

# MANAGERS MANUAL

TEAM YEAR 9-12



## MARGARET RIVER HOCKEY

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## WELCOME

On behalf of the Committee, we would like to extend a huge thank you to you for volunteering for the role of Team Manager.

The Team Manager role is the lynchpin that holds the team together, and ensures that there is clear, consistent communication given to all team members as well as coaches, parents, and players.

Being a Team Manager is a rewarding and fun experience, and you will have an opportunity to make new friendships and get to know a wide range of club members.

Team Managers require the following skills and experience:

- Efficient time management skills to ensure all communication is sent out enabling a smoothly run team - requires daily checking of emails
- A friendly, approachable demeanour.
- An understanding of Email, Mobile Apps (if used) and competent with Social Media
- A current Working With Children Check (WWCC)
- A team first attitude.

## OBJECTIVE

The objective of a Team Manager is to:

- Ensure all off-field team matters are dealt with efficiently and in a timely manner;
- Liaise with the coach on all communication matters;
- Communicate information to all parents;
- Ensure all the required administration and duties are arranged so that coaches and players can concentrate on the game and the parents can focus on being a fantastic cheer squad!

## WEBSITE

[www.margaretriverhockey.org.au](http://www.margaretriverhockey.org.au)

Our website is a great resource for all information. It includes a comprehensive list for all Team Coaches and Managers, along with other information for reference. Please familiarise yourself with our website and encourage families in your team to check it regularly for information about what's happening at our Club.

## WORKING WITH CHILDREN REQUIREMENTS

Persons over 18 managing/coaching/umpiring a team with children under 18years of age, require a WWCC, if their children are not on the team they manage/coach/umpire. Volunteer cost is \$11. The card is valid for three years and will cover all volunteer work, including work outside of the Hockey Club.

Forms can be collected from the Club President who will have signed and completed their part of the form. Forms can then be lodged at your local Australia Post. You will need to provide photo identification, proof of your current address and have your photo taken.

## BY LAWS

Be aware of the by-law that states players must have played 4 games on your team to qualify for the final's rounds. This needs to be considered for players playing across multiple grades / teams.

Look at the Busselton Hockey Stadium website for information on their regulations and policies. Also familiarise yourself with the By-Laws

## MERCHANDISE

All merchandise can be purchased via the Margaret River Hockey Club website shop and collected at training.

## SOCIAL MEDIA / PHOTOS

Players + Parents, when registering, have the option to tick a box to stop photos of themselves getting published:

Players + Parents, when registering, have the option to tick a box to stop the I give permission to MRHC to take and use: photographs and/or digital images of me for use in news releases and/or promotion materials. These materials might include printed or electronic publications, Web sites or other electronic communications.

Coaches and Managers need to familiarise themselves with any players who have ticked this box.

## COMPLAINTS HANDLING

All coaches / officials should be made aware of the complaints handling process. Encourage all players / parents of players to contact our Club Liaison Officer [-info@margaretriverhockey.org.au](mailto:info@margaretriverhockey.org.au). should they have a complaint beyond one the coach can deal with.

The committee will review all disputes and if disciplinary actions is required, we will follow the Club Rules of Association see (4.1) in document below.

<https://www.margaretriverhockey.org.au/wp-content/uploads/2020/03/MRHC-Constitution-190317-FINAL.pdf>

## REGISTRATIONS

The Manager must register themselves on RevSport. All information is here. On the website click on your team and then click the yellow 'REGISTER NOW!' button at the bottom of the screen.

Player information can be copied and pasted to your registration sheet for Busselton. Please allocate players from the general member list to your team as appropriate.

Team Registration Sheet must be signed by parents and a copy emailed to Club Secretary – [admin@margaretriverhockey.org.au](mailto:admin@margaretriverhockey.org.au) and a copy placed in the inbox at the Busselton Stadium by round 3. Retain a copy for your records.

Players / Parents can be emailed from here, if desired. The club will provide all managers + coaches with the information required to use RevSport for the season.

