



REPRESENTATIVE MANAGERS ROLE 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 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 on the HAW website under "Forms & Documents".

At the start

- Players provide their details, emergency contact details and medical details on the nomination form on the web. Ensure you have a full team list with email addresses, emergency contact and medical details – this is available from the Representative Director or office. It is Manager's responsibility to ensure that any last-minute change/withdrawal from the team are advised to the Representative Director.
- HAW office is responsible for collecting payments from players. All payments are to be made electronically by bank transfer or using the EFTpos machine at the canteen. Account details can be found on the HAW web page.
- Uniform orders must be to the HAW office ASAP. Try-ons sizes are available at the HAW office. If Managers and Coaches would like a complementary walkout shirt, they must advise their size.
- 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.
- You will be given a bag with practice balls, hats, cones, bibs, a basic first aid kit, two game balls, a captain's band and two masks for your teams use. If you would like access to extra training balls/hats etc., contact the HAW office to get the padlock code for the rep container opposite the clubrooms where more equipment is available.
- 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 understand that if they take valuables such as iPods, mobile phones, cameras etc. they are responsible for them when they are at the grounds. You can carry a backpack that the players can put their valuables in while they play if you choose.
- 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 playing shirts from HAW office. Make sure you do this a couple of weeks out from tournament to ensure all players have a shirt that fits them and there is no duplication of shirt numbers.
- Ensure that there is ice at your venue.
- Have a plan for provision of umpires if you are be required to provide any at the tournament. If you can't umpire you will need to have someone who can.
- You may 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.
- 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 carnival

- Find out if we have duty 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 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 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 few 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 plan, 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 playing shirts and return them to the HAW office.
- Return any other association gear – e.g. balls, cones, face masks, bibs, first aid, and Manager's books to HAW office.

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 folder)

- 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