

**POLOCROSSE  
ASSOCIATION  
OF NSW  
INCORPORATED**

(ABN: 15 216 280 967)

**Operating Procedures  
Manual**

**Version 11**

(updated June 2018)

# CONTENTS

ABBREVIATIONS .....	1
DICTIONARY .....	1
AMENDMENTS.....	2
<b>PART 1: STRUCTURE OF PANSW .....</b>	<b>3</b>
<b>Polocrosse Association of Australia Incorporated (PAA).....</b>	<b>3</b>
<b>Polocrosse Association of NSW .....</b>	<b>3</b>
<b>PA NSW Board .....</b>	<b>3</b>
<b>Independent Directors .....</b>	<b>3</b>
<b>State Council.....</b>	<b>3</b>
<b>State Director of Umpiring.....</b>	<b>3</b>
<b>State Executive Officer .....</b>	<b>3</b>
<b>Specialist Committees .....</b>	<b>4</b>
<b>Zones.....</b>	<b>4</b>
<b>How We Communicate .....</b>	<b>4</b>
<b>Carnival Scheduling Policy .....</b>	<b>4</b>
<b>Late submission of carnival dates.....</b>	<b>5</b>
<b>Changing Carnival Dates.....</b>	<b>5</b>
<b>Basis of objection .....</b>	<b>5</b>
<b>One Club One carnival.....</b>	<b>5</b>
<b>Diagram One – STRUCTURE OF PANSW .....</b>	<b>6</b>
<b>Diagram Two – Process to Change Club Carnival Dates.....</b>	<b>7</b>
<b>Multi-Horse Carnivals.....</b>	<b>8</b>
<b>Unacceptable Behaviour .....</b>	<b>8</b>
<b>Finance and Registration of Players .....</b>	<b>8</b>
<b>PART 2: CONDUCTING ZONE AND CLUB CHAMPIONSHIPS .....</b>	<b>9</b>
<b>PANSW / Host Relationship .....</b>	<b>9</b>
<b>Draw.....</b>	<b>9</b>
<b>Fields and Supporting Arrangements.....</b>	<b>10</b>
<b>Dust suppression .....</b>	<b>11</b>
<b>Conduct of Games .....</b>	<b>11</b>
<b>Game Commentary .....</b>	<b>11</b>
<b>First Aid.....</b>	<b>12</b>
<b>Police.....</b>	<b>12</b>

<b>Horse safety</b> .....	12
<b>Bio Security</b> .....	13
<b>Social aspects</b> .....	13
<b>Sale of Liquor</b> .....	13
<b>Presentations and Prizes</b> .....	13
<b>Invitations</b> .....	14
<b>Umpire horses</b> .....	14
<b>Supporting Infrastructure</b> .....	14
<b>Who can participate</b> .....	14
<b>Interstate Teams</b> .....	14
<b>Combined Teams</b> .....	14
<b>Zone Championships – Combined Teams</b> .....	14
<b>Club Championships – Combined Teams</b> .....	15
<b>Training squads</b> .....	15
<b>Quality control</b> .....	15
<b>Club Championship Points System</b> .....	16
<b>PART 3: APPOINTMENT OF SELECTORS AND TEAMS</b> .....	18
<b>Selector Appointment</b> .....	18
<b>Diagram Three – Appointment of Selectors</b> .....	18
<b>Responsibilities of Selectors</b> .....	19
<b>Conflicts of Interest</b> .....	19
<b>Selection of Teams</b> .....	20
<b>Player Input to Selection</b> .....	21
<b>Age Divisions</b> .....	21
<b>Role of the Chairperson of Selectors</b> .....	21
<b>Team Selection Processes and Eligibility</b> .....	21
<b>Options for Selections and Squad Lists</b> .....	22
<b>Removal from a selected squad or team</b> .....	23
<b>Change of horse or player fitness to compete</b> .....	23
<b>PART 4: APPOINTMENT OF COACHES</b> .....	27
<b>Diagram Four – PA NSW Coaching Panel</b> .....	29
<b>PART 5: PANSW PLAYING RELATED GUIDELINES</b> .....	30

## ABBREVIATIONS

**PAA:** Polocrosse Association of Australia Incorporated

**PANSW:** Polocrosse Association of New South Wales Incorporated

**SEO:** State Executive Officer

## DICTIONARY

**Conflict of interest:** A conflict of interest exists when a person has a private interest of sufficient size such that it may reasonably be perceived to influence their judgment in fulfilling their official duties.

## AMENDMENTS

The OPM is intended to be a working document to support the operations of the PANSW and should be reviewed regularly to allow effective management of the sport in NSW. Amendments to the OPM may be made either by Council resolution or by the Board. Where the Board makes new policy or alters policy, the policy is adopted as draft policy for operational purposes until the next Council meeting where it is to be reviewed by the Council.

Amendment Number	Details of Amendment	Amendment Date
1	OPM Divided into parts. Added selection policy, teams' appointment, responsibilities of team manager; Club Championships point scoring. PA NSW subsidies for ambulances at Championships limited to \$2000.	July 2013
2	Multi Horse Carnivals – allow more than one per Zone, subject to Board approval. Horse played in Final must have been played in at least one game on the weekend by that player.	February 2015
3	Refund Policy – clarify process for refund of player fees	February 2015
4	Draw Committee – nominations from each Zone, resource for Host Clubs, level of flexibility with respect to level of support provided.	February 2015
5	Bio Security – advice of need for all Carnivals to have PPE kits and Horse Declaration forms completed.	February 2015
6	Selection Policy revised, including section of managing Conflict of Interest and Nomination of 3 carnivals where Selectors will attend	February 2015
7	In event of Replacement horse / player – the coach is to have a role in retaining or replacing player once Coach has been selected	February 2015
8	Revised process for Selection of NSW Coaches	February 2015
9	Whole of Section 3 - Selection Policy revised and approval sought at Council, including eligibility of players to represent at National Level	14 February 2016
10	Communication – Face book introduced	
11	Section 3 - Eligibility of Players to represent NSW, approved by Council	October 2016
12	Bio Security – no longer require Horse Identification Form – rely on data base	October 2016
13	Critical role of Zones in managing the safety, enjoyment and reputation of the sport.	September 2017
14	Coaching Panel update based on experience	March 2018
15	Guideline for Higher Graded Player	March 2018
16	Grading Process	May 2018

## PART 1: STRUCTURE OF PANSW

1.1 The structure of polocrosse within NSW is depicted in Diagram One.

### **Polocrosse Association of Australia Incorporated (PAA)**

1.2 Is the peak Polocrosse body in Australia responsible for the promotion and administration of the game of polocrosse within Australia and represents Australia on international issues.

### **Polocrosse Association of NSW**

1.3 The Polocrosse Association of NSW (PANSW) is the peak polocrosse body in NSW and is responsible for promoting the interests of polocrosse in NSW and the ACT and representing NSW on national polocrosse issues.

### **PA NSW Board**

1.4 The PANSW Board is comprised of one President and four Directors and is responsible for managing state issues.

### **Independent Directors**

1.5 The PANSW Constitution empowers the President and two directors to appoint independent directors. Independent Directors complement the Board's composition and may be appointed on the basis of the specialist skills they possess or the changing needs of the sport (for example: Qualifications in law or marketing, accounting and or governance).

### **State Council**

1.6 The state council is comprised of representatives who are appointed by their Zones. Each zone can appoint one councillor per four affiliated clubs or part thereof.

### **State Director of Umpiring**

1.7 The State Director of Umpiring is appointed by the Board of Directors and is responsible for:

- a. the management and training of umpires within NSW,
- b. providing expert advice to the Board as required, and
- c. participating in the National Umpire Committee

Further information on the role of State Umpires and structure of umpiring in Australian polocrosse can be found on the PAA Website.

