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PURPOSE OF THE HIGH PERFORMANCE BOOKLET

The purpose of this High Performance booklet is to provide a reference document for all members of the Bay of Plenty High Performance Program.

This booklet includes all policies referring to High Performance areas, and outlines the expectations of all members of the High Performance Program.

This booklet is a “living” document and will be published annually with updated policies, plans and procedures.

OVERVIEW OF HIGH PERFORMANCE PROGRAM

The High Performance program has been modelled around a philosophy that unites all players, coaches, administrators and clubs in working towards a common purpose. Integration of effort, knowledge and funding is of paramount importance.

The aim of the High Performance Program is to assist talented squash players and coaches to achieve their highest level of performance, while recognising the needs for both players and coaches to have balanced lifestyles.

This will be accomplished by:

- ✓ Developing comprehensive and effective training programmes
- ✓ Developing and utilising resources to enhance training programmes
- ✓ Providing appropriate competitive opportunities for players and appropriate development opportunities for coaches
- ✓ Encouraging the early identification of talented players and coaches

The Board of Squash Bay of Plenty manages the High Performance Program. The Coach Director, Squash Development Officer and Board Member in charge of High Performance, in conjunction with coaches and team managers, are responsible for implementing it.

OBJECTIVES/TARGETS

The specific objectives of the High Performance program are explained in the Squash Bay of Plenty Strategic Plan and updated annually. A copy of the strategic plan is available on request from the Squash Bay of Plenty office.

SQUASH BAY OF PLENTY VISION STATEMENT

Squash BOP will develop squash as an activity of choice where people in the Bay of Plenty:
Have Fun, Keep Fit, Play Squash.

VALUES

The High Performance program will be guided by the following values:

Attitude - A professional approach

Commitment – Dedication to the game

Excellence – Reaching superior standards

GOALS

The pursuit of excellence unites all elements of the High Performance program and requires all personnel to meet superior standards.

Excellence in Playing

- ✓ Successful performances at representative events
- ✓ A healthy base of players from which representative teams can be selected
- ✓ Bay of Plenty Representative players competing at National Level and beyond

