



***Under 15
Development
Program Policy***

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Table of Contents

Objectives	3
Roles of Key People and Committees	4
Applications and Appointment of Coaches	5
Making of the Teams	6
Training	7
Time Line Guide	8
Uniforms	9
Equipment	10
Financial Arrangements	11
Hosting Matches and Tournaments	12

Objectives

Introduction This Policy sets out procedures and guidelines for the administration of the Under 15 Program, trainings and tournaments under the jurisdiction of Central Otago Hockey Association (COHA).

Objective The objective of this Policy is to expand and clarify the roles of various key personnel and volunteers as well as providing a point of reference for decision-making.

By collating policy and decision-making frameworks into a single document, focus can be placed on the implementation of policy and decisions instead of spending time and effort on debating what is to be achieved.

Review of Policy COHA's Policy on under 15 hockey may change as competitions and the hockey environment change, revision of this Policy will be necessary. Periodic feedback from all stakeholders will be welcomed in order to further develop this document.

The contents of this document will be reviewed annually by COHA.

Further Policy In addition to this Policy Document COHA expects all personnel involved in COHA program's to understand and abide by all aspects of the following policies:

- HNZ Safety Policies
- HNZ Harassment
- HNZ Player Welfare Ruling
- HNZ Anti-Doping Policy
- HNZ Code of Conduct
- HNZ Head Injury Policy
- Central Otago Hockey Association Code of Conduct
- Central Otago Hockey Association Police Vetting Policy
- Central Otago Hockey Association Constitution

Roles of Key People and Committees

Introduction This section describes the key roles and responsibilities of those involved in COHA's Under 15 program.

COHA Administration The COHA administration is responsible for administering the day-to-day requirements of the Under 15 development programs with the help of the program coaches.

Roles and responsibilities

COHA's Board is responsible for:

- Setting the strategic direction of the Development program

COHA Development Officer is responsible for:

- The overall Development Program
- Liaison with HNZ and other regions/associations
- Delivery of key outcomes as set out in the strategic direction
- Final approval of key team appointments
- Support personnel development and selection or recommendation to the Board (where required)
- Player development

COHA's Administrator is responsible for:

- Payments and invoices for the program
- Registrations
- Initial communication with players and parents

Applications and Appointment of Coaches

Introduction This section describes the applications and appointment of coaches (including assistant coaches).

Head Coach A head coach will be appointed to each team to oversee the program. They will work alongside the Development Officer and help shape the program. The Head Coach must complete an application form before a set date. They may appoint an assistant at the Board's approval.

**Managers/
Parent Help** Managers will be asked to apply for the role. If no one applies then a parent(s) will be shoulder tapped to take on the role.

Parents may need to help team pre-tournament with team travel, team encouragement, and fundraising. They are not permitted in the dugouts and will have limited access to the players during pre-tournament games and at tournament.

Expectations of coaches Coaches are expected to follow and role model the Central Otago Hockey Associations Code of Conduct at all times.

Paid and voluntary roles **All coaching roles are un-paid.** One coach and one manager's tournament costs will be covered by the team budget. If there is more than one coach or manager then their cost will be covered either by the team budget or the individual. COHA, at its discretion, may make a contribution towards the expenses of agreed support personnel. This contribution will not be more than any actual expense incurred.

Coaching requirements All coaches must fill in application forms as provided by COHA as well as be Police Vetted.

Making of the teams

Introduction This section describes the policy for the process of how teams are made

Registration COHA will open registrations via their contact and advertising mediums. Registrations will have a deadline and if players are not registered before this deadline, they may not be able to participate in the program.

Formation of Teams All players registered will be able to participate in the training programme

From this training programme a maximum of 16 players will be selected to attend games and tournaments. This will be decided after the 3 weeks of the program by coaches and the coaching manager. Players not selected are able to continue the remaining 3 weeks of the programme.

Injury Players will be replaced if an injury occurs.

Training

Introduction This section describes the policy for training.

Setting training schedules Turf Training times will be booked in advance by COHA.
Under 15 training Program will run for 6 weeks and will start on Sunday 13 August 2023.
Time = T.B.C.

Session guidelines The girls and boy's teams will train at the same time on half a field each on Sunday afternoon.

