



ABN: 72 893 760 500

REPRESENTATIVE MANAGERS ROLE
AND
RESPONSIBILITIES

TEAM MANAGERS ROLE

As the Manager you must remember that you are responsible for the players and their welfare at all times that they are in your care.

HAW is a member of Hockey Australia and Hockey Victoria and our members must adhere to these organisations' governing guidelines as well as our own association practices which can be found on the HAW web site. Junior team's Managers are required to complete a Working with Children form for both NSW and VIC. Details are in your Manager's pack & on the HAW website under "Coaches & Managers".

At the start

- Ensure you have a full team list with details – a rep spreadsheet is available from the office. A final team list **MUST** be submitted to the HAW office 4 weeks out from the tournament so invoices can be sent. It is Manager's responsibility to ensure the HAW office has accurate player details especially if there is a last minute change/withdrawal from the team.
- HAW office will advise the Director of any outstanding payments to be recovered.
- Collect all medical and uniform forms. Medical forms must be in as soon as possible in case of injury or emergency at training. Uniform orders must be to the HAW office ASAP. Try-ons sizes are available at the HAW office. Ensure Managers and Coaches are sized up for a walkout shirt – this is provided to you at no cost. Keep a copy of orders and payments.
- Make sure you have a contact email address. For those under 18 all contact must be with the parent (the child is optional)
- Make sure you have a contact mobile phone for late minute changes such as cancelling training. For those under 18 all contact must be with the parent (the child is optional)
- It is recommended that you keep your forms in a folder or plastic sleeve in case of wet weather. You will need this folder with you at all trainings and games. We will supply you with a Manager's kit – which will contain a folder.
- Make sure (particularly for the players who have not done rep before) that they understand the cost involved (including uniform) and the dates involved
- Find out what suits your Coach and then book training times with the HAW office. If your Coach does not supply their own practice balls, hats & bibs, contact the HAW office to get the padlock code for the rep container opposite the clubrooms so equipment is available for your training sessions.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
- Adopt appropriate and responsible behaviour in all interactions.

- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment free environment.
- Do not tolerate harmful or abusive behaviours.
- Place the safety and welfare of the players above all else.
- Any physical contact with a person should be appropriate to the situation and necessary for the person's skill development.
- **Remember** - as a Manager your role is to manage NOT to coach, please leave all coaching to the coach concerned; this ensures there is no confusion for players over what they are learning.

Before you leave

- Make sure all players that take valuables such as iPods, mobile phones, cameras etc. are responsible for them when they are at the grounds. You can carry a back pack that the players can put their valuables in while they play.
- Send an email to all listing what they need to take. Each trip will be different, but examples are wet weather gear, thermals if you need them, a spare shirt for the last day if they need to hand back the team shirt, towel etc.
- Pick up any loan playing shirts from HAW office. Make sure you do this a couple weeks out from tournament top ensure all players are sized up and you have them numbered to distribute. This will save you time later to hand out shirts and working out sizing's.
- Make sure that you have game balls and warm up balls for the carnival – The Director or Rep will organise these and they can be collected from the HAW office. You are responsible to ensure they are all returned.
- Ensure that there is a first aid kit and ice going to your venue (you may not have one per team)
- Have a plan for provision of umpires as you will be required to provide one at the tournament, if you can't umpire you will need to have someone who can.
- You will also need Technical officials to keep time and record goals. Usually we ask parents who are attending to fulfill these duties. Make sure you have a list of volunteers willing to do the role and allocate games for them to do.
- If you are organising lunches, have this done and packed so that the team can help you cart from the bus to where you need it.
- Preprint the team sheet on the registration form that has been sent out
- Make sure that all parents have your mobile number in case they need to contact you or their child
- Clarify with parents over any medical or other condition that may require action by team management.
- Handy things to take include a tarp for the ground (depending on the venue) a blanket for your subs or an injured player, a couple of packs of cards for card games.

At the ground

- Find out what duty we have and ensure that there is someone to cover it
- Ensure that we supply any umpires as required
- On the last day you **MUST** collect all the loaned team shirts. The players must not go home with them.
- Shin guards and mouthguards are compulsory for **ALL** junior players under 18 years of age these must be worn at all training and games. Players will not be allowed to take the field under any circumstances as they will not be covered by insurance should an injury occur.

Accident, Injury and Illness

- Parents can expect to be advised of any accident, injury or illness requiring medical attention by the Team Manager. If at all possible this advice will occur before treatment is secured.
- A number of players may have medical conditions which the Team Manager needs to be aware of in the case of an incident e.g. Asthma Medication/Asthma management, Allergies etc.

Travel with other persons

- The Team Manager is responsible for ensuring players have authority from parents to leave the hockey venue with persons other than their parent.

After

- Launder any loaned shirts and return them to the HAW office
- Return any other association gear – e.g. balls, first aid, and Manager's books to HAW office.
- Thank you –Your volunteering of your time does not go unnoticed. The Rep Committee appreciates your service

List of documents to be familiar with on HAW Rep website under Coaches and Managers and Forms (copies should be in your Manager's folder)

- a. Hockey Australia Code of Conduct
- b. Hockey Victoria Code of Conduct
- c. Working with Children WEB link NSW & VIC
- d. Team Uniform Order Form
- e. Players/ officials Code of Conduct
- f. Medical form
- g. Incident report form