



***Brisbane Hockey Association Inc.***

AFFILIATED WITH HOCKEY QUEENSLAND INC.

ABN 43 857 681 225

# **Junior Representative Program**

Version 1.0

# **Handbook**

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## **GENERAL**

Let us again welcome you to the Representative program and we hope that you will enjoy and gain from your experience in the program. At this stage it is important that you understand that although it is the player that is directly involved in the BHA Junior Representative program it will involve the family as they supply the support to ensure the player can compete. The BHA endorses the codes of behaviour as written by the Australian Sports Commission. The codes contained in this booklet outline general standards for behaviour and we ask that all players, parents/spectators and coaching staff read and abide by these standards. A full copy of the code can be obtained from:

[www.ausport.gov.au/junior/CodesofBehaviourbrochure.pdf](http://www.ausport.gov.au/junior/CodesofBehaviourbrochure.pdf)

## **Intended circulation**

The intention of this publication is to provide players, parents, coaches, assistant coaches and managers with the information needed to participate in the Brisbane Hockey Association (BHA) Junior Representative program. We ask that you read this publication and where you have feedback to improve the publication please record this and hand it to one of our office staff or your team contact

## **A Word of Welcome from the BHA Board of Management**

On behalf of the Brisbane Hockey Association we wish to extend our utmost thanks for your interest in our Brisbane Hockey Junior Representative program.

In this Handbook you will find the necessary detailed information to equip you to enjoy and participate in the program.

However, should you require any additional information please contact your team manager or any member of the BHA committee.

Above all, throughout this competition year, it is our express hope that you and your player enjoy the experience and continue with us in the future.

# **1. BHA Representative Program.**

## **1.1 Open Trials**

These are open to all BHA registered players within the designated age group. Players must be registered and financial with one of the BHA affiliated clubs and/or teams. A list of these clubs and contact details are available from the Secretary. The trials will normally be conducted by age group prior to the beginning of each hockey season in March/April of each year.

The trials will be conducted by the appointed selectors (in conjunction with the elected coaching staff) and with any assistance they may deem necessary. The selectors will select teams as advised by the BHA Board in terms of team size, squads and team announcement dates. The selectors may select an initial squad from the open trials. This will then be reduced to 14 or 15 players prior to the start of the Representative competition, depending on the number of teams and the location of the state championships. While this can be frustrating for players and parents alike, we do ask that you give our selectors and coaching staff the time necessary to select the best players available for our teams and do not interfere or seek to influence them during this process.

Typically, three (3) teams are selected for Coulter Shield and State Championships.

## **1.2 Team Manager**

Once the selectors have finalised their teams, the BHA Board will appoint a team manager. The appointed manager will be responsible for managing and organising the team's activities on behalf of the BHA. The manager will handout a number of forms and request that you fill in the details and return them. These forms must be completed to allow your player to progress within the program. The forms are Medical, Player/Parent code of conduct and Uniform order forms. The uniform order form will only be processed after the final team announcement.

## **1.3 Training Times**

Training times are determined by the BHA, coach and field availability and are normally held at the State Hockey Centre (SHC). Training may be at an alternative venue to the SHC. The training sessions will normally be one per week but will not exceed two (2) per week as a complete team. Please remember, these training sessions are additional to the normal training with your club coach. This makes for a very busy time for players and their families. Where a player is unable to attend a training session, it is that player's responsibility to notify the manager (coach) of their inability to attend.

## **1.4 Representative Competitions**

### **1.4.1 BHA Interstate games**

Each year BHA Junior Representative teams play a series of games against the Sydney Junior Hockey Association and the associations alternate each year in regards to travelling interstate. This provides the coach with a competition environment to fine tune team plays and assist with player development. The dates for these matches are set by the host centre. The cost of any interstate trip is the responsibility of the player, and they are in addition to the player's state championship costs.

