



**MANAGERS AGREEMENT
& JOB DESCRIPTION**



Team Manager Agreement

As a Team Manager for a Hockey Southland Representative team, I understand I hold a very important position, which attracts certain responsibilities.

I, _____, **AGREE** to complete the role and duties of Team Manager for the Hockey Southland _____ team for 20__ and take on the responsibilities of that role, including but not limited to:

1. Completing the tasks and duties set out in the attached **Team Manager Job Description**;
2. Being responsible for Team finances during Tournaments (understanding that I must provide a receipt for all expenses incurred, or reimburse Hockey Southland);
3. Acting in loco parentis for all minors in the Team throughout all tournaments;
4. Acting in the best interests of the health and wellbeing of all members of the Team at all times;
5. Always being able and prepared to respond to a medical emergency involving a Team member.

SIGNED: _____

DATE: _____

Manager

SIGNED: _____

DATE: _____

Hockey Southland



Team Manager Job Description

Date updated: May 2018

Updated by: Tracey McCall

Review date: Jan 2019

Official Role:

- Responsible for players' health and wellbeing from when the team arrives at the airport for tournament, to when all players are picked up from the airport.
- For players under 18, the Manager is in loco parentis.
- Supporting the Team Coach in creating a positive team environment.
- Providing pastoral & physical care for players.
- Liaising with Hockey Southland.
- Contact person for players and caregivers.
- Managing player payments.
- Managing uniforms and equipment.
- Liaising with Hockey NZ, Host Association and Tournament Director.
- Management during tournament matches.
- Management of team timetable and player behaviour.

Recommendations:

- Be highly organised – lists and timing.
- Communicate constantly with coaches, players, parents and Hockey Southland.
- Ask reliable parents to assist you at tournaments.
- Delegate fundraising activities to a group of parents.
- Stay separate from the hockey arena, leave that to the coaches.
- If you delegate, you need to ensure you stay finally responsible, especially with financial matters and when dealing with Hockey NZ and Tournament Officials.

Upon Appointment:

- Get a contact sheet filled out. (Ensure the names on the contact list are proper names for flight bookings and tournament entry forms).
- Hand out forms to players including Player Agreement, Information and Medical
- Ensure contact details are correct by testing them.
- Ensure you have both parents contact details.
- Ensure contact details and medical details are kept confidential.
- Liaise with Coach and relevant turf to book practice times.
- Get tournament dates – dates and locations of pre-tournament fixtures and final tournament.
- Get details of accommodation, vans and flights or ferries booked by Hockey Southland and make contact with all organisations to check details.

Budget:

- Work with Coach to finalise budget drafted by Hockey Southland.
- Ensure parents and players know what the maximum financial commitment is as early as possible.
- Ensure that the costs are kept reasonable.
- If you have an umpire attending with you, your association/s will help out with the cost to send the umpire. Please check these details with HS.
- Coach and Manager costs are as set out in the HS rep policy
- Final budget is to be sent to Hockey Southland for approval before it is provided to parents and players.

Accounting:

- Hockey Southland will provide you with a bank account number for your team.
- The Player Agreement form will state due dates for the deposit and payment instalments
- Players to pay this directly preferably by direct credit, or otherwise cheque.
- The Hockey Southland will update the Manager weekly with account transactions.
- The Manager is to contact players or parents who have overdue payments.
- The Manager may arrange payment plans with players struggling to pay, but these should have set dates which are to be kept to.
- Hockey Southland will pay major tournament costs (flights, accommodation, vans) by direct credit before tournament. Payment will only be made once invoices are received, these can be emailed to finance@hockeysouthland.co.nz
- Hockey Southland has provided a \$300 float in your account to get you started. Tournament turf fees are a team cost for all National and South Island tournaments.
- The Manager will be issued with a HS Eftpos card for use during tournament to buy food, petrol and limited incidental payments, keeping within the agreed budget.
- The Manager must record every payment made with the HS Eftpos card and keep the receipt. Please ask for GST receipts.
- Within four weeks after tournament the Manager is to provide these receipts to the HS GM along with a completed Income & Expenditure Statement.
- Any payments for which the Manager is unable to provide a receipt must be paid back to HS by the Manager.
- Bank account must have no less than what was in it to begin with.
- Check all accounts have been paid before refunding excess monies to players.
- For refunds you will need to complete a spreadsheet with the account name, bank account number and amount to be refunded within 4 weeks after tournament and send to HS.

