

**Underwater Hockey New Zealand
HIGH PERFORMANCE HANDBOOK**

January 2007



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Ver. No.	Date	Written by	Update
1	Jan 2007		Moved from Competitions Manual, updated Coaches, Managers and Selectors Appointment Process, included drug testing and funding sections, general update



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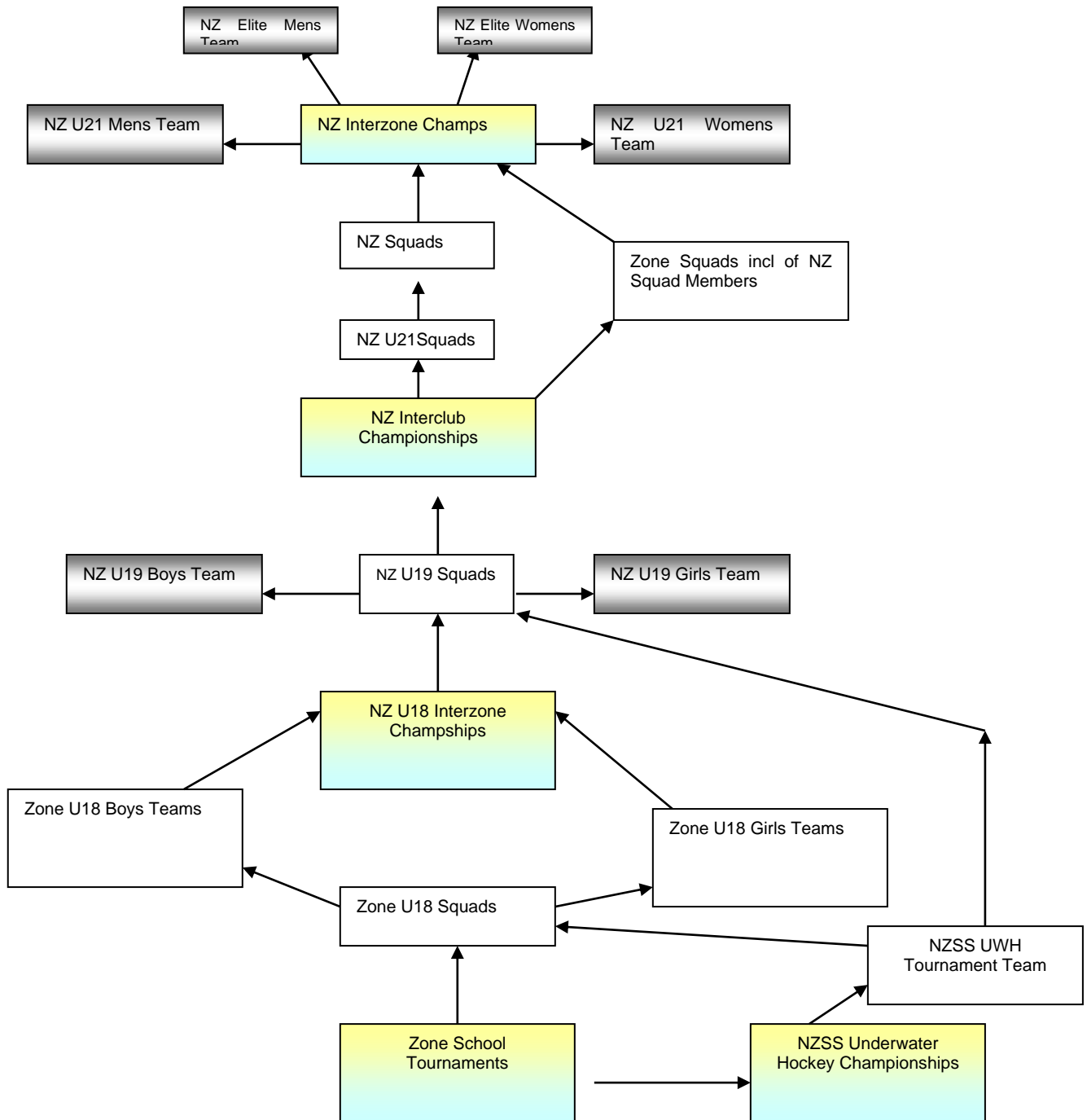
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1. UWHNZ HIGH PERFORMANCE STRUCTURE





2. INTERNATIONAL EVENTS

2.1 Types of International Events

World Championships are held in even-numbered years. Southern Hemisphere Championships (which include the Trans Tasman Series) are held in odd-numbered years. There may be other irregularly held events.

Additional information on World Championships can be found in the latest version of the CMAS International Rules (*CMAS Rules*). The rules and guidelines surrounding the Southern Hemisphere Championships can be found in the Southern Hemisphere Championships Charter (*SHC Charter*), which is appended to this document.

2.2 Eligibility

Players must be full financial members of UWHNZ. Players must be New Zealand residents, and have been resident for at least 12 months before the event.

2.3 Grades

The following grades are normally offered for World Championships: Men, Women, Masters, U19 Open, U19 Women. For Southern Hemisphere Championships the grades are Open Masters, Women Masters, Open, Women, Open Juniors, Junior Women. Refer to the SHC Charter (appended) for more details.

2.4 Organisation if held in NZ

A committee is appointed by UWHNZ to handle all organisation if an International Event is held in New Zealand. The requirements of the organising committee shall be detailed in a letter to the committee from the Chairman of UWHNZ.

2.5 Tournament Rules

The tournament is played in accordance with the latest version of the CMAS Rules.

2.6 Timing

Internationals are held in March or April if held in New Zealand. If held outside New Zealand, International Events shall be held at a time determined by the host country.



