



Association Representative Team Selection Policy

SYDNEY SOUTH HOCKEY ASSOCIATION (“Association”)

Association Representative Team Selection Policy

1 General

- 1.1 The Association will comply with this Policy for the selection of representative squads, teams and officials.
- 1.2 The Director - Representatives is responsible for overseeing the application of this policy and due process in the selection of players and officials to represent the Association.
- 1.3 The objective of the Policy is to give all persons who nominate for a position as a player or official a clear guideline as to the processes of the Association for the determination of the best available applicants for the positions available within the representative program. The representative program is defined as being events relating to the nomination for and selection of teams and officials, training and participation in representative hockey events for the Association.

2 Registration and Eligibility

- 2.1 Players nominating for or selected in Association representative hockey teams must be a registered, financial and playing member of the Association, or of a school based hockey program listed as being affiliated with the Association.
- 2.2 Players nominating for selection in Association representative hockey teams who do not meet the criteria nominated in 2.1 will be disqualified from representation of Association for the year in question.
- 2.3 Any player fulfilling the criteria of Section 2.1 is eligible to nominate for selection into an Association representative team. Members of other associations wishing to nominate for selection in an Association representative team must provide a letter from their primary association granting them a release to nominate for selection for the Association.
- 2.4 Any player from the Association who declares him or herself unavailable for selection for an Association representative team in any given year will not be permitted to seek a release from the Association to play in a team representing another association.
- 2.5 Persons nominating for positions as team officials of a junior representative team will be required to return a signed declaration regarding Working with Children which shall include their WWC number if applicable or explanation for exemption.

3 Nominations for Association Representative Program

- 3.1 The Director - Representatives will call for nominations from players and officials to participate in the Association representative program annually at a time or times deemed suitable by the Board of the Association. The method by which a player or official may nominate themselves is to be outlined at the time nominations are called for.



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- 3.2 Persons nominating for participation in the Association representative program will be subject to the selection criteria outlined in Sections 2.5 and 4 for Officials and Sections 2.1 and 5 for Players.
- 3.3 The Registrar will check the eligibility of nominees and will advise the Director - Representatives of any discrepancies.
- 3.4 Players may only play in a maximum of two (2) age groups in any one season.
Players may nominate for and be considered for selection in any age group Association representative team, provided that:
 - a) The player is not over age for the age group nominated; and
 - b) The player participates in the trial process for the age group nominated for and is selected on merit and according to the criteria set for selection into the team, if the selectors deem that the underage player is better than the aged player trialling in that age group; and
 - c) The player also plays in the age group that they automatically qualify for where the Association fields a team in that age group.

4 Selection Process - Officials

- 4.1 An official is defined as a Representative Selection Process Convenor ("the Convenor"), Representative Selector, Representative Team Coach ("Coach") and Representative Team Manager ("Manager").
- 4.2 Nominees for positions as officials must submit their application for an available position to the Director - Representatives at the time nominations for participation in the Association representative program are called for.
- 4.3 The Association will determine minimum selection criteria for each position. These criteria may be communicated to nominees at the time nominations are called for. Any applicants for the positions of Coach or Manager of a junior representative team must complete a 'Working with Children Check' (WWC) as required under the *Child Protection (Working With Children) Act 2012*. Applicants should provide evidence that their 'Working with Children Check' is at least commenced at the date of application for a position (an e-mail receipt from the Office of the Children's Guardian is sufficient evidence).
- 4.4 The Director - Representatives will compile nominations and present these for discussion and approval at a Board Meeting of the Association. Where applicable, the nominees must have fulfilled the minimum selection criteria to be considered for a position as an official.
- 4.5 The Association Board will ratify nominations or in the case of multiple nominations, decide the successful applicant and confirm appointment of officials via the minutes of a Board Meeting or by any other auditable process that records the decision of individual Board members.
- 4.6 Officials must sign and return the Association Official's Code of Conduct form prior to commencing their role.



