

Representative Teams Handbook

A Guideline for Players, Coaches, Selectors, Umpires and Managers



Integrity | Transparency | Teamwork | Inclusiveness | Responsiveness

Purpose and Application of this Guideline

The purpose of this document is to provide guidance around the processes that apply to the selection of hockey athletes to participate in Port Macquarie Hastings Hockey Association (PMHHA) representative teams. This includes both male and female, field and indoor hockey athletes, of all ages, excluding any specific masters age groups.

The guideline also contains information relating to the responsibilities of coaches, selectors, managers and umpire when representing PMHHA.

Aims

PMHHA aims to;

- enter one team in every HNSW Field and Indoor State Championships across both genders and in the opens age division, all underage age divisions, and at least one Under 11's carnival.
- be promoted to, and / or maintain a team in division 2 in every open or underage age division.

Selection Objectives

The primary selection objective is to select the best available athletes to PMHHA representative teams.

The secondary selection objective is to recognise the potential of athletes to participate at State Championship level and to assist those athletes to achieve their individual potential at the highest possible level of representative hockey.

Selection Process

PMHHA management shall be responsible for publishing a representative calendar each year for both Field and Indoor events. PMHHA management will publish and distribute relevant information via its website, social media, emails and other means as appropriate. Where trials are not being held for an event or championship, an alternate method of nomination will be promulgated.

Players should nominate for selection to Representative teams by submitting an Expression of Interest form. PMHHA will seek expressions of interest for all representative teams at least six (6) weeks prior to the individual state championship.

An appointed coach can organise with PMHHA Management approval to run training squad sessions (including fitness and hockey practice) prior to the conduct of official selection trials. Training squad sessions details must be disseminated to all eligible PMHHA members to promote participation and inclusion.

A minimum of one (1) trial should occur for all representative teams for the U13s, U15s and U18s age groups. Where trials are being conducted, attendance at the trials are compulsory. A player wishing to stand for selection who is unable to attend the trials must notify PMHHA in writing prior to the conduct of the trial to be considered for selection.

Players must be of an appropriate standard to be selected in teams. Selection trials should be organised in such a way that players are able to showcase all the minimum standards of hockey required for the respective age group they are seeking selection.

Team Lists announcements will be made by email and/or on Facebook by PMHHA management. Players who are not successful in being selected should be notified by PMHHA before the team announcements are made public.

After the final trial if there are insufficient players (of the appropriate standard) to fill the teams, additional players from within the association who did not trial can be sourced to fill any team. If additional players are still

required after attempting to source from the PMHHA membership, players can then be sourced from other associations or HNSW pick-up roster to fill the team vacancies.

If vacancies occur in a team after the team selections are announced, PMHHA will approve the replacement player/s.

Players can be removed from a team by the team management due to loss of form, failure to regularly attend training sessions, inappropriate behaviour, misconduct, or other disciplinary matters. To enable the player to address the concern that is creating the need for removal they must first be warned verbally and followed up in writing and if not corrected by the player they can then be removed from the team.

NOTE: Other PMHHA Policy (eg rules on suspension from play due to a red card) takes precedence over this document.

Composition of Teams

The best team from all players eligible to attend the event will be selected first. Numbers permitting, a second team may be chosen to attend the event in a lower division as a development team.

Field Hockey Teams

Each PMHHA outdoor representative team, as a minimum, must consist of;

- 14 field players and 1 goalkeeper*,
- 1 Coach,
- 1 Manager, and
- 1 Umpire (except 18s and Opens).

**Team Management can request to PMHHA management to vary the number of field players to 12 or 16 and/or add a 2nd goalkeeper where it benefits the team and is allowed under the tournament rules.*

Each PMHHA outdoor representative team may, with prior approval from PMHHA Management, include;

- 1 Assistant Coach, and
- 1 Assistant Manager.

Indoor Hockey Teams

Each PMHHA indoor representative team, as a minimum, must consist of;

- 8 field players and 1 goalkeeper,
- 1 Coach,
- 1 Manager, and
- 1 Umpire (as required by HNSW).