### **State Executive Officer**

1.8 The State Executive Officer (SEO) is a part time Contracted employee of PANSW and, in accordance with the directions of the Board, is responsible for day to day

administration of the PA NSW. The duty statement for the SEO is provided on the PA NSW Website.

### **Specialist Committees**

- 1.9 A number of specialist sub committees exist to deal with and/or provide advice to the State Council and Board on specific subjects relevant to their area of expertise. There is no limit to what sub committees may be formed however current committees include:
- a. Grading sub Committee,
  - b. Umpire sub Committee,
  - c. Coaching sub Committee,
  - d. Selectors sub Committee,
  - e. Youth Development sub Committee,
  - f. State Draw Committee

### **Zones**

- 1.10 The State Executive Officer (SEO) is a part time Contracted employee of PANSW and, in accordance with the directions of the Board, is responsible for day to day administration of the PA NSW. The duty statement for the SEO is provided on the PA NSW Website.

### **How We Communicate**

- 1.11 The primary means of communication for PANSW and its members is email and the website. This includes the use of the Official PA NSW Newsletter. These communication channels may be augmented by social media such as Facebook. However social media is only used as an additional way of communicating and not a substitute.

In communicating with the members PANSW use the PANSW database. It is assumed that individual members, clubs and zones ensure their recorded contact details are up to date and correct. PA NSW is not responsible for any problems arising from its reliance on information stored on the database by members failing to keep their contact details up to date.

### **Carnival Scheduling Policy**

- 1.12 All clubs can have their first selected date when:
- a. the date is approved by their zone; and
  - b. the date is submitted to the PANSW by the required time.

The schedule for the playing season, including all major events, will be agreed at the Annual General Meeting, which is normally held in February prior to the start of the NSW playing season.

**Late submission of carnival dates**

- 1.13 Late submission of dates will be treated the same as a request to change a carnival date.

**Changing Carnival Dates**

- 1.14 Request to change carnival dates will be managed using the process outlined at Diagram Two. Generally, PANSW will approve date changes unless it genuinely jeopardises the viability of another carnival in an adjacent zone. Another club may object to the change of carnival date.

**Basis of objection**

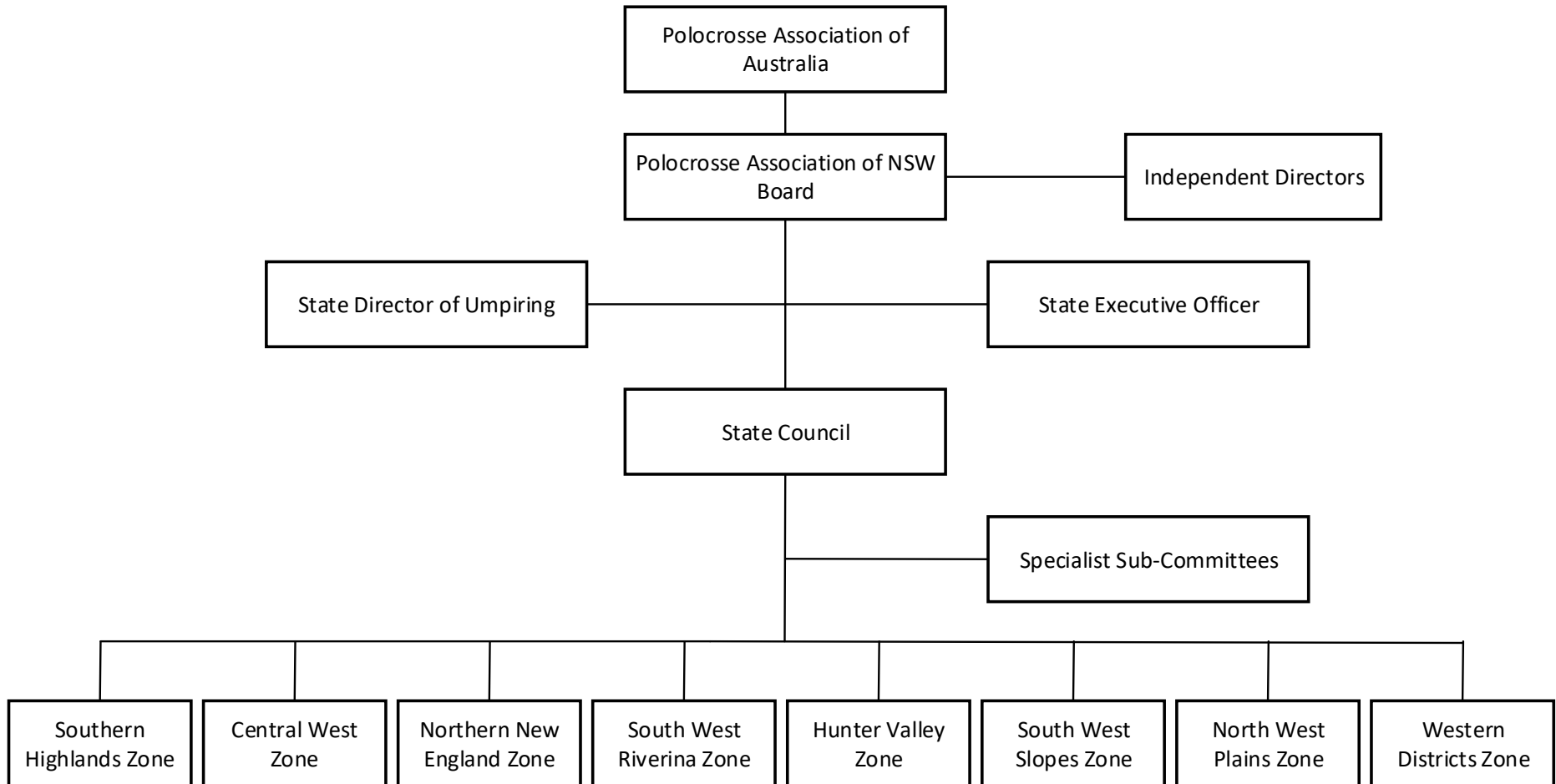
- 1.15 The fact that changing a carnival date may result in a clash of dates in adjacent zones is not in itself an acceptable reason to object. To be considered, the affected club must demonstrate that allowing both carnivals to run could pose a credible threat to the viability of their carnival.

