



Newcastle District Women's Hockey Association

Selection Process and Guideline

The purpose of this document is to guide the process of selecting representative players, coaches, selectors and managers. The key features in the selection process are transparency, flexibility and fairness, improved communication and ongoing review for quality and consistency.

This document is to be viewed in conjunction with the Newcastle District Women's Hockey Association (NDWHA) Rules of Competition. This document does not apply to NDWHA Masters.

1. Objectives

- To select the best available athletes and coaches
- To recognise potential and assist athletes to achieve individual potential

Requirements:

- a. Selection of players, coaches, selectors and managers requires registration with NDWHA, including acknowledgement to abide by the Code of Conduct. Coaches, selectors and managers can register as volunteers and officials. Players must be financial members of NDWHA (see Rule 20 iv).

2. Selection Panel

A nomination form for selectors will be placed on the NDWHA Revolutionise portal at the start of each year.

- a. The selector nominees will be reviewed and approved by the NDWHA Board of Management. A panel of selectors will be created for each event.
- b. Nominees who have confirmed NDWHA, Hockey NSW (HNSW) or Hockey Australia (HA) integrity issues will not be considered for a period of 3 years.
- c. Each panel will have diverse club representation.
- d. Each panel will have a member that is experienced with selecting goalkeepers.
- e. The minimum number of selectors will be 4.
- f. The team coach should also be involved with selecting players, where possible.
- g. Conflicts of interest (COI) should be declared prior to the selection event, or as soon as possible if a COI occurs at the event.
- h. At the end of the selection event, all selectors are required to sign the representative team sheet, which will then be submitted to the NDWHA Board of Management for approval.
- i. Team numbers:
 - i. For field teams there will be 14-16 players selected
 - ii. For indoor teams there will be 9-12 players selected
 - iii. Up to 4 shadows will be nominated for each age group
- j. Approval and endorsement will be by the majority of the NDWHA Board of Management (minimum 4) within 4 days of the receipt of the proposed team lists.

3. Player nomination and selection

- a. Nominations will be opened a minimum of 10 weeks before the HNSW State Championship by the Representative Coordinator via Revolutionise.
- b. The nomination form link will be emailed to all NDWHA current and prior year registered players of the appropriate age, club secretaries (of clubs with players of the relevant age) and advertised on social media platforms.
- c. Nominating players must be financial members of NDWHA.
- d. Players can only be nominated for selection by a parent/guardian (under 18) or themselves (over 18) through the NDWHA Revolutionise Event registration page.
- e. Best endeavours will be to schedule trials at an appropriate time, ideally at a minimum of 8 weeks before State Championships.
- f. The selection process may be conducted over a number of events.
- g. To be selected into the Newcastle one (1) team, athletes must attend at least one selection event and preferably all selection events.
- h. Extenuating circumstances may lead the selection panel to make a recommendation to the NDWHA Board for consideration for and/or exemption from attendance at trials (see Exemptions below).
- i. Players will be eligible to trial consistent with age groups and correlating years of birth, with consideration given to those players in the 3rd and 4th year range who have the necessary attributes (below) to play in the older age group. For example, a player born in 2010 is eligible to trial for U16 and U18 rep teams.
- j. Priority will be given to age appropriate players (in the 2 year age range) for the number 2 team.
- k. Attributes that will be taken into consideration:
 - i. Performance at formal events witnessed by selectors and coaching staff within 12 months may be taken into consideration
 - ii. Physical capacities: fitness, strength and agility
 - iii. Technical competence: receiving, possessing, hitting, pushing, dribbling, tackling, intercepting, overheads, marking, leading, eliminating, goal shooting and set plays (corners, strokes, shootouts, goalkeeping)
 - iv. Tactical nous: reading the play, involvement in the game, on-field decision making, positional flexibility, response to, and application of instruction from coaches
 - v. Potential to improve
 - vi. Competitive ability: mental toughness, strength, temperament, determination, commitment, performing in adverse conditions, coping with setbacks and criticism
 - vii. Attitude: individual application in training and competition, attendance, availability, ability to rehabilitate from injury
 - viii. Team orientation: individuals ability to fit in and influence the team in a positive manner
 - ix. Communication: ability of a player to communicate positively with staff, to be open to suggestions from coaches for improvement, able to verbalise concerns regarding team issues in a calm, mature and non-emotive manner
- l. Teams will be announced within 7 days of the trials
- m. Feedback can be sought in writing to the NDWHA Board. It should be noted that feedback will not ordinarily be provided.
- n. Teams will be formulated with consideration given to evenly distributing players across all field/court positions.