Assisting teams COHA's Coaching Manager will support coaches when needed and where possible. We encourage any parents who are keen to help out before leaving for the tournament with coordinating any fundraising to do so.

Time Line Guide

Introduction

This section describes the time line.

Registration

Registration link: <https://www.playhq.com/hockey-new-zealand/register/a292ed>
Registrations Open: 25 May 2023 for players and coaches
Within this time, we are also searching and have applications open for coaches
Registrations Close: 16th July 2023

Setting training schedules

Under 15 training Program will run for 6 weeks and will start on Sunday 13 August 2023.

Session 1: Cromwell - Sunday 13 August: Special Session* TBC

Session 2: Cromwell - Sunday 20 August: COHA Coaches

Session 3: Cromwell - Sunday 27 August: COHA Coaches

Session 4: Cromwell - Sunday 3 September: COHA Coaches

Session 5: Cromwell - Sunday 10 September: COHA Coaches

Session 6: Cromwell - Sunday 17 September: COHA Coaches

Tournaments

Teams Named: After the session on Sunday 3rd September
Warmup Games: U15 Clutha Cup – Dunedin 9 September *TBC
Tournament: 24th - 28th September - Christchurch

Uniforms

Introduction This section describes the policy for uniforms.

Objectives To ensure that Central Otago Hockey teams look professional in order that they show pride in their team.

Team Tops Players will be given a uniform from COHA to wear for the tournament/games. They will be charged \$20 as part of the team budget to assist with the replacement and repair of the uniforms.

Shorts/Socks Players are to wear plain black socks and must have a pair of white socks to use when alternative uniform is required

Lost Uniform tops Misplaced team tee shirt or uniform is a players expense to replace.

Equipment

Introduction This section describes the policy for the provision of equipment to the Under 13 and Under 15 Development Program teams.

Training Gear Head Coaches will collect cones, balls, bibs and anything else required for training from COHA before training sessions begin. Head coaches will discuss with COHA whether they hold onto the gear or put it back after each training.

Balls will be given to Head Coaches before tournaments/games to take with them if away.

Loss or damage of equipment All gear given out must be returned to COHA by the end of the program. Individuals responsible will be charged for any equipment lost or damaged.

Financial Arrangements

Introduction This section describes the policy for the Under 15 Development Program finances.

Program Cost Representative teams are liable for a portion of the cost of participating the Central Otago Representative program.

A COHA representative will devise a budget for each team based on a number of factors including, but not limited to, tournament entry, location, mode of travel, accommodation and food. Seeking funding from grant organizations will be the responsibility of the Association and will also be factored into the budget.

The cost of the U15 programmes are:
5-6 week U15 Development Program - \$100
U15 team cost - Between \$600-\$1000 per player

This cost can covered via team sponsoring, team fundraising or personal cost.

Confirmation Players position in the Under 15 is not secure until the player is registered in PlayHQ and the payment is made to COHA.

Payment Development program payment is expected before 16th July 2023. When registering the player, payment must be made directly via PlayHQ. Registrations will close on 16th July.

Tournament teams - a \$250 payment is expected 2 weeks after the announcement of the team. The remaining balance is to be paid 2 weeks before the team leaves. Families will be notified of the total cost once the budget is finalized by the Accounts Officer. Players will be advised as to which COHA bank account the funds are to be deposited into.

There will not be a refund if the costs come under budget, or a request for more money if costs come in over budget.

Refunds Any money gifted, fundraised or sponsored for the purpose of tournament expenses under COHA's name cannot be reimbursed and will remain with the future U18 programmes. Payment is non-refundable except for the following circumstances;

- Withdrawal from the program no later than 2 weeks prior to commencing
 - Injury or Illness (with doctors certificate)
 - Family Bereavement
 - Genuine case of hardship
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Eligibility for selection

Introduction This section describes the policies for eligibility for selection in the tournament team.

Age

To be eligible for the COHA U15 Tournament team, the players must be under the age of 15 years old as at 1st January of the year in which the tournament is played and must be over the age of 13 years old as at 1st January of the year in which the tournament is played. (eg. A player whose 15th birthday is on or after 1st January is eligible, a player whose 15th birthday is before 1st January is ineligible).