**One Club One carnival**

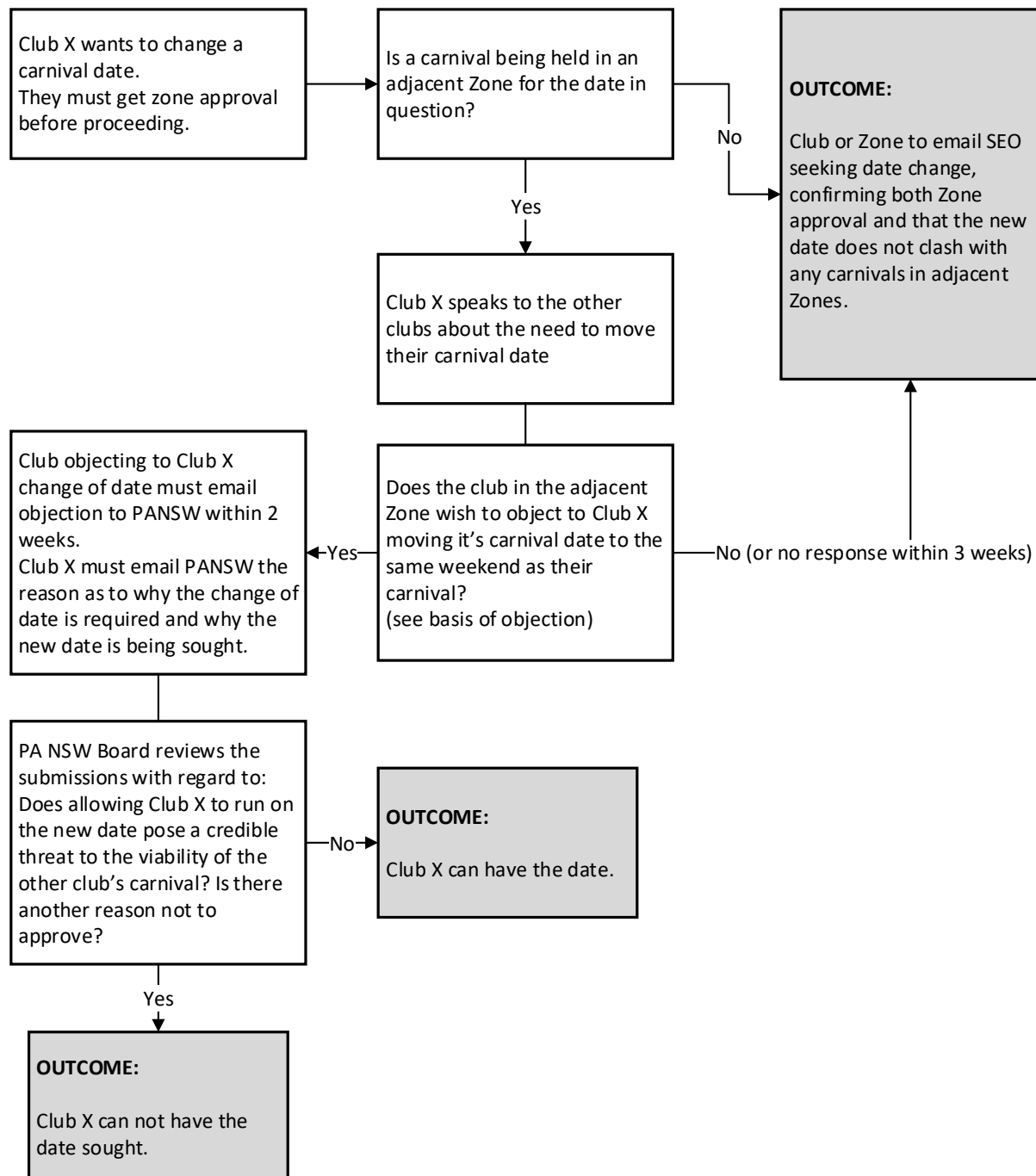
- 1.16 A clubs right to host a carnival is limited to one carnival only. Approval for a club to host an additional carnival (or like event) will only be given when:
- a. all first club carnivals are approved, and
  - b. the second carnival/event does not clash with that of a club from an adjacent zone.
  - c. The process to be used is the same as a request to change a carnival dates. See Diagram two.



Diagram One – STRUCTURE OF PANSW



## Diagram Two – Process to Change Club Carnival Dates



### Multi-Horse Carnivals

- 1.17 Is a carnival where players may play more than one horse at a carnival, although they must play the same horse during any one game. A player who qualifies for a final must play on that horse that they have already competed on over the weekend.
- 1.18 Each Zone may approve the conduct of 1 Multi-horse carnival in their zone per calendar year. Multi-horse carnivals are to be approved by the applicable Zone Committee. The SEO is to be notified when approval is given for a multi-horse carnival and invitations must clearly indicate that the carnival is a multi-horse carnival.
- 1.19 A Club can seek Zone and Board approval for additional multi horse carnivals. Zones must provide rationale and support for the proposal to the Board. Rationale may be for example a club that has struggled to gain adequate nominations to run a viable carnival in the past due to their remote location, or a carnival at the start or end of the season in the Zone to allow trial of young or green horses etc.
- 1.20 PANSW consider multi horse carnivals are the exception. It is important that polocrosse remains a 'one horse' sport, and our commitment should be to allow those with only on horse to compete effectively.

### Unacceptable Behaviour

- 1.21 Unacceptable behaviour is to be dealt with as a priority. Clubs and Zones from which offending individuals belong have a responsibility to ensure their members and supporters behave appropriately. The PA NSW encourage Clubs and Zones to manage the sport at the local level wherever possible.
- 1.22 Police must be called in to deal with any Instance of assault.

### Finance and Registration of Players

- 1.23 **All Players to be registered and financial.** No player shall participate in any training, practice day or carnival unless registered with a Club and be a financial member as recorded on the PAA Data base.
- 1.23 **Refunds.** PANSW will only consider refunding part or all of the NSW membership component of registration fees when:
- a player has attended no more than 3 practices – refund limited to difference between the fee paid and the applicable fee for a 3 practice membership; or
  - a player has not participated in any carnivals or practices – full PANSW fee component refunded.
- a) A request must come from the person who is seeking the refund.
- b) The SEO must receive a letter or email from the club advising of what, if any practices and carnivals the player has participated in during the season. The SEO is to check the data base to confirm that no carnivals were played.

- c) A player must have a viable reason to have their full or partial NSW fees refunded. For example: a player who has paid their fees but injures themselves prior to competing, pregnancy, or they lost their horse for whatever reason.
- d) The SEO can request approval from the Treasurer and payment by the Book Keeper once the above conditions are met.

**Note:** the PAA has a no refund policy.

## PART 2: CONDUCTING ZONE AND CLUB CHAMPIONSHIPS

The NSW Zone and Club Championships are the most prestigious polocrosse tournaments hosted by PANSW.

### **PANSW / Host Relationship**

- 2.1 The key to staging a successful event is maintaining a healthy relationship between the host and the PANSW. Such a relationship should be based on open lines of communication that allow for frank discussions on relevant issues.
- 2.2 Hosts should note that in conducting these events they become a representative of PANSW and are obliged to ensure that the State Office is kept fully briefed on preparations and issues as they arise

### **Draw**

- 2.3 The role of the State Draw Committee is to ensure the competition of major NSW Hosted events is fair to all competitors and the carnival runs smoothly. The composition and role of the State Draw Committee has changed over recent years due to difficulty in identifying and retaining individuals with the necessary skills who are willing to undertake the role.

The State Draw Committee should comprise members of the NSW polocrosse community who are recognized as having significant experience and expertise in developing effective competition draws. The Chair of the Draw Committee will be appointed by the Board, members should ideally comprise representatives from each Zone, or individuals identified by the Board or Chair as having significant skills in this area.

- 2.4 The State Draw Committee does the initial consideration of nominations received in each Division and determines if a viable competition is possible in each Division. Depending on nominations and gradings, the State Draw Committee may need to contact relevant Zones to reassess or amend nominations.

The State Committee determine the approach to each competition, for example knock out or round robin. The State Committee work closely with the “Host Draw Committee” who then develops the actual Field Draw. The Host Draw Committee

should be identified well in advance of the event and be available over the conduct of the event. The State Chief Umpire is provided with the Field Draw and allocates Umpires.

Note: In recognition of the critical importance of the Draw, and the considerable time and expertise required, an Honorarium may be paid to members of the Draw Committee for major State Events where they are required to do the full draw.

- 2.5 Once the competition commences the State Draw Committee and the Host Club Committee work as the 'Championship Draw Committee'.
- 2.6 In each circumstance the Chair of the Draw Committee will determine the most appropriate approach with respect to the level of support required, and the members of the Draw Committee who are to be involved in developing a particular competition draw.
- 2.7 The draw, including team names, and game results, is to be displayed prominently on the carnival notice board and **kept up to date at all times**. Where possible an electronic copy of the Draw should be distributed in addition to an appropriate number of hard copies available on the grounds of the event.

Note: display of all results increases transparency and reduces the potential for incorrect outcomes where count backs are required.

- 2.8 In round robin competitions all matches must be played to achieve a result even if extra time is required.
- 2.9 Wherever possible Championship Divisions should have "Finals". However, the Draw Committee has the ability to vary from that format if it has negative implications for horse welfare.