### **1.4.2 Coulter Shield**

The Coulter Shield is a competition that is contested by Hockey Associations in the South East Zone of Hockey Queensland which includes Warwick, Toowoomba, Gold Coast, Ipswich, Sunshine

Coast, Brisbane and Tweed Border. The shield is presented to the Association that accumulates the most points in the competing age groups of under 11, 13, 15, 18 and Veterans. The shield is however, not presented at the end of any age groups competition. Brisbane will typically send 3 teams in each Age Group to this competition.

In the past, some parents and players have raised concerns that there is no acknowledgement of the winning age group. It is up to the host Association to make any presentations if they wish. As a general rule, the BHA when hosting a Coulter Shield Competition will acknowledge each winning age group appropriately.

The new format for the Coulter Shield is to contest each age group over one day of a weekend at rotating host Association's ground. The dates for each competition are available on the BHA Calendar located on the Brisbane Hockey Association Website, [www.bha.org.au/](http://www.bha.org.au/). Further information, including the Draws when available, can be found on the South Queensland Zone Website, [www.sqhockey.org.au/](http://www.sqhockey.org.au/).

### **1.4.3 Age Championships.**

The goal of each team and team management is to compete to their potential and improve the individual player's ability. The State championships are conducted in under 13 and 15 age groups during the June/July school break with the venue being anywhere in the State from South to Far North. The under 18 championships are normally held in September. The age groups are rotated around the state so that all players can experience different fields and host centres.

The cost per player to attend the State championships can vary depending on the transport and accommodation costs available at the venue. The BHA will arrange the travel and accommodation for the representative teams. Details of travel and accommodation will be forwarded to the team manager for distribution to the team players as soon as they are finalised.

BHA policy requires all players to travel to and from the State Championships as a team and stay in the accommodation provided throughout the duration of the tournament. In the event that there is a request for a player to travel by other means, this needs to be made by the player's parent or guardian in writing and lodged with the BHA (not with the team manager) prior to any bookings being arranged. Please be aware once travel bookings are made they are final and cannot be altered. Travel home arrangements may vary depending on location and any variation must be requested in writing and have prior BHA approval.

Parents and other parties not directly involved in the team management are required to find alternate accommodation at another facility.

## **1.5 Representative Player costs**

BHA endeavours to always provide our representative players and their families with the lowest costs per age group that we can arrange. There is still a considerable cost to the families of representative players. It is expected that all costs will be fully paid prior to any trip unless exceptional circumstances exist and a payment plan has been approved by BHA and completed.

### **1.5.1 Payment Conditions**

- (a) Upon selection into the BHA representative program a player is required to pay an initial payment of \$100.
- (b) Should a player have to withdraw prior to competing then the \$100 may be refunded.
- (c) This initial payment is payable immediately the player has been selected in the BHA age group representative program.

- (d) Where a player commits to the representative program and travels with the team then the initial payment of \$100 is deducted from the representative program costs for that year.
- (e) All players will be invoiced with the remainder of the costs of the age group for the year as soon as possible after the costs have been finalised. An indicative cost will be provided at the time of notification with final costs being advised when all arrangements have been finalised.
- (f) The total costs for the travel must be paid prior to the departure of that team for the championships.

## 1.6 Fund Raising

After gaining approval from BHA, age groups in conjunction with their parents, coaches and managers (i.e. **not** individual teams) can arrange fund raising ventures to assist with the cost of the representative program. All outlays and amounts raised must be documented and provided to the BHA Treasurer who will ensure that the amount raised is applied to the appropriate area.

## 1.7 Uniforms

Playing shirts are provided by the BHA. Other Uniform items include:

**Compulsory:** BHA walk out shirt, playing shorts, playing socks. Where required for cold weather the preferred uniform is BHA tracksuit (or spray jacket) and BHA tracksuit pants.