Excellence in Coaching

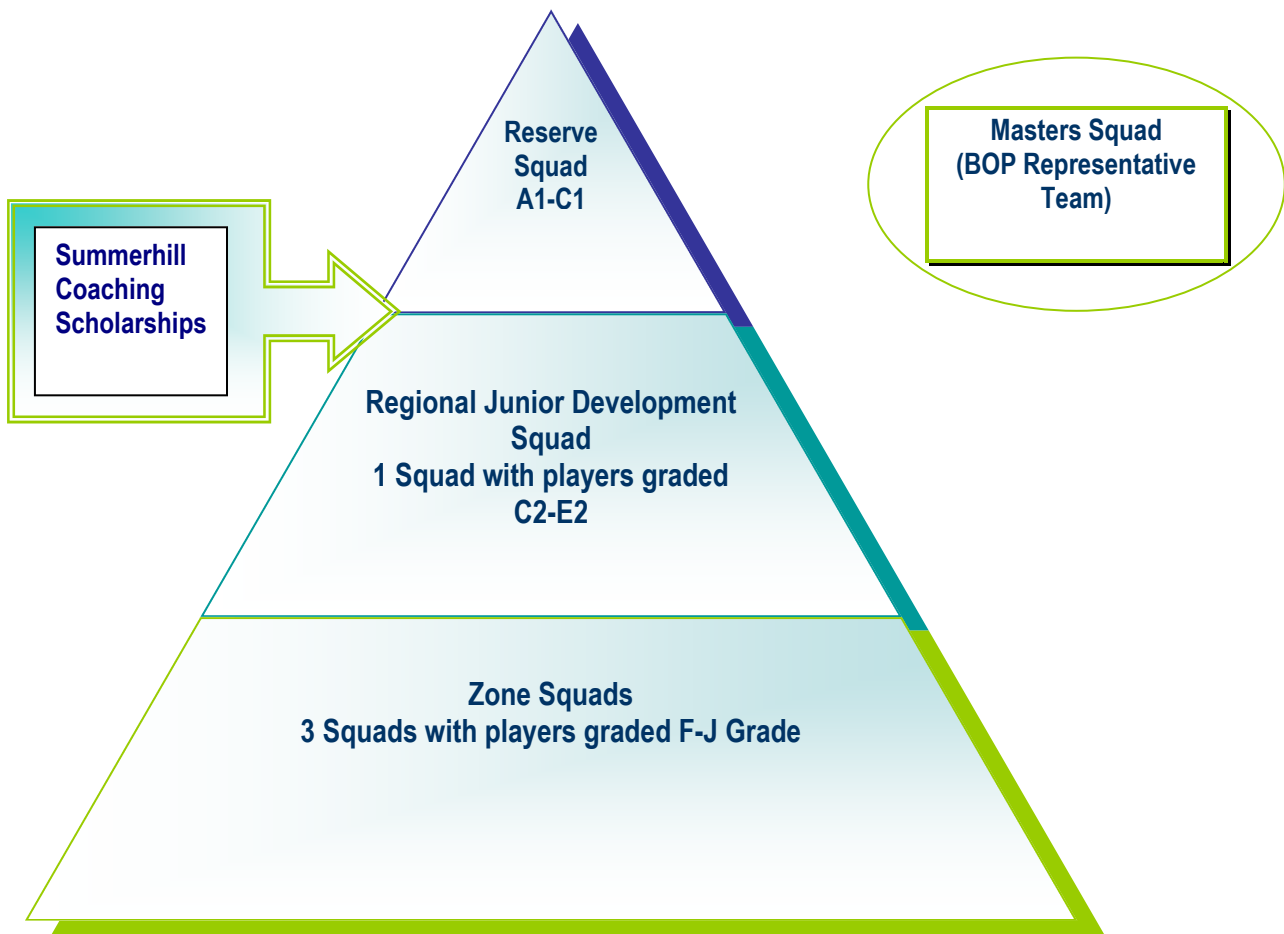
- ✓ A network of qualified, experienced coaches who have the ability to deliver quality programs for players to achieve successful outcomes

Excellence in Management

- ✓ Efficient communication, adequate funding, and an understanding of high performance sport
- ✓ Effective administration that is proactive, accountable and transparent

SQUAD STRUCTURE

An intrinsic component of the programme is the squad structure used to deliver coaching and training schedules to high performance players. The structure is as follows:



The purpose of the squad structure is to:

- ✓ Identify the development pathway for players through to BOP and NZ representation
- ✓ Provide year round plans and programmes for the players
- ✓ Provide a base of technically, tactically, physically and mentally prepared players from which BOP teams can be selected

F- J Grade Zoned Junior Development Squads (3)

Goal

To create a base of junior players nominated from clubs to participate in the Bay of Plenty Squads in each zone i.e. Southern/Central BOP, Eastern BOP and Western BOP

Purpose

To provide opportunities for these players to progress through the development pathway

Aim

To provide quality coaching for junior players that is fun, exciting and will develop their skill level and ability

C2- E2 Junior Development Squad

Goal

To set the standards for squash culture and prepare players for higher levels of competition that will produce players capable of representing the Bay of Plenty with distinction and determination

Purpose

To provide quality coaching, training and mentoring for players to gain higher levels of achievement

Aim

To provide opportunities for junior players to compete at regional and national events as a Bay of Plenty team and vie for selection into regional and national development squads

A1 – C1 BOP Senior Squad

Goal

To select Bay of Plenty representative players for the Junior and Senior teams, prepare these elite players to be successful at all regional and national events, and produce players for selection into the National squads

Purpose

To identify young players who have the ability, talent, potential, determination and attitude to achieve A grade, and represent the BOP at regional and national level with the elite senior players

Aim

To provide specialist coaching, resources and training for the elite players to prepare them for the physical and mental demands of squash at representative level and to develop a “squash for life” attitude that will see them continue playing squash to Masters representative level.

