



## HOCKEY MANAWATU (INC.) REPRESENTATIVE POLICY

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### Policy

Hockey Manawatu (HMI) 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 Manawatu, Central Hockey and possibly at a national level. HMI 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), are playing in the HMI Junior competition, and are registered and affiliated participants of HMI, 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 an HMI affiliated team 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 HMI are eligible for Under 18 age group teams.

Senior teams – Any player is eligible for the Senior teams provided they are a registered participant of an HMI affiliated team and play in the Open Grade competition.

Note: Please refer to the Hockey New Zealand player eligibility rules for as definitive ruling on school teams versus club teams to determine what province a player is eligible to represent.

### Exceptional Players

It is the preference of HMI that players make themselves available for selection in their own age group. The option to play in a higher age group is at the discretion of HMI and will be based on what is in the best interests of the HMI Representative program and the player concerned.

Players wishing to trial for teams out of their age group must notify HMI Development Manager two weeks prior to the first trial.

Consideration of the players request will be made by the HMI Development Manager and the HMI Operations Manager who will consult with the relevant parties to reach a decision which will be advised prior to the first trial.

A number of criteria will be used to determine whether a player will be allowed dispensation to trial out of their age:

- Physical maturity.
- Social maturity.
- Playing ability, both technical and tactical.
- Any other relevant issues.

### Player Nomination Process & Procedures

It is recognised that teams for Under 15 and Under 18 age groups must each year be selected very early in the season and this therefore does not provide the opportunity for selectors to identify players through performance in their respective club/school teams to be invited to trial. At these age groups players have the option to nominate to trial for a particular representative team.

At other levels (i.e. Primary, Senior), 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 trials, but open nomination to Primary B trials).

In all instances where players must be nominated to trial, the nomination process will be communicated on the HMI 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 the HMI office.

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

HMI 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).

HMI 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

HMI 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. As a means to achieve this outcome each member of the Selection Panel is required to submit to HMI Development Manager at the commencement of the selection process a list of any conflicts of interest that may exist with any of the trialists.

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 HMI Development Manager and then communicated to trialists via the HMI website ahead of the commencement of the selection process. HMI 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 HMI Development Manager and communicated to trialists via the HMI 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 HMI Development Manager office 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 HMI Development Manager 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 HMI website.

There is no requirement for HMI or HMI 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 a member of the Selection Panel that they have missed selection.

At least eight weeks prior to a team's major national tournament (or equivalent) the tournament squad is to be named. 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 16 players)

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 1. above, if the issue has not be rectified to the satisfaction of the coach, then the coach is to inform the HMI Development Manager of their desire to remove the player, providing a copy of the communication from 1. above
3. If the HMI Development Manager is satisfied that the issue is genuine and that the coach has been reasonable in their expectations for the issue to be rectified, the HMI Development Manager 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

HMI will support the request of any Manawatu-based player to be released onto the Hockey New Zealand player draft provided the player made them self available for selection for Manawatu 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 HMI could have offered the player. This approach reflects the desire of HMI to have its players maximise development opportunities and Manawatu-based players being drafted by other associations will not only benefit the drafted player, but is likely to also provide another Manawatu player with an opportunity to experience representative hockey.

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, HMI will consider for selection at the above levels players deemed by Hockey New Zealand as belonging to Manawatu 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 Manawatu representative coaching positions the following process will be applied to determine the appropriate appointments:

1. HMI will advertise the available positions on the website and by email to the hockey community, in particular all coaches on the HMI 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. An appointments panel of at least three people will be established. The membership of the panel including a suitable HMI staff member (e.g. Development Manager) and two representatives of the appropriate HMI operational committee (or their nominees).
3. In all instances where there is only a single applicant by the closing date for applications and that applicant has previously been a HMI representative coach with success in terms of results and conduct in the opinion of the appointments panel, then there is no need to interview the applicant. The panel may simply recommend the applicant to the HMI Operations Manager for ratification.
4. In all instances where by the closing date for applications there are multiple applicants or a single applicant that has not previously been a Manawatu representative coach, the appointments panel is required to conduct interviews. The panel will determine its preferred applicant and recommend that applicant to the HMI Operations Manager for ratification.
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. This list will be forwarded to the HMI Operations Manager for endorsement of the individuals on the list prior to the appointments panel approaching any individuals on the list. If someone who is approached agrees to take on the role then the panel will recommend the appointment of that person to the HMI Operations Manager for ratification.
6. Prior to the name of an appointed coach being made public, HMI will ensure all unsuccessful applicants are made aware of the decision. The details of all appointed coaches will be communicated via the HMI website.

#### Assistant Coach Appointment Process

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

1. HMI will advertise the available positions on the website and by email to the hockey community, in particular all coaches on the HMI Coaching Database, requesting applications from interested parties
2. An appointments panel of at least three people will be established. The membership of the panel including a suitable HMI staff member (e.g. Development Manager) and two representatives of the appropriate HMI operational committee (or their nominees).
3. The appointments panel will consider the merit of all applicants, interviewing any applicants that have not previously been a Manawatu representative coach or assistant coach, and create a shortlist of suitable applicants.
4. A member of the appointments panel (typically the HMI 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 HMI Operations Manager for ratification.
5. In the event that no applications are received for a particular coaching position, the appointments panel and coach are required to generate a list of suitable individuals to be approached. This list will be forwarded to the HMI Operations Manager for endorsement of the individuals on the list prior to the appointments panel approaching any individuals on the list. If someone who is approached agrees to take on the role then the panel will recommend the appointment of that person to the HMI Operations Manager for ratification.

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

### Manager Appointment Process

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

1. HMI will advertise the available positions on the website and by email to the hockey community, requesting applications from interested parties.
2. An appointments panel of at least three people will be established. The membership of the panel including a suitable HMI staff member (e.g. Development Manager) and two representatives of the appropriate HMI operational committee (or their nominees).
3. The appointments panel will consider the merit of all applicants, interviewing any applicants that have not previously been a Manawatu representative manager, and create a shortlist of suitable applicants.
4. A member of the appointments panel (typically the HMI 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 HMI Operations Manager 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. This list will be forwarded to the HMI Operations Manager for endorsement of the individuals on the list prior to the appointments panel approaching any individuals on the list. If someone who is approached agrees to take on the role then the panel will recommend the appointment of that person to the HMI Operations Manager for ratification.
6. Prior to the name of an appointed manager being made public, HMI will ensure all unsuccessful applicants are made aware of the decision. The details of all appointed managers will be communicated via the HMI website.

### Composition of a Selection Panel

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

1. Two nominees of HMI (typically appropriate staff members and/or experienced representative coaches), one of whom will be the HMI appointed convenor of selectors for the age group
2. The appointed team coach(es)
3. Any other coaches appointed to teams within the age group (i.e. B team or Development team coach(es))

At least one of the HMI 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 (e.g. 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 HMI, 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

HMI 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 Manawatu umpires with the opportunity to develop and excel through attendance at high performance tournaments.

The process for appointing representative umpires is as follows:

1. Only umpires that are actively involved as umpires in HMI competition over the past twelve months will be considered for representative appointments.
2. HMI 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 HMI 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 HMI 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 HMI 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 HMI Operations Manager for ratification.
6. Prior to the name of appointed umpires being made public, HMI will ensure all unsuccessful applicants are made aware of the decision. The details of all appointed umpires will be communicated via the HMI website.

#### Discretion

In any situation where the interpretation and/or application of this Policy is unclear the HMI Operations Manager 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 Manawatu.