Fundraising & Sponsorship

- Ask players and parents if they want to fundraise and delegate to parents if they do.
- Ask around what works and what has been done recently.
- Don't overburden the team with too many fundraising events.
- If you run a team event the whole team should participate and the money shared equally, if you have a product selling activity it is common practice to allocate the money proportionately to those who sold the product.
- It is the player's responsibility to ensure their sponsor, if they have one pays their invoice.

Medical & Health and Safety

- The Manager must have a completed Medical Form from each player before tournament.
- Medical issues must be kept confidential.
- Check for problems and advise team coaches if necessary.
- Always take ice and a first aid kit to all practises and games.
- Ensure the facemasks are available for all practises and games.
- Medical Forms must be kept with the Manager for emergency reference at all times.
- Medication and asthma inhalers should be named and taken to the turf.
- Therapeutic Use Exemption Forms for restricted drugs (e.g. Ritalin) are available on HNZ website. These are to be used in accordance with HNZ's Drug Policy.
- A limited first aid kit will be issued by Hockey Southland. This should be checked and restocked if necessary. This will be a team expense.
- The Host Association is required to provide the team with first aid services.
- The Coach and Manager together are in charge of whether a player is fit to play.
- Before going to tournament check where the nearest doctor, after hours doctor, hospital, physio and dentist are.
- If a player is colour blind it is very important to obtain a medical certificate saying so as this can affect the colour of the ball to be played with. Only a medical certificate will override opposition or umpires preference.
- All blood must be cleaned up and open wounds covered up. Check players as they are subbed and have a look at half time. Some players will keep playing with blood on themselves. Baby wipes are great for cleaning blood up on the side of the turf.
- Players have all signed a player agreement to agree they will act in a professional manner at all times, if a situation arises due to the player not following the player agreement the team manager must notify the HS General Manager immediately who will inform the HS board who will make the decision on what is to be done. Do not tackle this in house yourself please.

Tournament Organising:

- Have checklists, menus and grocery lists.
- Captains must be identified on the field, a piece of coloured ribbon safety pinned to the sleeve of the players top is fine otherwise a captains band can be purchased.
- Check Medical Forms for any special dietary requirements when planning meals.
- Plan your days around the draw, which is available far in advance. Putting up daily schedules is useful for both players and team officials
- Ensure the final Team Registration Form is emailed to HNZ by the due date.
- Ensure the signed version of the Team Registration Form is correctly filled out and signed by all players, parents for players under 16, and HS General Manager.
- Put in orders for tournament merchandise.
- Manager must attend the Tournament Briefing and hand in the signed Team Registration Form.
- Take signed registration form signed by players', parents of players who are under 16 & Hockey Southland to meeting. (Get this done early as it can take several practices to see all of the parents).
- A spare uniform should be taken to each match in case of players bleeding on their uniform.
- Before tournament begins, all official tournament forms and requests go to the Hockey NZ Domestic Tournaments Administrator, Sandra Partridge (sandra.partridge@hockeynz.co.nz)

- Once tournament begins, all official tournament forms and requests go to the Tournament Director.
- All official forms and communications should be copied to manager@hockeysouthland.co.nz

Transport:

- Transport to the tournament is booked by HS.
- Check with HS what the arrangements are.
- Players have three weeks from the first team meeting to request special travel arrangements, any extra cost of which is to be covered by the player.
- If you have rental vans, confirm you have sufficient seats and whether there are luggage trailers. You will need to supply the rental company with copies of driving licenses for every person that will be driving the van while at tournament.
- HS do all bookings for up to 19 people. This covers 16 players, 1 coach and 1 manager, and 1 umpire. If your numbers are different to this contact HS as soon as possible to change the airfare booking.
- Ensure sufficient excess baggage is booked in advance, including goalie bags, an extra goalie bag for hockey sticks (with stick bag in the player's luggage) and any crock-pot or food.
- Use parents for transport to mini tournaments where possible to reduce cost.
- Ensure rental vans are refilled before they are returned to avoid excessive rental company petrol charges.

