



REPRESENTATIVE PROGRAMME POLICY

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1. INTRODUCTION

The Waikato Lacrosse Association (WLA) is responsible for the District Representative Teams and the Waikato Representative Lacrosse Teams.

The Representative Programme Policy (RPP) outlines the various principles, practices and policies associated with these teams. It covers all aspects relating to District and Waikato Squads, Team Staff, Squad Members, Team Members and Officials travelling to any event in New Zealand and overseas. Any deviation from this Policy must be approved by WLA.

Any change to this Policy shall be notified to the relevant persons in accordance with the provisions of the WLA Constitution and Policies.

2. PROGRAMME DEVELOPMENT

WLA will develop, prepare and circulate the RPP for District and Waikato Teams. The RPP will cover all aspects relating to Team Personnel, Squad and Team. It will be developed by the WLA Executive, Representative Managers and Representative Head Coaches, with input from the WLA Board.

Team Personnel will be provided with a full understanding of the RPP with induction during the appointment process.

Each Team will operate on the following principles:

- Self-funded (RP team programmes are player funded; there is no funding currently available for our Representative programme);
- User Pays (each squad/team members to pay for all components of programme);

WLA Executive Ratification is required for;

- All aspects of the Squad/Team Programme
- Team uniform and apparel
- Squad/Team and Individual, sponsorship and fundraising projects

3. WLA OPERATIONAL STAFF

WLA will appoint a;

- Men's Representative Manager
- Women's Representative Manager
- Men's Representative Head Coach
- Women's Representative Head Coach

WLA may appoint a;

- Men's S & C Coach
- Women's S & C Coach

Being in one of these roles does not exclude an individual from applying to be a Team Coach or Team Manager. If they are applying for a Team role they will declare this to the WLA Exec and remove themselves from the appointment process. A member of the WLA Board will be appointed to act in their place.

These positions will have 12 month terms and will be reviewed annually. These positions must be advertised every 24 months.

If these roles are not filled a delegate from the WLA Board may be appointed to act in their place.

4. TEAM STAFF

4.1 Staff Structure

WLA will appoint Team Staff for all the District and Waikato Representative Teams.

Team Staff will comprise of some, or all, of the following positions:

- Head Coach
- Assistant Coach/s
- Manager
- Assistant Manager/s
- Strength & Conditioning Coach
- Team Doctor/Medical Officer
- Team Physiotherapist (or similar)

The Team Staff structure will be determined by the WLA Exec, in conjunction with the Representative Head Coach and Manager.

These positions are for a term of one campaign. All positions must be advertised.

The Head Coach of a Representative Team may invite a guest coach/s to assist, with approval of the Representative Head Coach.

The WLA Exec may also appoint a Mentor for any appointed Team Staff.

4.2 Staff Application Process

WLA will advertise Team Staff positions through the WLA website, Facebook page and by other means considered appropriate by the Representative Manager. The position of Head Coach and Assistant Coach will be selected first, followed by the position of Manager and then any other position.

Advertisements and appointments for Team Coaching positions should take place prior to the Representative Team trial. Advertisements and appointments for Team Managing positions should take place once a squad/team has been selected.

Written applications for all positions are required, electronically, and should address, in particular, the key selection criteria in the position description.

4.3 Staff Selections

A Team Staff Selection Panel will be formed consisting of the Representative Head Coach, Representative Manager, and at least one representative of the WLA Exec. The Panel must declare any conflicts of interest. Conflicts will be managed or the panel member will be replaced. If required, the WLA Exec will replace a member of the Panel with someone suitably qualified. In addition the WLA Exec can appoint up to two further Panel members.

The Panel will peruse applications, select applicants and choose to conduct interviews if required. Not all applicants need necessarily be interviewed. A second interview may also be undertaken if required. All applicants must be advised of their outcome, prior to announcement.

If there are no suitable applicants for a role the WLA Exec has the right to appoint who they see fit to the role. If there are no suitable candidates the role may be readvertised.

All appointments must be submitted to the WLA Exec for ratification to ensure due process has been followed. All appointments are subject to police vetting.

4.4 Staff Remuneration/Conditions

WLA Exec will determine the remuneration for Team Staff taking into consideration time spent and expenses incurred, with reference to other sports and the financial ability of the WLA.