**Team Management can request to PMHHA management to vary the number of field players to 7 and/or add a 2nd goalkeeper where it benefits the team and is allowed under the tournament rules.*

Each PMHHA Representative team may, with prior approval from PMHHA, include;

- 1 Assistant Coach, and
- 1 Assistant Manager.

Player Eligibility

All primary registered members of PMHHA are eligible for selection in a PMHHA representative team if they meet the following criteria and the HNSW State Championship Eligibility Policy;

- Must be currently registered as a player with HNSW,
- Must be currently primarily registered as a player with PMHHA,
- Must have PMHHA as their home (Primary) association and be playing in a PMHHA competition or, Qualify to play for PMHHA as an 'Association of Origin' player at Under 18, Open or Masters as evidenced by historical representation for PMHHA,
- Must be financial with PMHHA and HNSW,
- Must meet the age and gender requirements for the championship or event that the team is being selected to attend,
- **Must be available for selection in their "true age" if also selected to play in a higher age** representative team. (e.g. where an U13 player is selected in U15 team they must be available for selection and compete within the U13 team also)
- Should have completed an EOI for selection.

Selection Criteria Guidelines

Selection Panel Criteria

The selection panel for a team should include the appointed team coach and, at a minimum, 2 other independent selectors. Independent selectors will be sourced by PMHHA management and may be sourced by expression of interest, direct contact or any other means as deemed appropriate by PMHHA management.

Where an appointed team coach has a direction relation (e.g. a child or partner) available for selection in a team they are appointed to coach, the independent selectors will determine the final team makeup.

In the event of a casting vote required for team selection, the appointed team coach has the final recommendation to the composition of their team prior to approval by PMHHA management. The recommendation must be in consultation with the selection panel and give due regard to the rating of performance standards of players skills/abilities (discussed below).

Player Criteria

The following criteria will apply in the selection process used by the selectors for PMHHA Representative Teams;

- Players will be selected based on performance at events. These could include and are not limited to:
 - a. the relevant selection trials,
 - b. PMHHA competition matches,
 - c. previous performances at state championships,
 - d. any formal event observed by the selection panel (e.g. COD/AAP/NCAS sessions or games)
- Players performance should be assessed against the following standard:

STRONG	performs to a standard above that expected of an (insert age group) Representative player
SATISFACTORY	performs consistently to the standard expected of an (insert age group) Representative player
BORDERLINE	Performs consistently at the standard of a club player. Sometimes performs to the standard of an (insert age group) Representative player.
UNSATISFACTORY	Evidence of performing consistently to the standard was not displayed.

- Players will be selected based on displayed standard of their overall performance and commitment, with regards to both on and off the field skills/abilities. As guided by Hockey NSWs 2022 “Holistic Athlete Develop Principles” athletes will be assessed on the following categories.
 1. Technically skilled
 2. Tactically smart
 3. Mentally prepared and skilled
 4. Striving for personal excellence on and off the pitch
 5. High physical capacity and robustness

The level of skill and competence outlined by HNSW for each age group is:

U13s: <https://cdn.revolutionise.com.au/cups/hockeynew/files/v3bmyivwcjuoms0c.pdf>

U15s: <https://cdn.revolutionise.com.au/cups/hockeynew/files/kyghku3lthk8hmgg.pdf>

U18s: <https://cdn.revolutionise.com.au/cups/hockeynew/files/2n3moglrjfulpfcg.pdf>

U21s(/Opens): <https://cdn.revolutionise.com.au/cups/hockeynew/files/fqtrkuastzo1dj1.pdf>

** Note these web-links are valid as at 01 Feb 2023*

- Selectors are to cross reference the expected standards required from a player in that age group against the performance of each player seeking selection.
- Whilst selections should be made on merit, the off-field performance, and actions of players in the local hockey community should also be considered. **No player that is under suspension or has been permanently suspended in that hockey year shall be eligible for any position within a PMHHA representative team for that season or eligible for clearance for release.**

Appointed Team Coach

PMHHA management will appoint a team coach for each respective representative team. Appointments may be sourced by expression of interest, direct contact or any other means as deemed appropriate by PMHHA management.