Any issues with registrations please contact [info@margaretriverhockey.org.au](mailto:info@margaretriverhockey.org.au)

# THINGS TO DO BEFORE ROUND 1

## TEAM COMMUNICATION AND SET UP

Send out initial welcome letter to team parents / players (template email in RevSport)

Coaches + Managers must establish a form of contact with the team / parents at the start of the season, ie WhatsApp, SMS, Emails etc. Whichever everyone agrees is best. (TIP – Just pick one!) Game details, duty roster, attendance and availability are all done via this mode of communication. The seasons fixtures are released at the start of the season, they can be subject to change at the association's discretion. You will need to communicate any changes to the team / parents as far in advance as possible.

Ensure the players, parents and other spectators read a copy of MRHC's Code of Conduct (on club website) as well as the BHA Code of Conduct for both players and spectators.

## EQUIPMENT

TEAM BOX – all boxes will have a list of items contained in the box stuck to the underside of the lid

Each team is given a team box containing all items required for training and game day. This remains the property of the club. All boxes are returned at the end of the season and must be cleaned and intact.

*The Team Manager is responsible for taking this box to and from the games and trainings.*

All team equipment is to be labelled MRHC. Ensure ALL equipment is collected at the end of trainings and games.

## UNIFORMS

MRHC playing shirts will be assigned to each player at the beginning of the season. It will remain theirs for the season. Allocate according to best sizing.

A shirt register will be provided to you to fill out. A copy of this needs to be emailed to [admin@margaretriverhockey.org.au](mailto:admin@margaretriverhockey.org.au)

Black Skort / Skirt / Shorts are to be provided by the players themselves. Players must also purchase MRHC socks as part of their uniform (see merchandise). Socks can be purchased via the Clubs website @ the Club Shop.

All shirts will need to be washed and returned to the team manager at the completion of the season. The club will advise you in advance of the day that Team Kits should be returned.

Goalie gear will need to be checked periodically to ensure it is in good condition. If there is one person filling this position for the year, they can keep hold of this gear for the season. If not, you'll need to arrange for a transportation system for the gear to and from trainings and games.

**Players must wear mouth guards, shin guards** and (where required) face masks at both trainings and games.

## UMPIRES + TECH BENCH DUTIES

Umpiring and tech bench duties vary for each age level. They also vary from year to year. We are required to provide / organise umpires and persons for tech bench duties throughout the season. MRCH follows the requirements set by the Busselton Hockey Association.

- Assist the coach in ensuring all players are behaving in a respectful manor throughout training that aligns with the MRHC Philosophy and Code of Conduct.
- Bring the Team Box to training and keep track of the contents. Always check the grounds before leaving.
- At the first training check RevSport for players ages and school years. If any players are not in the 'correct' year for their age bracket (ie older than a year 5 but still playing in year 3-5's) they will need a letter from the school to say what their school enrolment year is. Please forward this to the BSN Jnr Association Year Coordinator and the BSN Jnr Association Jnr Coordinator.
- Confirm Training times. Advise Players / Parents when training is cancelled due to bad weather / school holidays or other reasons.
- Promote any special MRHC + Busselton Association training / development days at training sessions.
- Players are encouraged to play up in the senior A2 competition as appropriate. Liaise with the 9-12 coach and the senior coach with regards to who is able to play up, whether they should train up and the best way to action this.
- Liaise with the 6-8 Coach to encourage the inclusion of 6-8's at 9-12's training and games where appropriate.
- At training the nearest toilets are at the Footy Club (front bar/entrance) and the Rec Centre.
- See FIRST AID + INJURY MANAGEMENT / SAFETY + RISK MANAGEMENT under Game Time. Forms for Injury reports can be found on both the Busselton Hockey Association Website and MRHC Website.
- At training, forms are in a blue folder in "Hockey HQ" (Sea Container)!

## AT HOME BEFORE THE GAME

Team Managers will need to send out reminders for Game Day times and pitch location. Ensure everyone knows what time the game is and what time to arrive (i.e. 45 minutes before the game) This can be done through your chosen mode of contact.