**Optional:** BHA spray jacket, cap.

**Payment:** Uniforms are paid for prior to collection from the BHA equipment officer during normal training hours. Size changes, from those ordered, may be arranged but only on items that have not been worn or washed

## 1.8 Tech bench and other Duties

A representative team during some trial games may be required to supply tech bench personnel for that game. The coach/manager will seek volunteers from team parents, to perform this tech bench duty. BHA can conduct tech bench training courses for those requiring training. Other duties that parents can assist with are some catering, transport, washing uniforms, and general helping out. Please approach the team manager and offer your assistance as it will be gladly accepted.

## 1.9 Australian Championships

The team members that play in the State Championships are invited to nominate for selection in the State teams to compete in the National and Invitation National championship. Nomination forms will be made available to players by managers prior to the State Championship. The State team, shadows and development players are announced at the conclusion of the Championship. State Championships are organised by Hockey Queensland and the BHA has no control over the format adopted by Hockey Queensland for any given Championship. The National championship can be held anywhere in Australia and this can represent a considerable cost to the player's family eg. \$1000 to \$1500 depending on location.

## 1.10 Summary and Contact Details.

BHA hopes that we have been able to provide you with the information necessary for you to confidently approach the representative competition. Remember your team manager and the BHA is there to assist you. Any correspondence is to be forwarded to the BHA secretary via your club secretary. Under no circumstances should any correspondence that does not relate to business

originating from the BHA be sent direct to any board member. The proper course of action is for correspondence (including e-mails) to firstly be directed to your club secretary.

Any issues regarding the representative program can be addressed personally with the team manager in the first instance.

### **1.11 BHA Representative Program Coordinators**

BHA will appoint a person to be coordinator for each age group. The age group coordinator will ensure that:

- The representative program correspondence and paperwork is distributed and the completed forms are returned on time.
- Accommodation and travel details are finalised and players informed of their bookings.
- Where necessary, provide an additional link between BHA board members and representative team members and coaching staff.

### **1.12 Regional Coaching Director**

The BHA in conjunction with Hockey Queensland employs a Regional Coaching Director (RCD). The RCD's responsibilities include:

- Increase the number and quality of active coaches within BHA's Clubs and Affiliates.
- Establish and implement agreed programs and courses to improve the number and quality of BHA coaches and players.
- Attend Club training sessions and games with a view to assisting the development of Club Coaches and players.
- Establish and maintain a database of coaches throughout BHA.
- Maintain a Coaches' Resource area on the BHA web site which provides resources and suggestions for BHA's Club Coaches.
- Establish and maintain links with other BHA and Hockey Queensland staff and coaches to encourage a sharing of knowledge and ideas in order to raise the standards of coaches and players throughout Brisbane and ultimately, Queensland.
- Recruit new players to the sport of hockey.
- Manage and organise the development and education of all coaches within BHA.
- Evaluate all development programs and produce reports on their effectiveness.
- Undertake approved personal and professional development activities relevant to the position.
- Lead and manage the Association's other Development personnel (i.e. RDO and four HDOs).
- Undertake such duties as specified in the BHA's Constitution and By-Laws and/or by the BHA Board of Directors, through the Director, Development.
- Complete monthly and quarterly reporting requirements as agreed with the Director, Development.

## **2 Team Manager Guidelines**

### **2.1 BHA Manager Policy**

Firstly, it is BHA Policy that it is considered acceptable to have female managers for male teams.

Coaches and managers should be aware of, and respect the individual privacy of, players and be particularly vigilant in observing these requirements when dealing with members of the opposite sex. Should a meeting need to be held behind closed doors with an individual player, please ensure that another adult is present for that meeting.

The BHA Board will call for nominations for managers at an appropriate time. The Board will generally appoint a manager to a team where they have a child represented unless it is deemed necessary to make another appointment in the best interests of the team.

### **2.2 Manager Role**

Managers are the recognised spokesperson and contact for teams at competitions. That person manages team correspondence and BHA requirements to allow the coach to concentrate on coaching the team. Communication, presentation of the team and direct assistance with organisation of team requirements for uniforms, travel, accommodation and match arrangements are important responsibilities of the manager.

