



SOUTHERN GAUTENG HOCKEY ASSOCIATION

HP OFFICIAL APPOINTMENT POLICY

JUNE 2023

CONTENTS

| | |
|-------------------------------|---|
| 1. INTRODUCTION | 2 |
| 2. APPOINTMENTS | 2 |
| 3. COACHING CRITERIA | 2 |
| 4. MANAGEMENT CRITERIA | 3 |
| 5. PERFORMANCE CONTRACT | 3 |

1. INTRODUCTION

- 1.1. The primary purpose of this policy is to provide an objective process by which officials can be selected for the purpose of securing the best possible results.
- 1.2. The official needs to contribute towards a programme that is:
- 1.3. **Player focused:** Athletes and their development and performance are the focus of the program.
- 1.4. **Coach led:** Providing a structured skill acquisition plan provides stability and continuity whilst
- 1.5. **Process orientated:** Understanding of a Long-Term Athlete Development program forms our foundation so that coaches can begin and/ or continue to explore coaching methodologies that are performance level appropriate.
- 1.6. **Performance driven:** Development needs to translate into results on the field. Program planning and monitoring player and team progression are required to achieve optimal outcomes.

2. APPOINTMENTS

- 2.1. All positions, including assistant coaching positions, are appointed on a yearly basis or more (maximum period is 3 years).
- 2.2. Appointments will be made by the HP executive and at least 2 other executives, agreed to by both the president and the HP executive.
- 2.3. Executive members will make every effort to select the best officials available balancing a number of criteria.
- 2.4. A returning coach will be considered for the same position that was held the previous year, provided they, as a minimum, met or exceeded required standards previously.
- 2.5. Consideration for positions will be given to all applicants applying for the position and appointments will be made based upon meeting the criteria listed in the next section.
- 2.6. Appointments are subject to the individual passing a background check as directed in SGHA's safeguarding policy.

3. COACHING CRITERIA

- 3.1. **Technical and tactical acumen:** Demonstrates proficient hockey knowledge.
- 3.2. **Prior experience:** Proven ability to train and prepare athletes for competition. Has sufficient experience working with high performance hockey players.
- 3.3. **Currently active:** Involved with hockey players, club, school or hockey programme.
- 3.4. **Certified:** Has a relevant coaching qualification.
- 3.5. **Teamwork:** Able to relate to players and management. Communicates openly and effectively in a team environment. Genuinely takes an interest in the success of all players.
- 3.6. **Motivational skills:** The coach actively motivates the athletes to perform to the best of their abilities. The coach has a genuine, honest, trusting and caring relationship with the athletes on the team.
- 3.7. **Skills integration with tactical planning:** Able to observe, analyse and evaluate players such that current skills and experience can be integrated into an effective tactical and strategic plan to maximise the performance of the players and the team.
- 3.8. **Programme effectiveness:** Able to effectively apply their coaching philosophy and process approach to the high performance programme with its time and resource constraints. Able to contribute to the improvement of the existing high performance programme.
- 3.9. **Rules and regulations adherence:** Disciplinary record as a coach, manager and/or player at club and/or school levels is a positive one. Demonstrates taking a proactive approach to communicating and enforcing rules and regulations and also challenging them constructively when appropriate.