PMHHA management will give priority of appointment to coaching applicants who hold a Hockey Australia Coach Qualification or those who have demonstrated experience in a coaching role.

It is a legal and procedural requirement of appointment to have a valid NSW Working with Children's Check.

A valid WWCC will also be a requirement to claim any allowance to assist with offsetting of travel and accommodation expenses.

Team Manager Criteria

PMHHA management will appoint a manager for each respective Representative team. Appointments may be sourced by expression of interest, direct contact or any other means as deemed appropriate by PMHHA management.

It is a legal and procedural requirement of appointment to have a valid NSW Working with Children's Check.

A valid WWCC will also be a requirement to claim any allowance to assist with offsetting of travel and accommodation expenses

Gender & Age Balance – Team Staff

All PMHHA representative teams must have at least one appointed coach AND one appointed manager.

The gender composition shall be as follows;

- 2 x same gender staff of the team in question (1 of which must be an appropriately aged adult), or
- 1 x each gender (both of which must be appropriately aged adults).

PMHHA will not send teams away with team staff that are both of opposite genders to that of the team.

Umpire Criteria

The team manager is responsible for the identification of and recommendation to PMHHA management for the appointment of an umpire for their team.

Senior or Club Umpires within the association can assist with identification of appropriately skilled umpires.

PMHHA management shall be responsible for the final selection of an umpire to attend the relevant State Championships. Umpires are to be selected on their performances locally and at any other recent events in which they have umpired hockey. Off-field behaviour shall also form part of the selection criteria for umpires that represent PMHHA.

If there are no suitably qualified or available umpires within the association, team managers may source an umpire from outside the association.

Clearance to Play for Another Association

Players who nominate for selection and are unsuccessful in being placed in a PMHHA team for the event will be given a clearance to play for another association or to be placed on the HNSW pick up roster.

Players who have PMHHA as their home (Primary) association and did not stand for selection will only be given a clearance to play for another association where they qualify to play as an Association of Origin player for the Association seeking a clearance as evidenced by historical representation for that association.

Players selected in a PMHHA team who withdraw will not be given a clearance to play for another association. Any player who ignores this and plays for another association will be referred to the PMHHA judiciary for disciplinary action and the possible imposition of suspensions from local competitions and/or future representative teams.

Selector Responsibilities

Selectors must attend all scheduled selection trials – if unable to attend a scheduled trial date, due to unforeseen circumstance, you must notify PMHHA management as soon as possible.

It is the responsibility of the selectors appointed by PMHHA management to perform the following:

- Ensure the selection process will provide the best teams to represent PMHHA at Championships.
- Select players based on criteria outlined in the Selection Guidelines.
- Demonstrate confidentiality in the team selection process.
- Allow all players sufficient field time to demonstrate their capabilities to meet the selection guidelines at team selection sessions. Guideline for Format of Selections is located in Annex A

- Must use player assessment standards to justify player selections.
- Once a team has been selected & finalised the Team Selection Sheet (located in Annex B) must be completed and signed by all selectors and then forwarded to the Secretary of PMHHA.
- The team list is to be kept confidential until the selected team has been confirmed & endorsed by the PMHHA Office Bearers and released to the players who trialled.
- Provide feedback if requested to all players who trialled, highlighting areas of strength, and suggestions for improvement.
- Demonstrate equitable and professional behaviour during team selection trials and associated duties.

Coaches Responsibilities

PMHHA appointed team coaches are responsible to PMHHA management and the Team Manager.

Role of the Coach

The team coach has responsibility of all players during all coaching sessions and during all matches; this includes pre-match warm-ups and “team talks” as well as post-match cool downs and match de-briefs.