### **Fields and Supporting Arrangements**

- 2.10 A Fields Manager is to be appointed to be responsible for the running of all fields at all times. The field manager is to be contactable at all times via a dedicated mobile phone number. The name of the Fields Manager and their contact details must be lodged with the Championship Draw Committee prior to the event and with the State Horse Welfare Officer. The Field Manager and Horse Welfare Officer should work collaboratively to ensure the safety of all horses, players and spectators.
- 2.11 The Field Managers responsibilities include:
  - a. Ensuring the field and safety lines are clearly marked and maintained for the duration of the competition,
  - b. Ensuring there are:
    - i. an adequate supply of official PAA scoring sheets,
    - ii. a functional time keeping clock with batteries,

- iii. a bell to announce the end of each chukka,
- iv. 3 serviceable balls per field,
- v. a supply of spare goal posts,
- vi. distinguishing jackets available for goal waivers (4 per field),
- vii. 2 umpire jackets per field, and
- viii. umpire whistles.

2.12 Fields should be identified by colours rather than numbers both at the physical location of the fields and on the draw.

2.13 Fields are to be kept clearly marked at all times. Hydrated lime is not to be used for the marking lines. A spectator safety line shall be placed around all fields no closer than 3 meters to the side line and no closer than 12 meters from the back lines. Full specifications for fields, and advice for developing new fields is available in the PAA Rule Book, available on the PAA Website and hard copy, under Rule 11, page 25.

#### **Dust suppression**

2.14 Where dust is an issue, hosts are to ensure that water trucks are available to water fields and roads to minimise the impact of dust both on players and spectators. Where dust suppression is used, hosts are to ensure that all fields and roads are watered. It is not acceptable to limit watering to just those fields used for higher grades of polocrosse.

#### **Conduct of Games**

2.15 2 Goal waivers shall be located at each end of the field and are to wear distinguishing jackets (eg: white overcoat). Minimum age for goal wavers is 14 years as per PAA Rule Book.

2.16 The scoring panel for any game shall consist of one representative (over 16) for each side. Where a team fails to have a representative on the scoring panel they have no recourse to contest the game result.

2.17 PAA approved score sheets are to be used for all games. These are available on the PAA Website.

#### **Game Commentary**

2.18 The host club are responsible to ensure that announcers are briefed on the need to:

- a. avoid being perceived as holding a bias for the game they are commentating on,
- b. not use foul language or make inappropriate comments,
- c. announce the game score as each goal is scored and at the start and end of each chukka, and
- d. not criticise umpires, players or spectators.

2.19 On the main field, a score board is to be erected to progressively record the score.

### **First Aid**

- 2.20 Hosts must ensure that the first aid provided meets any PAA guidelines and utilise PA NSW accredited service providers. (see PAA and PANSW Websites for updated first aid policies). PANSW may subsidise the cost of providing first aid in the amount of \$2,000 each (Zone and Club Championships only). Depending upon the location and size of the tournament Hosts should consider having 2 paramedics on site.

The paramedic should be provided with: A Map of field access, a VHF radio and contact details for the Carnival Hosts.

- 2.21 The local ambulance service is to be made aware of the event and provided with:
- a. a map that shows its location including how to access it,
  - b. at least two separate 24hr phone numbers.
- 2.22 The Host committee should be aware and be prepared to take necessary action with on ground safety problems and to ensure the safety of players, spectators and officials at all times. This includes managing unacceptable behavior.

### **Police**

- 2.23 The local Police service is to be made aware of the event and provided with:
- a. a map that shows its location including how to access it,
  - b. at least two separate Contacts, identifying the role of the individuals relative to the event and 24hr access phone numbers.

### **Horse safety**

- 2.24 A least one Veterinarian must be on call at all times during the event. Vets are to be provided:
- a. a map of that shows its location including how to access it,
  - b. at least two separate 24hr phone numbers.
- 2.25 Hosts must have in place a contingency plan to cater for the destruction and removal of a horse. This plan must:
- a. respect the welfare of the animal,
  - b. be able to be carried out without creating any unnecessary stress for the owner, rider and spectators.
- 2.26 No dogs shall be allowed on the grounds unless a Companion Dog Certificate can be provided on the day. A sign advising this should be clearly displayed at all entry points to the grounds and should be advised on the invitations.
- 2.27 Adequate water facilities to be supplied for washing and watering horses. In particular, water points should be within a reasonable distance for carrying water to all camping and stabling areas. If no fixed facilities are available, temporary solutions, such as fire tenders, should be considered.

### **Bio Security**

2.28 Two PPE kits should be available on the grounds, and an isolation area identified. All those attending carnivals in NSW can be identified from the data base.

### **Social aspects**

2.29 Hosts should be mindful that well organised and enjoyable evening functions can boost income significantly and enhance the host club's reputation. Conversely, poorly run events can be costly to a club both in terms of money and reputation.

2.30 The social function should be organised, taking into consideration the need to:

- ensure the safety and comfort of all players, friends and families,
- have adequate serving staff,
- ensure prices are kept at reasonable levels, and
- cease trading by midnight.

### **Sale of Liquor**

2.31 The sale of liquor is only to occur in accordance with applicable legislation and is to cease at midnight.

### **Presentations and Prizes**

2.32 Trophy presentations are to be kept as brief as possible with a preference of taking place at the completion of each final.

2.33 Trophies and prizes are to:

- a. reflect the prestigious nature of the event,
- b. be of such a quality and nature that respects and earns the endorsement of the sponsor,
- c. reflect the entry fees and other costs incurred by players.

2.34 Host Clubs should also ensure that they have State held perpetual trophies for the relevant competition and that these are cleaned prior to presentation.

2.35 Host Clubs should ensure sponsors are given adequate opportunity to present prizes and address prize recipients and spectators. This should be organised in advance so that sponsors are aware of the exact arrangements and are able to prepare for them as they consider appropriate.

2.36 Careful thought should go into the presentation ceremony to ensure that sponsors get the opportunity to present the prizes to the winning teams and or that a photographer is on hand so that sponsors can be provided suitable images that show their support of polocrosse.

2.37 Players receiving awards are to be dressed in their playing uniform and present themselves as neat as practically possible.



2.38 Players can only receive player awards for the division in which they are playing.

### **Invitations**

2.39 Championship invitation/administration packs must detail:

- a. player fees,
- b. admission/other fees,
- c. the first aid service provider,
- d. local accommodation options,
- e. a map explaining:
  - i. where the grounds are located and how they may be accessed,
  - ii. camping areas,
  - iii. stabling facilities,
  - iv. location of fields,
  - v. amenities.

### **Umpire horses**

2.40 Hosts must ensure that they have an adequate supply of umpire horses.

2.41 Umpire horses must be appropriately fit, have a suitable temperament and education to enable umpires to safely umpire games.

### **Supporting Infrastructure**

2.42 Hosts must ensure that their venue will be able to cope with all the demands that come with hosting major events. These demands include:

- a. an adequate number and location of toilets and showers,
- b. adequate spectator seating for the main field, and
- c. adequate canteen facilities.

### **Who can participate**

#### **Interstate Teams**

2.43 Teams from other states are able to attend the Club and Zone Championships however NSW reserves the right to limit participation to just NSW teams where the number of teams nominated compromises the capacity of the host club to conduct the event

#### **Combined Teams**

2.44 Combined teams may be permitted to play at the Zone and Club Championships. However this may be restricted to a separate competition, and their ability to win any division or competition will be subject to Board and Draw Committee determination.

#### **Zone Championships – Combined Teams**

Where a small Zone is having difficulty fielding a full team in a particular Division, they may seek players from other small Zones in a similar position, or from the larger Zones

with spare players. The spare players need to be entered as pool players. The State Draw Committee will then combine players to ensure a fair and viable competition in each Division.

Acceptance of Combined Teams will be subject to the Nominations received from NSW Zones, and the ability to place them in an appropriate competition for their grading. The decision to allow combined Zone teams in a particular Division is to be in the interest of the long term growth or development of the sport in NSW, not winning games. For example, encouraging continuation of the Masters Competitions or allowing Sub Juniors in small Zones the development opportunity to compete at this level.