4. MANAGEMENT CRITERIA

- 4.1. **Team management acumen:** Demonstrates proficient hockey knowledge.
- 4.2. **Prior experience:** Proven ability to manage sports teams preparing for competition, during and after competition. Has sufficient experience working with high performance hockey players.
- 4.3. **Currently active:** Involved with hockey players, club, school or hockey programme.
- 4.4. **Teamwork:** Able to relate to players and the coach. Communicates openly and effectively in a team environment. The manager has a genuine, honest, trusting and caring relationship with both the players and the coach.
- 4.5. **Programme effectiveness:** Able to effectively apply their player management philosophy and team management process approach to the high performance programme with its time and resource constraints. Able to contribute to the improvement of the existing high performance programme.
- 4.6. **Rules and regulations adherence:** Disciplinary record as a coach, manager and/or player at club and/or school levels is a positive one. Demonstrates taking a proactive approach to communicating and enforcing rules and regulations and also challenging them constructively when appropriate.
- 4.7. **Manage logistics and schedules,** whether its trial sessions, development sessions, travel arrangement or the schedule for each tournament day. Reminding sports players of the timelines before the competition can help them clear their minds to play well.
- 4.8. **Mediate conflicts faced by the team:** There may be instances of unhappiness between players as tensions and emotions run high. A sports manager may step in as a mediator to help resolve these conflicts and tensions and return the team to the best and most harmonious state possible. Conflict management is important in keeping sports players focused on the sport and removing unnecessary distractions.
- 4.9. **Solicit sponsors:** Advertising and marketing are crucial to any sports team. Sponsors may help to fund training costs, including overseas training, organise friendly matches with other local teams or international teams that are visiting and even help pay some of the sports players' salaries. As such, a sports manager tends to help solicit large companies and other corporations that may be willing to fund the sporting careers of the team.
- 4.10. **People management skills:** A team manager will interact with many different people over the life time of an IPT team. Many of these people have different wants and goals, so an effective manager will need to balance competing interests to produce the best outcome for everyone involved.
- 4.11. **Accounting and budgeting** know-how to manage team finances and any further team monies received. These budgets may affect the quality of food, accommodation and training equipment that the sports players get.

5. PERFORMANCE CONTRACT

- 5.1. Overleaf, find the contract template for officials (manager and coach).
- 5.2. Edit accordingly, ensuring that the following is clear and agreed with officials:
 - 5.2.1. Duration of contract.
 - 5.2.2. Stipend amount and the manner in which costs will be re-imbursed or incurred on the official's behalf.
 - 5.2.3. Performance criteria on which the official's performance will be supported and assessed.

SG Hockey Performance Contract

| | |
|-----------------------|---------------------------|
| Coach/Manager: | Contract duration: |
| Team: | Tournament dates: |

Introduction

The HP budget is limited to a maximum of 20% of total league team entries as agreed to with clubs. Therefore officials need to be aware that SGHA is not able to pay its officials a market related rate considering the size of the opportunity and the responsibilities that come with it. However, subject to performance and excess funds available, SGHA will endeavor to top up the stipend amount, either once the cost consolidation has been presented and agreed to by Exco or alternatively at the end of the financial year.

Contract duration

Contract duration is subject to the following conditions:

1. ...
2. ...

Cost to Southern Gauteng Hockey

Where actual costs cannot be determined, estimate costs have been included.

| Description | Total | Description |
|-----------------------------|-------|-------------------------------|
| Stipend | | Paid in arrears |
| Accommodation | | Nights x daily rate sharing |
| IPT daily expense allowance | | Days x rate (paid in advance) |
| Transport to IPT | | |
| Transport at IPT | | |
| Clothing | | |
| Other: | | |
| Total | | |

Coach responsibilities include (definitions are available in the policy):

1. Technical and tactical acumen
2. Teamwork
3. Motivational skills
4. Skills integration with tactical planning
5. Programme effectiveness
6. Rules and regulations adherence (including relevant sections of the HP checklist, the HP selection, safeguarding and player debt policy, code of conduct and tournament regulations)
7. Selection of team prior to the SAHA cut-off (R20,000 team withdrawal penalty)
8. Attendance and quality of selection process
9. Managing player/parent expectations as a consequence of none-selection as a player
10. Mediate conflicts faced by the team
11. Attendance and quality of practice/HP sessions
12. Team performance at tournament on the field
13. Team disciplines at tournament off the field
14. Post tournament responsibilities including formal feedback and return of equipment

Manager responsibilities include (definitions are available in the policy):

1. Team management acumen
2. Manage logistics and schedules prior to tournament
3. Teamwork
4. Motivational skills
5. Rules and regulations adherence (including relevant sections of the HP checklist, the HP selection, safeguarding and player debt policy, code of conduct, player forms and tournament regulations (incl. foreign player exemptions)
6. Selection of team prior to the SAHA cut-off (R20,000 team withdrawal penalty)
7. Player kit distribution
8. Solicit sponsors (in conjunction with team players provided there is enough time available)
9. Mediate conflicts faced by the team
10. Accounting and budgeting
11. Manage logistics and schedules at tournament
12. Team disciplines at tournament on the field
13. Team disciplines at tournament off the field
14. Post tournament responsibilities including formal feedback and return of equipment and player kit

Signatures

| | |
|----------------------------|---------------------------|
| Coach/Manager name: | HP executive name: |
| Signature: | Signature: |
| Date: | Date: |