3. APPOINTMENT OF OFFICIALS

3.1 Coaches

3.1.1 Number

There shall be one head coach per team. A head coach may appoint assistant coaches by presenting the names of the intended assistant(s) to the High Performance Co-ordinator for approval. The High Performance Co-ordinator will discuss with the Executive and the Coaching Co-ordinator, and shall inform the Coach of the approval or otherwise of the assistant coach(es).

If the assistant(s) are declined by UWHNZ, the Coach may present alternative selectors to the High Performance Co-ordinator. There is no requirement for a Coach to have assistant coaches.

3.1.2 Term of Appointment

Coaches are normally appointed for one year (one event). Coaches should be appointed in odd years, with the prospect that the appointment will continue through to the following World Championships (if that grade is offered at the particular World Championships in question). Applications from other coaches for World Championships will be considered, but the incumbent shall be given preference, unless circumstances or performance require the appointment of a new coach.

3.1.3 Selection Criteria

Applicants for New Zealand Team Coaches must have at least two years of coaching at a level appropriate to the International Team they will be coaching. This is as follows:

- a. Elite Teams – two years coaching Regional Mens/Womens A teams;
- b. Masters Teams – two years coaching Regional Mens/Womens teams (may be Open or Masters teams);
- c. U18/19 Teams – two years coaching Zone U18 Boys/Girls A teams; and
- d. U21/Colts Teams – two years coaching Zone U18 teams, preferably with at least one year coaching Regional A or B teams.

Coaches should have a relevant qualification, such as CNZ Level 1 or 2, UWHNZ Coaching Level 1 or 2, or a tertiary qualification in sport and recreation.

Players should not normally be considered as coaching candidates. A coach playing in a social team at the same event as the team being coached is acceptable (but not



preferred). A coach playing in the same team as being coached should be avoided if at all possible.

3.1.4 Application Process

UWHNZ shall call for applications for national team positions at least thirty (30) days before the due date for applications.

Applicants must complete the application form (appended), which shall be available from the UWHNZ website, and on request from the Chairman, High Performance Co-ordinator, or Coaching Co-ordinator.

The completed form should be returned to the High Performance Co-ordinator, on or before the due date specified by UWHNZ.

The form shall be accompanied by the following information:

- a. covering letter; and
- b. proposed tournament build up and training camp outline (for the next one/two years as appropriate), including squad and team selection dates.

3.1.5 Appointment Process

Once applications have been received, the High Performance Co-ordinator will forward copies of the applications to the UWHNZ Executive, and to the Coaching Co-ordinator.

The High Performance Co-ordinator and the Coaching Co-ordinator shall discuss the applicants, and shall present a shortlist of candidates for each team to the UWHNZ Executive, in order of preference.

The Executive, High Performance Co-ordinator and Coaching Co-ordinator shall form the Selection Committee, and will discuss the shortlists. At this stage, they may request further information from the candidates, and may interview candidates if required. Any interviews shall be conducted by the High Performance Co-ordinator, the Coaching Co-ordinator and the Chairman.

Opinions may be sought from the remainder of the UWHNZ Committee (e.g. Womens Development Co-ordinator, Masters Development Co-ordinator), but only the Selection Committee shall be eligible to vote on the appointment of an applicant.

The Selection Committee shall attempt to reach a unanimous decision on the successful applicant. If the decision must be put to a vote, a simple majority is required. Decisions to replace an incumbent leading up to a World Championships require a two-thirds majority of the Selection Committee.



The successful applicant shall be notified by letter from UWHNZ, setting out the expectations, powers and responsibilities of the Coach, and any squad selection requirements.

3.1.6 Re-advertising

If the Selection Committee feels that none of the applicants are of the required standard, they may re-advertise for applications at their discretion.

3.1.7 Powers and Responsibilities

The coach has freedom to plan training camps and training programmes, to select assistant coaches, and to plan other coaching assistance as needed. Assistant coaches must be approved by UWHNZ.

3.1.8 Expected Results

These shall be specific to the Team and the Tournament, and will be included in the Coach's contract.

3.1.9 Expenses

The following expenses will be covered from team funds:

- a. coach's travel to training camps, and any direct expenses related to running the training camps;
- b. direct communication expenses (mail, phone calls, etc.);
- c. travel to the International Event, and accommodation during the event;
- d. payment for professional coaching assistance (e.g. sports psychologist, nutritionist); and
- e. food and uniform.

The following expenses are entirely the coach's responsibility (basically anything that is personal):

- a. copies of the team photographs; and
- b. team social activities.

If the coach is a player in any team at the International Event, he or she will be required to cover his or her own accommodation expenses for the days of the tournament itself.



3.1.10 Documentation

To keep UWHNZ informed of the Coach's progress, the Coach is required to send to UWHNZ:

- a. copies of all correspondence sent out to the squad as a whole, to be sent to the Secretary of UWHNZ;
- b. a full programme of training and selection camps, sent to the High Performance Co-ordinator, so that the quarterly reports to government agencies can be completed;
- c. a copy of the post tournament report and team accounts;
- d. a copy of the player's critiques that can be passed on to the next appointed coach to continue the players development; and
- e. a confidential 1 through 12 ranking list of all the players in team and their Universities to allow the UWHNZ Executive to nominate players for the Prime Ministers Scholarship Scheme.

3.1.11 Other New Zealand Teams

UWHNZ would like to emphasise that New Zealand Representative Teams must work together, and that each team must have an understanding of support available from the combined New Zealand Squad.

UWHNZ will encourage Coaches to combine training camps with other New Zealand Teams, in order to benefit the players and coaches, with the exchange of ideas and practises.

3.1.12 Appraisal and Review

At the commencement of the contract with the Coach, key result areas will be identified and the performance goals negotiated. These will be monitored on a 2 monthly basis, with six monthly reviews of overall performance.

The review will be conducted by the High Performance Co-ordinator, using input into the content of the review from all Executive Members and others as appropriate.