- o. Unsuccessful nominees, including shadows, can indicate to the Representative Coordinator that they would like to apply for positions with other associations through the Hockey NSW pick-up roster. Application for release is to be via the HNSW Player Clearance form, completed in full, and sent to rep@ndwha.com.au
- p. NDWHA reserves the right to recall shadow players that were released to other Associations, in the event they are required for a NDWHA team up to 7 days from the State Championships.
- q. NDWHA Board reserves the right to remove players for the following reasons:
 - i. Injury or illness
 - ii. Loss of form, including attitude
 - iii. Player or parent/guardian breach of the Code of Conduct, failure to respond to direction, or breach of Hockey NSW policies. These will be reported to the Safe Hockey Officer
 - iv. Breach of anti-doping policy, or illegal activity
 - v. Failure to complete administrative paperwork or pay the required levy by the due date
- r. Replacement will be first offered to shadows and then, if required, consideration will be given to unsuccessful nominees from the selection process. The selection panel will determine the most appropriate player demonstrating the skills and performance required.
- s. Exemption Requests
 - i. Submitted on the NDWHA Request for Exemption form at least 24 hours prior to selection event, to the Rep Coordinator rep@ndwha.com.au
 - ii. Must include explanation for absence
 - iii. Exemptions would include representation at a Hockey Australia endorsed championship or scheduled training camp as a player or official, or an acute medical condition with a medical certificate.
 - iv. A written application for extenuating circumstances on the day of the trial will only be accepted if the Representative Coordinator or panel is informed by phone prior to the conclusion of selections.
 - v. All exemption requests will be presented to the Selectors for review/decision.

4. Coach nomination and selection:

- a. Nominations for coaching positions will be opened via Revolutionise in February (Field) and 1st September (Indoor) each year and close 8 weeks prior to the relevant State Championships
- b. The nomination form will request information regarding qualifications, previous experience, conflicts of interest and Working With Children Check (WWCC) numbers.
- c. The NDWHA Board of Management will verify and keep a record of WWCC numbers.
- d. Nominees with confirmed NDWHA, HNSW or HA integrity issues will not be considered for a period of 3 years.
- e. **Nominations will be reviewed by the NDWHA Board of Management. Coaches will be appointed based on the above criteria and, if required, the cultural fit for the role will be considered. Their decision will be final.**
- f. Parents of players will only be considered if there is a lack of suitable nominations received.

5. Manager nomination and selection:

- a. Nominations for Managers will be opened via Revolutionise after teams are announced. The nomination form will be open for 7 days.
- b. The nomination form will request information regarding previous experience, conflicts of interest and Working With Children Check numbers
- c. If there are no nominees in the open period, the Representative Coordinator will approach parents who have been recommended by the NDWHA Board of Management.
- d. The NDWHA Board of Management will verify and keep a record of WWCC numbers.
- e. Nominees with confirmed NDWHA, HNSW or HA integrity issues will not be considered for a period of 3 years
- f. Nominations will be reviewed by the representative working committee and recommendations will be made to the **NDWHA Board of Management for approval** and ratification. Managers will be appointed based on the above criteria and, if required, the cultural fit for the role will be considered. Their decision will be final.

FAQS

How are the coaches appointed?