### **Club Championships – Combined Teams**

Combined Teams may enter the Club Championship Competitions. They will be placed in appropriate level competitions determined by Grading. While individual player participation will contribute to Club Championship points, the team success cannot gain points toward the overall 'Club' Championship. If sufficient nominations are received, the State Draw Committee may also elect to conduct a separate 'pool competition'.

### **Training squads**

- 2.45 Due to the high calibre of players and teams at the Club/Zone Championships, it may be desirable, from time to time, for representational teams/squads to use the championships as a training opportunity. (For example: an Australian team may wish to use the NSW Club Championship for training prior to an international event.)
- 2.46 Training squads are able to use the NSW championships for training under the following conditions:
- a. participation is approved by PANSW,
  - b. the teams are ineligible for any competition or prizes associated with the NSW championships,
  - c. no team or player entered in the championship shall be forced to play against the training team,
  - d. to enable the creation of teams to play against the training team, expressions of interests will be sought from players/teams wishing to play against the training team,
  - e. when playing against the training team, players will be able to play on any horse or combination of horses they choose. (when playing in the actual championship competition however, they must play on the one horse for the duration of the tournament as per normal rules)

### **Quality control**

- 2.47 Prior to appointing hosts, the PANSW Board shall:
- a. review all expressions of interest for hosting the championships,
  - b. ensure they have a reasonable level of knowledge as to the venue where the event is to be held.

- 2.53 Following the appointment of the host club the PANSW shall:
- ensure a site inspection is conducted by a State representative,
  - require the host to demonstrate the completion of key milestones.
- 2.54 Two weeks prior to the event the host shall confirm arrangements with PANSW using the Pre-State Event Certification Form.

### Club Championship Points System

For multiple junior grades, scoring is as per adult scoring. (eg Junior A grade winners get 10 points)

Activity / Grade	Team
<b>Best Presented</b>	
1 <sup>st</sup> 10 points	
2 <sup>nd</sup> 8 points	
3 <sup>rd</sup> 6 points	
4 <sup>th</sup> 4 points	
<b>A Grade</b>	
1 <sup>st</sup> 10 points	
2 <sup>nd</sup> 8 points	
3 <sup>rd</sup> 6 points	
4 <sup>th</sup> 4 points	
<b>B Grade</b>	
1 <sup>st</sup> 8 points	
2 <sup>nd</sup> 6 points	
3 <sup>rd</sup> 4 points	
4 <sup>th</sup> 2 points	
<b>C Grade</b>	
1 <sup>st</sup> 6 points	
2 <sup>nd</sup> 4 points	
3 <sup>rd</sup> 2 points	
4 <sup>th</sup> 1 points	
<b>D Grade</b>	
1 <sup>st</sup> 4 points	
2 <sup>nd</sup> 3 points	
3 <sup>rd</sup> 2 points	

4 <sup>th</sup> 1 points	
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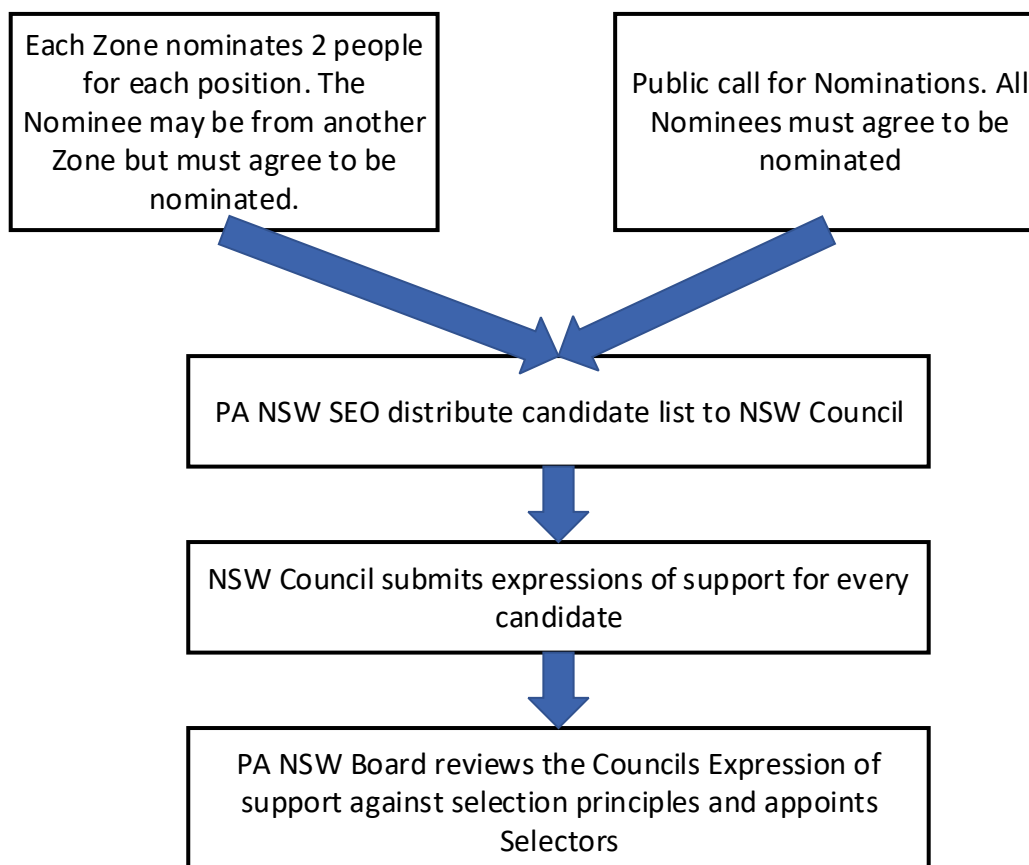
## PART 3: APPOINTMENT OF SELECTORS AND TEAMS

### Selector Appointment

- 3.1 The PANSW Board shall appoint selectors following each national tournament or as otherwise required. Appointment is until the completion of the following nationals. In doing this the Board must consult the NSW Council via an expression of support. The Council shall indicate its support for every candidate for each division by rating each candidate where 1 is the best rating a candidate can be given. In other words, the higher the score the less confidence the council has in a particular candidate. All candidates are to be rated in priority order.
- 3.2 In appointing selectors the Board must achieve a fair and reasonable balance between the need to:
- Select people with the capacity/qualification to fulfill the position.
  - Select people who have demonstrated commitment to such tasks
  - Provide a reasonable geographic distribution of selectors across the state to ensure all players have ability to be seen by selectors
  - Reduce conflict of interest.

This process is shown below.

### Diagram Three – Appointment of Selectors



3.3 Example matrix for Council Expression of Support - In this example PA NSW is looking for 5 selectors where it has received 8 nominations.

Candidate Details			Expression of Support by Zone												Total		
Name	Zone	Club	CW	HV		NNE		SH		SWR		SWS		WD			
A Smith	CW	A	1	2	1	2	2	1	2	5	5	2	5	3	5	3	39
A. Shame	NNE	B	5	1	5	1	1	5	1	1	1	1	1	7	1	7	38
B. Jones	NNE	C	2	4	2	4	4	2	4	4	4	4	4	4	4	4	50
C. Knight	WD	D	3	6	3	6	6	3	6	3	3	6	3	5	3	5	61
D. Light	WD	D	6	3	6	3	3	6	3	6	6	3	6	1	6	1	59
E. Wright	SH	P	4	8	4	8	8	4	8	2	2	8	2	6	2	6	72
F. Lewis	HV	Q	7	5	7	5	5	7	5	7	7	5	7	2	7	2	78
O. No	SWS	J	8	7	8	7	7	8	7	8	8	7	8	8	8	8	107

3.4 The expression of support enables the Board to make a more informed decision. Actual appointments would depend on individual circumstances. In providing expressions of support, the best advice to the Council is to consider the same principles applied by the Board. (It should be noted that the expression of support is not a vote.)

