



REPRESENTATIVE POLICY

Policy owner	CMHA General Manager
Approval authority	CMHA Board
Effective date	On Board approval
Next review	Annually, and whenever governing rules materially change
Related documents	CMHA Constitution, Bylaws, Code of Conduct, Child Safety Policy, complaints/disciplinary procedures and annual Representative Programme Handbook

1. Purpose, scope and authority

This policy establishes a fair, safe, transparent and financially responsible framework for CMHA representative programmes. It applies to players, trialists, coaches, managers, selectors, officials, volunteers, parents or caregivers, staff and Board members involved in those programmes.

1.1 Policy hierarchy

HNZ tournament rules, regulations and binding directives prevail for HNZ events. CMHA's Constitution and Bylaws prevail over this policy. If requirements conflict or are unclear, the General Manager will determine the interim approach and refer any material governance issue to the Board.

ANNUAL HANDBOOK Dates, team entries, age grades, tournament formats, registration charges, player fees, subsidies, uniform items and supplier arrangements must sit in the annual Representative Programme Handbook—not in this policy.

1.2 Objectives

- Provide quality representative experiences aligned with CMHA's purpose, values and participant-welfare responsibilities.
- Make appointments and selections consistently, on relevant evidence and without unlawful discrimination.
- Clarify authority, responsibilities, decision rights and review pathways.
- Manage affordability, workload, safety, privacy and conflicts of interest.
- Support sustainable pathways for players, coaches, officials, managers and volunteers.

1.3 Guiding principles

Participant welfare	Safety, wellbeing, enjoyment and long-term development are considered in every decision.
Fair process	Criteria and processes are communicated in advance and applied consistently.
Best interests of the team	Selection considers the balanced needs of the team, not ranking individuals in isolation.
Inclusion and access	CMHA seeks reasonable ways to reduce geographic, financial, disability and other participation barriers.
Confidentiality	Personal, medical and selection information is shared only for a legitimate purpose.
Accountability	Conflicts are declared, reasons are recorded and complaints follow a defined process.

2. Governance and responsibilities

Role	Core responsibility
CMHA Board	Approves policy and strategic direction; oversees material risk, financial settings and assurance. The Board does not ordinarily select teams or decide operational complaints.
General Manager	Accountable for the programme; approves appointments, final teams and exceptions; manages serious incidents and escalations; may delegate in writing.
Programme Lead	Administers the season, communications, trials, appointments, budgets, bookings, records and compliance with current HNZ requirements.
Head Coach	Plans and leads the team programme; contributes to selection; manages performance and welfare within delegated authority.
Manager	Leads team administration, communication, logistics, finances, records and welfare processes; escalates concerns promptly.
Selectors	Assess players against published criteria, declare conflicts, keep deliberations confidential and recommend selections.
Parents/caregivers	Support agreed conduct, communication, payment and welfare requirements; raise concerns through the stated channels.
Players	Meet eligibility, conduct, attendance, payment, medical disclosure and team commitments; communicate early when circumstances change.

2.1 Delegations and conflicts of interest

- A person must declare any actual, potential or perceived conflict before participating in an appointment, selection, disciplinary or review decision.
- The General Manager will decide whether the person may participate, participate with safeguards, or withdraw. The decision and safeguard must be recorded.
- A close personal relationship with an applicant or player does not automatically disqualify a person, but it must never be left undeclared.
- No person may use confidential programme information for personal advantage or disclose selector deliberations.

3. Appointment of coaches, managers and support personnel

3.1 Recruitment and eligibility

- CMHA will normally advertise roles through reasonable channels. CMHA may directly approach candidates, re-advertise or leave a role vacant where no suitable appointment can be made.
- Applicants must use the approved process and disclose relevant qualifications, experience, conflicts, disciplinary history and any information reasonably required for safeguarding.
- Appointments involving children are conditional on required police vetting, reference checks, safeguarding requirements and acceptance of CMHA agreements and codes.
- Qualifications and experience must be appropriate to the team and current HNZ direction. Development support may be made a condition of appointment.

3.2 Appointment process

An appointment panel will include the General Manager or delegate and at least one other person with relevant expertise. The panel will assess candidates against documented criteria, may interview and check references, and will record its recommendation.

Appointments are approved by the General Manager unless a Board-approved delegation requires otherwise. Applicants will be notified promptly and may request general feedback. Appointment decisions may be reviewed only for a material process error, conflict of interest or breach of policy—not simply because another candidate was preferred.

