



**IHNSW STATE TEAM SELECTION POLICY AND TEAM
GUIDELINES**

INTRODUCTION

Ice Hockey New South Wales (IHNSW) participates in the five (5) Ice Hockey Australia (IHA) National Championships:

- Jim Brown – males and female goaltenders aged 17 and over as at December 31st
- Joan McKowen – females aged 14 and over as at December 31st
- Syd Tange – males and female goaltenders aged 18 and under as at December 31st
- Kurt Defris – males and females aged 15 and under as at December 31st
- Phil Ginsberg – males and females aged 13 and under as at December 31st

To participate in a National Championship is a privilege and as such the below guidelines serve to outline the expectations of IHNSW, team management, and players.

PRE-CHAMPIONSHIP PLAYER SELECTION

IHA sets the date for the National Championships in October/November of the previous year. Approximately 12 weeks before the date selected for each championship, IHNSW will book three (3) one-hour ice sessions for tryouts. The first two tryouts will be open to any eligible players in the age group. The third tryout will be by invite only, after the performance of all players is assessed.

All three tryouts will be attended by minimum three (3) and maximum five (5) independent selectors as determined by IHNSW.

Where numbers allow, teams will be composed of 12 forwards, 6 defense, and 2 goaltenders. Up to 4 reserves should also be selected.

Where possible, and in consideration of the final spots on the team, players of equal calibre should be ranked from oldest to youngest, with play-ups given lowest priority.

Players selected to the team must be available for all games and as such are not able to join the team part way through the tournament. Any players serving a suspension at any level will need approval from IHNSW.

Players must make every effort to attend all tryouts. Players who cannot attend any tryout (injury, living overseas, etc.) must register an expression of interest as well as emailing a detailed explanation to the IHNSW office, as well as evidence of playing ability and letter of recommendation.

IHNSW will keep a register of all players who have tried out, as well as what try-outs they have been in attendance for, and what ones they only EOI'd for.

Teams will be announced within 7 days of the third try-out. IHNSW must respond to any queries for feedback on non-selection within 5 days of the request.

SELECTOR REQUIREMENTS

IHNSW will randomly choose three to five selectors per tryout, each of whom will be compensated \$50 upon submitting their selector sheets. Selector sheets will be provided by IHNSW.

Selectors must:

- Be a member of IHNSW
- Be at minimum a Level 1 accredited ice hockey coach
- Advise of any conflict due to financial compensation from any parent or player for hockey coaching

Selectors are required to send a scan or other copy of their sheets to IHNSW within 3 days of the tryout.

COACHING APPOINTMENTS

To coach for IHNSW is a position that should be very highly regarded. IHNSW expects that coaches will uphold the highest standards of behaviour for both themselves and their players.

Coaching appointments will be made after the second try-out, through an application process as advertised by IHNSW, and approved by the IHNSW board. Coaches will be appointed to one (1) year terms only. Coaches will have input to the final selection of teams with input from IHNSW.

Coaches must have, at minimum, a Level I coaching accreditation recognized by IHA, and be members of IHA and IHNSW. Coaches must also have a valid Working With Children Check.

Head Coaches may make recommendations for Assistant Coaches, however these must be approved by the IHNSW board.

Coaches are responsible for practice sessions, game play, and player behaviour on and off the ice. Coaches must also attend pre- and post- tournament meetings.

Coaches performance, both on and off the ice, will be reviewed at the end of the tournament.

MANAGER APPOINTMENTS

At the same time that the Coaching roles are advertised, IHNSW will advertise for the Manager position. Managers will be appointed to one (1) year positions only. Managers must be registered members of IHA and IHNSW. Manager performance will be assessed at the conclusion of the tournament.

The Manager's role is extensive and involves coordinating most aspects of the team's trip. The role includes organising:

- ✓ Travel to/from the tournament
- ✓ Travel at the tournament
- ✓ Accommodation
- ✓ Meals
- ✓ Uniforms
- ✓ IHNSW and IHA paperwork
- ✓ Selection of Cabin Parents if required
- ✓ Supervision of players
- ✓ Entertainment
- ✓ Responsibility for collection and reconciliation of all money
- ✓ Submission of a tournament report
- ✓ Being added as an authority on the IHNSW State Team Bank account. This account must be used for all cash and money received.
- ✓ Attendance at pre- and post- tournament meetings

*All Team Officials must be 18 or over.

