpire obligations at Hockey NZ 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 NZ is responsible for selecting umpires for use in the National Hockey Championship and U18 tournaments.

### **Discretion**

In any situation where the interpretation and/or application of this Policy is unclear, the 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 to this Policy is in the best interests of the Canterbury representative programme, the Chief Executive shall have sole discretion to approve the intended variation.