



# MANAGERS HANDBOOK

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APPROVED BY:	ACT MASTERS HOCKEY COMMITTEE

**ADOPTED BY ACT MASTERS HOCKEY: 19 NOVEMBER 2024**

## Introduction

This Handbook is designed to provide ACT Masters Hockey Team Managers with a brief guide to assist in planning for and undertaking duties associated with the HA Masters National Championships.

The appointed Manager will act as a liaison between the team and ACT Masters Hockey. The Manager will ensure the welfare of all team members is first and foremost.

## Pre Championships

At the announcement of the team the manager shall:

- Contact by email, all team members, advising them of their selection, and requesting the following:
  - Contact details including mobile number.
  - Shirt number (if known).
  - Uniform requirements - liaise with uniforms officer, & distribute as required.
  - Playing positions - liaise with coach.
  - Travel arrangements including flight details if flying.
  - Accommodation details - as arranged through ACT Masters or otherwise.
- The manager will also liaise with the Masters Committee to advise of:
  - Training arrangements - within ACT/Goulburn. Advise cost and details as required.
  - State/Territory dinner (expected attendance) - usually on the Sunday night prior to championships start. Advise cost as required, which may include the spouse/partner/children. Ascertain attendance, dietary requirements, collect money from attending players and team officials and provide a list of attendees and either:
    - provide the money to the Committee's representative coordinating the dinner; or
    - confirm that the monies have been transferred to the ACT Masters Bank Account.
- Hospitality orders - two drinks per player per match.
- Team photo - advise date/time at venue & cost as required.
- Medical declaration – to be retained during the championships.
- Arrange the initial team meeting at the host city/town and advise the team.
- Liaise with Treasurer, collect any monies owing and return to the Treasurer.
- 30 days before arrival, team lists to be forwarded to Hockey Australia by the Masters Committee. This includes captain, vice-captain, coach, assistant coach, manager, assistant manager(s) and medical staff (doctor, physio, strapper etc). Managers should be prepared to assist the Committee with information to meet requirements.

## Championships Venue

- Advise team members of ACT Masters organised training details.
- Attend the pre-tournament “Managers Briefing” and collect championship packs.
- Amend or adjust the team list submitted to HA – this is the last opportunity for adjustments prior to the commencement of the Championships.
- Arrange date/time/venue for team dinner, and any other social functions, such as team barbeque.
- Advise method of team contact - text message, WhatsApp etc.
- Each day, as required, advise the team of match day & uniform requirements.
- Two hours prior to each match - starting team list to be advised to HA Tournament Director, using the existing HA competition management system.
- Hospitality drinks order to be handed to hospitality coordinator on match day(s).
- Liaise with Technical Bench on match day, managing interchanges, goal scorers, injuries etc.
- Coordinate team medical aspects, including:
  - Ensuring that team members have appropriate medical attention if and when required.
  - Maintaining awareness of any known illness of team members, any allergies or substances that cause an allergic reaction to team members. If a team member requires some form of medical assistance (asthma puffer, epi pen) the Manager should be aware of its location in a player’s equipment.
  - If required, inform the emergency contact, as supplied, of any injury or illness of a team member in a timely manner.
- At the end of each game sign the match report, ensuring results, goal scorers, suspensions and injuries are correctly recorded.
- Ensure all injuries are recorded by Technical Staff, ACT Masters Medical Support Staff and retain a Manager’s copy/record.
- Arrange best player voting after each match.
- Coordinate best player voting results and the presentation of the trophy at a suitable team function.
- Liaise post-match hospitality arrangements - Managers award, opposition best player and ACT best player.
- Distribute any monies left over from match day hospitality drinks.

## Post Championships

Provide a Championship report to the ACT Masters Committee which should include:

- Results – team performance, best player award, goal scorers, and performance of coach, captain & vice-captain.
- Championship organisation – host city & HA.
- Selection of players or officials, for Australian and other representative team honours.
- Social – Interaction by team members off the field.
- Liaise with medical staff and provide details, if any, of serious injury or ongoing medical issues for players and/or team officials.

Destroy the Medical Declarations provided by players and team officials pre-Championship.

The ACT Masters Hockey Committee will conduct a Survey of team members for ways to better improve attendance and participation in the HA Masters National Championships. Any comments will be treated confidentially and anonymously.

Note for Managers: This Handbook is a living document. Its utility relies on feedback from Team Managers on ways to improve the Handbook, including additions and deletions. Please provide any comments to the ACT Masters Hockey Committee.

## Policy Review Date

This Policy shall remain in force regardless of its “next review date” and till rescinded by the ACT Masters Committee.