Masters Squad

Goal

To produce a winning team to represent the Bay of Plenty at the nationals individual and teams event with opportunity to be selected for the New Zealand Masters Teams

Purpose

To prepare a team that will win New Zealand individual age group and team titles

Aim

Provide coaching for the representative team in preparation for National and international events

Summerhill Scholarship

Goal

To assist four talented elite junior players (per annum) to achieve their full potential and excellence in Squash.

Purpose

The programme will assist to develop self-sufficient players who can demonstrate independence, discipline, commitment, maturity and the ability to plan

Aim

To encourage the participating players to recognize the importance of representing their sport, country and themselves with pride, as evidenced in their behaviour both on and off the court

EXPECTATIONS OF THE HIGH PERFORMANCE TEAM

The following people are involved in the High Performance Team:

- ✓ Players from all BOP Squads
- ✓ Coaches of all BOP Squads
- ✓ Personal Coaches of all BOP Squad Players
- ✓ High Performance Board Member
- ✓ Squash Bay of Plenty Management Board
- ✓ BOP Coach Director
- ✓ BOP Squash Development Officer
- ✓ BOP Selectors
- ✓ BOP Referees

To achieve a common aim it is important that all parties involved in the High Performance Program are aware of the expectations required of them. This requires a true partnership approach.

EXPECTATIONS OF SQUASH BOP ADMINISTRATORS

Squash BOP is expected to provide each High Performance player with:

- ✓ Access to a coach
- ✓ A training programme
- ✓ Competition and training opportunities
- ✓ National competition (where appropriate)
- ✓ Information e.g. High Performance Booklet, scholarship or funding opportunities.

Squash BOP will put in place a database of players included in District Squads including contact details, personal notes and parental consent forms (for junior players). Furthermore administrators must understand the mechanics of the High Performance Program and budget accordingly. If performance targets are set, there must be adequate resources so targets are achievable.

EXPECTATIONS OF PLAYERS

Players in all District squads are expected to:

- ✓ Be available for selection for national and inter-district competitions
- ✓ Adhere to the training programme established by the coach
- ✓ Participate in designated tournaments and coaching camps
- ✓ Maintain pre-determined levels of fitness
- ✓ Meet pre-determined playing performances
- ✓ Advise Squash BOP or the squad coach of any injury
- ✓ Abide by the players charter below
- ✓ Adhere to Squash New Zealand's policy of Drug Testing.
- ✓ Play in BOP events as designated

Elite players are, through their performance and behaviour, a reflection of the quality of the Squash BOP High Performance Program. As such, players must train with a level of commitment that is in keeping with their own and Squash BOP's stated goals. Players need to have balance in their lives, so they are successful not only in squash, but also at work or school and in their personal relationships.

HIGH PERFORMANCE PLAYERS CHARTER

The purpose of the player's charter is to put in place a standard of professionalism that players will be expected to achieve if they wish to represent the BOP through the District Squad system.

TEAMS EVENTS

- ✓ Players will be expected to provide support for each other
- ✓ Be aware of team BOP time, together
- ✓ To attend a daily briefing/debriefing to see what went well, what could be better, with input from everyone
- ✓ Be organised and efficient with practice and preparation
- ✓ Be able to access other activities around the venues to enable players to switch off and relax
- ✓ Players will be expected to wear the team uniform where appropriate
- ✓ Players will be expected to stay with their team for the duration of the event

PLAYER EXPECTATIONS

Players on and off court behaviour should be in keeping with the knowledge that as part of a BOP Squad they are representing their district.

- YES Players may question dubious decisions in the correct way
- NO Rackets being thrown - on or off court
- NO Verbal abuse of Referees or officials
- NO Excess alcohol before or during major goals/targets/events
- NO taking of banned or illegal substances

COMMUNICATION

Players will be expected to communicate all issues arising from the Squash BOP program through the Squash BOP Office or the Performance Board Member.

Any change of contact details should also be forwarded to the Squash BOP office.

HIGH PERFORMANCE JUNIOR PLAYERS CHARTER

In addition to the normal player's charter above, junior players are required to:

- ✓ Adhere to the conditions set by their team management with regard to conduct.
- ✓ Obey any curfew or team rules as set by team managers.
- ✓ Refrain from alcohol consumption – players 18 years of age and over must abide by the NZ Rules that alcohol is banned from all Junior Events.