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- 4.7.1 For junior representative programs (Under 11, 13, 15 and 18), the minimum number of officials to be appointed to any given gender age group is:
- a) The Convenor.
 - b) The Coach appointed by the Association Board who may also serve as a Representative Selector.
 - c) Two (2) further Representative Selectors nominated and approved by the Association Board.
 - d) Where available and by agreement between the Association and Hockey NSW, a Hockey NSW representative, e.g. Development Officer, Regional Coaching Coordinator or Coaching Director.
- 4.7.2 Collectively, the persons named in 4.7.1b), 4.7.1c) and where applicable, 4.7.1d) will form the selection panel. Representative Selectors will be required to declare any conflict of interest in relation to the player selection process they have been assigned to. A conflict of interest is defined as where a selection panel member has an immediate family member trialing for selection into an Association team. A register of conflicts will be managed by the Director - Representatives.
- 4.7.3 When necessary, the Coach will have the final approval on team selection (except where there is an acknowledged conflict of interest). If there is a conflict of interest as declared relating specifically to the Coach, the other Representative Selectors will have final approval.
- 4.7.4 The Convenor is not to be involved in the selection process and the role is provided for organisation and administration purposes only for the trials, including organisation of an appropriate venue and umpires for game based trials. The Convenor is to ensure that parents do not communicate with the selectors but will convey any relevant details through the team manager or direct to the selection panel.
- 4.8.1 For senior representative programs, the minimum number of officials to be appointed for any given team is:
- a) The Coach appointed by the Association Board who is also a Representative Selector.
 - b) One (1) other Representative Selector nominated and approved by the Association Board.
- 4.8.2 When necessary, the coach will have the final approval on team selection (except where there is an acknowledged conflict of interest). If there is a conflict of interest as declared relating specifically to the Coach, the other Representative Selector(s) will have final approval.
- 4.9 It is the responsibility of the appointed officials to conclude the representative selection process a minimum of six (6) weeks prior to State Championships commencement for any given age group.

5 Selection Process - Players

- 5.1 The Director - Representatives will determine, on an annual basis and separately for each gender and age group and for indoor and field hockey, the selection process to be used for the next season's representative program. The selection



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program may include a mixture of fitness, skill based assessments, small games and full field games. The selection program will be communicated to all players nominating for positions within the representative program within 60 days of the close of nominations for the next season's program.

- 5.2 The playing, fitness or skill criteria for team selection may vary over time and will be determined as per Section 5.1. The current Hockey New South Wales Player Benchmarks will form a major part of the selection criteria for any Association representative team (except for Under 11s).
- 5.3 Players nominating for selection will be required to attend at least 50% of all trial sessions, unless an exemption has been granted. Players will be responsible for providing their own equipment for participation in the trial, including compulsory items such as mouth guards, shin pads and hockey sticks, and optional items such as facemasks and gloves. All players attending selection events should bring sunscreen and adequate food and water.
- 5.4.1 The number of players to be selected for Field Hockey teams will be:
 - Under 11 age – minimum of 13 players, maximum 15 players per team
 - Under 13 age – minimum of 13 players, maximum 15 players per team
 - Under 15 age – minimum of 13 players, maximum 15 players per team
 - Under 18 age – minimum of 13 players, maximum 15 players per teamIf it is determined at the trials that additional players are to be selected then the 15th player is to be a goalkeeper.
- 5.4.2 The number of players to be selected for Indoor Hockey teams will be:
 - Under 11 age – minimum of 9 players, maximum 11 players per team
 - Under 13 age – minimum of 9 players, maximum 11 players per team
 - Under 15 age – minimum of 9 players, maximum 11 players per team
 - Under 18 age – minimum of 9 players, maximum 11 players per teamIf it is determined at the trials that additional players are to be selected then the 11th player is to be a goalkeeper.
- 5.5 As far as practicable, teams selected will be announced within 48 hours of the conclusion of the selection event. Initial squad selections do not require ratification by the Association Board. The final representative teams selected are to be ratified by the Association Board.
- 5.6 Other than in extenuating circumstances, a player may only be released from the Association to play with another association in field hockey if they have stood for selection as above for the Association's field hockey teams but are not required by the Association for the relevant Association representative team. Similarly, other than in extenuating circumstances, a player may only be released from the Association to play with another association in indoor hockey if they have stood for selection as above for the Association's indoor hockey teams but are not required by the Association for the relevant Association representative team.
- 5.7 Players seeking release to play with another association must apply in writing to the Director – Representatives no later than 3 weeks prior to the commencement of the relevant championships.



