



***REPRESENTATIVE POLICY***



## **COUNTIES MANUKAU HOCKEY ASSOCIATION**

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## COUNTIES MANUKAU HOCKEY ASSOCIATION

### *Objectives*

#### **Introduction**

This Policy sets out policies and guidelines for the administration of representative teams, matches and tournaments under the jurisdiction of Counties Manukau Hockey Association (CMHA)

#### **Objective**

The objective of this Policy is to expand and clarify the roles of various key personnel and panels as well as providing a point of reference for decision-making.

#### **Review of Policy**

As the structure of Hockey NZ (HNZ) representative programme changes and CMHA's Policy on representative hockey follows these changes, revision of this Policy will be necessary. Feedback from all stakeholders will be welcomed in order to improve this document.

The contents of this document will be **reviewed annually** by the CMHA.

#### **Further Policy**

In addition to this Policy Document CMHA expects all personnel involved in CMHA Representative Programmes to understand and abide by all aspects of the following policies:

<https://hockeynz.co.nz/about-us/resources/policies-codes/>

- [Anti-Doping Policy](#)
- [Anti-Match Fixing and Sports Betting Policy](#)
- [Child Safety Policy](#)
- [Close Personal Relationships Policy](#)
- [Concussion Policy](#)
- [EEO Policy](#)
- [Code of Conduct](#)
- [Employee Code of Conduct](#)
- [Photography Policy](#)
- [Prevention of Harassment, Bullying and Discrimination Policy](#)
- [Selection Policy](#)
- [Whistleblower Policy](#)

<http://www.cmha.co.nz/about/governance-documents>

- [Cmha Code Of Conduct](#)
- [Cmha Child Safety Policy](#)



## COUNTIES MANUKAU HOCKEY ASSOCIATION

### *Roles of Key People and Committees*

#### **Introduction**

This section describes the key roles and responsibilities of those involved in CMHA's representative program.

#### **CMHA's Office**

The CMHA office is responsible for administering the day-to-day requirements of the representative programme.

The CMHA staff will liaise with HNZ, other associations, coaches, selectors and managers to ensure the representative programme runs smoothly and the policies set out in this document are implemented.

CMHA takes a holistic view to representative hockey, so at times all staff and/or board members will have input into the CMHA Representative Programme.

#### **Roles and responsibilities**

**CMHA's Board** is responsible for:

- Setting the strategic direction of the representative programme

**CMHA** is responsible for:

- The overall Representative Programme
- Liaison with HNZ and other regions/associations
- Delivery of key outcomes as set out in the strategic direction
- Final approval of key team appointments, coach, manager and assistant coach
- Representative support personnel, development and selection or recommendation to the Board (where required)
- Representative player development and selection
- Administering the day to day requirements of the Representative Programme
- Providing administrative support to team managers



## COUNTIES MANUKAU HOCKEY ASSOCIATION

### *Applications and Appointment of Coaches and Managers*

#### **Introduction**

This section describes the applications and appointment of coaches (including assistant coaches) and Managers.

#### **Advertising coaching opportunities**

Coaching opportunities will be advertised.

CMHA will utilise the existing club network and Hockey NZ to ensure that the opportunities are widely distributed to the CMHA community.

In addition to this CMHA may advertise using other relevant avenues. For example, if you have registered on the CMHA database as being interested in coaching, we will contact you directly via this avenue.

#### **Preferred background for coaches**

All Coaches are required to have the necessary skills and experience to provide appropriate oversight for the representative team they are involved in.

It is recognised that the coach is part of the representative support staff so consideration will be given to the overall skill set of the group when selecting the coach.

It is preferred and encouraged that successful candidates will have attended a recent HNZ Coaching Workshop and/or have a current Youth Coaching Accreditation (or equivalent).

#### **Expectations of coaches and managers**

Expectations of coaches are contained in the representative coaches' guidelines – refer to the Counties Manukau Hockey Associations Coach Agreement.

Coaches and Managers are expected to follow and role model the Counties Manukau Associations Code of Conduct at all times.

#### **Coaching applications**

All applicants for coaching should be submitted to CMHA Coaching Manager, on the official form before the advertised closing date.

#### **Paid and voluntary roles**

All coaching and management roles are unpaid.

CMHA, at its discretion, may make a contribution towards the expenses of agreed representative support personnel.

This contribution will not be more than any actual expense incurred.