It will need to be sent out by the Wednesday night prior to the game, to enable time to arrange additional players should anyone not be available. It is also an idea to ensure everyone has transport for the day, arrange car-pooling if necessary.

Should anyone not be available, notify the coach.

## MATCH PAPERWORK

The Score Book needs to be fill out prior to each game. You must –

- a. Use correct names (No nicknames)
- b. Write the Goalie First with GK as their shirt number
- c. Captain next (they must wear the captain band)
- d. Then the rest of the starting line up. Their names must match the number on their shirts
- e. Anyone starting on the bench at the bottom

## AT THE GROUND

Check the turf for team's equipment after the warmup and the game.

Ensure the teams face masks go behind the goals and are retrieved at the end of the game.

Have a lollies bucket (or fruit!) Note 'No food and drink allowed on the turf' in the Dug out only.

Ensure all players have the correct footwear on the turf (no football / soccer / softball shoes)

## FIRST AID + INJURY MANAGEMENT

Injuries are a part of playing a contact sport. That said, we aim to minimise the likelihood of these and protect all players as best we can. In the event of an injury during a game an incident report form must be filled out (example below) This form can be found at <https://www.busseltonhockey.org.au/wp-content/uploads/2020/02/2020-INCIDENT-REPORT-FORM.pdf>. Assist injured players where needed and arrange transportation where required.

MRHC Provides the following –

- **ALL** teams are supplied with a first aid kit in their boxes
- Information on concussion management
- How To Manage Your Injury - The best way to prevent more damage is by following the **RICE and no HARM regime** which should be commenced immediately where possible
- Medical History forms – to list any medical conditions, past injuries and emergency contact information

Busselton Hockey Stadium also has an Ice Machine (located inside the roller door behind the bunker) and a Defib at the entrance of the girls change room.

## SAFETY + RISK MANAGEMENT

All sport should be conducted in an environment that is safe for their participants, coaches, officials and spectators. All coach / official programs should assist coaches / officials in managing the risk in their sporting environment.

Coaches need to ensure all players are aware of their surroundings at all times (ie don't hit towards the dugouts, watch people running around the pitch warming up etc...) and also that all players have the required equipment to play safely (Mouth guards, Shin Pads, Face Masks, appropriate footwear)

Coaches and Managers must remain in dugouts during play. At quarter time breaks the coach is to go out to the players, players must remain on the field. Players may return to the dugout at half time.

### BASIC MATCH DAY INFORMATION

Teams must have a fully kitted goalie

There must be a minimum of 8 players on the field and a maximum of 11

All players must play their own age level, they may then play up one grade only.

Players must be 12 to play seniors

Girls playing on a boys' team may only be on field if no boys are on the side line.

### LENGTH OF QUARTERS & BREAKS

4 x 17 minute quarters.

2 minute break at quarter time

5 minute break at half time

NOTE: Players are NOT permitted to leave the field at quarter time. The coach needs to step out onto the field, the manager will need to take the drinks bucket out to the team.

## GAME WRITE UP

When appropriate, provide a team report for club / community social media

The score

3/4 stand out Plays / players

Player of the match if there was one

A photo (if possible, can be using your phone, ensure you send in at original size) Check RevSport for permission to publish photos of players first

You may be asked to provide a report for the stadium on occasion. They will issue a Media report roster.

## OTHER DUTIES

- All teams will be presented with a photo at the end of the season. It is best if this photo has all players present. It is advisable to arrange for this photo to be taken early in the season when all players are present.
- Find a suitable umpire or roster of umpires for the season as per the requirements set by Busselton Hockey Association (if they request this, system does seem to change annually!)
- Organise team Fundraising with assistance from the MRHC Committee when required.
- Keep track of players registrations and / or payments via RevSport
- Liaise with the Busselton Association year coordinator. Pass on any Busselton Association information ie fixture dates / times, Carnivals, windup dates etc. Provide feedback to committee when appropriate.

