



***Under 13
Development
Program Policy***

Edited May 2023

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Objectives

Introduction This Policy sets out procedures and guidelines for the administration of the Under 13 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 13 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
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Roles of Key People and Committees

Introduction This section describes the key roles and responsibilities of those involved in COHA's Under 13 program.

COHA Administration The COHA administration is responsible for administering the day-to-day requirements of the Under 13 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 to deliver the U13 program.

**Managers/
Parent Help** Parents will need to help teams while away at tournaments with team travel, team encouragement, subbing and organization. Parents are most welcome to help out with trainings as deemed appropriate by the teams head coach.

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.** 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 The number of coaches will be dependent on player numbers, where possible it is preferable for 1 coach per team. 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 Players shall be grouped together based on similar skill levels to ensure the development of players is consistently and appropriately delivered by coaches. These teams may be regional to make training easier. The emphasis is on fostering the enjoyment of the sport for the players as well as skill development. Grouping players by skill and experience enables coaches to efficiently target the skills and development to the player.

For the 3 weeks of the Y8 11 a-side program, teams will be made up depending on numbers from each club. They will be advised of their time slot once it is known how many players have entered.

Festival Philosophy

The overarching U13 festival philosophy is one of development, fairness and providing a positive fun festival experience for everyone involved.

Teams are arranged, not selected.

No results are recorded and there is no festival winner or trophy.

It's about learning and having a go.

Players involved in high quality matches at an appropriate level.

Injury

Players may not be replaced if an injury occurs.**

** This is at the discretion of the team coach and COHA.

Training

Introduction This section describes the policy for training.

Setting training schedules Turf Training times will be booked in advance by COHA.

Under 13 training Program will run for 6 weeks and will start on Sunday 13 August 2023. After that the sessions are on Tuesday (year 7) and Wednesdays (year 8). Year 7 is held on 2 groups. Central Otago East (In Omakau, for the Maniototo region) and West (for the Wanaka, Cromwell and Queenstown Region, the training locations alternate).

Session 1: Cromwell - Sunday 13 August: Special Session U15/U13 * TBC

Session 2:

- Tuesday 15 August: Year 7- Wanaka / Omakau
- Wednesday 16 August: Year 8 (11 a-side)- Cromwell

Session 3:

- Tuesday 22 August: Year 7- Cromwell / Omakau
- Wednesday 23 August: Year 8 (11 a-side)- Cromwell

Session 4:

- Tuesday 29 August: Year 7- Queenstown / Omakau
- Wednesday 30 August: Year 8 (11 a-side)- Cromwell

Session 5:

- Tuesday 5 September: Year 7- Cromwell / Omakau
- Wednesday 6 September: Year 8 (11 a-side)- Cromwell

Session 6: Festival Cromwell

- Sunday 10 September: U13 Girls/Boys- Cromwell

Times: Tuesdays and Wednesday sessions- 4:30-6pm. Sunday Sessions T.B.C.

*The first training will be a Sunday as an expo day and the last training will also be on a Sunday as a mini tournament.

**Session
guidelines**

Trainings will be once a week for no longer than 1.5hrs. The full turf will be booked for the program.

On Tuesdays the turf will be split into stations and teams will move around these stations with their parent coach. There will be head coaches at each station taking the drill/skill.

On Wednesdays teams will be made up and coaches will be on the field with the players helping them understand 11 a-side hockey.

Y8's involved in the Wednesday program are still able to play in the 6 a-side tournaments.

Assisting teams

COHA's Coaching Manager will support coaches when needed and where possible. We encourage any parents who are keen to help out to do so. Teams will need a parent helper when at tournaments to supervise and control subbing and encouragement to the team.

Time Line Guide

Introduction

This section describes the time line.

Registration

Registration link: <https://www.playhq.com/hockey-new-zealand/register/5e7880>
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

Setting training schedules

Under 13 training Program will run for 6 weeks and will start on Sunday 13 August 2023. After that the sessions are on Tuesday and Wednesdays. This is held on 2 groups. Central Otago East (In Omakau, for the Maniototo region) and West (for the Wanaka, Cromwell and Queenstown Region, the training locations alternate).

Session 1: Cromwell - Sunday 13 August: Joe Morrison Session U15/U13

Session 2: Wanaka / Omakau

- Tuesday 15 August: Year 7
- Wednesday 16 August: Year 8 (11 a-side)- Cromwell

Session 3: Cromwell / Omakau

- Tuesday 22 August: Year 7
- Wednesday 23 August: Year 8 (11 a-side)- Cromwell

Session 4: Queenstown / Omakau

- Tuesday 29 August: Year 7
- Wednesday 30 August: Year 8 (11 a-side)- Cromwell

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Festival

16 & 17 September:
Girls/Boys- Invercargill

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 Upon registering for the Under 13 Program players will be asked for their tee shirt size. As part of the program cost they receive a tee shirt with the COHA logo on it. Players are asked to wear these to all trainings they attend for the program as well as any games/tournaments. Players that have a top from the previous year and don't need a new one they can enter at a discounted price.

Shorts/Socks Players can wear any dark colored shorts and black socks that are comfortable and suitable when playing hockey.

Lost Uniform tops Misplaced team tee shirts are at the player's expense to replace. COHA does not take responsibility for the tee shirt after they have been handed out to players.

Equipment

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

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

Balls will be given to 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 13 Development Program finances.

Program Cost The Under 13 Program cost is \$100
This includes:

- Team tee shirt
- Turf fees for trainings
- Turf fees for tournaments
- Cost if you want to re-use last year's tee is \$75

Confirmation Players position in the Under 13 is not secure until the player is registered in PlayHQ and the payment is made to COHA.

Payment When registering the player, payment must be made directly via PlayHQ. Registrations will close on 16th July. At the end of the registration, you have to option to enter a voucher code. This is for players who want to re-use last year's tee. If you re-use last year's tee, use the following voucher code: 09DE4182.

Payments must be made to secure a player's position in the program. This amount is non-refundable except for the following circumstances;

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

*If withdrawal is made later than 3 weeks before the start date players must pay for their tops ordered and can collect them from COHA.

Hosting Matches and Tournaments

Introduction This section describes the policy for hosting matches and tournaments.

Location and Date Tournament hosts may vary yearly and for each age group.

2023
16-17 September
Girls/Boys- Invercargill

Confirmation of arrangements COHA and Development Officer shall confirm details of venues and start time with the visiting associations and communicate this with teams coaches and managers.