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### **Coaching requirements**

Coaches are required for the following teams.

Teams will have voluntary assistant coaches appointed if suitably qualified volunteers are available.

### **Men and Women**

Masters

Seniors

Under 18

### **Applications and Appointment of Coaches and Managers / Selection Panel**

Coaches will be appointed as soon as is practical.

Coaching appointments shall be made by a panel, which will review all applicants, interview selected candidates, and make an appointment.

The panel will be made up from the following group of people.

- CMHA General Manager
- Community and Performance Coach

### **Appointments and notifications**

Coaches will be appointed as soon as possible after the interview process has been completed.

All applicants, successful or not, shall be notified within two weeks of the appointment being made.

All decisions made by the CMHA panel are final and discussions shall not be entered into after the fact.

### **No suitable applicants received**

Should no suitable applications be received by the closing date, the coaching position in question may be re-advertised, whilst the appointment panel seek to find suitable applicants.

Suitable applicants may also be approached by CMHA and invited to apply.

### **Team Management**

Manager applicants will be required to complete the CMHA application form.

Team managers may be finalised after the naming of the team.

Assistant coaches will be appointed at the discretion of CMHA, and will not form part of the management team unless approval is sought.

Team coaches, managers and Parent Helpers are subject to police vetting and verification.



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### *Player Eligibility*

#### **Introduction**

The selection panel will select players who demonstrate that they are technically, tactically, physically and mentally capable of preparing for and performing competitively in the contemporary hockey environment within CMHA framework.

#### **General**

CMHA is committed to ensuring that all representative teams have the best possible make up. CMHA operate according to the HNZ Rep Tournament Rules for Team and Player Eligibility as set out in the below link.

<https://hockeynz.co.nz/wp-content/uploads/2021/01/2021-Representative-Tournament-Rules-Confirmed.pdf>

*NB: Players must register and trial for CMHA before written consent will be given for players to represent another Association.*

#### **AGE GROUPS**

U18's - Players must be under the specified age on the 1st January of the year trialling.

Masters – Players must be the minimum age of that particular age group during the year of the National Tournament – e.g. 35 by the 31st December on the year of that tournament.

National Hockey Championship (Seniors) – Players must be 17 years old or over as at 1st January of the year in which the tournament is played.



## COUNTIES MANUKAU HOCKEY ASSOCIATION

### ***Trials***

#### **Introduction**

This section describes the policy for holding trials for representative teams.

#### **Policy**

- “Open trials” shall be held for all representative teams.
- CMHA’s policy is for all teams to be selected after “open trials”. These trials should recognize the geographical spread of Counties Manukau hockey, allow for new players arriving in the district, ensure that players are judged on current performance and promote transparency in team selection.
- Coaches may organize open training camps and clinics prior to the official trials however open trials must follow, before squads are selected.

#### **Trials**

The timing of trials will depend on fixture programmes and the Hockey NZ tournament schedule.

As a guide, trials will be held no more than four months prior to a national or regional tournament, and not less than six weeks prior, on the basis that the tournament is the culmination of the representative season.

Trial dates will be set by CMHA Manager and once established the office will circulate to relevant participants e.g. Schools, clubs, CMHA data base and advertise on the web.

#### **Number of trials**

There will be at least two trials, which will consist of prescribed fitness tests and/or skill tests and game sessions.

Some nominated players will only be required to attend the first trial and in certain circumstances pre-approval may be given by CMHA Coaching Manager for a registered player to be excused from a trial.

#### **Registrations**

Counties Manukau Hockey will call for registrations for trialists at least 4 weeks prior to the first trial date.

Registrations must be made online on Counties Manukau Hockey’s Website where an online entry form will be available.

Registrations must be submitted to Counties Manukau Hockey no later than two days prior to the trial. CMHA reserves the right to extend the closing date of registrations/trials and selections if required.

- If a player registered to trial does not attend the trials, they should provide a valid reason to the Counties Manukau Hockey Coaching Manager, or they may not be





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eligible for selection, nor will they be eligible for release to play for another Association or Region.

- Any CMHA club/school affiliated player, who, as “a personal preference” chooses not to be nominated to trial for CMHA, will **at the discretion of CMHA** be released to play for another Association/Region.
- Attendance at trials will take precedence over club and school hockey commitments.

Each player nominated *may be* required to pay a **\$10** registration contribution. It is the players responsibility to ensure that this payment is made either via direct credit to Counties Manukau Hockey before the trial or by payment in cash on the day of the trial.