MRHC Bank Account Details for any payments

BSB 036 127

ACC 176 702

## END OF YEAR

- Inform players about end of season club windup and Busselton association windup.
- Organise a gift for the Coach from the team.
- Ensure all shirts are returned and the shirt register filled out accordingly.
- Make sure all gear gets returned to the shed. Check goalie gear is in appropriate condition.
- Communicate team / individual awards for the season to the Coaching Coordinator





# BUSSELTON HOCKEY STADIUM CLUB (INC)

Stadium: Bovell Park, 28 Vasse Highway, Busselton, Western Australia

Postal Address: PO Box 179 Busselton WA 6280

Phone: (08) 9754 2727

Email: [bsnhock@iinet.net.au](mailto:bsnhock@iinet.net.au) Website: [www.busseltonhockey.org.au](http://www.busseltonhockey.org.au)

## INJURY FORM

**Date:** / / 2020

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Male / Female

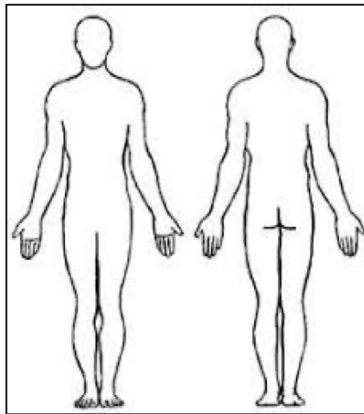
Club / School Team: \_\_\_\_\_

Field: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

### INJURY

Indicate site of injury using the abbreviations for;

- L Laceration / Cut
- B Bleeding
- D Dislocation
- F Fracture
- M Muscle Injury
- J Joint Injury
- H Head Injury
- S Spinal Injury
- I Internal Injury



### **Significant Observations**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### **Removal from field**

Walked \_\_\_\_\_  
 Assisted \_\_\_\_\_  
 Stretcher \_\_\_\_\_  
 Ambulance \_\_\_\_\_  
 Completed Game \_\_\_\_\_

### **Immediate Care**

Ice \_\_\_\_\_  
 Compression \_\_\_\_\_  
 Immobilisation \_\_\_\_\_  
 Bleeding controlled \_\_\_\_\_  
 Wound dressing \_\_\_\_\_  
 Other \_\_\_\_\_  
 \_\_\_\_\_

### ACTION TAKEN

First Aid \_\_\_\_\_ Sent to Hospital \_\_\_\_\_  
 Sent to Doctor \_\_\_\_\_ Name of Doctor \_\_\_\_\_  
 NO ACTION \_\_\_\_\_

**SIGNATURE OF PLAYER:** \_\_\_\_\_

NAME OF WITNESS: \_\_\_\_\_

SIGNATURE OF WITNESS: \_\_\_\_\_

OFFICE USE ONLY: RECORDED - EMAIL TO CLUB - FOLLOW UP REQUIRED Y/N



## R.I.C.E.

How to quickly and effectively manage your acute injuries.

## How To Manage Your Injury

The best way to prevent more damage is by following the RICE and no HARM regime which should be commenced immediately where possible.

### Rest

- ✓ Immobilise the injured area.
- ✓ This may involve using a splint, a sling or even crutches.
- = Reduces the amount of small vessel bleeding, tissue damage and allows quicker recovery.
- ✓ You will need to rest the injured body part until your PHYSIOWORKS Physio advises you otherwise.

### Ice

- ✓ Apply to injured area for 15-20 mins every 2 hours for the first 48-72 hours. You may need to continue this for longer depending on the advice from your Physio.
- = Reduces blood flow, swelling, pain, muscle spasm and prevents any secondary damage to the area.

#### CAUTION:

- \* Do not apply ice directly to skin (it may cause a skin burn) and be careful when using it on children as they have a lower tolerance.
- \* Be careful when using ice on people with circulatory problems and those who are sensitive to the cold.