As part of the performance review the Coach will be commended on any aspects which merits commendation and be advised concerning poor performance.

Failure to improve or follow advice to the detriment of the Team or Underwater Hockey New Zealand may lead to cancellation of the contract and position.



3.2 *Managers*

3.2.1 *Number*

Ideally there shall be one manager per team, however, to reduced the players' expense, there may be fewer managers appointed. There may also be non-travelling managers to assist with organisation in New Zealand.

Where a squad has more than one manager, then the National Committee will appoint one manager as being Chief Manager. The chief manager will be responsible for the distribution of squad-related work between the squad managers.

3.2.2 *Term of Appointment*

Managers are normally appointed for one year (one event). Managers should be appointed in odd years, with the expectation that the appointment may continue through to the following World Championships (if that grade is offered at the particular World Championships in question). Applications from other managers for World Championships shall be considered, but the incumbent shall be given preference, unless circumstances or performance require the appointment of a new manager.

3.2.3 *Selection Criteria*

The Selection Committee will consider the following when appointing managers:

- a. managers must have some administrative experience;
- b. managers must have good written and oral communication skills;
- c. experience with book-keeping is highly desirable;
- d. a good understanding of the rules of Underwater Hockey is an advantage;
- e. a current first-aid certificate is an advantage; and
- f. the ability to speak the language of the host country is an advantage.

3.2.4 *Application Process*

UWHNZ shall call for applications for national team positions at least thirty (30) days before the due date for applications.

Applicants must complete the application form (appended), which shall be available from the UWHNZ website, and on request from the Chairman, High Performance Co-ordinator, or Coaching Co-ordinator.



The completed form should be returned to the High Performance Co-ordinator, on or before the due date specified by UWHNZ.

The form shall be accompanied by a covering letter.

3.2.5 Appointment Process

Once applications have been received, the High Performance Co-ordinator will forward copies of the applications to the UWHNZ Executive, and to the Coaching Co-ordinator.

The High Performance Co-ordinator and the Coaching Co-ordinator shall discuss the candidates, and shall present a shortlist of candidates for each team to the UWHNZ Executive, in order of preference.

The Executive, High Performance Co-ordinator and Coaching Co-ordinator shall form the Selection Committee, and shall discuss the shortlists. At this stage, they may request further information from the candidates, and may interview candidates if required. Any interviews shall be conducted by the High Performance Co-ordinator, the Coaching Co-ordinator and the Chairman.

Opinions may be sought from the remainder of the UWHNZ Committee (e.g. Womens Development Co-ordinator, Masters Development Co-ordinator), but only the Selection Committee shall be eligible to vote on the appointment of an applicant.

The Selection Committee shall attempt to reach a unanimous decision on the successful applicant. If the decision must be put to a vote, a simple majority is required. Decisions to replace an incumbent leading up to a World Championships require a two-thirds majority of the Selection Committee.

The successful applicant shall be notified by letter from UWHNZ, setting out the expectations, powers and responsibilities of the Manager.

3.2.6 Re-advertising

If the Selection Committee feels that none of the applicants are of the required standard, they may re-advertise for applications at their discretion.

3.2.7 Powers and Responsibilities

The Manager is responsible for the overall administration and organisation of the Team. The Manager will report to the Executive Board of UWHNZ via the High Performance Co-ordinator, or the Secretary. The Manager must work closely with the Executive Members and the Team Coach.

The Manager should be able to control the organisation of the Team as directed by the Coach. They will require skills and knowledge to be able to:



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- a. communicate with the squad/team. The Manager (in conjunction with the Coach) needs to ensure that the squad members receive news in writing at least every month;
 - b. plan requirements and budget for all trials and for the International Tournament, with input from the Coach;
 - c. inform triallists early of the financial requirements of being chosen as a member of the squad. The manager is expected to provide the squad members with a realistic budget within three weeks of squad selection;
 - d. coordinate fundraising activities;
 - e. arrange travel, accommodation and uniform for the players and officials, and for uniforms;
 - f. assist the High Performance Co-ordinator to write press releases throughout the tournament.

3.2.8 Expected Results

Squad members and the coaches will feel well informed, by a newsletter at least monthly. The administrative load on the coaches will be light because of the efforts of the manager. The final cost to the players should not exceed the budget, and should be within 20% of the budget.

3.2.9 Expenses

The following expenses will be covered from team funds:

- a. the Manager's travel to training camps, and any direct expenses related to running the training camps;
- b. direct communication expenses (mail, phone calls, etc.);
- c. travel to the International Event, and accommodation during the event;
- d. payment for professional coaching assistance (e.g. sports psychologist, nutritionist); and
- e. food and uniform.

The following expenses are entirely the Manager's responsibility (basically anything that is personal):

- a. copies of the team photographs; and
- b. team social activities.



If the Manager is a player in any team at the International Event, he or she will be required to cover his or her own accommodation expenses for the days of the tournament itself.

3.2.10 Documentation

To keep UWHNZ informed of the Team's progress, the Manager is required to send to UWHNZ:

- a. copies of all correspondence sent out to the squad as a whole, to be sent to the Secretary of UWHNZ;
- b. a full programme of training and selection camps, sent to the High Performance Co-ordinator, so that the quarterly reports to government agencies can be completed; and
- c. a copy of the post tournament report and team accounts.

The reports and accounts are to be sent to the High Performance Co-ordinator, or to the Secretary of UWHNZ.

3.2.11 Appraisal and Review

At the commencement of the contract with the Manager, key result areas will be identified and the performance goals negotiated. These will be monitored on a 2 monthly basis, with six monthly reviews of overall performance.

The review will be conducted by the High Performance Co-ordinator, using input into the content of the review from all Executive Members and others as appropriate.