DOCUMENTATION

There are a number of documents required by IHA prior to the tournament, that have strict deadlines that must be adhered to. This information can be found in the IHA Sport Regulations which will be provided to the Manager upon appointment to the role.

DRUG TESTING

Players should be aware that the Defris and older age groups can be required to undergo drug testing at the discretion of Sport Integrity Australia. Players should be directed to the Sport Integrity Australia website www.sportintegrity.gov.au to ensure they are not taking prohibited substances and be aware of recreational drugs that are prohibited.

TOURNAMENT ENTRY FEE

The team is required to pay a tournament entry fee to IHA before the tournament. This is currently \$2000.00 GST inclusive. The fee is to be forwarded to IHNSW together with the paperwork for IHA no later than 45 days before the tournament.

FINANCES

All players and officials must pay their tournament expenses IN FULL before departing for the tournament.

IHNSW will pay up front where required. Managers shall use their own account for team expenses. Managers will request money be transferred from IHNSW based on the approved budget. All remaining money is to be transferred back to IHNSW at the conclusion of the tournament.

For reporting purposes, IHNSW will supply a spreadsheet which must be used to collate all income and expenses for the team including tryouts, training, tournament income and expenses

It is essential the bank account supplied by IHNSW is used and the team report supplied in the format required by IHNSW,

The Manager's role includes responsibility for organising finances to cover team expenses. Expenses are divided equally amongst the players.

Funding by team members of the Head Coach and Manager expenses:

- Return Air fare
- Accommodation – the coach is allocated cabin parent accommodation where required
- Meals at the tournament
- Transport in team bus
- Entertainment
- *Uniform is at the cost of the coach and manager

Expenses to be included in the budget are:

- ✓ IHA Tournament Fee \$2000
- ✓ Flights
- ✓ Tournament Bus transport (including fuel and tolls)
- ✓ Accommodation
- ✓ Meals
- ✓ Entertainment
- ✓ Photographs
- ✓ Contingency of 5% for unexpected expenses

TRAINING

IHNSW will be responsible for booking up to seven (7) one-hour ice sessions for training, prior to the tournament. These trainings will be spread across Sydney, Central Coast, and Newcastle venues. Where possible, if the tournament is in NSW, the last training will be held in the venue that the tournament is being held at.

Players are expected to attend all trainings. Coaches are expected to ensure that all players prioritise state training over other events including other sports and unsanctioned ice hockey fixtures. Failure of players to prioritise training, or coaches failing to require this, could see sanctioning of both player and coach. Players missing too many trainings may be replaced by a reserve.

Players must prioritise their age grade. That is, a play-up whose state training clashes with their age-grade game, must play in their game. A player whose state training clashes with a game they play up into (ie. A midget player who plays up into ECSL) must prioritise state training.

TRAVEL

The Manager is required to organise all travel to and from the tournament for the team. This may include air travel. All air travel is to be booked through IHNSW partner travel agent Melanie Kelaher at Allsorts Travel (melanie@allsorts.com.au). Where possible, airfares should be purchased before the team is announced, and names provided to the travel agent after. This will likely result in cheaper flights.

NSW teams will arrive no earlier than the day before the tournament starts and depart no later than the day after the Grand Final. This ensures that the players do not have to take extra time off work/school and to keep costs to a minimum.

In some cases, players or parents may wish to organise for their child to travel independently from the team. For those team members travelling separately to the team, parents/players should arrange to meet the team at the airport, or at the accommodation. The Manager should ensure that the parents are aware that it will be the parent's responsibility to ensure their child arrives at the agreed location to join the rest of the team and that the team management is not responsible for that player until they join the team at the agreed location.

UNIFORMS

The Manager is required to organise player and staff uniforms. IHNSW's Uniform Supplier is PHA Promotional ph: 9882 3001 or ken@phapromotional.com.au. PHA provide a spreadsheet with uniform items that will be supplied to the Manager upon their appointment. To recognise the achievement of being selected for a State Team, uniforms are only to be supplied to players and Officials listed on the Team Sheet. Uniforms are not to be provided to reserves, parents, siblings, etc.

Jersey numbers are allocated to players. Players who have represented IHNSW at previous tournaments are given first preference to the allocation of numbers and normally retain that number throughout their representative career.

