

**Grafton Hockey
Association Inc. (GHA)
Representative Field and
Indoor Teams Policy and
Procedures
(2024 Edition)**



Representative Team Selection

Procedures

General

GHA Inc Rep committee will call for the following nominations each year directly after HNSW Release dates and Venues for the following Season.

Closing date will be 6 Weeks from this time each Year.

- Selectors of each Representative Team – Field and Indoor
 - Coaches of each Representative Team - Field and Indoor
 - Manager for each Representative Team – Field and Indoor
 - Players for each representative Team – Field and Indoor (nominate through Revolutionise event)
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- GHA Inc Rep committee will publicise the request for nominations via Board and Competitions Committee Meetings. Along with Notice boards, emails and website/Facebook social media sites.
 - Completed nominations must be returned to the Representative Committee email; repcommitteegha@gmail.com by the advised date.
 - Appointment of all Selectors and Coaches will be made by the GHA Representative Committee, (where possible) 2 Weeks after Closing Date Each Year. Managers will be appointed by the Board.
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- All players are to nominate for representative teams through trial “nomination event” on the GHA website. They will be advised of training requirements following selection.
 - Field teams will consist of a Maximum of 1 goalkeeper and 13 field players. (Rep Committee may add to this after consultation with coach)
 - Indoor teams will consist of 1 goalkeeper and 7 Field Players
 - Once a team has been selected, finalised, and endorsed by the relevant selection committee and ratified by the GHA Rep Committee advice will be given to players by way of email and/or posting of teams to the GHA Facebook site.
 - Any further discussion or complaints with team selection must be placed in writing to the GHA Rep Committee prior to the first training session and include supporting evidence of any issues raised.
 - A response to any query will be returned in writing from the Representative Committee.
 - Players who have been selected in a Representative team will be give notification

by the Team Manager of costs for the Championships a minimum of 4 weeks prior to travel.

- All players and officials available for selection must be registered with GHA Inc. with the exception of expatriate players who wish to be considered to play for Grafton as their association of origin. These players must be registered with Hockey NSW.
- The numbers of teams attending the Championship will be based on the numbers of players that attend the **FIRST** trial and what championship rules permit. (some are capped)

Field and Indoor Championship Team Selections

- A player can be considered for selection for any age group in which they are eligible. This is to ensure that GHA sends to most competitive team possible to the championships. All athletes and parents/guardians must attend a preselection discussion to discuss playing styles and player responsibilities. Game time if players don't perform. The coach will put you in position that best helps the team. This is not a participation carnival; it is a representative carnival that Grafton want to do their best
- A player must make themselves available to play their own age division to be eligible to be considered for any other age division.
- If a player wishes to play outside of their age division, they must sign a Hockey NSW State Championship Age Eligibility Waiver Form which is due to Hockey NSW 1 week prior to the championships.
- A player or umpire wishing to compete at NSW Championships with another Association MUST complete a Hockey NSW Umpire or Player Clearance Form.

GHA Representative Committee Responsibilities

It is the responsibility of the GHA Representative Committee to appoint selectors, coaches (Managers will be selected by the GHA Board) for each Representative Team from the applications received.

If a situation arises where a decision cannot be reached by the GHA Rep Committee as to the most suitable candidate for a position, the "Chairperson" of the Representative Committee will have the final vote.

To collect and compile feedback for non-selected Junior players for each age division.

The GHA Representative Committee will appoint:

Selectors

Three selectors will be appointed be based on:

1. Nomination
2. Qualification – include a copy of accreditations.
3. Requests to select a preferred age group.
4. Experience
5. Provide a current NSW WWCC

NOTE: Elected selectors must attend all team selection trials.

It is the responsibility of the selectors appointed by the GHA Representative Committee to;

- Ensure the selection process provides the best teams to represent GHA
- Select players based on fitness, skills, knowledge, attitude, teamwork and citizenship
- Ensure confidentiality of selection processes
- Allow players sufficient time to demonstrate their capabilities to meet the selection guidelines
- Must use the player profile/assessment sheets to justify player selections
- Ensure all players/parents etc. are made aware of Hockey NSW Player and Team Official Code of Conduct
- Once a team is selected and finalized the Team Selection Sheet must be completed and forwarded to the GHA Representative Committee. Once ratified the team will be endorsed to the GHA Representative Committee and released onto the GHA Inc. FB page
- Selectors will need to provide feedback to representative committee for all non-selected athletes.
- Selectors must use selection sheets provided by GHA Rep Committee for all trials.
- Must demonstrate fair, equitable and professional behavior during team selections
- Ensure they have an NSW Working with Children Check which is to be provided the GHA Representative Committee.
- If a situation arises where a decision cannot be reached by the selectors as to player selection the "Chairperson" of the Representative Committee and Coach will have the final vote.
- Declare any conflict of interest

Coach

1. Nomination
2. Experience and knowledge of current Hockey NSW playing styles and systems, and demonstrate an understanding of and can apply current coaching methods, styles

and systems.