#### Responsibilities of Selectors

Where a selector becomes unable to meet their responsibilities, PANSW will seek further nominations and appoint a replacement selector.

#### Conflicts of Interest

Any Selector who becomes aware of a conflict of interest, or the potential for bias to be inferred, in a selection decision because of a relationship with a nominated Participant, shall declare their conflict of interest to the Chair of Selectors. This should be declared before any discussion of players.

If the Selector is in doubt as to whether a conflict of interest exists, he or she should disclose it to the Chair of Selectors.

In such situations the selector should either **not actively promote or participate in the discussion** regarding the suitability of the effected player or **resign their position** as Selector if the conflict is of an unmanageable magnitude.

The Chair of Selectors will be required to manage the COI and may ask any Selector to remove themselves from any individual discussion. If the COI cannot be effectively managed, the Chair may request a Selector be removed from the position.

- 3.5 Selectors will be required to sign a 'Code of Conduct' (Form 1 at Enclosure 2) which provides a more detailed explanation of the policy and process with respect to conflict of interest and selectors responsibilities.
- 3.6 Should a selector be unable to attend a selection meeting or event it is their responsibility to contact the Chair of Selectors and advise them of their preferences, issues and concerns.

### **Selection of Teams**

- 3.7 Teams are appointed by the Board which considers the advice and recommendation of selectors. The Board may request a report from the Chair regarding adequacy of process and any individual decisions. Similarly, the Chair may provide the Board with a report if they consider the Board should be aware of any issues or potential controversy with any selections.
- 3.8 Similarly, an individual selector who considers process or other selector inappropriate should provide a report to the Board. Where the Board overrules a recommendation from the Selectors it must provide the Chair of Selectors with a reason as to why. However, overruling the recommendation of the Selectors should only occur in highly exceptional circumstances.
- 3.9 Once a team is selected, the Board (or Selectors in consultation with the Board) may change the team composition but in doing so must provide a statement of reason as to why that change has been made. A statement of reasons is not required where the change is to replace a member who has withdrawn from the team.
- 3.10 Selectors shall recommend teams or squads in accordance with competition requirements and guidance from the PANSW. Team selections are to be based on:
- a. capacity of the individual to be a good ambassador for the PANSW and the sport of polocrosse. This includes:
    - i. personal dress and bearing,
    - ii. conduct on and off the field, and
    - iii. willingness to support team activities and objectives.
  - b. current and past (no longer than 24 months) performances at National, Zone and Club level;
  - c. the individuals current level of skill and physical fitness including any injury or condition which may limit the individual's ability to perform at the required level;
  - d. where required, the ability, fitness and soundness of participants nominated horse;
  - e. the demonstrated performance of the participant on their nominated horse;
  - f. where required, the individual's ability to adapt to and ride unfamiliar horses without any significant loss of their competitiveness;

- g. the ability of the participant to assimilate into the particular competition environment;
- h. the team composition, in particular the ability of players to combine to meet the needs of a competitive team;
- i. how best to satisfy the requirements to have the correct skill sets across all three positions in the team; and
- j. any other factor considered relevant in the circumstances.

### **Player Input to Selection**

Prior to finalisation of any team, Selectors can discuss team composition with a number of the identified 'top' players in the Division and team composition with the Coach, where the Coach has been appointed.

### **Age Divisions**

(As determined by the State Council on 23 Feb 13 and reconfirmed by State Council on 28th Feb 2015)

- 3.11 Players under the age of 21 are only eligible for selection outside of their age division when there is no competition for that division. Players over the age of 21 years are eligible for Senior selection.

### **Role of the Chairperson of Selectors**

- 3.12 The role of the chairperson of selectors is critical to managing the overall selection process and ensuring the decision-making processes are in line with PANSW policy, their final recommendations are in accordance with the selection criteria, and the process is fair and equitable. The chairperson of selectors does not have any role in promoting the case of one player over another but may highlight to selectors issues of fact. Where the chairperson of selectors believes the policies or selection criteria have not been followed, they are to discuss and resolve the matter with the Selectors. If the issue cannot be resolved satisfactorily, the Chair should refer the matter to the PA NSW Board. If there is significant dissent within a Committee, the Chair may also provide an independent report to the Board outlining the major issues of contention when submitting the recommended Team

### **Team Selection Processes and Eligibility**

- 3.13 The NSW State Office shall call for nominations for National Selection at a time determined by the Board once the date for Nationals is known. All players seeking NSW National Selection must nominate at least one horse and may provide a second horse nomination.
- 3.14 To be eligible for NSW Selection a player must be registered and played with a NSW Club during the selection season, and for Nationals Selection comply with any relevant PAA rules as to eligibility to play at National Championships.



PANSW want to encourage the development of NSW players and not disadvantage players that have moved between States for valid reasons, such as study, employment or family circumstances. Selectors should therefore consider the merit of each player's circumstance and promote the development and opportunity for NSW players and the interests of polocrosse in NSW in the long term. This may be interpreted as providing a 'home grown' NSW player the opportunity for selection over and above a player recently transferred into the State.

Where the Committee is recommending potentially controversial selection decisions, the Chair should provide a brief report to the Board providing rationale for the selection recommendations.

- 3.15 The Selectors in each Division will nominate 3 carnivals for the playing season where the majority of Selectors will be in attendance. These carnivals will be noted on the NSW website and Calendar of Events. It is in the interests of any player seeking selection to play at the carnivals nominated by their respective Division. However, it is NOT MANDATORY to attend these carnivals to be eligible for selection.

For example, in 2015 the Albury Junior Classic was one nominated carnival for Juniors seeking State Selection, while the Women selectors nominated Cassilis carnival, and the Intermediates ran a 'selection weekend' at Sydney carnival.

The decision to nominate and hold a 'selection weekend' as opposed to a regular Club or Championship carnival, is at the discretion of the Selectors for each Division. The nominated 3 carnivals and formats are to be determined at the commencement of the playing season, with the dates agreed and publicised for planning purposes.

- 3.16 Ideally, State Coaches should be selected before final team selections are made. The Coach should then be consulted during the Selection process. Selectors may also wish to provide a report to the appointed coach regarding possible positions or combinations that they identified during the Selection process.

### **Options for Selections and Squad Lists**

- 3.17 A Selection Committee has the option to seek EOI for particular events.
- 3.18 Selection committees also have the option to approach any NSW player to seek their availability and interest in representing at a particular event.
- 3.19 Players wishing to be considered for a particular event in NSW should first approach their Zone Selector/s. If the Zone Selector/s supports the player's ability or potential to play at representative level they should contact one of the State Selection committee. The Selection Committee will consider if a player should be added to the squad list.

- 3.20 The Selection Committee for each Division is to develop and maintain a 'squad list'. The squad list provides a pool of players that have been identified as having the ability, or potential, to represent at State level. A player does not need to be on a squad list to be selected, squad lists are to assist rather than restrict selection processes.
- 3.21 It is the responsibility of the Chair to ensure squad lists are revised and updated as required, but not less than annually prior to the PANSW AGM. Squad lists should be maintained at a realistic level for each division's requirements, eg not more than 25 players.
- 3.22 A player may contact the Chair of Selectors to determine if they are on a particular squad list, but they will not be distributed as a public document.
- 3.23 All players seeking selection for State representative teams should familiarise themselves with the Players Code of Conduct.
- 3.24 When a NSW player is selected for a representative team, the State Office will send a e mail congratulating the player on selection. This advice will include the name of the horse the player has been selected on.