Details of potential remuneration and conditions will be discussed at an interview. Any remuneration should be in line with the WLA strategic plan. These details will be included in the WLA Team Staff Contract.

4.5 Staff Contract/Agreement

The Representative Manager will provide to Team Staff a legal document for the purpose of a contractual agreement between the individual and WLA. The Contract includes the WLA Code of Conduct, Member Protection Document and Health and Consent Form. If any international travel is involved it stipulates that each individual must have travel insurance for the duration of travel. A copy of the documents will be forwarded to each individual with a timeframe for

their return duly completed and signed. The WLA Exec will endorse and finalise the documents, retain a copy and return the original to the individual.

All confidential information pertaining to an individual will be treated as such. The Representative Manager will delete or shred the Health and Consent Form at the end of the campaign.

4.6 Staff Travel and Expenses

When a Team is travelling nationally or internationally there will be a ratio of 1 Team Staff to 6 players required. The WLA has determined that a maximum of three (3) player funded Team Staff per team will travel to Tournaments – Head Coach, Assistant Coach and Manager.

The Head Coach, Assistant Coach and Manager will have their travel and accommodation paid for. Team Staff may be responsible for their own food costs.

The WLA Exec may choose to fund additional Team Staff to attend tournaments.

5. TIMELINES

The following timeline shall be used as a guide for minimum time requirements for the Team Personnel appointments for NZWLA and ALA events:

5 Weeks Prior to Team Trials: Advertise for Head and Assistant Coach Positions

3 Weeks Prior to Team Trials: Close Head and Assistant Coach Positions

2 Weeks Prior to Team Trials: Appoint Head and Assistant Coach Positions

5 Weeks Prior to Team Trials: Advertise for Team Managers

3 Days After Team Squad/Team Selections: Close Team Manager Position

1 Week After Team Squad/Team Selections: Appoint Team Manager

6. SQUAD/TEAM

WLA is committed to ensuring our players do not suffer from burnout. As such all teams will have a maximum of 12 weeks build up, from their first training, for any single event.

6.1 Player Application Process

Any player may register to trial for a District or Waikato Representative Team if they meet the eligibility criteria.

6.2 Selection Panel

The Selection Panel will include the Representative Programme Head Coach, Team Head Coach and Assistant Coach/s. It may include the Strength & Conditioning Coach and independent

selectors chosen by the Representative Head Coach, in consultation with the WLA Executive. Input may also be requested by the Head Coach from coaches of the school/club teams. The Team Head Coach will have the final say on Team selection. A player will be included in a selected Squad if the majority of the selection panel vote to include them.

6.3 Player Selection

The WLA Selection Policy will apply to the Selection process.
Any change to this Policy will be notified to relevant persons.

6.4 Player Contract/Agreement

The WLA will provide to Squad/Team Members a legal document for the purpose of a contractual agreement between the individual and WLA which will be valid for the campaign. The Contract includes the WLA Code of Conduct and agreement terms. An electronic copy of the documents will be forwarded to each individual with a timeframe for the return of duly completed and signed copies to WLA.

6.5 Player Indemnity Form

The Player Indemnity form must be completed, signed by and returned by the required date.

6.6 Health and Consent Form

The health and consent form must be completed, signed by and returned by the required date.

6.7 Player Travel

a) Squad/Team Camps

Transport is to be covered by the individual. If accommodation is required players may be billeted in the squad.

b) Tournaments in New Zealand

Transport and domestic flights, insurance, accommodation and food will be covered by the individual.

c) Tournaments outside New Zealand

Transport, domestic flights and international flights, insurance, accommodation and food will be covered by the individual.

7. WAIKATO SQUAD/TEAM

7.1 Structure

Waikato Team structure is dependent upon tournament rules. The squad (training members) and team (selected playing members and alternates) composition will be determined prior to the selection by the WLA Executive in conjunction with the Representative Head Coach, with

the consideration of eligibility requirements of the event and the objective of continuous development of lacrosse in Waikato.

7.2 Player Eligibility

If a player resides in Waikato they must play for the team/s they are eligible to play for. This includes school and/or club teams. If a player does not reside in Waikato they must have made a significant contribution to lacrosse in Waikato to be considered for a Waikato Team. The player must apply in writing to the Representative Head Manager who will have the decision on eligibility endorsed by the WLA Executive.