As part of the performance review the Manager will be commended on any aspects which merits commendation and be advised concerning poor performance.

Failure to improve or follow advice to the detriment of the Team or Underwater Hockey New Zealand may lead to cancellation of the contract and position.

3.3 Selectors

3.3.1 Number

Each team can have up to two selectors, as appointed by the Coach. Selectors must be approved by the High Performance Co-ordinator on behalf of UWHNZ.

Selectors may be appointed for more than one team. Normally the Coach is the third selector. If the Coach elects not to be a selector, then a third selector is appointed for that team.



3.3.2 Term of Appointment

Selectors are appointed for the selection of one team, from initial selection until the team is reduced to 12 players. Selectors must be involved in all events when the number of players in the squad is reduced, until the final team is selected.

Selection of the 10 players for any particular game is the responsibility of the Coach.

3.3.3 Selection Criteria

The Coach shall consider the following when choosing selectors:

- a. selectors should have complementary attributes to the coach. That is, they should be from different clubs; different regions if possible; and have experience with different aspects of play; and
- b. selectors should have at least two years of experience with elite hockey, as players, referees or coaches. Elite hockey includes International Tournaments and Regionals.

3.3.4 Appointment Process

The Coach shall present the names of their intended selectors to the High Performance Co-ordinator for approval. The High Performance Co-ordinator will discuss with the Executive and the Coaching Co-ordinator, and shall inform the Coach of the approval or otherwise of the selectors.

If the selectors are declined by UWHNZ, the Coach may present alternative selectors to the High Performance Co-ordinator.

If a Coach does not wish to appoint their own selectors, they may apply to UWHNZ (via the High Performance Co-ordinator) to have selectors appointed for their Team.

3.3.5 Powers and Responsibilities

The selectors (usually including the Coach) have the following powers and responsibilities:

- a. selection of a team of no more than 12 players. All players must be of, or within reach of, international standard;
- b. advising unselected players why they were not selected (in writing if necessary);
- c. deciding whether the selected players are of a sufficiently high standard to represent New Zealand, and (if necessary) recommending to UWHNZ that a team not be sent.



3.3.6 Expenses

The cost of the selectors' travel to selections will be covered from team funds.

3.3.7 Report

The selectors should briefly document the reasons as to why non-selected players were unsuccessful, in case these decisions are questioned at a later date.



4. SELECTION OF PLAYERS

4.1 Open Selection Policy

Selection must be open to all players who meet the eligibility requirements (described in Section 2.2), and the particular requirements of the tournament (e.g. age, gender).

4.1.1 Selection events

The squad selection events are usually Club Nationals for Elite squads, and U18 Interzone Championships for U18/19 squads. National Team Coaches must select squads at the designated selection events, as notified by UWHNZ on their appointment as Coach.

The number of players selected is totally dependant on the programme of the Coach. This requirement is made so that players are fully aware that they will be considered for selection if they are playing at this tournament. The promotion of this requirement is important to UWHNZ and must be complied with.

4.1.2 Advertisement of selection events

The first selection event for an international team must be advertised nationwide at least four (4) weeks in advance. The advertisement should include the name of the Coach, and any particulars of the International Event. The advertisement will be accompanied by a Registration of Interest Form (see sample appended).

The advertisement shall be posted on the UWHNZ website, through the UWHNZ mailing list, and shall be distributed to each Club.

4.1.3 Exceptions

Players who were in the equivalent team the previous year may be automatically included in the squad, without attending the first selection, providing they send a valid excuse in writing to the Coach at least one week in advance of the first selection. The Coach has the discretion to accept or reject the excuse. Excused players **MUST** attend the second and subsequent selections.

4.1.4 Selection Sequence

As a guide, the selection sequence for an international team should be:

- a. **Selection event.** All eligible players attend a set tournament as determined by UWHNZ (usually Club Nationals for Open Teams, and U18's for Junior Teams). A



squad of up to approximately 20 is selected, and named at the conclusion of the tournament.

- b. **Introductory training camp.** Of particular importance to players without international experience. The coach explains the style of play, and describes any skills or activities that he or she will be focusing on. Usually no selection takes place, and no selectors need be present.
- c. **First selection.** All eligible players attend, and the squad may be reduced at this stage. Players who are in danger of not being finally selected are advised areas for improvement. All players complete a fitness test. Travel is equalised between all attending players.
- d. **Final selection.** All players complete a fitness test. A team of up to 12 is selected. Up to 2 non-travelling reserves may be named, to become travelling players if one of the selected players is unable to travel through illness or otherwise. Travel is equalised between all attending players.

4.1.5 General Overview of Selection Process

In general, the following should happen any time the squad is being reduced:

- a. the Coach briefs the other selectors and players as to the style of play, and the qualities that the successful players should have;
- b. all players are tested for fitness;
- c. the selectors view and assess the skills of individual players; and
- d. players are interviewed, so that the selectors can assess their commitment to the team, and how well they will integrate with the team.

4.1.6 Requirements of Selectors

Each player should have a minimum of 15 minutes playing time in front of the selectors, unless already ruled out by other factors. The final selection games must be after the players have had the opportunity to practise game play in the style the coach will use. The selectors should watch earlier games to assess how easily the players adapt to and pick up the coach's style of play. The final game must be in a pool as close as possible to that in which the international games will be played.

The selectors choose a squad or team. Where possible, they note weaknesses that result in a player not being selected. The selectors should be aware that they will be open to accusations of bias, and must make their best efforts to demonstrate lack of bias.



4.1.7 Naming the Team

The squad or team is announced. Dropped players are given the opportunity to ask about areas for improvement.

As a condition of selection, all players sign a player contract. An example is appended. The contract must be signed at the first selection, and is a condition of entry into the squad.

The team list is forwarded to the Secretary of UWHNZ.