- Coaches nominate via the NDWHA website and the Representative Coordinator recommends to the NDWHA Representative Committee and Board of Management as per the selection criteria.
- Each expression of interest/application will be considered based on a consistent set of attributes (knowledge, experience, competencies, personal qualities), including attributes that support positive team culture building and athlete wellbeing.
- The working committee recommends appointments to the NDWHA Board of Management (subject to conflicts of interest) to appoint coaches for representative teams.
- Identify potential, perceived and/or real Conflict of Interests (COI's) and assess 'cultural fit' as a part of the coach application process, then determine risk management strategies where relevant.
- Assistant Coaches are not officially appointed to teams.
- An appointed coach should be included as part of the selection panel.

How are the selectors appointed?

- Selectors nominate via the NDWHA website , and the Rep Coordinator recommends to the NDWHA Representative working committee and Board of Management as per the selection criteria.
- Ideally, each junior club is represented on the selection committee (only if suitably qualified). Additionally, elite and experienced independent coaches may apply to oversee and mentor selectors.
- The NDWHA Board of Management appoints a Selection Committee per age group, nominating a Head Selector to coordinate trials and chair selection meetings. These members agree to perform their duties per the signed Selector Agreement document , following the Representative Selection Committee procedures.
- The Head Selector may be the Representative Coordinator if any potential conflict of interest is ruled out/mitigated.

How do trials work?

- Player nominations are exported directly from the online Representative Player Nomination forms.
- Players pay for turf hire through Revolutionise.
- The Representative Coordinator prepares athlete/selection paperwork for selectors. Information includes year of birth, trial bib number and playing position/s.
- The Representative Coordinator allocates an identification number (trial bib number) alphabetically by Surname, which remains the same throughout the entire trial period.
- Selectors and coaches are provided with relevant details for each nominee at trial games (personal details are not provided).
- The Head Selector forms initial groupings as a starting point – the remaining teams/groups for sessions are influenced by the selectors' rankings based on their observations and approximate numbers required per position/session from the overall number of participants (see next section for further details).
- The Representative Coordinator will liaise with selectors regarding bibs, equipment and requirements.

How field playing positions are considered:

Striker – includes a left, centre and right (also traditionally referred to as 'left/right wing' and 'centre forward')

Midfield – attacking/defensive - includes a left, centre and right (also traditionally referred to as 'left/right inner' and 'centre half')

Half – includes left and right, these are outside defenders

Defender – includes a high (free defender) and low, these are central defenders (also traditionally referred to as fullbacks)

- NDWHA appoints experienced coaches to run the teams/groups at trials, with the intent of providing trialling players a quality experience and exposure to the representative process. These include representative/ development coaches, and experienced representative players.
- Coaches are asked to ensure all players receive equal game time and have an opportunity to play in both 1st and 2nd preferred playing positions (as per their nomination).
- Players are encouraged to speak openly to coaches if they wish to trial in a certain position.

What is the selection process?

If using club games as part of the selection process:

- Selectors use a document that contains athlete playing grade(s), club shirt number, preferred playing positions, and representative history to use whilst watching weekly fixtures during the trial process.

For trial games/sessions:

- Selectors use the trial paperwork, which contains athlete identification number (trial bib), preferred playing positions. If trials run over several sessions, this particular document is updated weekly, as the trials progress and players are allocated to different teams/groups.
- Selectors hand in all documents throughout the trial process.
- Selectors refer to athletes by their bib number, not their name.
- Selectors are required to rate each player from 1 – 3, every week; 1 = (highest skill level displayed/game sense) to 3 = (lowest skill level displayed/game sense).
- The ratings also reflect the expected selection/standard of a player, i.e., a rating of '1' is relevant to a selection into a number 1 representative team.
- Selectors are required to make comments/notes supporting their rating of each player.
- Selectors confidentially discuss/meet after each trial discussing the outcomes and thoughts of each player / team requirements where possible.
- Each selector advises of their ratings per player, and an average rating is formed. These average ratings are then used each week to re-sort the teams/groups for trials.
- Selectors confer with the coaches at trials for opinions on performance etc.
- Head Selector and/or Representative Coordinator discuss any player movement between trial sessions – this will depend on the strategy that selectors introduce to see players perform, some examples include but are not limited to; Prospective team v Prospective team / Strong Midfield & Striker lines v Strong Defensive lines.

What happens after trials?