Players will not be able to trial until this payment has been made.

*NB: Players will not be refunded the registration fee for non-attendance.*

### SENIORS & MASTERS

There will be no trial fee for these teams.

Before submitting registrations it is the trialists responsibility to ensure they are available to attend all trials, practices and the tournament.

### **Injury**

Players that wish to be considered, but are unable to trial because of injury should provide a medical history of their injury to the Coaching Manager prior to the trial. It would be appreciated by coaches for these players to come to trials to show their commitment.



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### *Selection*

#### **Introduction**

The following criteria will apply in the selection process used by selectors appointed by Counties Manukau Hockey in respect to Counties Manukau Hockey team selections. This section describes the policy for holding representative team trials. It is acknowledged that subjectivity will always be an element in selections

#### **Selection Panel**

A selection panel is to be used to select all teams.

The coach for the Representative Team has the right to make the final selection of the members of their team and will present the team to the Counties Manukau Hockey Coaching Manager for approval.

The selection panel will consist of the appointed coach and at least 2 of the following people:

1. The coach of the 'Development' teams (where applicable)
2. The CMHA GM or selected representative
3. Appointed selector from within Counties Manukau Hockey staff

The selection panel may opt to select and play a squad of players before naming a final team.

#### **Communication of Selection**

Final "Squad or Team" selections shall be forwarded to the Counties Manukau Hockey CHMA GM for approval, by the due date.

A full list of players selected into either a "Squad or Team" will be placed on the Counties Manukau Hockey Website as soon as is practical.

#### **Naming**

Team selections shall be named as soon as is practical.

Team of up to 18 Masters and Seniors

Team of up to 18 under 18

'non-travelling reserves' players may be included where required.

#### **Player Requirements**

Once notified of selection, all representative players must provide all required contact details, complete the Representative Player Agreement, including the Code of Conduct and Medical Form and return to their Team Manager within a week, for their selection to be finalised.



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### **Replacement of selected Players**

#### Grounds for Replacement

- **Injury or Illness:** A player who is ill may be assessed by a doctor. Injuries must be assessed and cleared by a medical practitioner and parent/guardian to allow a player to continue playing through the campaign.
- **Loss of Form:** A player being considered for replacement due to loss of form shall be counselled by the relevant team coach to give them the opportunity to rectify the situation and a mutually agreed time frame will be set by the coach and player for the situation to be reassessed.
- **Breach of Discipline:** A player being considered for replacement due to a breach of discipline, including failure to observe any relevant Counties Manukau Hockey Policy, the Counties Manukau Hockey Association Code of Conduct or the Counties Manukau Hockey Player Agreement, will be counselled by the relevant team coach to give them the opportunity to rectify the situation. The Counties Manukau Hockey General Manager will be advised of the situation and a mutually agreed time frame will be set for the situation to be reassessed. This will be reported to the General Manager in a timely manner. If the breach is considered serious misconduct the player may be removed from the team immediately. Any serious misconduct must be reported to the General Manager immediately.
- **Breach of Anti-Doping Policy:** Any Player who breaches the HNZ Anti-Doping Policy will automatically be removed from the relevant squad or team and will be replaced. All penalties relating to these breaches will be as per the HNZ guidelines. Such breaches will be immediately communicated to the General Manager.
- **Ineligibility:** Any Player who is deemed ineligible or becomes ineligible for a team or squad will automatically be removed and replaced. The team coach will report such breaches to the General Manager immediately.

#### **Replacement Process**

- If a selected player is unable to continue or is removed as a representative of an Counties Manukau Hockey representative team, the procedure for a replacement player is as follows:
- Counties Manukau Hockey General Manager is consulted. Consideration will be given to other identified players, including those from the selection process, should this be necessary.
- The Selectors will then fill this position with the player judged most suitable. Any replacement appointments must be approved by the General manager.



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### **Umpires**

#### **Introduction**

This section describes the policy on Umpire Selection for Tournament.

CMHA panel (below) will select and nominate Umpires who demonstrate that they are technically, tactically, physically and mentally capable of preparing for and performing competitively in the contemporary hockey umpiring environment within Counties Manukau Hockey framework. However, it is Hockey NZ who ultimately dictate who will be serving as an umpire at each National Tournament.