General

All PMHHA appointed team coaches are responsible for the following;

- Leading a skills / game session to be used as the selection events.
- Maintain a valid NSW Working with Children Check throughout the appointment.
- Must be available to attend the Hockey NSW State Aged Championship in the age groups for which they have been appointed.
- Ensure a safe environment during trials and training and whilst at the Championship venue.
- Coaches are to be familiar with the HNSW Field or Indoor State Championships operations manual.
- Liaise with the Team Manager, PMHHA management, players and parents as required.
- Assist the Manager in any of their duties if and when required.
- Dress appropriately for training sessions and whilst representing PMHHA at the Championships. PMHHA merchandise can be purchased from the PMHHA online shop.

Role in Team Selection Process

- Participate as per the level of involvement outlined in the “Selection Panel Criteria”
- Attend and view players during specified selection trials.
- Must demonstrate equitable and professional behaviour during the selection procedure and associated duties.
- Ensure the selection process will provide the best teams to represent PMHHA at Championships.
- Provide players with specific feedback in a positive and responsible manner during selection trials.

Prior to the Championship

- Liaise with the team staff to plan, prepare, and coach the team in the lead up to and during the Championships.
- Must ensure that a session training programme is in place, in accordance with the ‘Training Session’ guidance discussed below and are to be set in conjunction with the Team Manager.
- Should be available to attend all scheduled Training Sessions for the age group for which they have been appointed.
- Is responsible for the appointment of a Captain and Vice-Captain of their team.
- Provide players with specific feedback in a positive and responsible manner during training allowing for individual player skill development.

During the Championship

- Address all players and officials in an appropriate manner.
- Ensure Hockey NSW tournament rules and procedures are followed by all players and officials.
- Plan game strategy, inform players of expectations during the championships, and provide feedback to the team and players at conclusion of each championship game.
- Provide a public comment to the media if required about the progress of their team, or outcome of the tournament in relation to their team – refer PMHHA media policy

After the Championship

- Assist the team manager to provide a written report to PMHHA management on the achievement of the team during the championship.
- Provide relevant information to the team manager for their submission of any applications for financial reimbursement for team staff.

Manager Responsibilities

PMHHA appointed team managers are responsible to PMHHA management.

Role of the Manager

Is the senior most member of the team and is responsible for the welfare of the Coach, other team officials and players and to act as the first point of contact for all players, and players parents. All matters pertaining to the team should be handled in consultation with the team coach.

General

In addition to those duties outlined by HNSW and / or the host association, all PMHHA representative team managers are responsible for the following;

- Act as a point of contact for all parents, players and next of kin for all members within their team.
- Maintain good order and discipline of all persons in the team (whilst not in the playing capacity).
- Adoption of and adherence to relevant PMHHA and HNSW Policy. These include, but are not limited to:
 - Code of Conduct
 - First Aid Policy & Procedure
 - Concussion Guidelines
 - Alcohol Policy
 - Working with Children Policy
 - Guide to keeping junior participants safe
 - Extreme Weather Guidelines
 - Air Quality Guidelines
 - Lightning Policy
 - Sun Protection Guidelines
 - Indoor Hockey Hot Weather Policy
- Managers are to be familiar with the HNSW Field or Indoor State Championships operations manual.

Prior to the Championship

- Liaise with PMHHA management and the team coach to organise training session times and dates then notify PMHHA management (as specified below in 'Training Session' guidance), the players and their families with the information.
- Abide by the Hockey NSW Championship Operations Manual and complete all requirements at the times requested and as set out by HNSW. These include but are not limited to:

- Registration of the team on the Hockey NSW website,
- Nomination of the team umpire,
- Complete the Coach selection sheet,
- Complete Player and umpire clearance forms if required,
- Complete the Hockey NSW Participation Declaration Form.
- Discuss travel arrangements with parents and if required obtain quotes for accommodation, transport and meals for team members, coach, umpire/s and themselves.
- Prepare a budget for team costs – accommodation, travel, food, playing fees, training fees etc. This budget must be presented to the PMHHA management for approval. After approval, confirm all bookings required.
- Compile and distribute to players and/or parents:
 - Travel and accommodation information
 - Championship costs and fees
 - Medical forms
 - Permission notes for all players under eighteen (18) years of age
 - NSW state team selection forms
 - Championship draws (when known)
 - Hockey NSW and PMHHA Codes of Behaviour.
- Ensure that all players costs/payments are received for the championships prior to leaving.
- Organise, arrange and supervise any local fundraising activities.
- Obtain uniforms from PMHHA management and distribute them to team members prior to the Championships.
- Obtain a medical kit from PMHHA prior to the championship, and return it re-stocked at the completion.
- Direct players/guardians to the PMHHA Online shop to purchase Rep Gear.