### Compression

- ✓ Apply a firm wide compression bandage including above and below the injured part.
- ✓ Leave on at all times for the first 48-72 hours.
- ✓ Remove for application of ice.
- = Causes blood vessel constriction reducing bleeding and swelling.
- ✓ Your PHYSIOWORKS Physio will advise you when you can reduce the compression required.

### Elevation

- ✓ Where possible, it is important to elevate the injured limb above the level of the heart at all times.
- ✓ This can be achieved by propping your limb up on pillows when seated or lying, or using a sling for upper limb injuries.
- = Reduces the swelling and small vessel bleeding in the area.

[www.physioworkshealthgroup.com.au](http://www.physioworkshealthgroup.com.au)

**Camberwell**  
518 Camberwell Road  
Camberwell 3124  
Ph: (03) 9889 6611

**Cranbourne**  
1 Cranbourne Place  
Cranbourne 3977  
Ph: (03) 5995 1111

**Mulgrave**  
439 Police Road  
Mulgrave 3170  
Ph: (03) 9795 0668

**Pakenham**  
31 Main Street  
Pakenham 3810  
Ph: (03) 5941 5499

*'Everyone is an athlete...  
we just have different events'*



## H.A.R.M.

What not to do when managing your injury

## After following R.I.C.E. - It's Important to do no HARM

By following R.I.C.E. and avoiding H.A.R.M. after an injury, you will significantly increase your chances of a complete recovery.

As with all injuries, it is important that you rehabilitate them properly to restore full function.

### Heat

- ✗ Avoid hot baths / showers, hot water bottles and liniment rubs in the first 48-72 hours.
- = Heat increases blood flow to the region - increasing the swelling.

### Alcohol

- ✗ Alcohol has a similar effect on the body as heat.
- = Increases swelling by dilating your blood vessels.

### Running

- ✗ Any form of exercise too soon is detrimental to the healing tissues.
- = Blood clot / haematoma formation may be compromised - blood flow will increase to the region and healing times will be longer
- ✓ Your PHYSIOWORKS Physio will advise you on a suitable return to exercise program for your individual recovery.

### Massage

- ✗ Massage performed over the affected area will increase trauma and swelling in the area.
- ✓ Oedema massage performed by a qualified physiotherapist reduces the swelling and small vessel bleeding in the area.

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# MRHC CODE OF CONDUCT

## MARGARET RIVER HOCKEY CLUB

We play as part of the Margaret River Hockey Club. With this comes a level of expectation on our coaches, players and parents of the children. Please take a moment to review these as we commit to abiding by each for the enjoyment of everyone at the club.

### COACHES

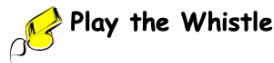
- Abide by the Laws of the Game, Club Rules, and Association Rules
- Teach the rules: *rules are mutual agreements which nobody should break.*
- Group players competitively
- Avoid overplaying talented players.
- Maximise fun: *Place winning in perspective.*
- Stress safety always
- Consider maturity levels: *Devise training programs to suit all.*
- Develop team respect: *For opponents, umpires and coaches.*
- Recognise the importance of proper injury treatment.
- Keep up to date with Coaching developments.
- Attain Coaching accreditation.
- Avoid derogatory language based on gender or race.
- Shall not engage in the aggressive recruitment of players (aggressive recruitment is to be determined on the facts of each case). As a guide only, aggressive recruitment will be considered to have occurred where there is contact on more than one occasion with a player (parent/guardian) and/or inducement is offered to a player to change Clubs)

### PLAYERS

- Play by the laws and rules.
- Don't argue.
- Control your temper.
- Be a team player.
- Be a good sport.
- Treat all players fairly.
- Cooperate with your coach and teammates.
- Play for fun and improvement.
- Avoid ugly remarks based on race or gender.

