



***Under 18
Development
Program Policy***

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Objectives

Introduction This Policy sets out procedures and guidelines for the administration of the Under 18 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 18 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 18 programs.

COHA Administration The COHA administration is responsible for administering the day-to-day requirements of the Under 18 programs with the help of the program coaches.

Roles and responsibilities

COHA's Board is responsible for:

- Setting the strategic direction of the program

COHA Development Officer is responsible for:

- The overall Development Program pre team selection
- 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 is responsible for:

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

Applications and Appointment of Coaches and Managers

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

Head Coach A head coach will be appointed to each team by the COHA Board 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 shouldered 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 and managers Coaches and managers 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.

Selection of the team

Introduction This section describes the policy for the process of how the tournament team is selected

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 Team

All players registered will be able to participate in the development training programme.

It is not a compulsory requirement, but is recommended that the players participate in the development training program.

A maximum of 16 players will be selected to attend games and tournaments; this will be decided by the team coach(es) after the development training program and trials.

If it is deemed that there are not enough suitable players for a premier National Age group tournament available from Central Otago then guest players will be used to make up the numbers. If it is deemed there are still not enough suitable players the team will be selected as an Otago Country team. This decision will be made after the 1st trial.

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 18 development Program will run for 5-6 weeks and will start on a Sunday in mid-March. These sessions are not compulsory for players but recommended.

Once the teams are selected trainings will be at the discretion of the Head Coach

Session guidelines Training once the team is selected will be held on Sunday afternoons for no longer than 2hrs. ½ turf will be booked for each of the men and the women's teams for training.

Assisting teams COHA's Development Officer will support coaches and managers 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.

Timeline Guide – 2023

Mid March	5 week U18 Development/U15 Accelerator program commences
7th May	1st Trial held to select teams. Decision made as to whether team is Central Otago or Otago Country
14th May	2nd Trial - Wakatipu Shield with Otago, North Otago and Southland Men - Cromwell Women - Gore
18th May	Team announcement (including if Central Otago or Otago Country)
Kings Birthday Weekend 3-5th June	Mainland Cup/Similar tournament
3-8th July	National Tournament Men - Dunedin Women - Auckland

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 Uniform 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.

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 uniforms are a player's expense to replace.

Equipment

Introduction This section describes the policy for the provision of equipment for the team.

Training Gear The Head Coach 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 the Head Coach 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 18 Program finances.

Confirmation Players' positions in the Under 18 Program are not secure until full payment is made to COHA.

Program Cost Representative teams are liable for a portion of the cost of participating in 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 U18 programmes are:
5-6 week U18 Development Program - \$100
U18 team cost - Between \$600-\$1000 per player

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

Payment Development program payment is expected before the first session.

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

Eligibility for selection

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

Age HNZ player eligibility rule states:
To be eligible to play in the National Under 18 Tournaments, the players must be under the age of 18 years old as at 1st January of the year in which the tournament is played and must be over the age of 15 years old as at 1st January of the year in which the tournament is played. (eg. A player whose 18th birthday is on or after 1st January is eligible, a player whose 18th birthday is before 1st January is ineligible).

Guest Any player not registered with Central Otago Hockey but registered with another Association who wishes to play for Central Otago will be a Guest Player. For them to play for Central Otago they must obtain permission from their local Association as well as Central Otago and Hockey N.Z.
If the team attends the tournament as Otago Country, players from Otago and North Otago are eligible to be selected without obtaining permission.