3. Demonstrate their coaching credentials and experience meet the requirements for the team they will coach.
4. Provide a current NSW WWCC Number

- All coaches must demonstrate equitable and professional behavior during the selection process, training, and championship attendance
- All coaches must be available to attend the Hockey NSW Championship on the age group they have been appointed to
- Ensure the selection process provides the best teams to represent GHA

Select players based on fitness, skills, knowledge, attitude, teamwork, and citizenship

- Ensure confidentiality of selection processes
- Allow players sufficient time to demonstrate their capabilities to meet the selection guidelines.
- Must use the player profile/assessment sheets to justify player selections
- All conflict of interest must be declared prior to selection trials and recorded on players profile assessments.
- Will need to be willing to give feedback to players.

Being selected to represent GHA as a Coach is an honour. This position comes with a range of expectations and responsibilities:

- Attend all team selections and liaise with the other selectors.
- In consultation with the GHA Representative selectors decide upon the 6 nominated players to be placed on the Hockey NSW coach selection sheet
- Liaise with the Representative Committee for selection dates and times
- Advise the manager and selectors of any known team changes (drop out/injuries)
- Submit a copy of their training program to the selectors prior to the first team selection day.
- Provide players with specific feedback in a positive and responsible manner during selection trials and training allowing for individual player skill development
- Ensure a safe environment during trials and training and whilst at the championship
- Address all players and officials in an appropriate manner
- Dress appropriately for training sessions and while representing GHA wearing a Representative Dress Shirt
- Liaise with the Team manager, Representative Committee, players, and parents as required.
- Abide by the Hockey NSW State Championship Players and Team Officials Code of Conduct
- Plan game strategy, - inform players of expectations during the championships and provide feedback to the team and players at the conclusion of each Championship game.
- Ensure Hockey NSW tournament Rule and Procedures are followed by all players and officials
- Liaise with the Representative Committee regarding the selection and naming of a Team Captain prior to the championships as part of the selection process to

represent the Team at the Championships.

- Provide feedback to the Rep committee for every player after championships

Manager

1. Experience
2. Qualifications or accreditations that are relevant
3. Organisational ability
4. Provide a current NSW WWCC

Being selected as a Manager of a GHA representative Team is an honour. The role of Manager comes with a range of expectations and responsibilities:

- If the GHA team is female and the Coach and Manager are male, then the Manager must ensure that a female assistant Manager is appointed. The female assistant Manager must be in the dugout during all matches in which the team competes.
- Attend all team selections and training as required and liaise with the team Selectors and Coach.
- Liaise with the Representative Committee, Coach and Selectors to notify players and families of selection and training times
- After consultation with the Coach, book training venues and times with the associations Turf director
- Provide contact details to GHA
- Abide by the Hockey NSW championship pack and complete all requirements at the times requested and as set out by HNSW. These include:
 - Registration of the team on the Hockey NSW website
 - Nomination of the team umpire. (Cost for paying Umpire)
 - Complete the Coach selection sheet
 - Complete player and umpire clearance forms if required
 - Complete the Hockey NSW participation declaration form.
- Prepare a budget for the team costs and submit to GHA Representative Committee 4 weeks prior to travel. **(Coach reimbursement and Umpire payment)**

Compile and distribute to players (or parents):

- Championship costs and fees
- Medical forms
- Permission notes for all players 18 years and under
- Championship draws (when known)
- Hockey NSW and GHA codes of conduct
- Apply in writing to GHA and obtain permission before organising sponsorship or fundraising activities.
- Obtain uniforms from GHA and distribute to players prior to the championships and return promptly.
- Keep a register of uniforms and ensure they are returned to GHA.
- Collect or provide information to players on how to pay any required costs. Receipts to be kept.