REQUIREMENTS AND PROVISIONS FOR TEAMS EVENTS PLAYERS

Seniors

Selected players are required to:

- ✓ Stay with their teams at the accommodation provided for the duration of the event in order to foster team spirit
- ✓ Wear uniform as supplied
- ✓ Compete in the national individual and teams events
- ✓ Pay a player contribution towards costs if required

Squash BOP will provide:

- ✓ Clothing in the form of off court attire and playing gear for use during the event
- ✓ Accommodation for the duration of the event.
- ✓ All Entry Fees
- ✓ Travel to and from the event

Juniors

Junior players are required to:

- ✓ Stay with their teams at the accommodation provided for the duration of the teams event in order to foster team spirit
- ✓ Wear uniform as supplied
- ✓ Compete in the individual and teams events
- ✓ Pay a player contribution towards costs if required
- ✓ Support the team by being present when all fellow team members are on court

Squash BOP will provide:

- ✓ Clothing in the form of off court attire and playing gear for use during the event
- ✓ Transport to Auckland or reimbursement of mileage (receipts to be provided)
- ✓ Accommodation for the duration of the teams event
- ✓ All entry fees

Masters

Masters players are required to:

- ✓ Stay with their teams at the accommodation provided for the duration of the event in order to foster team spirit
- ✓ Wear uniform as supplied
- ✓ Compete in the individual and teams events as required
- ✓ Pay a player contribution towards costs if required

Squash BOP will provide:

- ✓ Clothing in the form of off court attire and playing gear for use during the event
- ✓ Accommodation for individuals up to and including the night of the teams' event final.
- ✓ Transport to the event or reimbursement of mileage if applicable (receipts to be provided).
- ✓ All Entry Fees

EXPECTATIONS OF TEAM MANAGERS

Team Managers for 2007 will be as follows:

Senior Nationals

Men's Team (1)

Ladies Team (1)

Junior Nationals

Boys Team (1 Male)

Girls Team (1 Female)

Additional Coach as required

Other Senior Events

1 only – non playing OR

2 Player/Managers

Other Junior Events

Boys Team (1 Male)

Girls Team (1 Female)

Masters Nationals

1 Only

Team Managers will be appointed by the Squash Bay of Plenty Board as necessary. Team Managers must have a good understanding of competition rules and requirements at National and Interdistrict level. A coaching qualification of Level 1 or above is desired. Managers must adhere to, and have a good understanding of, the BOP High Performance program. The personal attributes required for this role are:

- ✓ an ability to maintain calm under pressure
- ✓ impartiality
- ✓ be approachable
- ✓ possess a good sense of humour

REQUIREMENTS AND PROVISIONS FOR TEAM MANAGERS

Team Managers will be required to:

- ✓ Ensure consent and medical forms for Junior players are completed and returned
- ✓ Attend managers meetings at teams events as required
- ✓ Ensure all host club and event rules and regulations are followed
- ✓ Pay all accounts – with pre-arranged cheques from Squash BOP
- ✓ Communicate regularly with players/parents regarding uniforms, accommodation, travel etc.
- ✓ Maintain discipline at all times
- ✓ Conduct team meetings and debrief sessions
- ✓ Ensure all objectives of the High Performance Program are achieved
- ✓ Allocate manager's fund as required for team functions etc
- ✓ Provide a full written report to the Board within 10 working days of event completion
- ✓ Arrange team photo for records
- ✓ Arrange for safekeeping of all trophies awarded

Squash BOP will provide:

- ✓ Clothing in the form of off court attire (tracksuit) to be worn during event
- ✓ Accommodation with the team for the duration of any event as required
- ✓ Travel costs where appropriate/required
- ✓ A Managers fund for spending on team activities at the managers own discretion
- ✓ Arrange travel and accommodation for the duration of the Nationals/Triangular/Interdistrict Events
- ✓ Reimburse out of pocket expenses as required (to be confirmed prior to event)
- ✓ Provide information to managers regarding the event i.e. draws, playing times, rules and regulations, player contact details etc

EXPECTATIONS OF COACH DIRECTOR

The Coach Director (once appointed) will:

- ✓ Meet with the National Coach four times annually as requested by the National Coach
- ✓ Hold seminars for all local coaches quarterly to convey new ideas, techniques and developments in the National and International scenes
- ✓ Develop and maintain a well structured coaching framework that all coaches can easily identify with and feel part of
- ✓ Disseminate new information as required
- ✓ Assist other coaches to maintain high levels of performance
- ✓ Receive and administer reports from each squad coach
- ✓ Act on those reports as appropriate
- ✓ Facilitate the long term development of the BOP coaching structure

EXPECTATIONS OF SQUASH BOP COACHES

Squash BOP's High Performance coaches will:

- ✓ Plan, monitor and evaluate training programmes
- ✓ Provide on court coaching at a level appropriate for each player
- ✓ Recognise that while competition results are important to the High Performance Program, they will not be sought at the expense of the health and well being of coaches or players
- ✓ Reflect on their coaching performance in order to learn more about their own strengths and weaknesses
- ✓ Contribute to the long-term development of BOP High Performance squash by recognising and respecting other coaches and co-operating with them
- ✓ Acknowledge that constructive feedback will contribute to the development and improvement of the High Performance Program
- ✓ Abide by the coaches charter

The philosophy governing the player programs should be such that:

- ✓ The program develops self-sufficient players who can demonstrate independence, discipline, commitment, maturity and the ability to plan
- ✓ While performance outcomes are important, programs should focus on process related factors, acknowledging that the outcome will usually follow if the processes are in place
- ✓ The program will recognise the players as individuals, and as much as resources permit, will try to meet their individual needs in terms of planning, programming and coaching
- ✓ The program will encourage players to recognise the importance of representing their sport and themselves with pride, as evidenced in their behaviour and bearing both on and off court
- ✓ Fair play is an integral part of the High Performance Program

As part of a professional approach to coaching and in the modern era of accountability, squad coaches will be required to submit a report to the Coach Director following each coaching camp. These reports contain information on themselves as coaches, the squad as a whole and each individual player in the squad.

HIGH PERFORMANCE COACHES CHARTER

Squash BOP High Performance coaches will be expected to perform and behave professionally at all times, and always be aware that they are representatives of the BOP

When in attendance at a tournament or event they should make themselves available to the players for the purpose of:

- ✓ Coaching between games and game plan feedback
- ✓ Any player concerns

Where two members from the same team are playing each other their High Performance coach will not intervene.

High Performance coaches will also offer their services to all BOP squash players who are competing against national/overseas opposition regardless as to whether they are in squads or not. This applies only when it does not clash with a squad athlete playing a national/overseas player.

If a player wishes to use a preferred coach this must be agreed beforehand with the high performance coach present.

Coaches will be expected to arrive on time

Coaches should not coach individually without a break for more than 4 hours. The coach will not be providing quality work after this period.

Coaches must ensure that they give their pupils full attention in each lesson and are not leaving the court on a regular basis. This includes answering the phone, talking to other people, being involved in another activity.

Coaches must provide encouragement to their charges at all times

Information given in confidence by players must be kept confidential at all times.

Coaches must not arrive for coaching under the influence of alcohol, any kind of banned or illegal drugs or in such a state that they cannot perform their duties professionally. Coaches may be suspended or banned from the High Performance program for such offences.

Coaches must make the Coach Director aware of any possibility of conflict of interests that may arise be it personal, family or financially related.

Any problems and issues surrounding High Performance coaching should be passed to the Coach Director and/or Board Member in charge of Performance.

EXPECTATIONS OF SELECTORS

The selectors must understand the objectives of the High Performance Program. In doing this they will then have an understanding of where various training programs fit into the annual plan. Selectors must attend tournaments and, where possible, training camps. They must communicate with coaches, other selection panel members and have reasonable knowledge of the requirements of national squash.

SELECTORS TERMS OF REFERENCE

The Role

The Squash BOP Selectors are responsible for the selection of all BOP teams and squads.

Selectors Vision

To have available a pool of talented and competitive individuals from which a team can be chosen that will represent the district with pride and provide both strength and depth as required for the format of the competition. Furthermore to possess backup squads that will provide the personnel to keep the above vision self-perpetuating.

