



TOOWOOMBA HOCKEY ASSOCIATION INC

THA REPRESENTATIVE MANAGERS

HANDBOOK 2016



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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, is, provided with 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 'Managers Pack' for the upcoming State Championships with relevant forms and policies associated with the State Championships.

Accommodation and travel arrangements will be booked by THA Accounts.

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

THA wishes you every success at the State Championships.

Steve Stewart
President, Board of Directors

2. THA TEAM MANAGER POSITION DESCRIPTION

Responsibility	Team Managers have an extremely important role ensuring the successful management of the team and welfare of the players in their care.
Key Roles	<p>The role of representative Team Manager involves the following duties:</p> <p>Pre-Tournament</p> <ul style="list-style-type: none">• Coordinate the communication of information within the team, including team management (e.g. coaches) and Club Glenvale Reception/Accounts/THC.• Act as liaison between the players (and parents where appropriate), team management (e.g. coaches) and Club Glenvale Reception/Accounts/THC.• Ensure arrangements are in place for practices, preparation matches and state championships.• Be responsible for the management and distribution of team gear (including uniforms, first aid kit, balls and other practice equipment).• Prepare a team budget for all incidental costs across the program, communicate this information to players and ensure all players have paid at reception (options exist in terms of the management of these funds and should be discussed with Club Glenvale Reception/Accounts).• Coordinate team fundraising activities (although responsibility for various activities can be delegated to parents/players).• Ensure all relevant documentation relating to the team is completed and submitted to Club Glenvale Reception. <p>During Tournament</p> <ul style="list-style-type: none">• Establish the daily schedule in conjunction with the coaches and ensure arrangements are in place for the schedule to be delivered• Be the liaison for the team with tournament personnel, as well as other interested parties, such as accommodation, airport and rental vehicle company staff.• Be aware of specific tournament and tournament venue regulations and ensure these are adhered to by the team and team members.



	<p>Post-Tournament</p> <ul style="list-style-type: none">• Return to THA all team gear distributed at the start of the program• Prepare and submit to THA a report on the full team program, including the provision of all relevant financial information.
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3. SPECIFIC DUTIES

Before Tournament

- Photocopy and collate all required forms: these include: Parent/player/umpire consent form, player contract, parent information sheet, alcohol, tobacco and drugs form, nutrition information, alternative travel form, Hockey Queensland individual player nomination form (this needs to be sourced from HQ), what to bring form is also useful to create (include a laundry bag on this).
- When team is announced hand out the forms, create a raffle roster, find out any specific dietary or medical requirements. Souvenir garments are optional and at the managers discretion as to whether or not you choose to organise.
- Find out who the selected umpire is and give them consent forms.
- Set a departure time and contact THC to inform bus company.
- Co-ordinate team fundraising nights – ensure list of participants is handed to accounts each time
- Prepare and send to Hockey Administrator – Hockey Qld Forms prior to submission date(a week prior)
- Submit to reception all completed paper wok – one week prior
- Monitor paper work for all players
- Collect signed paperwork from reception prior to departure
- Collect uniforms, match ball, captains band and first Aid kit from reception
- Collect or have transferred money for team, this includes food money, cash for team photos, \$100 miscellaneous kitty.
- Pre-purchase some food items i.e. muesli bars, boxes of fruit etc.
- Check travel and accommodation arrangements with THA Accounts
- Ensure you have plenty of coins for Laundromat.
- Collect team shade cover/tent from Reception - (optional)
- Inform players of required travelling outfit.

At the Tournament

- Attend Managers meeting the night before the tournament begins (may need to organise additional supervision whilst you are away).
- Take your Hockey QLD Form 7 to the Managers meeting and/or updated & written request from THA to tournament director
- Schedule your team photo time at the Managers meeting.
- Organise for your team umpire to attend their Umpires meeting (usually on the first morning of the tournament.)
- **Organise transport for team umpire to and from allocated games.**
- Organise each meal.
- Have plenty of post game fruit and snacks.
- Fill water bottles before each game.
- Collect game cards before each game.
- Return game cards after games.
- Ensure players do not damage any part of the accommodation.
- Do not go to sleep until all players are well settled and preferably asleep. Patrol the facility until you are sure.



- Upon leaving ensure each room contains no rubbish and is left clean and tidy.
- Hand out team photos if applicable.

After the Tournament

- Return the completed managers report and any incident reports to office@toowoombahockey.com.au within 14 days of the championship
- Collate all receipts and return unspent money with receipts to Accounts.
- Return ALL uniforms washed, first aid kit, match ball and captains band to Reception.

4. UNIFORMS

Once your team has been selected, please contact THA Reception to arrange a time to collect your team uniforms, alternative strip, first aid kit and match ball.

Compulsory items to purchase:

Boys: THA playing shorts, THA blue socks, THA alternate yellow sock, THA walk-out shirt

Girls: THA pink socks, THA alternate navy sock, THA skirt, THA walk-out shirt.

The walk out shirt is compulsory wear whilst travelling. In the event of it being cold, the track suit pants and jacket will also be required.

5. TEAM ADMINISTRATION CODE OF BEHAVIOUR

As a Manager you must meet the following requirements with regard to your conduct:

1. Treat all players with respect at all times.
2. Behave in a sportsmanlike manner at all times to other coaches, officials, players and spectators.
3. Place the safety and welfare of the players above all else.
4. Avoid situations that may lead to a conflict of interest.
5. Be courteous, respectful and open to discussion and interaction.
6. Make no detrimental statements in public in respect of the performance of any match officials or umpires.
7. Promote a climate of mutual support amongst the players. Encourage players to respect one another and their worth within the team.
8. Encourage and facilitate players' independence and responsibility for their own behaviour, performance, decisions and actions.
9. Determine, in consultation with the player, what information is confidential and respect that confidentiality.
10. Avoid situations with your players that could be construed as compromising.
11. Provide a safe environment for training and competition.
12. Recognise individual differences in players and cater to these as best you can.
13. Make a commitment to providing a quality service to your players.
14. Refrain from using obscene, offensive or insulting language and/or making obscene gestures which may insult players, officials or spectators.
15. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

6. ATTACHMENTS

- 6.1 Manager's contract. To be signed by the Manager and returned to THA Reception within two (2) weeks of appointment to position.
- 6.2 Player's contract. To be signed by the player and returned to THA Reception within two (2) weeks of selection.
- 6.3 Alcohol, Tobacco and Illicit Drugs Policy. To be signed by all team members and returned to THA Reception within two (2) weeks of appointment to position.



- 6.4 Umpires contract: To be signed by the umpire and returned to THA reception within two weeks of appointment
- 6.5 THA Injury Management Statement for Representative Players. To be signed by all team members and returned to THA Reception at least two weeks prior to State Championships.
- 6.6 Managers report. This report is to be submitted to the THA within 14 days upon return from State Championships.
- 6.7 Child and Youth Risk Management Strategy Information Sheet to be distributed to all officials and parents for their information.
- 6.8 Accident/Incident Report Form.
- 6.9 Alternative Travel Form. To be completed if required by player and delivered to THA Reception at least two (2) weeks prior to the State Championships.
- 6.10 Fundraising Application Form. To be completed and returned to THA Reception at least (4) four weeks prior to the State Championships if required.
- 6.11 Parent Information Sheet. Form to be completed prior to Southern Cross/Coulter Shield/State Championships and distributed to all parents (if applicable).
- 6.12 Parent Consent Form. Form to be completed prior to Southern Cross/Coulter Shield/State Championships and a copy to THA Reception (if applicable).
- 6.13 Competition Nutrition Guidelines
- 6.14 Catering Guidelines