During the Championship

- Attend Managers meeting at the commencement of the championship. Relay relevant information to the Coach and players.
- Record and report any off-field misbehaviour which occurs. This report is to be forwarded to the PMHHA Officer Bearers within one (1) week of returning from the championship.
- Accompany any player who is injured during the championship to the nearest hospital or medical centre as required and provide the physician/nurse with the player's medical form for reference. Notify the next of kin / emergency contact of the player's condition as soon as practical.
- Organise the taking of photos / videos (e.g. spectator "action-shot" and group/team photos) to be provided to PMHHA management during the tournament and provide short daily updates during the tournament to the PMHHA management. Information and media can be sent by personal message to the PMHHA Facebook page, via text message or email.

After the Championship

- Compile applications for financial reimbursement and submit them to PMHHA management on behalf of team staff.
- Return all borrowed equipment to Port Macquarie Hockey Facility within fourteen (14) days of the championships completion or at a time agreed with PMHHA management.
- Supply a team photo and submit a full written report on the team's achievement at the championship to PMHHA management within fourteen (14) days of returning from the championships.

Player Responsibilities

All PMHHA representative team players are responsible for the following;

- Adoption of and adherence to relevant the HNSW and PMHHA Player Code of Conduct
- Attend all training sessions. If unable to attend any sessions, must provide advanced noticed and justification to the team manager.
- Dress appropriately for training and while attending the championship. PMHHA merchandise can be purchased from the PMHHA Online shop.

Training Sessions

In addition to the selection trials, a minimum of 6 hockey skill training sessions must be run for the U13s-U18s, and a minimum of 4 hockey skill training sessions must be run for the U11s teams. It is recommended that training session run for 1-2hours, for 6-8weeks and include at least one (1) 'practice match'. Additional fitness and skills sessions are at the discretion of the appointed team coach, in accordance with required approvals.

There are dedicated field time slots for team training sessions available at the Port Macquarie Hockey Facility (PMHF). Team management must seek approval in writing from PMHHA management to move training sessions from these dedicated time slots. PMHHA management must be notified in writing if any training (fitness or skills) is organised away from PMHF (30 Hockey Place, Port Macquarie). If any equipment is borrowed (e.g. hockey goals or indoor/summer comp boards) to be used away from Port Macquarie Hockey Facility, team management must seek approval from PMHHA management, and are responsible for the return of all equipment immediately after use.

If any incident (e.g accidental property damage) occurs during training sessions away from PMHF Team management must notify PMHHA in writing by 5pm on the Monday immediately after the incident.

Team Travel and Accommodation

For any championship / carnival, all parents and / or players are generally responsible for their own accommodation and travel arrangements;

- Where possible, team members are to stay in the same accommodation.
- For tournaments greater than approximately 6 hours' drive, teams are strongly encouraged to organise bus or coach hire for team travel. Extra seats may be offered to parents / supporters.
- If team travel is organised, all involved members must adhere to the HNSW Safe Driving Policy.

Team managers are responsible for communication the plans for travel and accommodation to the team members.

Supervision on team travel

When travelling together as a team away from Taree or Port Macquarie, all underage teams are to be fully supervised by appropriately aged adults; with preference being given to parents of players within a team with a valid NSW Working with Children's' Check;

- Supervision is to occur at a rate of 1 Adult for every 7 players or part thereof,
- The coach and manager cannot be used as supervisors,
- The supervisors are to work under the direction of the Manager and must travel with and/ or stay with the team where such arrangements have been made.