Selection Criteria

The Selectors are required to select all teams in accordance with the Squash BOP selection policy set out below.

Accountability

The Selectors are appointed annually by the Squash BOP Board, and are responsible to the Board for their duties. All selections are to be ratified by the full Squash Bay of Plenty Board prior to their release. The Selectors are required to work closely and cooperatively with each other.

Selection Panel 2007

There shall be one selection panel (Juniors/Seniors/Masters) made up of the High Performance Board Member who acts as chairperson for the panel, the Coach Director and one other board/staff member.

As Board Members and staff these selectors are squash enthusiasts with a desire to advance the game of squash within the Bay of Plenty. They have a good general knowledge of squash and a background in the game as a top level player, coach or manager, with knowledge of national playing requirements and an ability to identify player talent.

Where a conflict of interest is present then the selector concerned will be replaced by the Chairman of the Squash Bay of Plenty Board.

Roles and Responsibilities for the Selection Panel

Members of the Selection Panel shall:

- ✓ Identify all players potentially available for selection for inter-district teams events
- ✓ Attend designated tournaments and competitions as required
- ✓ Maintain regular contact with the Squash Bay of Plenty Board
- ✓ Be familiar with and apply the policies relating to selections
- ✓ Develop a general understanding of player's programs
- ✓ Act ethically and with integrity at all times
- ✓ Remain objective, impartial and maintain confidentiality
- ✓ Support the decisions of their fellow selectors
- ✓ Perform their duties within the given budget as outlined by the Squash BOP Board

Senior Selections

The panel will select the Senior Squad and District Teams for NZ National Championships and Triangular Event, including named travelling or non-travelling reserve players in order of merit should they be required due to injury or withdrawal.

Junior Selections

The panel will select the Junior Squad and District Teams for the NZ Junior Age Group Championships, Junior Triangular and inter-district challenge events; including named travelling or non-travelling reserve players in order of merit should they be required due to injury or withdrawal.

Masters Selections

The panel will select the Masters Team for the NZ National Masters Championships, including named travelling or non-travelling reserve players in order of merit should they be required due to injury or withdrawal.

SELECTION POLICY

The selectors will give due consideration to the objectives of the Squash BOP High Performance program. In particular selections will be made on a combination of the following criteria:

- ✓ Form in National and District tournaments
- ✓ Potential to represent the BOP
- ✓ Residential Qualifications – players must meet the residential requirement of Squash BOP. A player that permanently resides outside of the BOP region can only be considered for selection if that player is:
 - A professional player
 - Previously played for the BOP and has specific board approval
 - Attending university, tertiary education or NZ Training squads outside the BOP
 - A current financial member of a BOP Club
- ✓ To be considered for the senior team, players must play in the BOP Open and one other District Event.
- ✓ To be considered for the Junior Team players must:
 - attend the BOP Junior Age Group Championships and the BOP Open
 - take part in the junior development squad camps
 - meet fitness requirements as outlined at the squad camps

EXPECTATIONS OF PARENTS

Parents play a very important role in the development of players and therefore will be included in the High Performance program. Communication between coaches, administrators and parents is crucial to ensure a consistent message is portrayed to players. Parents will be asked to learn and acknowledge the commitment required of High Performance athletes. The Parents Charter outlines what is required.

HIGH PERFORMANCE PARENTS CHARTER

ROLE OF THE PARENTS

- ✓ To provide encouragement and support to their children
- ✓ To provide important information to Squash BOP (i.e. medical consent forms)
- ✓ To provide their child with tangible help with their diet on a daily basis based around the players individual nutritional requirements
- ✓ To ensure prompt timekeeping for all squash related matters
- ✓ To assist with communication with the Squash Bay of Plenty office
- ✓ To assist with maintaining a balanced lifestyle. For example, juggling squash, schoolwork and social time so that they do not impact on each other detrimentally
- ✓ To encourage good discipline and behaviour on court
- ✓ To direct any worries problems or issues through the Squash BOP Office, Performance Board Member or Squash Development Officer immediately
- ✓ To help their child become the best that they can be.