Uniform costs are born by each player and official individually.

The compulsory IHNSW uniform consists of:

Item	Age grade	Requirement	Item Numbers*
Jersey	All	Yes x 1	1, 2, 3
Socks	All	Yes x 1	4
Navy Jacket	Ginsberg	No	
	All other grades	Yes x 1	29-A, 29-K, 29-L
Polo shirt	All	Yes x 2 or 3 (4 or 5 day tournament, possible air travel will determine number)	12
Track pants	Ginsberg, Defris, Tange	Yes x 2	9,10
	Brown, McKowen	Optional	9,10
Hoodie	All	Yes x 1	18
Hat or beanie	All	Optional	34, 37
White dress shirt and black pants for semis and finals	Ginsberg	No	
	All other grades	Yes x 1	Self-purchased, no logo
Tie for semis and finals	Ginsberg	No	38
	Defris, Tange, Brown	Yes x 1	38
	McKowen	Optional	38
White helmet	All	Yes	Self-purchased, no stickers other than safety and compliance
Water bottle	All	Optional	40
Backpack	All	Optional	42

*From PHA spreadsheet.

For Ginsberg and Defris, it is expected that uniforms will have the player number embroidered on the left arm or left leg of all items (and hat) due to players consistently mixing up clothing. If needed in the younger

grades, due to rough play, Manager's may organize a laundry day part way through the tournament. Having uniforms numbered will allow proper distribution after laundering.

All players must wear the mandatory uniform as listed above. Players and coaches must wear the uniform correctly and represent IHNSW with pride. Examples of inappropriate attire:

- ✓ Hats of other brands or leagues
- ✓ Hats on backwards
- ✓ Bum bags or otherwise slung across the shoulder
- ✓ Track pant legs rolled up
- ✓ Altering the uniform in any way

Teams may show pride by carrying celebration items such as pom poms, decorating the bus, etc.

SPONSORSHIP

IHNSW does not contribute to the funding of any state teams. Individual and team sponsorship may be sought by the manager and team members. The Executive Officer of IHNSW supplies letters for this purpose.

IHNSW will support teams travelling to Western Australia by contributing \$100.00 each to the players, Manager and Head Coach.

FIRST AID AND NSW FLAG

The Flag is used in Opening and Closing Ceremonies. The flag and first aid kit are to be picked up from the IHNSW office.

Any supplies used during the tournament are to be replaced with new supplies and paid for from team funds. At the end of the tournament the kit is to be returned to IHNSW to be passed on to the next travelling team.

TRANSPORTATION

Bus transportation is the cheapest transport for a team. If a parent attending the tournament has a heavy vehicle licence you are lucky! 22 and 25 seaters are available from all states and the team will require a trailer to transport the hockey bags and sticks to and from the accommodation and rink. If you do not have a parent with the appropriate licence then the next best option is generally a 2 x 12 seaters and a van for equipment. Neither require a special licence.

It is MANDATORY to pay the extra daily rate to reduce the insurance to the minimum excess in case of an accident. Any excess will be payable from team funds, not the driver of the vehicle.

Team management may travel on the team bus for no cost. Parents, siblings, and spectators may not travel on the team bus.

ACCOMMODATION

IHNSW has adopted the Cabin Parent system for the minor hockey age groups (Ginsberg, Defris, and Tange). This involves allocating a cabin parent from the Team Officials and, if necessary, parents attending the tournament. All adults taking on the role of Cabin parent must be registered as a minimum with IHNSW as an Active Volunteer as well as having an active Working with Children Check.

Accommodation costs for cabin parents are free and are to be shared equally amongst the players. Partners of cabin parents are not allowed to stay in the team accommodation.

For adult age teams (Brown and McKowen) partners of players are not permitted to share team accommodation.

Accommodation will be covered for team officials, such as Assistant Coaches and Equipment Managers, provided they are cabin parents. For Brown and McKowen, a cost for accommodation will be charged to these officials.

MEALS

Meal times and types of meals (either eating in or dining out) are to be organised in conjunction with the Coaching staff. Breakfast fruit and snacks should be provided to each room of accommodation.

Cabin parents are expected to pay for their own meals when the team dines out, but their food costs will be covered when eating in the cabin.

Team officials who do not act as cabin parents must contribute to their own food costs.

It is strongly advised on the last night to ensure entertainment for the Tange players so as to avoid issues with supervision and alcohol.