Reimbursement of reasonable costs for team staff

PMHHA management is committed to keeping playing costs as low as possible for representative players. It is also acknowledged that team staff / officials should be assisted financially for travel expenses when fulfilling the duties of Coach, Team Manager or Umpire. Any requests for financial reimbursement need to be submitted by the team manager to the PMHHA committee prior to costs being paid. Each case for reimbursement of fees will be dealt with individually and taking into consideration;

- The compliance with this policy,
- Distance of travel to the representative event,
- The ability to fill the role with a member of PMHHA already attending the event, and
- Qualifications and development of the official in their representative capacity.

Disputes or Grievances

Hockey is a complex sport, with a variable game environment which impacts on performance. Although the type of attributes that affect performance can be defined (as selection criteria), it is impossible to objectively define a set 'standard' for these criteria, relative to successfully performing in a specific event.

The process of selection requires a selector to subjectively weigh up, assess and define what they believe the standard of an individual player is, against the criteria. This is a subjective decision tempered by the experience and expertise of the selector. Consequently, subjectivity will always remain an unavoidable element of selection.

Request for Appeal

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 PMHHA management within five working days of the announcement of the relevant selection decision. Any appeal / dispute regarding subjective assessment of selections will NOT be accepted. PMHHA Office Bearers will address the appeal in accordance with relevant Policies.

Conclusion

Representation is not an automatic right! It is a privilege to represent PMHHA at the state level and as such a rigorous process is undertaken to ensure that the right mix of players and staff is selected each year to achieve the aims and objectives of the association.

Helpful Links

The following links are correct as at 01 Feb 2023.

PMHHA Links	
Rep Team Website	https://www.portmacquariehockey.com.au/rep-teams/
Facebook Page	https://www.facebook.com/pmhha/
Rep Gear Online Shop	https://www.portmacquariehockey.com.au/shop/1683/
HNSW Links	
All Policies and Guidelines	https://www.hockeynsw.com.au/associations/policies-guidelines/
Athlete Success Profiles	https://www.hockeynsw.com.au/performance/pathway-to-2032/

ANNEX A - Guideline for the Format of a Selection Trial

Appointed coaches shall primarily be responsible for running any selection trial, skills session or event in accordance with this policy and using the guidelines outlined below.

Activity	Example	Selection Criteria that may be Examined
Fitness	Sprints – 10m, 25m, 50m 5minute run test (how far/how many laps of the field in 5min) Yo-Yo Test	Capacities Competitive Ability
Warm up – Fundamental Hockey Skills	Relays of core skills Obstacle courses	Technical Competence
Flow Drill - Demonstrates different core skills	3-man weave Back transfer, slide-line attack, base-line circle entry, shot at goal.	Capacities Technical Competence
1v1 shoot out	8 seconds to score from the $\frac{1}{4}$ line	Specialist skills (of field players) Technical Competence (of GKs) Competitive Ability
Attack v Defence	1 v 2 2 v 3 Hero	Technical Competence (marking, leading, eliminating, tackling) Competitive Ability Communication
Penalty Corner Drills / strokes	Short corners to test Goal Keepers skills and display field player specialist skills	Specialist skills (of field players) Technical Competence (of GKs) Potential to Improve
Modified Games	Half-court hockey or small field Reduced number teams	Capacities Technical Competence Tactical Ability Potential to Improve Competitive Ability Team/Squad Orientation Communication
Discussion/Debrief	Self-assessment of performance by player Verbal questioning of what is the role/responsibilities of each position	Attitude and Behaviour Team/Squad Orientation Communication



Port Macquarie Hastings Hockey Association Representative Team Sheet

The following Representative Team has been selected to attend the _____, Division _____
NSW State Hockey Championships at _____ date ____/____/____

The following Selectors participated in the Representative Team selection process.

1. _____ Signature _____

2. _____ Signature _____

3. _____ Signature _____

Team Coach

Name. _____ Signature _____

Team List

	NSWHID #	Surname	First name	Date of Birth	Contact Phone no.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