#### **Removal from a selected squad or team**

- 3.25 Any player or team official is to be removed from the team/squad in the event:
- a. the individual breaches the rules and regulations governing polocrosse. This includes applicable codes of conduct and anti-doping policies and player agreements;
  - b. the individual, in the opinion of the State Selectors or the team coach (after having received advice from a medical practitioner), is no longer able to perform to the required standard due to injury or illness. This includes attending lead up training.
  - c. the individual's horse, in the opinion of the State Selectors or the team coach (after having received advice from a vet), is no longer able to perform to the required standard due to injury or illness. This includes attending lead up training; and
- any participant may be removed from a squad or team by the State Selectors in consultation with the Team Coach, team medical advisor or the Board where such a decision is in the interest of polocrosse.

#### **Change of horse or player fitness to compete**

- 3.26 In the event that a player's horse is unable to play, the player must notify the Chair of Selectors. The Selectors are to decide if the player can remain in the team on an alternate horse. If the Coach has been appointed the Selectors must consult the

Coach. Where a replacement player and horse needs to be identified the Coach should be included in the decision.

### **Failure to Notify of Changes**

- 3.27 Once selected, any player who fails to notify the Chair of Selectors of a change in horses, or change in their own personal fitness, will be removed from the squad list and not be eligible to represent NSW for 12 months. If an unauthorized change occurs at Nationals level, the player will be ineligible for 2 years.

### **Appealing selection**

- 3.28 Individuals may lodge an appeal against a team selection if and only if, they believe the selectors failed to comply with the PANSW selection policy and guidance. Note that an appeal cannot be lodged simply because a difference of opinion exists regarding the relative competitiveness of an individual, or potential team compositions.
- 3.29 Appeals must be made in writing (accompanied with evidence) within seven days of the team announcement.  
The appeal must be submitted to the SEO and be accompanied by an appeal fee of \$500. The appeal notice must set out:
- a. the decision of the selectors that is in question; and
  - b. the grounds on which the appeal is made accompanied by proof.
  - c. If the appeal is upheld the appeal fee shall be refunded.

### **Composition of Selection Review Panel**

- 3.30 On receipt of an appeal, PANSW must appoint a Selection Review Panel which shall be comprised of:
- a. a member of the Council of PANSW;
  - b. the PANSW President (or his delegate) who will chair the committee; and
  - c. the PANSW Chief Umpire (or his delegate).
- 3.31 No member of the Selection Review Panel appointed may be a party to or directly interested in the matter under consideration by the Selection Review Panel. (that is they are not to have a conflict of interest)

### **Functions of the Selection Review Panel**

- 3.32 The Selection Review Panel can review the matter set out in the appeal, recommend a course of action and can (as appropriate) refer the matter back to the Selectors for further consideration and decision.

### **Procedures for the Selection Review Panel**

- 3.33 The Selection Review Panel shall, as soon as practical review the matter and shall within five business days of the date of such notice, determine if there are sufficient grounds to warrant further investigation or whether the matter should be dismissed.
- 3.34 If the Selection Review Panel determines the matter warrants further review it shall, as soon as practicable (having regard to the timing of selection and proximity of relevant events,) serve a notice in writing on the State Selectors and the Aggrieved Participant:
- a. stating that the Aggrieved Participant may address the Selection Review Panel at a meeting to be held as soon as practicable, being not earlier than four days from the date of the notice;
  - b. stating the date, place and time of that meeting; and
  - c. Informing the aggrieved person that they may:
    - i. attend that meeting (personally or have a representative, attend on their behalf where that person is not legally trained or qualified); or
    - ii. give the Selection Review Panel, no later than 24 hours before the time of that meeting, a further written statement setting out relevant information surrounding the appeal.
- 3.35 The Selection Review Panel may conduct a meeting convened in accordance in such manner as it sees fit, but shall:
- a. give the Aggrieved Participant and the Selectors every opportunity to be heard;
  - b. give due consideration to any written statement from any party including by the Aggrieved Participant;
  - c. allow the Aggrieved Participant to be present along with his or her adult representative (not being legally trained or qualified); and
  - d. may request or require the Aggrieved Participant or any other witness to attend the meeting or provide such evidence as is available.
- 3.36 Following consideration of all relevant and available information, the Selection Review Panel shall make a determination within the following seven days. A decision of the Selection Review Panel must be a majority decision.
- 3.37 The Selection Review Panel shall notify the Chair of Selectors and the Aggrieved Participant of its finding within 24 hours of making such finding, which shall be confirmed in writing within seven days of the date of determination.
- 3.38 If the Selection Review Panel considers the ground alleged by the Aggrieved Participant to be satisfied, it can direct any action to rectify the matter other than altering the team composition itself. Typically, remedial action would require the Selection panel to reconvene and reselect the team in line with the guidance from

the review panel. The Selectors shall comply with any direction of the Selection Review Panel. Any further decisions of the Selectors under the direction of the Selection Review Panel shall be final, and no further avenues of appeal are available to the Aggrieved Participant in respect of that selection.

### **Players Loaned to other States**

- 3.39 Once NSW players have been loaned to other states they must play for that state and cannot come back to NSW if a position opens up.

### **Review of the selection policy**

Following each Nationals, the current and any newly appointed State Selectors, will meet to debrief and discuss how the Selection process can be enhanced in future years.

### **Team Manager Responsibilities - Guide**

- 3.40 The Team Manager is just that; they are the person responsible for managing the team. Managing a team can involve many different tasks and it is impossible to write down every detail however the team manager's role can be defined as follows: They are required to get the right team to the right games/activities in the right gear with the right information.
- 3.41 Upon appointment, the manager will receive from the SEO:
- a. a list of the team members with contact details,
  - b. the contact details for the State Uniform Officer, and
  - c. the contact details for the State Equipment Officer.
- 3.42 The Team Manager must contact every player and the Coach directly by phone in the first instance. After this email can be used to communicate with members. Note that Facebook should not be used to communicate information to team members.
- 3.43 Tasks:
- a. If unsure of something ask,
  - b. ensure all members of the team have ordered their playing shirts,
  - c. ensure that player conduct and dress standards and is aware of the NSWPA "Player code of conduct policy".
  - e. Ensure Players complete all necessary forms and training, such as the Therapeutic Use Exemption forms where approval to banned substances is required, and the Anti Match Fixing On line course.
  - f. obtain player photo and profile for publicity and programs if required. (ideally a relatively current and positive one)
  - g. players are responsible for ensuring Managers are aware of any relevant medical history of players, ie asthmatics, epileptics, recovering from surgery

etc (If appropriate obtain parental approval to seek medical attention where parents will not be accompanying the teams.)

- h. organise team practices and meetings as required by the coach,
- i. advise players functions they need to attend and uniform requirements,
- j. organize pre and post game meetings as required by coach,
- k. have two goal wavers organized for each game (one for either end), also one time keeper and scorer organised for each game.
- l. know the draw.
- m. Keep a chukka by chukka record of each game, time chukkas and give two a minute warning to players to conclusion of chukka, (Have on hand a stopwatch).
- n. take a small back up game kit to matches,
- o. work with and in support of the coach, and
- p. provide a written report of the event to the PANSW detailing the team's performance and any other issues of relevance.

#### 3.44 Suggested kit list:

- a. stop watch,
- b. paper and pens, clip board to write on and keep records in.
- c. 2 Spare Bell boots,
- d. clean cloth / rag in case of injuries,
- e. band aids,
- f. vasoline,
- g. Copy of Rule book.