3.3 Terms and expectations

- Roles are voluntary unless CMHA confirms otherwise in writing. Approved reimbursement must comply with CMHA financial controls and cannot exceed eligible costs actually incurred.
- Every appointee must sign the applicable agreement, comply with codes and policies, protect confidential information and complete required learning.
- CMHA may suspend or end an appointment for safety, serious misconduct, material non-performance, loss of required eligibility or another substantial reason, using a fair process appropriate to the circumstances.

4. Player eligibility and registration

Eligibility is determined under the current rules for the relevant competition or tournament. Players must be correctly registered, financially eligible under applicable rules, free from disqualifying sanction and meet any age, association, guest-player, origin or dispensation requirements.

4.1 CMHA requirements

- A player must complete the required registration accurately and by the published deadline.
- A player must disclose any eligibility uncertainty, competing association claim, injury or availability issue as early as possible.
- CMHA may require evidence and obtain confirmation from HNZ, another association, a club or school.
- No player is guaranteed eligibility or selection because they participated in a previous team, programme, camp or trial.
- Where a current HNZ rule differs from this policy or a season communication, the HNZ rule applies to the HNZ event.

4.2 Guest players, origin and dispensations

Guest-player, association-of-origin, transfer and dispensation requests will be considered under current HNZ rules and CMHA's team needs. Permission is not automatic. CMHA will act reasonably, consider player welfare and opportunity, and document decisions. No commitment may be made to another association before written approval is obtained.

4.3 Programme structure

CMHA will publish the teams and development opportunities offered each year. Younger age-group opportunities will reflect current regional formats and balanced development principles. National identification and tournament opportunities will reflect the current HNZ calendar and rules.

5. Trials and selection

5.1 Open and accessible process

- CMHA will normally hold an open registration and trial process and publish dates, criteria, likely commitments and estimated cost before selection.
- The process may include observed games, training sessions, skill or fitness activities, prior performance evidence and consultation with relevant coaches.
- CMHA will provide reasonable adjustments where practicable. A player unable to attend must request consideration before the relevant trial and provide sufficient evidence.
- Attendance expectations must be proportionate. School, club, work, cultural, family, health and other genuine commitments will be considered rather than automatically penalised.

5.2 Selection panel

Each team will use a panel of at least three wherever practicable: the appointed coach plus two independent or appropriately skilled selectors approved by the Programme Lead. The General Manager approves the final team but does not substitute personal preference for the panel's assessment without a documented reason.

5.3 Selection criteria

Criterion	What may be considered
Performance	Current technical, tactical, physical and decision-making capability relevant to the format and level.
Team contribution	Role balance, positional coverage, combinations, adaptability and contribution to team needs.
Development readiness	Capacity to learn, respond to feedback and meet the programme's demands.
Behaviour and wellbeing	Conduct, communication, reliability, respect and ability to contribute to a safe team environment.
Availability	Ability to meet material programme commitments, with reasonable consideration of individual circumstances.

Selectors will consider the evidence as a whole. No single criterion guarantees selection, and criteria may be weighted differently for performance and development teams if disclosed in advance.

5.4 Decisions and communication

- The panel will record its recommendation, conflicts and any material exception. The General Manager or delegate confirms the final team.
- Players will be notified privately before or at the same time as any public announcement. For children, communication will include the parent or caregiver.
- Public notices should identify selected players only and must not publish reasons for non-selection.
- A selected player must accept by the stated deadline and complete agreements, medical information, emergency contacts and payment arrangements.
- CMHA may name non-travelling reserves where rules and programme needs allow. Their status, obligations and cost implications must be explained.

5.5 Feedback and selection review

A player may request constructive feedback through the published channel. Feedback will address relevant criteria and development actions but will not disclose another player's information or selector deliberations.

A request for formal review must be made to the General Manager within three working days of notification and identify a material process error, undeclared conflict, breach of published criteria or other policy non-compliance. A review does not reconsider the sporting merits from scratch. The General Manager will appoint an uninvolved reviewer, provide a fair opportunity to respond and issue a written outcome. The available remedy may include confirming the decision, correcting communication, or repeating all or part of the process.