A player must also;

- a. Be a registered, financial member of WLA
- b. Have no outstanding fees
- c. Be eligible by age for specific aged events
- d. Fall within any minimum age requirement imposed by WLA for a tournament

7.3 Player Uniform

- a. The WLA logo is to be displayed on the playing uniform.
- b. Individual player names may be included on the back of the playing uniform top.
- c. WLA is to approve Player uniforms. They will be a combination of black, gold and red or white uniforms that include black, gold and red.

8. DISTRICT SQUAD/TEAM

8.1 Structure

District squad / team structure will be determined by the representative programme decided by the WLA Executive in conjunction with the Representative Head Coach and Head Manager.

- a. The number of teams a district can enter into the district tournament will be based on how many players there are in the district. This is to ensure all players have equal access to representative opportunities.
- b. The number of teams may change from year to year and will be calculated with a formula decided by the WLA Executive and Representative Head Coach and Head Manager. It will be a formula based on player numbers. The district representative squads / teams will expose more players to representative level lacrosse than Waikato squads / teams.
- c. The formula used will be consistent across districts within age and gender divisions. A different formula may be used for different ages / genders to ensure logistics of a tournament.
- d. When districts enter multiple teams the teams CAN NOT be selected on ability and should be nominally even in playing ability.

8.2 Player Eligibility

To trial a player must play for a school or club team that enters a Waikato League.

A player must also;

- a. Be a registered, financial member of WLA
- b. Have no outstanding fees
- c. Be eligible by age for specific aged events
- d. Fall within any minimum age requirement imposed by WLA for a tournament

8.3 Player Uniform

- a. The WLA logo is to be displayed on the playing uniform.
- b. The uniforms will NOT have the name Waikato on them. They can have the name of the district on them.
- c. Individual player names may be included on the back of the playing uniform top.
- d. WLA is to approve uniforms. They will be in the district colours as decided by WLA.

9. COMMUNICATION

Communication with Squad/Team members will be via email, Facebook, phone, or face to face delivery, as well as website based information. Communication with a squad/Team member under 18 years of age, will also include at least one parent/guardian. It is expected that each Squad/Team member will have an email address to which they have direct access for the purpose of communication.

10. SPONSORSHIP

Sponsorship may be available for each Team however; no Team is to assume or rely on funds being derived through these means. Team Staff, in conjunction with the WLA, are strongly encouraged to compile a Sponsorship package with at least two levels of support represented. WLA will approve the final package, prior to its circulation.

Individual sponsorship will not be recognised without prior approval from WLA and monetary funds must be processed through the WLA Team bank account.

It is the intention of WLA that sponsorship will not be accepted which would require any team member to use any specific brand of playing or personal equipment which, in that team members' view, may hinder or jeopardise his or her performance. Should a team member decide to not use an item of playing or personal equipment provided to the team through sponsorship, they will not be supplied with such equipment, or compensated for an alternative.

It must also be recognised that in principle, sponsorship is premised on funds being provided by a company and/or individual, who seeks a return of some kind.

All sponsorship of WLA teams must be approved by the WLA. Please note that some forms of sponsorship may be deemed inappropriate by the WLA.

11. FUNDRAISING & MERCHANDISE

Squad/Teams are strongly encouraged to undertake fundraising efforts to assist in covering expenses. Items of clothing, as well as other items deemed appropriate, may be produced and sold to benefit the financial position of the Squad/Team. Identical replicas of Team apparel must not be sold. All merchandise must be approved by WLA.

Fundraising events and functions may be undertaken to benefit the financial position of the Squad/Team, but must be approved by WLA.

12. DRIVING POLICY

Team Staff who are driving, must be 21 years and over with a full license for at least two years, and are responsible for any

- Speeding fines
- Parking infringements
- Traffic offences

In exceptional circumstances, there may be grounds for having a fine waived. Any request must be in writing and submitted to the WLA Executive group.

13. MENTOR COACH

The WLA may appoint a Mentor Coach to mentor Team Head Coaches and Assistant Coaches. When attending practices, games and tournaments, no direct coaching of the teams or individual players is appropriate, unless assistance has been specifically requested by a team's Head Coach. Advice and feedback to coaches must be limited to before and post games.