



TOOWOOMBA HOCKEY ASSOCIATION INC

THA REPRESENTATIVE COACHES

HANDBOOK



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1. WELCOME

On behalf of the Toowoomba Hockey Association Inc. (THA) I would like to congratulate you on your selection to represent Toowoomba Hockey.

Toowoomba Hockey takes its responsibility to ensure all involved with any team which represents, provides an environment which is safe, respectful, competitive and fair. The programs must always promote positive values and behaviour.

THA is committed to ensuring that everyone associated with the organisation complies with the policy statements and the stated expectations.

Attached is your 'coaches pack' for the 2016 State Championships with relevant forms and policies associated with the State Championships.

Accommodation and travel arrangements will be booked through THA Accounts. Please liaise with the team manager or Suellen Mackay on telephone (07) 4633 1229 or email accounts@toowoombahockey.com.au.

Should you have any questions or concerns please do not hesitate to contact THA Reception on (07) 4633 1229 or email reception@toowoombahockey.com.au.

THA wishes you every success at the State Championships.



2. THA TEAM COACH POSITION DESCRIPTION

Responsibility	<p>To provide the athletes with the opportunity to reach their potential through excellent technical and tactical coaching.</p> <p>Provide the platform to allow the team to excel at the major tournament.</p>
Key Roles	<ul style="list-style-type: none">• Prepare all training and coaching programs for the team;• Be responsible to supervise each coaching session for the team or delegate such areas of the coaching, training and fitness programmes to appropriate Association officials;• Liaise with the appropriate selection panel regarding team composition and attend trials whenever possible.• Teams selected for State Championships must be submitted to the THA Board for approval before being announced. Selectors are advised that the Board meets on the first and third Tuesday of each month and they should keep these dates in mind when finalising team personnel.• If injury occurs to any player, arrange and report on fitness test fourteen (14) days prior to departure or assembly, whichever is first and report to the Regional Coaching Director (RCD).• At all times comply with all competition and match rules, THA guidelines, procedures and policies, THA codes of behaviour.• Not act in any way that may bring the game of hockey, the team or the THA into disrepute;• During any match or competition dates, attend at the team venues and provide coaching game support and guidance to the team members. The coach will also accompany the team to and from the event and stay with the team at the team accommodation (unless otherwise agreed by the THA);• Ensure the team members conduct is appropriate at all times;• Recommend appropriate disciplinary measures to THA for any team member that is not complying with THA requirements and guidelines;• Attend regular meetings with THA at a time and place convenient to both parties to report on the progress of the team and provide such other information relating to the team and THA may require.• The coach is responsible for completing the coaches report (as provided by THA) within 14 days and submission to the Toowoomba Hockey Committee.• During the event:<ul style="list-style-type: none">a) Rotate players on the field to ensure all players in the team play for equal time (if possible). Only in semi-finals and finals will the coach use their discretion on playing time for players.b) Under 11 players must be rotated evenly and given equal time (if possible).c) No captains or vice-captains are appointed for under 11 teams. The position of co-captains is rotated over the whole championships.d) Confer with the manager only on matters of dispute etc.e) Confer with the manager for the daily schedule.f) Selection of run-on team is to be advised to the manager as soon as possible after the team meeting with coach and captain prior to the match.g) Liaise with the manager and team physiotherapist/sports trainer on the appropriate nutritional intake and hydration needs for players during the championships.



3. COACHES CODE OF BEHAVIOUR

The coach's primary role is to facilitate the process of individual development through achievement of athletic potential. This role accepts the athletes' long term interest as of greater importance than short-term athletic considerations. To fulfil this role the coach must behave in an ethical manner respecting the following points:

1. To agree to respect the basic human rights, that is the equal rights, of each athlete under control with no discrimination on the grounds of sex, race, colour, language, religion, national or social origin, Association with a national minority, birth or other status.
2. To agree to respect the dignity and recognise the contribution of each individual. To ensure that the practical environment is safe and appropriate, this appropriateness will take into consideration the age, maturity and skill level of the athlete
3. To agree to ensure that all equipment used in the activities, are safe for the users and that the supervision provided for these activities within each session is adequate.
4. To agree to plan sessions adequately and activities within, by using appropriate teaching progressions so as to reduce the risk of possible injury
5. To agree to identify and to evaluate athletes with injuries and incapacities so as the workload and performance expectations are modified accordingly.
6. To agree to warn all athletes under control of the inherent risks of the sport/individual events with continual reinforcement being ongoing so as each athlete appreciates those risks.
7. To agree to evaluate the skill level and experience of each athlete in the group so as mismatching of athletes can be kept to a minimum.
8. To agree to advise all athletes under control the rules of the hockey events so as the athletes respect these rules and the spirit of the rules as they are intended.
9. To agree to respect the image of the coach and to continuously maintain the highest standards of personal conduct reflected in both the manner of appearance and behaviour.
10. Adhere to the Alcohol, Tobacco and Illicit Drugs Policy advocated by THA.
11. To agree that the authority to discipline athletes under control extends only to minor infractions (i.e. Attentiveness) and that any serious disciplinary breach must be referred to THA Board of Directors for their attention.
12. To agree to abide by the general rules of the THA constitution and by-laws so as not to bring the association into disrepute.
13. To observe all written codes of behaviour as prescribed and produced by THA.
14. To beware, understand and follow the rules and responsibilities as for coaches as prescribed and produced by THA.
15. To beware, understand and follow all protective measures as outlined in the policy.

4. ATTACHMENTS

- 4.1 Coach/Assistant Coach contract. To be signed and returned to THA Reception within two (2) weeks of appointment to position.
- 4.2 Alcohol, tobacco and illicit drugs policy. To be signed and returned to THA Reception within two (2) weeks of appointment to position.
- 4.3 Injury management statement for representative players. For coaches information.
- 4.4 Coaches report. This report is to be submitted to the THA within 14 days upon return from state championships.
- 4.5 Child and Youth Risk Management Strategy information sheet.
- 4.6 Incident report form.