#### **Selection Panel**

A selection panel is to be used to select all umpires. The Counties Manukau Hockey General Manager has the right to make the final selection of the umpires that will be nominated to attend tournament.

The selection panel should consist of the following people:

#### Selection Panel

- 1.The Umpires Committee Chairperson
- 2.The Umpires Mentor
- 3.The Counties Manukau Hockey Coaching Manager.

#### **General**

For National Tournaments, the Umpires Committee, along with Counties Manukau Management staff will nominate umpires to be put forward for tournament. Hockey NZ then will make their final selection and announce this on the Hockey NZ website. A minimum of 1 umpire will be sent with no maximum depending on requirements.

For Northern Regional Development Tournaments, the Umpires Committee, along with Counties Manukau Management staff will select umpires to attend these tournaments. A minimum of 1 umpire will be sent with no maximum depending on requirements. Nominated umpires will be announced on the Representative Team Web Page on the CMHA website at the same time that teams are named.

Umpires travelling to tournament are expected to attend and officiate all warm up matches. Umpires are treated as part of the team, the same as representative players and coaching staff.



## COUNTIES MANUKAU HOCKEY ASSOCIATION

### *Training*

#### **Introduction**

This section describes the policy for training.

#### **Setting training schedules**

Turf Training schedules will be sent to appointed coaches from the Counties Manukau Hockey Office.

1 x training will be booked in advance by the Coaching Manager. Any further training can be booked depending on turf availability via the coaching manager.

Swaps or time changes must be approved by the coaching manager.

In general, training for age group teams should not commence more than three months prior to national or regional tournaments. However, arrangements for wider training squads may be made in order to play in club or school competitions at the CMHA discretion.

#### **Session guidelines**

Masters and Seniors are able to train as much as turf availability will allow

U18 teams shall train no more than twice per week.

The following guidelines shall apply :- (dependent on availability of turf)

#### **Team Guidelines**

**Under 18**, Shall train no more than twice per week, no more than 2 hours. Training should be finished by 9.30pm.

#### **Hiring other venues**

The hire of any training venue other than CMHA Hockey Centre must be approved in advance by Counties Manukau Hockey, with bookings made through the Counties Manukau Hockey office and approved by the General Manager.

The Association will not be responsible for any debts or damages arising from the use of outside training facilities by representative teams.

#### **Assisting teams** (any outside assistants for any teams must undergo Police vetting)

Counties Manukau Hockey Association shall support and resource coaches as per the Coaches contract.

Coaches may in consultation with Counties Manukau Hockey obtain the services of current and former international representatives to work with age group teams . Current senior provincial representatives shall also be encouraged to assist in this respect.



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### **Development camps**

Off season development camps or training sessions will be conducted in line with Counties Manukau Hockey's development pathway.

Coaches will be requested to provide information to support future placement and selection of athletes into this pathway. Coaches will be required to fill in player profile forms provided to them by CMHA at the commencement of their campaigns.

This will provide information about the players improvements and what they must work on.

1 copy is given to the player and one is kept at the CMHA for our records.

### **Training Schedule:**

All appointed coaches, will be required to work in with the allocated training programme framework. Any alterations must be cleared through Counties Manukau Hockey, including extra sessions or non-turf programming. This is to ensure that athlete workloads and total Talent Development of athletes is managed.



## COUNTIES MANUKAU HOCKEY ASSOCIATION

### *Uniforms*

#### **Introduction**

This section describes the policy for uniforms.

#### **Objectives**

- To ensure that Counties Manukau Hockey Representative teams look professional in order that they show pride in representing Counties Manukau Hockey.
- To minimise cost to Counties Manukau Hockey and players.
- Umpires, managers, coaches and goalkeepers will be allocated a CMHA tracksuit where possible.

#### **Outfitting teams**

Outfitting of teams shall be undertaken by Counties Manukau Hockey, or be approved by Counties Manukau Hockey.

**NO sponsorship of team uniforms and equipment is to be approved /sought without the consent Counties Manukau Hockey.**

#### **Uniforms**

- All Counties Manukau Hockey Representative teams must play in an approved Counties Manukau Hockey uniform, including alternative strips.
- Players are required to provide their own socks. These may be purchased through Stirling Sports Pukekohe. Both Primary and Alternative socks will be required.
- Counties Manukau Hockey shall provide each player with a playing uniform (Shirt and Skirt/Shorts) both Primary and where possible, alternative.
- **Masters** will purchase their own playing uniforms, which will be theirs to keep at the end of the campaign.
- Counties Manukau Hockey has a catalogue/supplier of representative uniforms and warmup gear that teams must select from.