Accommodation:

- HS will book the accommodation for the Tournament.
- Check with HS what the arrangements are.
- Avoid pullout beds/couches in lounge, have separate rooms for the coach and the manager. Under no circumstance are players to share beds!
- Prefer rooms with ovens.
- As above HS book for up to 19 people. If your numbers are different to this please advise the accommodation provider.
- Separate room for coach if not too expensive (compulsory for different gender obviously).
- Use largest room or conference room for meals – you can monitor food and water intake, and team relationships.
- Ask the motel for a room layout and allocate rooms in advance to ensure you get the right player mix.
- Avoid having parents at the same motel where possible to ensure team and player autonomy.

Schedules:

- Ensure everyone, including management team, know what they're doing and when.
- Allow plenty of time for travel to turf, team talk and warm ups.
- Draft a schedule once you have the tournament timetable and get coach approval.
- Post the next day's schedule on windows/notice board the night before

Uniforms:

- HS issues the Manager with a sufficient number of playing uniforms for all players.
- The Manager must record who each uniform is issued to.
- Players must wear the right number throughout tournament.
- Players must purchase the correct HS socks.
- Uniforms should be washed after each game where possible
- Dryers are to be avoided where possible.
- Uniforms should be collected back in before players leave the airport after tournament.
- Wash Uniforms and arrange their return with Hockey Southland GM within 2 weeks of tournament.
- Goalie shirts must be a different colour to uniform. GK will need 2 different colour shirts for tournament.
- Ensure the goalie is wearing the colour specified by the Tournament Director in the team sheet prior to the match. This can be checked on Altius rt tournament website
- Goalies are expected to supply their own gear or use the Hockey Southland goalie gear, but the cost of the extra bag to tournament is shared amongst the players.
- If playing uniforms go missing or are damaged by the player then the player will be invoiced for the replacement by HS.
- Whenever possible use a club playing strip as your alternative uniform. Teams are welcome to purchase an alternative playing top at players own cost, this top must have HS logo on it and the team and player's name and tournament details including venue and year. They can use this top also to travel in and could be a warm up/practise top prior to attending tournament. Obviously this top at the end of the tournament is then the players own top to keep.

Phones

- Managers will collect in the player cell phones each night before lights out and then get the players to collect their own phone in the morning. Ensure there is no phone use during practices, games, team talks and debriefs. Encourage players to not even have their phone on them during these times. Phones are to be turned off and in bags during games if not left at the accommodation.

Apparel

- Managers are to organise any team hoodies and t-shirts for the team.

Equipment

- Each team is allocated a set of Balls, cones, face masks (only for Hatch and above), first aid kit and uniforms ("equipment").
- The crate of balls must be returned as a complete set. It will be a team cost to replace any practise balls lost. It is also a team cost to purchase your own match balls.
- Equipment distributed to representative teams will be the responsibility of the team manager.
- Managers need to ensure all of this equipment including ice and first aid kit goes to all practises and games.
- Managers should ensure all players wear a mouth guard and keep a spare mouth guard with them in the first aid kit.

Food:

- Ask for information on food allergies and extreme 'won't eats' plus vegetarian requirements early.
- Have easily digestible simple carbs + 1 protein+ 1 fluid recovery food available for after matches. It is a good idea as well for each player to have their own nut bars in their hockey bags. It needs to be eaten within 20 mins of finishing playing
- Avoid having meals 1½ hours before a game. A light snack 2 hours before is recommended
- Good food is low fat, plenty of carbs and easy to digest protein.
- It is preferable to have a separate person managing food, groceries and cooking as you won't have time.
- Players should help with meal prep, clean up and dishes.
- It is recommended that you provide Replace or Powerade/Gatorade (made up from powder) at half time and after a game to rehydrate and replace electrolytes alongside water. A good homemade electrolyte is to a litre of water add a packet of Raro/Vitafresh and a few grains of Himalayan salt.
- Consider asking players to bring baking.

Parents:

- Keep parents informed with regular newsletters to tell them what is going on.
- Make it clear to parents whether communication will be by email or hard copy.
- Check that emails are getting to all parents and check that separated parents are both getting the information if that is what they have asked for.
- Don't rely on players to tell parents anything.
- Tell them often and repeat key dates and deadlines.
- Set boundaries in advance, e.g. specified visiting times at tournaments, not allowed in dugouts at any stage, what feedback is acceptable for players and coaches (both during and after matches).
- Ask for volunteers to come to tournament as parent help and then choose them once you've got to know them a bit.
- Parent helpers pay their own travel and accommodation costs.
- Ask the Hockey Southland for support with difficult parents, copy them in to emails.