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- 5.8 Another association seeking to select an Association registered player, must notify the Association Director - Representatives in writing the name of that player, indicating the playing position and when and if trials are being conducted.
- 5.9 The Association Board shall make a determination if the identified player will be released by Association to play with the other association.
- 5.10 At the announcement of the teams a prepared statement, common for all selection trials will be emailed to the players and parents that clearly details the player commitment to Association, the movement of players from one team to another, their commitment to training and fitness, and their attitude and behaviour. A Player Statement of Commitment and Association Player Code of Conduct will be issued and will need to be signed by the player at the first training session. A copy will be retained by the team Manager. A form detailing the approximate costs for the representative player will be issued and will detail the aspects covered in the budget amount.

6 Exemptions

- 6.1 If a player is unable to attend an Association selection event or unavailable to play at the State Championship for their age group the player may apply for an exemption. The requirements for requesting an exemption are:
 - a) All requests for exemption must be in writing and received by the Representative Selection Process Convenor no later than five working days prior to the commencement of the selection event.
 - b) If unforeseen circumstances cause a player to be unable to attend a selection event within five days of the selection event, the player should notify the Representative Selection Process Convenor as soon as possible of these circumstances and submit a subsequent written request for exemption.
 - c) Requests for exemption must include evidence of the reason for the absence. In circumstances where a player is injured or suffering an illness, a doctor's certificate is required. In circumstances where a player has a work commitment, a letter stating such from the employer is required. In circumstances where a player has exams during the selection event, evidence would need to be provided of these compulsory exam responsibilities. In the event of bereavement or other extenuating circumstances, the Convenor will make a decision on an individual case basis.
- 6.2 Any player unable to attend an Association selection event because of their participation in a Hockey NSW or Hockey Australia event will be granted an automatic exemption.
- 6.3 Determination on whether to allow a player exemption from all trials for the particular team or teams they are trialing for will be made by the relevant Representative Selection Process Convenor in conjunction with the Director - Representatives.



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- 6.4 If a player is unable to attend any of the trials for the particular team they are trialing for and has been granted an exemption under Rule 6.3, then to be considered for selection, that player must attend at the first training session of the appropriate squad and be looked at by the coach and at least one of the selectors from the age group.

7 Appeals

- 7.1 A player may request a review of any given selection decision by submitting a request for an appeal including the grounds for a review to the Director - Representatives within five working days of the announcement of the relevant selection decision.
- 7.2. The request for the appeal must state the grounds for review, or why the selection decision should be changed. It must specifically address issues regarding how the player was evaluated under situations that put them at a distinct disadvantage to other players being evaluated.
- 7.3 In general an appeal will only be considered if the selection policy was not adhered to, or the player was not given 'fair' and 'equal' opportunity during the selection process.
- 7.4 An appeal will not be heard just because a player or a representative of the player thinks that the player is better than, or more deserving than a named player.
- 7.5 The Director - Representatives will appoint a two-person appeals panel to review the appeal. That panel will comprise one other Board Member and the Age Coordinator of the age group involved.
- 7.6 The Director - Representatives will contact the person making the appeal with the decision of the appeals panel. The decision of the appeals panel will be final.