#### **Tracksuits & Hoodies**

- Tracksuits will be provided.
- Teams are responsible for purchasing their own hooded sweatshirt through CMHA.
- Counties Manukau Hockey will advise the brand and style to be used by each team to ensure a cohesive look by each team and Counties Manukau Hockey.
- Counties Manukau Hockey will subsidise **two** hooded sweatshirts for each Representative campaigns Management Staff (i.e. Coach, Manager etc)
- Supporters gear will be made available to purchase from Counties Manukau Hockey. n.b. See Counties Manukau Hockey Association's Uniform Policy for more information on our current uniform standards



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### Lost Uniforms or gear

- Gear and uniforms lost, misplaced or un-returned will incur charges. The individual player will be responsible for this cost.
- No alterations are to be made to CMHA uniforms unless the Coaching Manager has approved this.
- All team officials and players are to be responsible for all gear allocated to them from Counties Manukau Hockey.
- Uniforms and equipment will be distributed and signed out at the scheduled Team Managers Meeting.
- Managers are to collect all uniforms at the completion of the last match or after the last tournament match. All uniforms and equipment must be cleaned and returned within 14 days of conclusion of tournament/games.

### Travelling

- All Counties Manukau Hockey Representative players and Support Personnel must wear CMHA tracksuits or agreed CMHA team outfits when travelling to and from games as a team.

### Other

- No player names are to be printed on any uniform item, except personally paid for alternative shirts, without the approval of Counties Manukau Hockey's General Manager.

## *Equipment*

### Introduction

This section describes the policy for the provision of equipment to the representative teams.

### Training Kits

Representative teams will be provided with a training kit, including a cage of 24 balls, a set of cones, and a set of bibs, 2x face masks, drinks bag,  
Representative teams will also be provided with a first aid kit of essentials.

### Loss or damage of equipment

Individuals responsible will be charged for any equipment lost or damaged by the representative teams





## COUNTIES MANUKAU HOCKEY ASSOCIATION

### Financial Arrangements

#### Introduction

This section describes the policy for team's finances.

#### Fees

- Representative teams are liable for the cost of participating in the Counties Manukau Hockey Representative Programme inclusive of the HNZ entry, first aid, match and umpiring fees.
- Turf Practise times incurred during the tournament will be at the teams expense.
- The Counties Manukau Hockey Association will devise a budget for each team based on a number of factors including but not limited to turf trainings, entry into club and school competition, location, mode of travel, accommodation and food.
- For the **Premier Teams** Counties Manukau Hockey will cap the fees to individual players at \$1300.00 per Representative Programme Campaign plus **\$165** for the CMHA approved Hoodie and uniform replacement (\$100 of which is refundable subject to conditions as set in the player's contract).
- Umpires fees is set by Hockey NZ each year (\$700 2021). HNZ will cover the cost of local transport, accommodation and lunches. CMHA will book travel for Umpires with the teams (u18's), they will be expected to contribute to the cost of travel, food will be at their expense.
- The cost of any team warmup tops, hoodies or tournament merchandise will be added to the tournament expenses, this is not subsidised by CMHA.
- For the Masters, Seniors and Development teams, Representative Programmes are self-funded and all other costs incurred will be borne in full by the team.
- All teams (exception of Senior/Masters) *may* be subject to a commitment fee of \$10.
- An indication of costs associated with being a representative player and umpire will be set and made known to all trialists prior to the first trial.
- All teams will be allocated a separate account and a debit card at a nominated bank (ASB). The team Manager will be responsible for collection of outstanding player fees and use of the team debit card.
- All Fees should be deposited via direct credit to your team account or via the Team Manager
- If a player/parent wishes to make weekly payments, the manager needs to advise the CMHA office and make sure all payments are received and receipted prior to tournament.
- Unless other arrangements have been made with the CMHA, players and umpires must be fully paid up two weeks prior to the tournament.
- Access to accounts information will be via the CMHA.
- The player's and umpires **commitment fee of \$250.00** will be invoiced to each person by CMHA once the final team/squad/umpire is named. The invoices will also contain information regarding the remainder of the fees.