Flexibility:

- At Under 18 level and below it is expected that parents are communicated with regularly and will have access to their child at tournament without disrupting the team schedule.

Practices:

- Practices need to be pre-booked.
- Please be sure about your practise times so turf time does not need to be cancelled. It is a busy time for everyone so have a schedule and stick to it. Ensure if practises are cancelled you notify by email the relevant turf.
- It is important for manager to attend practices – first aid, parent questions etc.
- Hand out newsletters, follow up accounts, be available for enquiries.
- Get to know players and parents.

Miscellaneous:

- Mini tournament is useful for getting routines sorted, food preferences ironed out, sleeping patterns and player room allocations before the final tournament. Also for manager to get all their routines sorted.
- Arrange a post-tournament get together – good for reflecting on how it went and invite all the parents – can do a presentation of photos.
- All subbing of players is done after instruction from the coach and to be done at a suitable time in the game at the halfway line with consent of the third umpire.
- If you have any players that have been issued green/yellow cards keep track of these and advise the coach. Once a player has accumulated 12 points they can no longer partake in the tournament. In the best interests of the team no player should be allowed to get up to anywhere near 12!
- Make list of thank you's so people don't get forgotten.
- Laundry bags – buy \$2 Shop ones and mark one for each player for washing socks and undies (could use nail polish to mark the bags so it doesn't wash off).
- If HS won any trophies the year before, remember to take the trophy back.
- At Regional and Association Tournaments umpires are arranged by Hockey NZ, however you will be expected to organise your own umpires for mini tournaments, warm up games etc.
- Prepare a debrief report, and attend a Rep team HS debrief.
- Hatch Cup team will need to order their ribbons. Wait until draw is released so you know how many teams are attending tournament. You need to allow for 16 players per team.
- Keep track of the score and who has scored goals during games at tournament and check with coach before signing off the scorecard at the end of the game. Once you have signed the card means you agree with the score recorded and who scored the goals.
- Please keep an ear out for players swearing while playing and discipline accordingly.
- Your team is strongly encouraged to attend all Southern mini tournaments and games that are organised, you must not pull out of attending these games once you have entered unless under extreme circumstances.
- Sometimes when playing at other Associations afternoon tea is supplied, please ensure your team attends. The social aspect of these gatherings is just as important as the games played.
- A lot of teams now use facebook to keep families and supporters up to date while away at tournament, please ensure any photos and comments are appropriate and kept in context.
- If your team is lucky enough to have an umpire accompanying your team to tournament you will need to communicate with the umpire and delegate your parent helps to assist with rides to their game times and programs for the week. It will be a juggle sometimes but it is very important we develop and help our up and coming umpires whenever we can. IHA and ESHA pay the rest of the umpire's costs between them.

National Tournament Checklist

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|--|--|
| Accommodation <ul style="list-style-type: none">• Booked (by HS)• Deposit Paid (by HS)• Final payment made | |
| Transport finalised | |
| Practices booked | |
| Budget – approved by HS | |
| Player Agreements received | |
| Information & Medical Forms received | |
| Tournament Helpers Confirmed | |
| Tournament Draw received | |
| Team Registration Form emailed to HNZ | |
| Team Registration Form signed | |
| Apparel ordered | |
| Apparel handed out | |
| Uniforms allocated | |
| Tournament Schedule created | |
| Meal Plan | |
| Room Allocation | |
| All players paid | |
| Uniforms handed in | |
| Attend debrief | |

Important Contacts:

Hockey Southland:

Tracey McCall

General Manager HS

manager@hockeysouthland.co.nz

027 5164011

03 217 9032 (Work)

Carol Baer

HS Finance & Accounts

03 217 9032

Hockey NZ

Sandra Partridge

Tournament Admin

sandra.partridge@hockeynz.co.nz

09 632 1851

021 02679319

Notes:

Please copy HS General Manager in to all newsletter/informative emails and correspondence with Hockey NZ