8 Player Movements

- 8.1 If it is deemed necessary for players to be moved between teams after the trials at the combined training sessions, then this movement can only be done within the following parameters:
- a) A player, other than a goalkeeper, who did not trial in their age group, without an exemption, and who was added to a second team after the trials, may not be moved to the first team ahead of a player who attended trials and was selected into the second team.
 - b) The Coaches for each team are to discuss and agree on the move.
 - c) A written report is to be submitted to the Director - Representatives for approval by the Association Board clearly stating the reasons for the proposed change and confirming that the relevant Coaches agree with the change.
 - d) No player or parent is to be informed of the proposed change until the matter is approved by the Association Board.
 - e) If the move is approved, the Coaches and Managers of the relevant teams are to be notified in writing that approval has been given.



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- f) The Coaches and Managers of the relevant teams are to arrange a meeting with the player and parents and provide a detailed explanation about the change.
 - g) This meeting is to be done discretely to minimise the effect on the player and parents.
- 8.2 If it is determined that a player needs to be spoken to about their commitment, training, attitude, fitness level or behaviour then this is to be done in conjunction with the Manager, Coach and the player's parents (for juniors). This is to be done in confidence to ensure that any detrimental effects are minimised. A record of these events is to be kept by the team Manager. A copy of this record will be made available to the player's parents if a written request is received by the Director - Representatives. In order to facilitate this discussion the Manager will be responsible for providing information including the players attendance record, record of general observations of the players attitude and any fitness testing/skill testing results.

These records will aid the coaching staff to make an informed decision.

- 8.3 If it is deemed necessary to add players to teams after the trials (due to player withdrawal), then this addition can only be done within the following parameters
- a) Selectors should be asked to nominate a player or players who nominated and trialed for selection, but were unsuccessful.
 - b) If all relevant players nominating for selection have been included and additional players are still needed then the Director - Representatives is to be advised and the Director - Representatives will, in conjunction with the Association, determine the next course of action to take to fill any vacancy.

Generally the first step will be to communicate with all clubs affiliated with the Association and ask them to put a call out to all players within the appropriate age group seeking supplementary nominations.

9 Disciplinary Action

- 9.1 In situations where a player or official has breached an Association Code of Conduct, is not acting in the best interest of the Association, has been suspended by the Association Judiciary or has had serious accusations made against them, including criminal charges that would affect the ability of the player or official to continue their position within the representative program, the Director - Representatives is to prepare a report for the Board indicating the issues and including a recommendation regarding the continuing involvement of that player or official within the Association representative program.
- 9.2 The Board will consider the report provided under Section 9.1 including the recommendation of the Director - Representatives and make a determination as to the continuing involvement of the player or official in the Association representative program. Disciplinary action may include an official warning, standing down for a period of time, or dismissal from the position held by the person involved.



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- 9.3 The communication of the outcome of that determination will be the responsibility of the Director – Representatives and will include the reasons for the determination being made.
- 9.4 The player or official may appeal the decision only on the basis that the facts on which the determination was made were incorrect. Reasons including that criminal charges have yet to be proven in Court are not grounds for appeal of the decision of the Board.
- 9.5 In the event a player is dismissed from a team, the selection of replacement players (if any) will be conducted in accordance with Section 8 of this Policy.
- 9.6 In the event an official is dismissed from a team, the Board may appoint a suitable replacement identified at the time. This replacement does not necessarily have to have been involved in the process described at Section 4 in this Policy.

10 Complaints

- 10.1 In the event a player or official wishes to make a complaint about a matter not addressed in the Association Representative Team Selection Policy, including issues arising at training or representative carnivals, the complaint should be made in writing and in the first instance directed to the Director - Representatives. In the event the complaint is about that Board Member, the complaint may be directed to the Association President.
- 10.2 Complaints should detail dates, times and persons involved.
- 10.3 All complaints will be reviewed in line with the Grievance Procedure outlined in the Sydney South Hockey Association Incorporated Constitution.
- 10.4 A response to all complaints will be made in writing within a reasonable time of the complaint being submitted.