



# REPRESENTATIVE COACHES ROLES AND RESPONSIBILITIES

References to the Director of Representative Hockey refer to either the Director of Junior Representative Hockey or the Director of Senior Representative Hockey as appropriate

## TEAM COACHES ROLE

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 Coaches are required to complete a Working with Children form for both NSW and VIC. Details are on the HAW website under "Forms & Documents".

The Coach's code of behaviour is a positive document for all Coaches. It affirms a Coach's support for the concepts of responsibility, trust, competence, respect, safety, honesty, professionalism, equity and sportsmanship. The code also provides a reference point for clubs, parents and players to expect that a Coach will demonstrate appropriate standards of behaviour. Please ensure you understand and abide by all below. Anything you are uncertain of, please discuss with the Director or Representative Hockey.

### Coaches guidelines:

- Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Display control and courtesy to all involved with the sport.
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Respect the decisions of officials, coaches and administrators in the conduct of the sport.
- Help each person (athlete, official etc) reach their potential – respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
- 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.
- Any physical contact with a person should be appropriate to the situation and necessary for the person's skill development.
- 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.
- Be honest and do not allow your qualifications to be misrepresented.

## Pre trip

- Work out training dates and times with your Manager and ensure that parents are fully informed.
- Work with the Manager to ensure that administrative requirements are met.
- Ensure that you work through the Code of Conduct with all players so that it is fully understood.
- Attend and conduct structured training with the aid of assistant coaches where provided.
- Attend any Representative meetings or relevant other meetings relevant to your team both pre and post the tournament.
- Conduct any team meetings on game strategies.
- Include any assistant coach in team decisions and coaching strategies to assist in their development.

## Trip Away

- Ensure that the competition draw has been received to aid with the planning of game strategies.
- Select, with the aid of the assistant coach, where applicable, the team for each game.
- Provide constructive feedback to the team and individuals after each game.
- Ensure the team and its players are continually preparing for each game in a safe and professional manner.
- Ensure that all players wear the compulsory safety equipment for training, warmups and during the game (mouthguard and shin pads for all players and face masks for those participating in defensive short corners)
- Confirm that the team and its players observe the Code of Conduct of Hockey Australia.
- Assist Managers wherever possible with the safety and wellbeing of the players

## Accident, Injury and Illness

Players may have medical conditions which the Team Manager will be aware of in the case of an incident e.g. Asthma Medication/Asthma management, Allergies etc. The Coach also needs to be aware of these conditions and should check with the Manager.

Shin guards and mouthguards are compulsory for ALL players under 18 years of age as are face masks for those participating in defensive short corners. These must be worn at all training and games. Players will not be allowed to take the field under any circumstances, and they will not be covered by insurance should an injury occur.

The Team Manager will also hold player emergency contact numbers and will clarify with parents over any medical or other condition that may require action by team management.

## Support for the Team Manager

It is the Coaches role to support the Team Manager in their duties to ensure the safety and wellbeing of the players

## **Disciplinary matters**

The Coach, Manager and Trip Coordinator reserve the right to investigate and discipline players according to the Hockey Australia Code of Conduct. The Coach and Manager in consultation with the Trip Coordinator and the parents may also determine other appropriate action. An incident report needs to be completed and sent to the Representative Director upon return from trip or earlier if deemed necessary

## **Travel with other persons**

The Manager is responsible for ensuring players have authority from parents to leave the hockey venue with persons other than their parent. Coaches must check with Managers before giving permission for this to occur.

**Thank you –Your volunteering of your time does not go unnoticed.**

The Director of Representative Hockey 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 kit)**

- a. Hockey Victoria Codes of Behaviour
- b. Working with Children WEB link NSW & VIC
- c. Team Uniform Order Form
- d. Representative Code of Conduct
- e. Incident report form