4.1.8 Disputing Selection

Players who wish to dispute the result of the selections must do so in writing to UWHNZ within one week of the selections.

The only grounds for appeal are that:

- a. the selectors showed bias; or
- b. the player did not have sufficient playing time in front of the selectors.

If UWHNZ accepts that the player has grounds for appeal, then the player is added to the squad as an extra player, until the next selections.

If the Team has been selected, the Executive shall correspond with the player, the Coach and the selectors to determine the appropriate course of action.



5. CONDUCT OF PLAYERS AND OFFICIALS

All players and officials of an international squad are ambassadors for Underwater Hockey New Zealand and for New Zealand. They are expected to behave appropriately, and to follow the UWHNZ Code of Conduct (appended) at all times.

5.1 *Uniforms*

Players and officials are required to wear uniforms at the following times:

- a. Departure from New Zealand;
- b. Arrival at the host country;
- c. Any official functions; and
- d. Arriving for and departing from any games or training sessions.

The actual uniform may be either the formal uniform, the playing uniform, or an agreed combination. The uniform for any particular event is decided by the officials and team captains.

The uniform must be worn in a neat and tidy fashion.

5.2 *Importance of Games*

All players and officials are at the international event primarily for the games. As such, games, training sessions and coaching sessions must always take highest priority. The players and officials must not partake in any activity that would result in their reduced performance in games.

5.3 *Contract*

Players and officials must sign a contract as condition of selection. The contract is appended to this document.

5.4 *Authority*

As representatives of Underwater Hockey New Zealand, players and officials are subject to the authority of UWHNZ. The authority is delegated in the following hierarchy:

1. High Performance Co-ordinator
2. Managers (for logistical matters); and Team coaches (for game matters)
3. Team captains



4. Team vice captains

5. Players

If there is an issue affecting the entire travelling party (for example, local travel arrangements, menus, uniform) then the officials will discuss and resolve the issue by consensus. The High Performance Co-ordinator will chair any discussion, and shall have a casting vote if required.

Officials travelling as part of the New Zealand party, but having functions unrelated to the games of the New Zealand teams, have no authority over any of the New Zealand party, and must abide by logistical decisions made by the managers.

If any dispute requires appeal, then the escalation of appeal is the reverse of the authority chain. Final authority is held by the Chairperson of UWHNZ.

6. UWHNZ SUPPORT

6.1 General Assistance

UWHNZ will attempt to provide any assistance requested by the Coach or Manager of National Representative Teams. Coaches and Managers are welcome to call on the services of the Executive for assistance. However, in the first instance, issues should be handled by the team management.

All New Zealand Representative Team fundraising and sponsorship activities will be co-ordinated through UWHNZ.

6.2 Finance

As we source funding all Bills must be paid for by UWHNZ to comply with the NZ Accounting Practice and trusts requirements. All players must pay to the team account and a donation forwarded to UWHNZ. The team manager must collect all receipts and make sure they are written to Underwater Hockey NZ – (INSERT Team Name).

6.3 Funding Applications

6.3.1 Manager/Coach Requirements

If a Manager or Coach requires funding for any aspect of their Team activities, they must supply the Secretary with the following:

- a. two or three competitive quotes for the required cost, addressed to Underwater Hockey New Zealand – [Team Name];



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- b. indication of the preferred supplier and why;
 - c. the total funds sought, plus a 2-3 sentence description of what the funds will be used for; and
 - d. any additional supporting information.

The High Performance Co-ordinator shall write a standard covering letter for the funding applications for each International Tournament.

6.3.2 Responsibilities of the Secretary

Once all the required information is received from the Manager or Coach, the Secretary shall amend the standard covering letter, complete the application form, and the Executive shall pass the necessary resolution.

The Secretary shall attach the standard supporting information (NZU Information and Rules, UWHNZ and NZU financial statements, UWHNZ Bylaws, UWHNZ AGM Minutes) and will send the application.

The Secretary must retain copies of the signed resolution, the signed covering letter, and the completed application form. If minutes are required in addition to the resolution, the Secretary shall keep a copy of these also.

If the necessary information has not been provided by the Manager or Coach, the Secretary shall request the remaining information from that person. The Secretary is not required to take action to complete the funding application until all necessary information has been supplied by the Manager or Coach.

6.4 Sponsorship and Other Fundraising Opportunities

6.4.1 Squad Sponsorship Activities

The High Performance Co-ordinator shall (with assistance from Team Managers or other persons as required) seek sponsorship opportunities for the New Zealand Squad, and shall co-ordinate all New Zealand Squad fundraising opportunities and activities.

6.4.2 Team Sponsorship Activities

Team Managers may pursue sponsorship or fundraising avenues for their individual teams, after having cleared such avenues with UWHNZ via the High Performance Co-ordinator or the Secretary.



Fundraising activities shall not be conducted without the consent of UWHNZ. This is to avoid conflicts with existing sponsors, and to provide control mechanisms for fundraising activities.

7. DRUG TESTING

7.1 *Drug Testing Pool*

Athletes shall be informed when they are placed on the Drug Free Sport New Zealand (DFSNZ) Drug Testing Pool. These players shall be informed of the obligations associated with being in this testing pool, and also informed of their rights surrounding drug testing.

7.2 *Education*

Regular education seminars shall be run by UWHNZ to inform all affected players of the drug testing regulations, and to give these players the opportunity to ask questions.

7.3 *Requirements of the National Team Coach*

As part of Underwater Hockey New Zealand's obligations to the New Zealand Sports Drug Agency, UWHNZ is required to submit a quarterly report to NZSDA.

Each Coach's programme must be finalised as soon as possible and a calendar of events submitted to the High Performance Coordinator. The coordinator will submit the report to NZSDA and arrange Drugs in Sport presentation to be undertaken.