IMPORTANT Disagreement with selector judgement, by itself, is not grounds for a formal review. Complaints about bullying, discrimination, harassment, safeguarding or serious misconduct follow the relevant CMHA policy and may require immediate action.

5.6 Withdrawal and replacement

A player who withdraws must notify CMHA promptly. Replacements will be chosen against team needs and current evidence, normally from identified reserves or the trial pool; selection is not automatically based on ranking. Any replacement must be approved and meet eligibility requirements.

6. Player welfare, conduct and safety

- CMHA's Child Safety Policy, Code of Conduct, health and safety requirements, concussion guidance and relevant HNZ policies apply throughout the programme.
- Suspected harm, abuse, grooming, bullying, harassment, discrimination or serious safety concerns must be reported immediately through the safeguarding or complaints channel. Emergencies must be referred to emergency services.
- A participant with suspected concussion must be removed from play and managed under current concussion guidance. Return to play requires the applicable clearance process.
- Medical information must be limited to what is reasonably required, stored securely and shared only with people who need it for safety or programme delivery.
- Children must have appropriate supervision, rooming, transport and communication arrangements. Adults must maintain professional boundaries.
- Alcohol, drugs, vaping, smoking, gambling and social-media conduct must comply with law, team rules and CMHA/HNZ policies.

6.1 Training and workload

The Programme Lead approves the season framework and turf allocation. Coaches may not add sessions, venues or material costs without approval. Training load, timing and recovery must suit the age and level of participants and consider school, club, representative and other sport commitments.

The annual handbook may set age-appropriate limits. Coaches must adapt plans for injury, illness, heat, travel, academic pressure and total athlete load. Development should reflect balanced, long-term participation rather than early specialisation.

6.2 Removal from a team

CMHA may remove or suspend a player for ineligibility, serious or repeated misconduct, unpaid fees without an agreed arrangement, material non-attendance, inability to participate safely, or another substantial breach. Except where immediate protective action is required, the player will be told the concern, given a reasonable opportunity to respond and informed of the decision and review route.

7. Officials and team support

CMHA will identify, develop and nominate umpires and technical officials using relevant performance evidence, development readiness, availability and conduct. HNZ makes national tournament appointments where its rules provide.

- Nomination does not guarantee an HNZ appointment.
- Officials must meet current accreditation, conduct, safeguarding, travel and tournament requirements.
- CMHA will communicate cost, subsidy and contribution arrangements before acceptance.
- Officials are part of the wider CMHA delegation and are expected to participate in agreed preparation and team conduct requirements.

8. Financial arrangements

8.1 Budgeting and disclosure

- CMHA will prepare and approve a budget for each programme before material commitments are made.
- Estimated player and official contributions, inclusions, exclusions, payment dates and refund principles will be communicated before trials or as early as reasonably possible.
- Fees, caps, deposits and subsidies are set annually and must not be embedded as permanent policy amounts.
- All programme income and expenditure must use CMHA-approved accounts, invoicing and authorisation. Team personnel must not operate unauthorised accounts or make commitments on CMHA's behalf.

8.2 Payment difficulty, withdrawal and refunds

CMHA will provide a confidential process for requesting a payment plan or discussing hardship. Selection must not be influenced by a person seeking an agreed payment arrangement.

A withdrawal refund will reflect costs that CMHA can avoid or recover, less any disclosed non-refundable commitment. CMHA will act reasonably and provide a calculation on request. Exceptional circumstances may be considered by the General Manager.

8.3 Funding and sponsorship

Fundraising, grants, sponsorship, naming rights, logos, team merchandise and supplier use require prior written CMHA approval. Funds raised for a team must be receipted and applied through CMHA. Personal sponsorship must not imply CMHA endorsement or conflict with CMHA partners.

9. Travel, accommodation and supervision

- CMHA approves and coordinates official bookings or expressly delegates them in writing. No person may commit CMHA to travel or accommodation without authority.
- Players are normally expected to travel and stay with the team where this supports safety and team delivery. Requests for an alternative arrangement must be made early and will consider welfare, supervision, logistics, cost and team impact.
- For children, transport, drivers, rooming, adult-to-child boundaries, medication, curfews, check-in arrangements and parent contact must comply with safeguarding requirements.
- Parents and supporters may not enter team-only areas or accommodation without manager approval.
- The manager will maintain emergency contacts, medical information, itineraries and an incident response plan.