- The Head Selector completes the Selection Pro Forma listing the selected teams to attend *State Championships*, which is ratified by the NDWHA Board of Management.
- The Pro Forma will list respective teams and shadows and list all non-selected players (players ranked per position).
- Letters are sent via email to all selected players to compete at the State Championships.
- Team lists are sent via email to clubs for distribution and released on the NDWHA website.
- Selectors hand in ALL paperwork to the Head Selector/Representative Coordinator.

Withdrawals, player movement and playing for another Association:

- If a selected player **wishes to withdraw** they must email rep@ndwha.com.au as soon as possible. The Representative Coordinator shall refer to the proforma pertaining to that age groups' selected players and the shadow list (of ranked players).
- They will discuss with the coach and selectors on appropriate replacement(s) and contact players individually.
- Depending on which team the withdrawal occurs in, and generally what position they play, there will be **player movements** from below – e.g., if an NDWHA 1 player withdraws, an NDWHA 2 player will be promoted into NDWHA 1, and a shadow will be promoted into NDWHA 2 etc.
- On occasion, other Associations contact NDWHA seeking additional players to fill their teams – this is considered a temporary '**release/clearance**' and may be given via email and through Revolutionise.
- If NDWHA receives requests from other Associations, the Representative Coordinator will confirm the playing position(s) and number of players the Association is seeking and will then refer to the Pro Forma with the shadow list (of ranked players). Players are then informed of opportunities to be released.
- Players who withdraw from selections, or an NDWHA team (after being selected) are not permitted to be released to play for another Association.

Athlete Selection Principles

1. Athlete Eligibility

Any athlete wishing to be considered for selection to a NDWHA representative team must meet the following eligibility requirements. Athletes must:

- Be a financial member of Hockey NSW, playing member of NDWHA and their club.
- Have attended all compulsory selection events according to attendance requirements **or** have gained prior exemption via an emailed exemption request that is ratified by the selectors and NDWHA BOM.
- Be an athlete who falls within the age requirement eligible for selection.

2. Athlete Selection

The best possible team from all eligible athletes will be selected for the number one (1) team. The number two (2) team will prioritise players of correct age (two year age range) and will consider younger athletes if there is an insufficient number of players of correct age.

In line with best practice selection processes, selection information or '*data*' from multiple identified and approved *selection events or sources* may be considered by selectors during the selection process, rather than from one event or point in time. Selection *sources* may include:

- First-hand observation by selectors at an approved selection event – such as trials, training or club games
- Feedback from stakeholders identified by NDWHA (club coaches and club junior coordinators).
- Other relevant data as required or available.
- The nominated selection panel will be responsible for analysing the available '*data*' and making final athlete selection recommendations to the NDWHA Representative Coordinator.

3. Exemption

Strict criteria for exemption will be applied consistently and evidence must be provided for extenuating circumstances including injury and/or illness. NDWHA must also allow for emergency circumstances.

- Athletes attending 'higher duties' with a state or national hockey program will be granted an automatic exemption.
- Athletes who seek or are granted an exemption due to illness or injury and choose to play in regular competition matches within one week of the selection event may be deemed ineligible.
- Exemption 'approval' does not infer 'automatic selection'.

4. Appeals

Athletes retain the right to appeal a non-selection decision that relates to the athlete selection process and directly relates to themselves. Parents/Carers must submit the appeal on behalf of a child who is under the age of 18.

- Appeals can be made in writing to rep@ndwha.com within five (5) days of the announcement of the relevant selection group. Acknowledgement of the request will be received within 24 hours.
- The request should include the basis on which the request for appeal is made.
- Appeals will not be considered when the athlete or family member acting on their behalf 'disagrees' with a selection decision. A breach of process would be considered reasonable grounds for appeal.

5. Athlete Feedback and notification

- Cohort feedback may be provided from development opportunities where selectors are in attendance.
- Themed development feedback, will be available at the conclusion of selection events that formed a part of the development and selection process.
- Squads and teams will be announced via email following the relevant selection event.
- Members of a selection panel should not be approached regarding selection feedback and should not approach athletes with feedback at any time before, during and after trials.