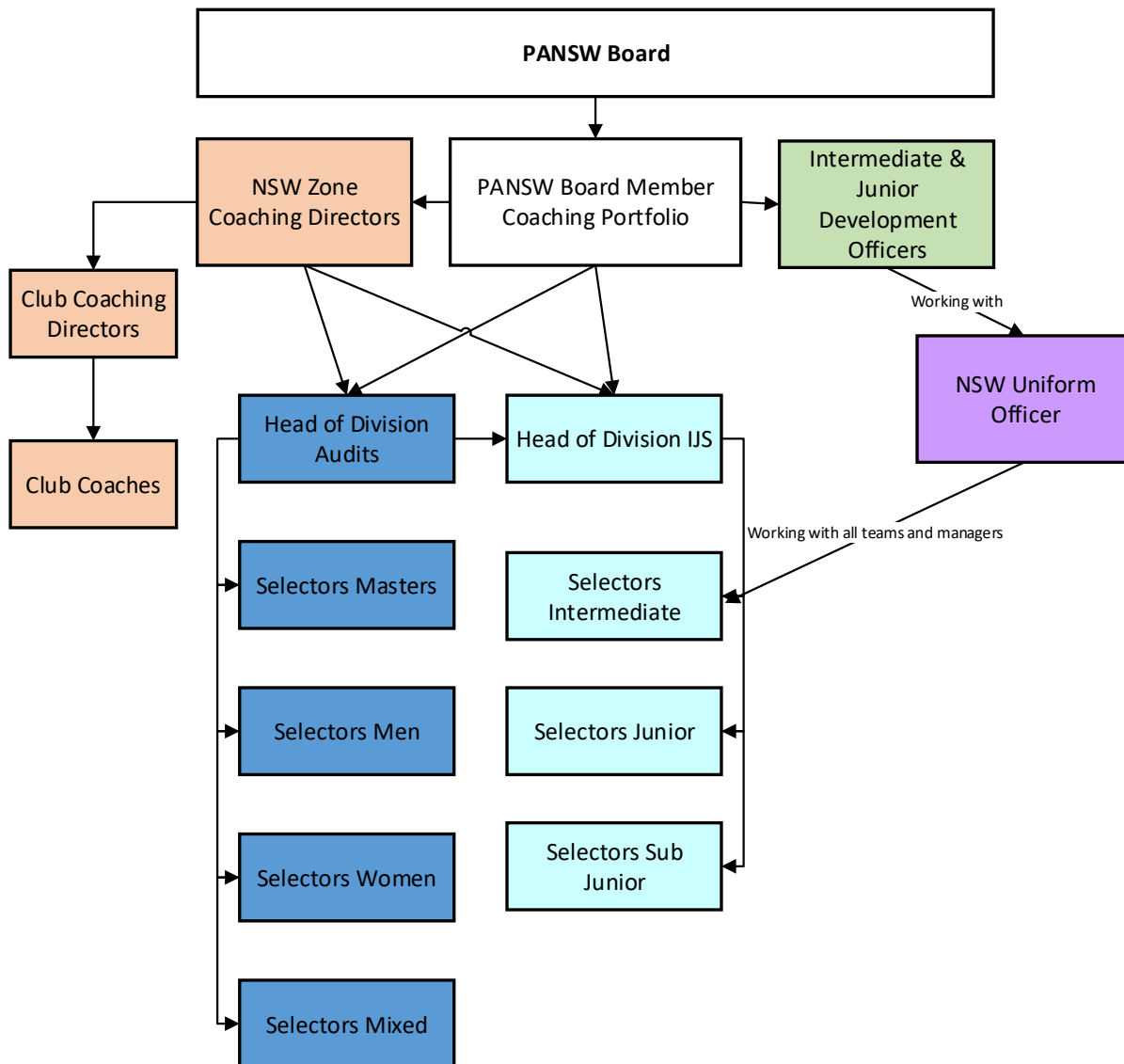
## PART 4: APPOINTMENT OF COACHES

- 4.1 The PANSW Council meeting of 28th February 2015 agreed to implement a previously agreed structure for selection of NSW coaches. The process aims to be more transparent and allow input from a range of stake holders. The structure is based on the formation of a PANSW Coaching Appointment Panel (CAP) that will appoint the coaches for the forthcoming Nationals and all NSW Teams, such as show teams, tours, exhibitions etc. The initial structure has been revised given lessons learnt from it operation.
- 4.2 The panel is Chaired by the NSWPA Coaching Director, with 3 voting members who include the NSWPA Board Member who has the Coaching Portfolio, Head of Division Adults, and Head of Division Intermediate, Juniors and Sub Juniors.
- 4.3 The CAP Panel Head of Divisions will normally be nominated for approximately a 2 year term, aligned with the PAA Nationals. Expressions of Interest should be called for in the alternate Nationals terms prior to the AGM. EOIs will be called for via the

Newsletter and website. Members of the CAP can encourage individuals to submit an EOI, but cannot directly appoint Coaches.

- 4.4 The PANSW Coaching Director is an annually appointed position that would also hopefully be undertaken with the idea of a 2 year term, also aligned with the Nationals.
- 4.5 The CAP will seek recommendations from the Chair of Selectors, and Selectors in each division. And be informed by feedback on Coaches performance received by the Coaching Director.
- 4.6 The CAP will then make their decision which will be emailed to the PANSW Board for ratification. Turnaround time of 72 hours is anticipated from time of submission.
- 4.7 It is envisaged that recommendations submitted to the PANSW Board would be accepted unless exceptional circumstances apply. However, ultimately the PANSW Board is still required to make the final endorsement.

Diagram Four – PA NSW Coaching Panel





## PART 5: PANSW PLAYING RELATED GUIDELINES

### Fair and Safe Competitions

- 5.1 The priority for all PA NSW Hosted events is to provide fair and safe competition for all polocrosse players. Tournament Hosts, the Draw Committee, Umpires and all players have a role and responsibility in ensure competitions are safe and fair.
- 5.2 The tournament Draw Committee will need to consider placing pool players in appropriately graded teams, and or allow some players to double up to make up full teams for a competition. At times Clubs may also need to place a highly graded player into a lowly graded team.
- 5.3 Where a player is graded significantly higher than the team in which they are placed, they should play in the 2 position. What constitutes 'a higher graded player' is often difficult determine. As a guide, a player graded 6 and above is an A grade player and if placed in a C Grade team should play a 2, ie if playing 2 or more grades below their grading. It is the role of the Draw Committee and the Senior Tournament Umpire to make this judgement, advise the player and ensure this determination is enforced. Failure to comply with this directive will result in disqualification of the team.

### Grading of all players

- 5.4 Grading of players is an important tool which aims to ensure fair and enjoyable competition at all levels of polocrosse. It is not a popularity contest, nor a player development tool. It is particularly important, and difficult to get 'right', in the lower grades.

There is a need to get consistency within and between Zones, across the State and inter State. Therefore, a number of approaches are required, to send information up, down and across player levels. All players are graded from a minimum of 0.5 to maximum of 10 and are graded according to their ability to play in "open" competitions. There are no junior or female grading, and horses are not graded.

See The Grading Tool available on the PAA and PA NSW Website for guidance.

### The Grading Process in Practice

Each Club and Zone has an appointed Grading Officer. The Zone Grading Officer coordinates Club gradings and makes recommendations to the State Grading Officer.

Prior to the start of a playing season a Club Grading Officer can recommend increases in junior and new players grades who have improved significantly.

Once the playing season starts, each Zone should hold a Grading Meeting within the first few weeks of competition in the Zone. These meetings should then be held regularly

throughout the season. The Grading meetings should be attended by all Club Grading Officers and Chaired by the Zone Grading Officer.

Note: If Clubs from adjacent Zones participate in the competitions they should be invited to join these meetings, with recommendations to changes in their player gradings acted upon in their own Zone.

Zone meetings should reach a consensus on all individual's Grading and submit these to the State Grading officer for ratification and update of the data base. All changes must be approved by the State Grading Officer who is able to consider and ensure consistency across the Zones.

An additional mechanism is to hold Grading Meetings at major events, to enable comparison and benchmarking of players across the State.

In addition, the opportunity to hold Benchmarking meetings should be taken at major interstate and National Events. Eg Baratoc, Nationals.

Regular meetings are important to capture changes in players ability, particularly juniors and new players. If these meetings are held regularly they should be reasonably quick, simply focusing on variations. Consideration should also be given to reducing player gradings, for example mature players may be 'slowing down', or a player is returning from injury or a break. Gradings therefore can and should go both up and down but all changes must be approved by the State Grading Officer.