10. Uniforms, equipment and brand

- Teams must use approved CMHA playing uniforms and branding. The annual handbook will specify issued, purchased and optional items.
- Issued uniform and equipment remains CMHA property unless expressly sold or gifted. Recipients must sign for items, care for them and return them clean by the stated date.
- Reasonable repair or replacement cost may be charged for loss or damage beyond fair wear, after the person has an opportunity to explain.
- Alterations, player names, sponsor marks and non-standard apparel require written approval.
- Team equipment and first-aid supplies will be specified for the relevant programme; the manager is accountable for issue and return records.

11. Communication, media and privacy

- CMHA will identify the official communication channels for each programme. Team groups must include appropriate adults and comply with safeguarding and privacy expectations.
- No official team social-media account, livestream, fundraising page or public statement may be created without approval.
- Photography, video, names and personal information must be handled under consent, privacy and child-safety requirements.
- Selection notes, medical information, complaints and incident records will be retained only as required by law, CMHA's records practices and legitimate operational need.

12. Complaints, discipline and review

Concerns should be addressed promptly, at the lowest appropriate level, without compromising safety or fairness. The correct pathway depends on the issue.

Issue	Primary route
Immediate safety or safeguarding concern	Protect the person, contact emergency services if required, and notify the designated CMHA safeguarding contact or General Manager immediately.
Selection process review	Use section 5.5 within three working days.
Team operational concern	Raise with the manager or coach; escalate to the Programme Lead if unresolved or inappropriate.
Conduct or disciplinary matter	Use the Code of Conduct, Bylaws or applicable disciplinary procedure.
Complaint about the General Manager	Refer to the CMHA Board Chair or Board-designated person.
HNZ tournament decision	Use the process and time limits in the current HNZ rules.

No person will be disadvantaged for raising a genuine concern in good faith. Confidentiality will be respected but cannot be guaranteed where information must be shared to protect a person, investigate fairly or meet a legal obligation.

13. Policy administration

- The General Manager owns implementation and may issue procedures, forms and the annual Representative Programme Handbook consistent with this policy.
- Material exceptions require General Manager approval and must be recorded. Exceptions that alter policy intent or create material risk must be reported to the Board.
- This policy will be reviewed annually and after a significant incident or material change to HNZ rules, law or CMHA governance documents.
- The version approved by the Board and published on CMHA's website is the authoritative version.

Appendix A — Annual Representative Programme Handbook

Before each season, CMHA should publish a concise handbook or schedule containing the operational details below. This allows the policy to remain stable while programmes and tournament rules change.

Schedule item	Required content
Programme offer	Teams, grades, formats, development opportunities and whether each entry is confirmed.
Calendar	Registration, trials, selection, training, warm-up matches, tournaments and withdrawal dates.
Eligibility	Links to current HNZ rules and any CMHA-specific evidence or dispensation process.
Selection	Team-specific criteria, panel composition, attendance requirements, feedback contact and review deadline.
Commitment	Expected training, travel, accommodation, conduct and family-support requirements.
Cost	Estimate, inclusions, exclusions, deposit, payment dates, refund approach, hardship contact and subsidies.
Uniform/equipment	Issued items, purchase items, supplier process, return date and loss/damage settings.
Welfare	Safeguarding contacts, medical forms, concussion process, emergency arrangements and reporting routes.
Communication	Official channels, publication approach, photo/video consent and social-media rules.

Appendix B — Review summary

The 2022-based document was reorganised and updated to remove duplicated material and details likely to become obsolete. Key changes include:

- Corrected the title year and replaced legacy age-grade and tournament detail with current-rule references.
- Separated enduring policy from annual fees, suppliers, dates, team entries and operational settings.
- Clarified Board, General Manager, programme, coach, manager, selector, player and parent responsibilities.
- Added conflicts of interest, fair appointment processes and proportionate review rights.
- Reframed selection around published criteria, recorded decisions, private notification, feedback and process review.
- Strengthened safeguarding, concussion, workload, privacy, supervision and professional-boundary requirements.
- Improved financial controls, hardship arrangements, refund principles, sponsorship approval and delegated authority.
- Added complaints routing, policy hierarchy, exceptions and annual review requirements.

BOARD CONFIRMATION Before approval, confirm role titles, the designated safeguarding/complaints contacts, selection-review timeframe, financial delegations and alignment with the latest Constitution, Bylaws and HNZ tournament rules.