### PARENTS

- Encourage participation but do not force them.
- Teach that honest effort is the victory, not the winning.
- Encourage to play by the rules.
- Never ridicule mistakes or losses
- Remember, involvement is for their enjoyment, not yours
- Remember, they learn best by example. Applaud both teams.
- Recognise positively the recreational contribution of voluntary officials.
- Never publicly disagree with officials. Raise issues privately.
- Support all efforts to remove verbal, racial and physical abuse.
- Support your club officials to foster high standards of behaviour for your Club/League



### **Players Code of Behaviour**

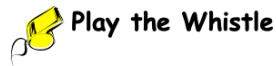
As a player selected to represent your club playing at the Busselton Hockey Stadium Club or in an event that is conducted or sanctioned by Busselton Hockey Stadium Club (Incorporated), you are expected to meet the following requirements with regard to your behaviour.

1. Behave in a sporting manner at all times to all players, officials and spectators.
2. Don't make detrimental statements in respect of the performance of any match officials or umpires.
3. Play by the rules at all times and ensure that the game of hockey is not brought into disrepute by your actions.
4. Do not engage in inappropriate and/or physical contact with players or officials during the course of play.
5. Accept responsibility for all actions taken. Exercise reasonable care to prevent injury by ensuring that you play within the rules. Reasonable care consists of showing due diligence in abiding by the rules and adhering to the officials decisions.
6. Adhere to the Anti-Doping Policy advocated by Hockey Australia.
7. Do not bet on the outcome or on any other aspect of a hockey match or competition.
8. Do not try to achieve a contrived outcome to a match or competition, or otherwise improperly influence the outcome or any other aspect of a match or a competition.
9. Do not show unnecessary obvious dissension, displeasure or disapproval (by action or verbal abuse) towards an umpire or match official as a consequence of his or her decision or generally.
10. Abstain from the use of tobacco and the consumption of alcoholic beverages while in the playing/representative uniform.
11. Adhere to Hockey Australia racial and sexual vilification policy.
12. Don't do anything which adversely affects or reflects on or discredits the game of hockey, Busselton Hockey Stadium Club (Incorporated), any member Busselton Hockey Stadium Club (Incorporated), or any squad, team, competition, tournament, sponsor, official supplier or licensee, (Incorporated) including, but not limited to, any illegal act or any act of dishonesty or fraud.
13. Refrain from using obscene, offensive or insulting language and/or making obscene gestures which may insult other players, officials or spectators.

**The Board members, all club officials and staff of the Busselton Hockey Stadium Club (Incorporated) are responsible for ensuring that the Club's Patron Code of Behaviour is met at all times.**

*Endorsed in principle by the Busselton Hockey Stadium Club (Incorporated) 25<sup>th</sup> March 2008  
Amended 21st September 2010*





### Spectators Code of Behaviour

As a spectator watching an event that is conducted or sanctioned by Busselton Hockey Stadium Club (Incorporated), you must meet the following requirements with regard to your behaviour.

1. Spectators are an important part of the game and shall at all times conform to accepted standards of good sportsmanship and behaviour.
2. Spectators shall at all times respect officials, coaches and players and extend all courtesies to them.
3. Lead by example and respect all players, coaches, umpires and fellow spectators – physical or verbal abuse will not be tolerated.
4. Respect the umpires' decision. Do not abuse, threaten or intimidate an umpire or match official and do not show dissension, displeasure or disapproval towards an umpire or match official's decision in an abusive or unreasonable fashion.
5. Support skilled performances and show respect for opposition teams and players.
6. Display appropriate social behaviour by not using profane, demeaning or derogatory language, or harassing players, coaches, officials or other spectators.
7. Leave the spectator area tidy and free from litter.
8. Do not ridicule mistakes or losses – supporters are there to support.
9. Acknowledge all volunteers who are giving up their valuable time to enable the conduct of competition.
10. Accept that by entering the Busselton Hockey Stadium you are willing to adhere to the above Club's Patron Code of Behaviour. Thereby accept the consequences that you may be requested to leave the premises immediately, if your behaviour is found to be unacceptable according to the Club's Patron Code of Behaviour.

***The Board members, all club officials and staff of the Busselton Hockey Stadium Club (Incorporated) are responsible for ensuring that the Club's Patron Code of Behaviour is met at all times.***

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