EXPECTATIONS OF REFEREES

An important part of preparing players for national competition is to ensure that a player abides by the rules and laws of squash. It is vital that players understand these requirements before they compete in national events.

Therefore referees need to participate in domestic tournaments on a regular basis. In addition to this referees should make squad coaches aware of any players in their squads who are likely to be faulted by referees.

Referees have a responsibility to make High Performance coaches aware of any changes in interpretation of rules or laws as well as discussing likely scenarios that could occur at national level.

SQUASH BAY OF PLENTY CLOTHING CODE

In order to present an attractive image and enhance the presentation and promotion of squash, all clothing worn by players at events organised or sanctioned by Squash BOP will be required to conform to the standards set out below.

Definition

For the purposes of these regulations, articles of clothing shall be defined as:

“Anything worn or carried by the player/s during play, except the racket and including, but not limited to, pullovers, jackets, shirts, shorts, skirts, dresses, socks, shoes, towels, wristbands, bandages and headbands”.

Acceptable Types of Clothing

The following standards apply during the course of play for all Events conducted by Squash Bay of Plenty. Attire must be generally designed for squash use; i.e. players are not permitted to wear running shorts or singlets. Sports shirts should be worn.

Colour

There is no restriction as to the colour of clothing.

Logos

Logos or advertising will be permitted providing:

- ✓ Sponsors' logos do not clash with tournament sponsors
- ✓ Logos do not contain offensive language or offensive signs.

Footwear

There is no restriction on colour of shoes but soles must be made from non-marking material.

Note

Within these standards the Tournament Director at the event, or his/her nominee, remains the sole arbitrator on Court Attire Standards and their decision is final. These standards are recommended as a guideline for all Squash BOP events on the Squash New Zealand Tournament Schedule.

MISCONDUCT AND DISCIPLINARY POLICY

The procedures provided by Squash NZ will apply to all High Performance Program participants. The specific disciplinary guidelines for events must be adhered to by teams competing at those events. Team managers will be provided with these regulations as required.

General Examples of Misconduct (not a finite list)

- Bringing the game into disrepute
- Theft
- Assault
- Verbal abuse
- Bad language
- Abuse of equipment i.e. Throwing a racquet, Breaking a racquet
- Abusive use of equipment other than within the intentions of the game
- Drinking under age
- Discourtesy as a guest of a billet
- Ill mannered behaviour
- Inappropriate dress
- Entering and then failing to appear at a tournament
- Breach of player agreements
- Failure to give of one's best
- Failure to follow the instructions of a manager, coach or referee

SELECTION DATES

**Dates are indicative only and subject to change

Senior Triangular (4- 6 May)

Selectors to finalise their team by	12/04/2007
Board to ratify selector's decision on	12/04/2007
Teams announced plus reserves	16/04/2007
Leave for Masterton	04/05/2007

Senior Nationals (6-11 September)

Selectors to finalise their team by	12/07/2007
Board to ratify selector's decision on	12/07/2007
Teams announced plus reserves (BOP Open)	15/07/2007
Squad Training	19/08/2007
Leave for Palmerston North	06/09/2007

Junior Triangular v Auckland/Waikato (9-11 March)

Selectors to finalise team by	14/02/2007
Board to ratify selector's decision on	14/02/2007
Teams announced	15/02/2007
Travel to Tauranga	09/03/2007

Junior Triangular v Central/Wellington (18-20 May)

Selectors to finalise team by	12/04/2007
Board to ratify selector's decision on	12/04/2007
Teams announced/players advised	19/04/2007
Travel to Taupo	18/05/2007

Junior Nationals (28 Sep – 3 Oct)

Selectors to finalise their teams by	09/08/2007
Board to ratify their decision on	09/08/2007
Teams announced (BOP Juniors)	26/08/2007
Squad Training	16/09/2007
Travel to Hawkes Bay	27/09/2007

Masters Nationals (19-24 October)

Selectors to finalise their teams by	13/09/2007
Board to ratify their decision on	13/09/2007
Teams announced	07/10/2007
Travel to Auckland (North Shore)	19/10/2007