APPENDIX



SOUTHERN HEMISPHERE CHAMPIONSHIPS & TRANS-TASMAN SERIES RULES

Competition Divisions

1.1 The following Divisions will be contested at both Competitions subject to availability of Teams.

- Open
- Women's
- Masters (Open & Women)
- Juniors
- Under 21 (Open & Women)
- Under 18 years (Open & Girls)

1.2 Junior teams will have players who are either under 18 or under 21 years on 1 January of the year of the event.

1.3 Open Masters will have players who are 35 and over on 1 January of the year of the event.

1.4 Women Masters will have players who are over 32 on 1 January of the year of the event. This age to be reviewed for each tournament, and agreed to by participating countries by 30th November in the year prior to the event.

Duration and Competition Format

2.1 The competition is to be conducted within four weeks of the Easter Period.

2.2 The Competition will be conducted over a period of at least three days, following at least four days of training. There will be a further day for social hockey, to share skills and coaching ideas if teams indicate they wish to participate when entering the tournament.

2.3 The Format of the competition will be one or more round robins conducted over three or four days, and finals for those divisions with more than two teams. The number of round robins shall depend on the number of teams in the grade and the target shall be to give each team 6 to 8 games. There shall be no extra time for round-robin games.

2.4 A minimum of two games and a maximum of three games will be contested each day by each team.

2.5 Pool Time. Competing nations will have access to the competition playing area for training as per the following allocations.

Day 1 training time available at the expense of those teams using it.

Day 2 training time available at the expense of those teams using it.



Day 3 one block of two hours per team

Day 4 one block of one hour per team

Day 5 Competition

Day 6 Competition

Day 7 Competition

Day 8 Social day at the expense of those teams attending.

Note 1: Any additional training times are the financial responsibility of the country requiring the extra time.

Note 2: Any additional competition days are the financial responsibility of the host nation

HOST NATION OBLIGATIONS

General

3.1 The host nation is to notify all visiting nations of competition outlines by no later than November 30th in the preceding year. The outlines will include details of training times.

3.2 The host nation is to liaise with visiting nations with regard to travel, visas and accommodation.

3.3 The host nation to negotiate appropriate accommodation for all nations and to notify of accommodation details.

3.4 To provide and distribute Player/Officials Profiles Sheets for completion by visiting nations by no later than November 30th of the preceding year.

3.5 The host nation is to organise and print the official program booklet including Player/Officials Profiles. Participating countries will purchase at least one booklet per team, plus one. Further copies are to be available for purchase by team members and spectators.

3.6 To provide and distribute the official draw 1 month prior to competition.

Functions

4.1 The host nation is to host a welcome function on the first day training night or when all nations are available



4.2 An opening ceremony is to be held on the pool deck or other suitable venue on the first day of competition prior to the commencement of games.

4.3 Presentation of medallions is to be held at the conclusion of the competition on the pool deck.

4.4 A competition closing function is to be held on the last night of competition at a suitable venue catering for dinner and entertainment, having regard for the possible presence of juniors teams at the competition.

4.5 The player of the series is to be named at this function.

4.6 Host nation to invite relevant dignitaries (e.g., Lord Mayor, Official Sponsors, Government Officials etc.)

Meetings

5.1 The host nation to organise date, time and venue for competition organisers and nation delegates, to meet to discuss future events and to share knowledge. The time and venue is to be advised to participating countries one month before the event.

5.2 The host nation is to organise the date, time and venue for the managers and referees meetings, and notify the competing nations of these at least 1 month prior to the start of the competition.

Costs and Venue Equipment

6.1 To cover pool hire costs (including pool entry) for the competition and two training days as per para 2.5 above, for players and officials.

6.2 To provide medallions gold, silver and bronze. These medals are mandatory.

6.3 The host nation is to provide a fully equipped venue

6.4 Host nation is to supply qualified First Aid personnel.

6.5 Supply 1 competition/training puck per team at the venue.

6.6 To supply pucks to be used during the competition.

6.7 To supply visiting nations with two of the competition pucks three months prior to the competition.

6.8 To supply underwater camera and cameraman for each game, and 2 video machines per game.

Officials



7.1 To supply a Chief Referee for the competition and to notify all competing nations of the appointment of the Chief Referee.

7.2 The Competition Chief Referee is to allocate referees, both in and out of water, for each game and to notify the competing nations 1 month prior to competition.

7.3 The Chief Referee is to ensure for the provision of 1 Chief Referee per game.

7.4 Selection of player of the series is to be co-ordinated by the Chief Referee.

7.5 The host nation is to ensure there is an adequate number of qualified referees for the competition.

7.6 The host nation is to supply 1 In-water Referee per game, subject to neutrality.

7.7 The host nation is to provide timekeepers and scorers for each game.

Host Nation Teams

8.1 The host nation players to have bathers in national colours, which do not look similar to those of any visiting nation. If this is not possible, then the host nation players must have two sets of bathers, one dark and one light.

8.2 Players shall have their cap numbers written on their stick forearm, back and front and stick arm shoulder blade.

VISITING NATION OBLIGATIONS

9.1 Visiting nations to liaise with host nation with regard to travel, visas and accommodation.

9.2 Visiting nations are to each supply at least three qualified referees for the competition. If less than three teams from a nation are competing, then one referee is to be supplied per national team.

9.3 Visiting nations are to notify the host nation of team nominations and referees nominations by no later than February 1st. Visiting nations are to pay a deposit per team (presently \$US500), in the currency of the host nation, by 1st February. The deposit, which is set by nations attending the previous Southern Hemisphere Championships, will be refunded in full, in cash, to the visiting teams on their arrival.