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- Umpires will receive an invoice once confirmed by Hockey NZ as appointed to a tournament. This invoice will have the subsidy already deducted from it, therefore will be the total amount owing for the tournament.
- Should a player or umpire have to withdraw from a team part way through the Representative programme, then the Counties Manukau Hockey may grant a partial refund dependent on circumstances and timing.
- It is the sole responsibility of the Counties Manukau Hockey Association to advise team members of any refunds that are due to the team at the conclusion of tournament.

### Team and Individual Funding

- Teams are encouraged to seek additional funding for their travel and accommodation costs and any pre-tournament and tournament costs. Additional funding will be put towards bringing down the overall costs of accommodation and travel first. Any other arrangements must be approved by Counties Manukau Hockey.
- Individuals are encouraged to also fundraise and seek personal sponsors to cover their representative costs.
- Please note that CMHA Rep team naming rights sponsorship packages are available (see CMHA for more details) with the sponsors name printed on the back of the **team training tee only** – (at the teams cost) NOTE: CMHA naming rights sponsors will be given first priority and the allocation of the 'named team' will be at the discretion of CMHA or the choice of the sponsor.

### SPONSORSHIP/FUNDRAISING

- Sponsorship - all teams' sponsorships must have the approval of CMHA Operations.
- Any invoicing for Sponsorship will be completed by CMHA including GST number and must be received by CMHA prior to the final player contribution.
- Players apparel and accessories must be purchased through the CMHA supplier.
- All teams are encouraged to undertake their own fundraising to assist with tournament costs.
- CMHA will support fundraising efforts where possible

NB/ GST refunds claimed by CMHA will be retained by the relevant board to offset rep costs.



## COUNTIES MANUKAU HOCKEY ASSOCIATION

### *Travel and Accommodation*

#### **Travel/Bookings**

- All players in the respective age groups are required to travel and stay at the team accommodation under the care of the team management.
- Parents may only visit the team accommodation with the prior approval of the Manager.
- If there is extenuating circumstances and a player wishes to request a release to not travel with their team to a tournament they must submit an application in writing to the CMHA office 28 days prior to the event. The request will be considered by CMHA and the player will be advised in writing if their request has been approved or not.
- The CMHA will make team bookings for National and Regional tournaments, covering the travel, accommodation and rental van requirements that meet the needs of Counties Manukau Hockey and the team.
- For games organised directly by Representative Coaches and Managers (e.g. warm up matches outside of Pukekohe), they shall be responsible for organising travel, accommodation and food requirements for their team, in conjunction with the Counties Manukau Administrator.
- Any cost incurred by CMHA due to warm up games outside of Pukekohe will be added to the team budget in addition to tournament fees. This applies to both players and umpires.

#### **Confirmation**

- The Counties Manukau Hockey Administrator will liaise with managers regarding arrangements of air travel.
- Counties Manukau Hockey will liaise with the rental van provider regarding confirmation of booking and pickup and drop off.
- Team Managers will liaise with accommodation provider to confirm room numbers and room allocations.

#### **Payment**

- Counties Manukau Hockey will, on receipt of players and umpires contribution, make payments for travel, accommodation and rental vans
- No bookings for travel or accommodation are to be made without the prior approval of Counties Manukau Hockey.

### *Communication/Social media*

- All communication to players will initially come from the CMHA office until managers are appointed.
- If teams wish to use social media as a form of communication, permission must be sought by CMHA – (please refer to the **Cmha social media policy** for use)



## COUNTIES MANUKAU HOCKEY ASSOCIATION

### ***Hosting***

#### **Introduction**

This section describes the policy for hosting matches and tournaments.

#### **Location**

All representative matches and tournaments hosted by Counties Manukau Hockey shall be held at Rosa Birch Park Hockey Centre.

#### **Confirmation of arrangements**

The CMHA office shall confirm details of venue and start time with the visiting association and confirm the appointment of umpires with the Umpires Committee, by Wednesday preceding the match

#### **Arrangements, Confirmation, Venue and start**

The Counties Manukau Hockey Office shall confirm details of venue and start time with the visiting association.

#### **Umpires**

The Umpires Committee will confirm umpire appointments to the Counties Manukau Hockey office by Wednesday.

#### **Cancelled visits**

If a visiting team cancels its visit the Counties Manukau Hockey office will advise the manager of the host team and the Umpires Committee.

#### **Hosting**

Hosting of after match functions will be held in the Lounge at the Rosa Birch Park Hockey Centre.

Managers must ensure the facilities are cleaned following use.