- A report is to be provided to the Representative Committee at the conclusion of the championship detailing all costs (receipted), experience of the team, raising any risks or concerns and addressing any future considerations for the Representative Committee.
- Obtain a representative kit and folder from the GHA Representative Committee that includes training Match ball/Defender face masks/whiteboard and playing folder with all relevant details and forms included.
- Obtain a medical kit from GHA and return it at the conclusion of the championship with notation of any products used that require replacement.
- Attend the Managers meeting at the commencement of the Championship and relay any relevant information to the coach and players.
- Ensure all players have individual equipment and safety requirements prior to playing
- Organise a Team photo at the championship and distribute to the team members
- Report and record any off-field misbehaviour which occurs. This report is to be forwarded to the GHA Representative Committee within 1 week of returning from the Championship. Any misdemeanors will be referred to and dealt with by the GHA judiciary in the appropriate manner
- Organize any player who is injured during the championship to the nearest hospital or medical centre as required and provide the physician/nurse with the players medical for reference. Notify the next of kin/emergency contact of the player's condition as soon as practical.
- Return players confidential paperwork at the end of the championship.

Player

Any player nominating for selection in a GHA Representative Team must;

- Be a financial member of Grafton Hockey Association
- If there are insufficient numbers of players for a team in an age division, players may be selected from other associations. These players can be sourced from the Hockey NSW player pick up list.
- Be able to attend all team selection trials and if unable to attend submit an email/letter to the Team Coach prior to the selection date stating the reasons why they are unable to attend.
- Demonstrate the required level of fitness.
- Accept the direction from Coaches and Selectors as required.
- Demonstrate a positive attitude toward the game of hockey.
- Sign a NSW Hockey Players Code of conduct and abide by this.
- Provide on request their preferred playing positions and highlight their strengths and areas of development
- A player may only apply for a release to play with another team/association if they have trialed and were unsuccessful in obtaining selection with GHA
- No release will be granted to any player whose primary registration is with GHA

Being selected in a Grafton Hockey Association Team is an honour. Once selected there are

responsibilities and expectations of players as follows:

1. Demonstrate a positive attitude in all aspects related to the representative team
2. Demonstrate commitment to the representative team, Coach and Manager
3. Attend all team training sessions as set by the Coach must contact manager if unable to attend
4. Notify the Coach/Manager as early as possible when you are unable to attend any team training.
5. Abide by the GHA and NSW hockey player code of conduct
6. Take direction from the Coach, Manager and Umpires as directed
7. Wear appropriate uniforms as required
8. Wear protective equipment (shin guards, mouth guards) at all selection trials, training sessions and at the Championships
9. Notify coach and Manager of any injury or illness
10. Pay all monies associated with the championship by the due date
11. Complete the HNSW Players and Team Officials Code of Conduct Championship Players Form and return it to the team Manager prior to the championships

Costs

- Players will be required to pay a deposit online before the selection date to be eligible to trial U/18's, U16's and U14's This deposit will be decided by the Rep Committee each year and should cover most if not all of the championship fees. (refundable to players who are not selected). This information will be sent out via email to athlete's that have nominated their interest in going for selection. In the event the championship is being held in Grafton a nominal fee will be set by the Representative Committee and collected by the team Manager.
- Players withdrawing due to special circumstances within 5 weeks of the championships will not be entitled to a refund of their deposit unless an additional replacement player is found.
- Team Costs will include:
Championship nomination fee, championship field / turf costs / umpire fee and reimbursement for 1 coach and 1 manager

PLEASE NOTE: These costs will be distributed across the whole team. The manager will inform players / parents / carers of this amount.

Junior Financial Support

GHA Inc. will pay in full all selection and training fees for each representative team up to a total 6 x 1 hour (while conducted in daylight).

All other costs accommodation, travel is to be covered by Team players

Accommodation and Travel – Junior Teams

. Team Officials Will Have Expenses Covered to a maximum of \$300.00 upon lodgment of Reimbursement form with Receipts Attached when travelling away

from home to Coach or Manage teams.

. Umpires appointed to any Junior Teams Shall be paid a nominal fee of \$200.00 for their time.

. Players and Parents/Caregivers are to source their own accommodation for all Championships Attended.

- Transport to and from the championships will be the responsibility of parents/carers and/or team Managers.
- Transport to and from games during the championships will also be the responsibility of parents/carers (if no bus is taken)
- Managers can organise buses for any team if the team chooses to travel by bus.
- All costs are covered by parents/players.