9.4 Visiting nations to provide Player Profiles to host nation by no later than February 28th.

9.5 Visiting nations are to confirm Player Profiles by no later than two (2) weeks prior to competition.

9.6 Visiting nations are financially responsible, in respect of their teams, for the following:

- airfares
- accommodation



- any training time costs additional to the two training days supplied by the host nation, if required
- the social day
- functions cost.
- official uniform costs
- ground transport costs.

9.7 Visiting nations players are to have 1 pair of bathers. Those countries with similar national colour schemes are to liaise prior to finalising their bather selection to ensure that their teams are distinctive in the water. The host country may arbitrate where agreement cannot be reached. Otherwise light and dark coloured bathers will be required as per CMAS rules.

9.8 Players shall have their cap numbers written on their stick forearm, back and front and stick arm shoulder blade.

9.9 Visiting nations are to supply their own blank videos for the video machines.

TROPHY MAINTENANCE

10.1 The country holding a trophy is responsible for presenting it to the organisers of the next event, in good condition. The organisers must formally accept that the trophy is in good condition. The subsequent winner of the trophy may refuse to accept the trophy if it is in poor condition, until the previous holders make the necessary repairs.

CHANGES TO THESE RULES

11.1 These rules may be changed at a world championships, or at the southern hemisphere championships.

11.2 In any matter requiring a vote, each country is permitted one vote.

COUNTRY AGREEMENT

We hereby agree to the above conditions governing the running of the Southern Hemisphere Competition and, in the case of NZ and Australia the Trans-Tasman Series competition.

Michelle Castle, Chairperson AUF, Australian Underwater Hockey Commission

Ray Dolman, Chairperson, Underwater Hockey New Zealand

Piet Joubert, Chairman, South African Underwater Hockey



Coach/Manager Application Form

for

New Zealand Representative Teams

Indicate Team/s Selection Interest (please circle)

U21 Men U21 Women U18 Boys U18 Girls

Elite Men Elite Women Masters Referees

Name: _____

Address: _____

Telephone Day: _____ **Telephone Night:** _____

E-mail Address: _____

Zone: Northern, Mid Northern, Central, Top of South, Mid Southern, Southern (please circle your zone)

Club: _____

Date of Birth: _____

Coaches Qualification: Level 1, Level 2, Level 3 (please circle)

Registration of Interest should be made by 1 October 200x

E-mail to: highperformance@underwaterhockey.org.nz

Notes to Applicants:

- Applicants for New Zealand Team Coaches must have at least two years of coaching at a level appropriate to the International Team they will be coaching. They should also have a relevant qualification, such as CNZ Level 1 or 2, UWHNZ Coaching Level 1 or 2, or a tertiary qualification in sport and recreation.
- Applicants for Managers must have some administrative experience, and must have good written and oral communication skills.
- Coaches and Managers need to be registered on the UWHNZ Club Member Database
- Applications should be accompanied by a covering letter, and in addition, applicants for coaching positions should supply a copy of the proposed build up and training camp outline, including intended squad and team selection dates.



2007 Southern Hemisphere Championships

Member Registration of Interest Form

for

New Zealand Representative Teams

Indicate Team/s Selection Interest (please circle)

U21 Men U21 Women U18 Boys U18 Girls

Elite Men Elite Women Masters Referees

Name: _____

Address: _____

Telephone Day: _____ Telephone Night: _____

E-mail Address: _____

Zone: Northern, Mid Northern, Central, Top of South, Mid Southern, Southern (please circle your zone)

Club: _____

Player Position: Forward, Centre/Midfield, Back/Wing, Centre Back/ Goalie (please circle)

Referees Qualification: Level 1, Level 2, Level 3 (please circle)

Registration of Interest should be made by 1 October 2006

Players E-mail to: highperformance@underwaterhockey.org.nzReferees E-Mail to: referees@underwaterhockey.org.nz**Notes to Players:**

- Referees should be Level 2 or higher.
- Players need to be registered on the UWHNZ Club Member Database
- Costs are likely to be approximately \$2000 per player.
- Costs of referees will be covered by Funding and UWHNZ.
- All U18 Players must be at playing at the U18 Interzone Underwater Hockey Tournament in Rotorua where the U18 Squads will be selected.
- All players seeking selection for Elite or U21 Teams should attend the 2006 New Zealand Interclub Underwater Hockey Championships in Christchurch. However due to the time between International events UWHNZ will inform players of the trials and the appointed Coaches & Managers.



UNDERWATER HOCKEY NEW ZEALAND CODE OF CONDUCT

- 1 NZUA is committed to ensuring that underwater hockey is a safe and enjoyable sport for its members. This Code of Conduct establishes the standards of behaviour that NZUA expects its members to follow.

General Code of Conduct

- 2 The following Code of Conduct applies to all UWHNZ members when they are participating in underwater hockey:
- Respect the rights, dignity and worth of others;
 - Be fair, considerate and honest in all dealings with others;
 - Be professional in, and accept responsibility for, their actions;
 - Make a commitment to providing quality service and performance;
 - Be aware of, and maintain an uncompromising adherence to the standards and rules of underwater hockey;
 - Operate within the Constitution, Regulations, Policies and Procedures of NZUA and UWHNZ;
 - Refrain from any form of abuse, harassment, discrimination, victimisation towards others;
 - Show concern and caution towards others who may be sick or injured.
 - Be a positive role model;
 - Not speak to any media in a negative way regarding NZUA and UWHNZ;
 - Never act in any way that may bring disrepute or disgrace to NZUA, UWHNZ, its stakeholders and/or its sponsors, potential sponsors and/or partners.

NZUA and UWHNZ expect all members, players, coaches, managers, referees and officials alike, to abide by the Code of Conduct and the principles and values that underlie it in their behaviour relating to underwater hockey.