ALCOHOL

All NSW u18 players are not permitted to consume alcohol whilst away representing IHNSW. Alcohol can be an issue on the last night of the tournament in particular. It is strongly advised as mentioned above that and Tange players are taken out to eat the last night, and extra supervision may be necessary. It is particularly important to supervise the u18 players on the Brown and McKowen teams.

It is recommended the teams are reminded before the tournament and on the last night of the u18 no alcohol requirement by both the Manager and the Head Coach. The players should be closely monitored on the last night and any alcohol being consumed by adults in attendance is kept in sight of adults and away from players. It is also advisable to be cautious if mixing with other state teams. Some states do not have the Child Protection Laws in place as NSW law does.

If a u18 player is found to have consumed alcohol whilst a member of the team, it is the responsibility of the Team Management to handle the situation in an appropriate manner and advise IHNSW of the incident. IHNSW will determine if the situation requires further investigation and if further disciplinary action against the player or team management is warranted.

There have been complaints made to IHNSW and the Dept of Sport & Rec by parents in the past relating to alleged alcohol issues. All complaints are taken seriously by IHNSW and will be investigated. We cannot emphasize enough that there is zero tolerance of alcohol consumption by u18 players who are representing NSW.

CEREMONIES

Both the Opening and Closing ceremonies must be attended by the team. IHA levies a \$1000 fine for any team not attending either ceremony.

Teams are expected to arrive early and dressed appropriately for the ceremonies. Teams not participating in the game immediately after the Opening Ceremony, or the Gold medal game immediately prior to the ceremony, are expected to be appropriately attired. Opening ceremonies may be attended in hoodies or jackets, provided the team is uniform in representation. Closing ceremonies, for all age grades except Ginsberg, should be attended in formal finals wear as listed in the uniform section of this document. Optional hats may be worn but are to only be state team hats, worn properly.

BEHAVIOUR AND DAMAGES

It is expected that all officials and players will behave in a manner befitting of a state representative team. Any on-ice behaviour will be dealt with through an IHA tribunal, however IHNSW reserves the right to review and place further sanctions on any official or player for inappropriate on-ice behaviour.

It is a reminder that, in the social media age, that IHNSW is likely to be made aware of inappropriate off-ice behaviour. Off-ice behaviour that is not befitting of a representative state team is equally punishable by review and sanction from IHNSW.

Any damages incurred by IHNSW team members are to be settled from team funds and deducted from those players who caused the damage. If the amount of damage is greater than the final individual refund at the conclusion of the tournament, the player/s responsible are required to pay the difference. If payment is not received the player will be prohibited from participating in sanctioned matches until the debt is repaid.

CANCELLATION OF PARTICIPATION AFTER COSTS PAID

Players can be unavailable to play at short notice due mainly to injuries or suspensions. If very close to the tournament departure, a reserve may not be able to take the place in time. Costs are fixed for flights, accommodation, tournament fees and other costs and IHNSW does not have the ability to cover these costs. As such, an injured or suspended player may not receive back all of the money for their trip.

IHNSW does not take travel insurance for State Teams as every attempt is made to keep costs low for participation. It is recommended to all players individually take out insurance for cancellation to level they feel appropriate.

TOURNAMENT REPORT INCLUDING FINANCIAL REPORT

The Team manager will supply IHNSW a complete report within 10 weeks of the final game of the tournament

The tournament report should include:

- ✓ Team list with Captains and Officials
- ✓ Tournament outcome e.g. Champions ranked in order to last team
- ✓ MVP for each state
- ✓ Players statistics
- ✓ Accommodation used by the team
- ✓ Damages if any incurred
- ✓ General conduct of the team

Statistics can be obtained from the IHA website, printed and included directly in the report.

The Financial report will be prepared on the IHNSW spreadsheet and includes:

- ✓ All income derived in relation to the team including tryouts, uniform, training, tournament charge etc
- ✓ All training expenses
- ✓ Any expenses relating to the team attending the tournament (Bus, Accommodation, meals, first aid items purchased etc)
- ✓ Receipts/Invoices must be retained and handed in with the report to IHNSW.
- ✓ List detailing how the refund to players is to be paid. Any individual expenses occurred whilst attending a tournament are to be deducted from players refund (e.g. mouthguard / neck guard replacement etc)