Players

- 3 In addition to the Code of Conduct above, a player will:
- agree to abide by the Code of Conduct;



- never verbally abuse a referee or official and always use the appropriate rules and guidelines to resolve a dispute;
- conduct yourself in a sportsman-like manner and respect fellow players, coaches, managers, staff, officials and the achievement of opponents;
- not bully or take an unfair advantage of another competitor;
- co-operate with his or her coach, manager and team mates;
- behave and dress in a dignified manner while involved in UWHNZ competitions or training camps or on tours with UWHNZ representative teams;
- refrain from possessing, purchasing or consuming performance enhancing or mind-altering drugs or other prohibited substances while involved in UWHNZ competitions or training camps or on tours with UWHNZ representative teams.
- refrain from possessing, purchasing or consuming alcohol and tobacco while involved in UWHNZ training camps or on tours with UWHNZ representative teams without the agreement of the Team Manager and Head Coach.
- comply with training, competition, curfew and behaviour requirements directed by UWHNZ, while involved in UWHNZ training camps or on tours with UWHNZ representative teams;
- not use offensive or discriminatory language or behaviour or do anything which may demean another person on the ground of gender, ability, race, cultural background or religion.

Coaches

4 In addition to the Code of Conduct above, a Coach will:

- Agree to abide by the Code of Conduct;
- Respect the rights, dignity and worth of every individual Team Member as a human being:
 - treat everyone equally regardless of gender, ethnic origin or religion;
 - respect the talent, developmental stage and goals of each Team Member in order to help each Team Member reach their full potential;



- Maintain high standards of integrity:
 - operate within the rules of underwater hockey and in the spirit of fair play, while encouraging Team Members to do the same;
 - advocate a sporting environment free of drugs and other performance enhancing substances within the guidelines of the Drug Free Sport NZ;
 - not disclose any confidential information relating to Team Members without prior consent;
- Be a positive role model for underwater hockey and the Team Members and act in a way that projects a positive image of coaching:
 - give all Team Members equal attention and opportunities;
 - ensure Team Members' time spent with him or her is a positive experience;
 - be fair, considerate and honest with Team Members;
 - encourage and promote a healthy lifestyle and refrain from smoking and drinking alcohol around Team Members;
- Professional responsibilities:
 - display high standards in language, manner, punctuality, preparation and presentation;
 - display control, courtesy, respect, honesty, dignity and professionalism to all involved within the sphere of underwater hockey, including opponents, coaches, officials, administrators, the media, parents and spectators;
 - encourage Team Members to demonstrate the same qualities;
 - be professional and accept responsibility for his or her actions;
 - refrain from initiating a sexual relationship with a Team Member, and will also discourage any attempt by a Team Member to initiate a sexual relationship with him or her, explaining the ethical basis of this refusal;
 - accurately represent personal coaching qualifications, experience, competence and affiliations;
 - refrain from criticism of other coaches;



- Make a commitment to providing a quality service to Team Members:
 - seek continual improvement through ongoing coach education, and other personal and professional development opportunities;
 - provide Team Members with planned and structured training program appropriate to their needs and goals;
 - seek advice and assistance from professionals when additional expertise is required;
 - maintain appropriate records;
- Provide a safe environment for training and competition:
 - adopt appropriate risk management strategies to ensure that training and the Competition is as safe for Team Members as possible;
 - ensure equipment, rules, training and the environment are appropriate for the age, physical and emotional maturity, experience and ability of the Team Members;
 - show concern and caution toward sick and injured Team Members and encourage Team Members to seek medical advice when required;
- Protect Team Members from any form of personal abuse:
 - refrain from and discourage, where possible, any form of verbal, physical and emotional abuse towards Team Members;
 - refrain from and discourage, where possible, any form of sexual and racial harassment, racial vilification and harassment on the grounds of disability;
 - ensure that any physical contact with Team Members will be appropriate to the situation and necessary for the Team Member's skill development.

Managers

5 In addition to the Code of Conduct above, a manager of an underwater hockey team will:

- agree to abide by the Code of Conduct;



- be responsible for the overall welfare and well being of Team Members and officials when travelling with a Team;
- maintain a 'duty of care' towards Team Members and be accountable for the management of the Team;
- have a sound working knowledge of the NZUA and UWHNZ Constitution, Regulations, and Policies, and ensure that the conduct of the affairs of the Team is in accordance with these and or any other policies and guidelines determined of NZUA or UWHNZ;
- foster a collaborative approach to the management of the team.

Referees

6 In addition to the Code of Conduct above, a referee will:

- agree to abide by the Code of Conduct;
- be consistent, objective and courteous when making decisions;
- compliment and encourage all participants;
- condemn unsporting behaviour and promote respect for all opponents;
- emphasise the spirit of competition rather than the errors;
- encourage and promote rule changes, which will make the participation more enjoyable;
- be a good sport yourself;
- keep up to date with the latest trends in officiating and the principles of growth and development of young people;
- remember, you set an example. Your behaviour and comments should be positive and supportive;
- place the safety and welfare of the participants above all else;
- give all players a 'fair go' regardless of their gender, ability, race, cultural background or religion;
- not use offensive or discriminatory language or behaviour or do anything which may demean another person on the ground of gender, ability, race, cultural background or religion.

Member, Administrator and/or Associate



7 In addition to the Code of Conduct above, a member, administrator and/or associate of NZUA and UWHNZ will:

- agree to abide by the Code of Conduct;
- be fair, considerate and honest with others;
- be professional in all actions. Ensure language, presentation, manner and punctuality reflect high standards;
- resolve conflicts fairly and promptly through established procedures;
- maintain strict impartiality;
- maintain a safe environment for others.

Breach of Conduct

8 Any breach of the Code of Conduct, or any part of it, may result in disciplinary action under the Constitution, Regulations, Procedures and Policies of NZUA and UWHNZ