### **2.3 Basic Manager Requirements.**

- A friendly approach.
- Care about those around you.
- Understand the pressures, frustration and concerns associated with young players and parents.
- Be loyal to your team and coach.
- Set your rules and stick to them.
- Choose your words carefully and protect your team.
- Look for tell-tale signs of confusion.
- Be patient with the irrational team member.
- Listen and be sympathetic.
- Be discreet in all that you do.

### **2.4 Interaction with team coach.**

All coaches are different and have differing levels of involvement with their team.

Generally, your job is to lighten their load and leave them to coach. But if you are to do this successfully you must work with the coach. You are both working for the good of the team and again discussion is the key.

Keep the coach informed of everything that is going on, let them decide on the relevance.

Most coaches can be heavily involved in other aspects of the game. They may be players or umpires and more than likely they have a job. These people are very valuable and we need their expertise so assist them by lightening their load.

## **2.5 Your abilities.**

- Good time management and organisation
- In conjunction with the coach organise team training and player notifications.
- BHA will arrange the team travel and accommodation- organise and manage team operation within these arrangements, eg local travel, meals etc.
- Have a reasonable knowledge of the rules of the game.
- Fulfil the role of team official. Complete pre-game preparation including team sheets, notifications and liaise with tournament officials.
- Identify and fulfil the needs of the team during competition.

## **2.6 Before training**

Introduce the Coach and yourself to the team. Inform them of your telephone/mobile numbers, so they can contact you.

Obtain the players' full names, addresses and telephone/mobile numbers, email addresses so you can develop a contact list for distribution the players and coach.

Receive standard Brisbane Order form for dress shirt, shorts, socks, jackets, including sizes, and pass the order on to the Equipment Officer. They will have available jackets and shirts for trying on. After ordering, advise parents that monies owed must be paid prior to delivery. It is necessary for all players and each Manager and Coach to have at least a full Brisbane travelling outfit.

Inform Players that they have been selected for the first competition only and that the Selectors may alter the team after that competition.

Where a Player notifies you that he is carrying an injury or you suspect a player is carrying an injury discuss it with the Coach. The onus is on the Managers and Coaches to ensure Players are injury free. If a replacement player is necessary, advise the Junior Committee's Secretary who will inform the chairman of selectors so that the change can be made.

Advise the Players to inform you if they are unable to attend training or games through injury or illness etc., at the earliest possible time.

Confirm the training schedule and venue with the Coach and inform the Players. Advise the Junior Committee's Secretary of any proposed additional training or games so turf booking can be organised. Obtain the dates and venues of the games and inform the Players and the Coach.

Obtain team equipment (practice balls, playing shirts, first aid kit) from the Equipment Officer and ensure the required equipment is available for each training session and games. In particular, the first aid kit is to be available at all training sessions and games. The team equipment is to be returned to the Equipment Officer at the conclusion of the representative program.

Advise Players to bring all playing equipment to all training sessions and games including sticks, mouthguard, shin pads, water bottle and training shirts where supplied. It is BHA policy that shin pads and mouth guards are worn at all training sessions and games in accordance with the recommendation in Rules of Hockey, section 4.2.

The wearing of hard peaked caps during games is not permitted under the Association rules. Soft hats may be worn and headbands may be used, however uniform presentation of the team is to be

maintained. Encourage the use of sunscreen and sun protection practices, especially when off the field.

Check training arrangements with the coach and make any phone calls that may be needed to advise players.

Any water bottles supplied to the team are to individually numbered and the players are to use their allocated bottle.

## **2.7 At training.**

Arrive fifteen minutes before training starts and arrange the collection of any player fees. You may have parents or guardians that remain to watch so make it your job to have a chat and make them feel part of the team.

Tend to any player needs as they arise eg: filling water bottles, or injury.

Organise a time at the completion of training to advise players of team arrangements and to remind players of upcoming BHA events, fundraising or competitions. It is good communication practice to confirm advice to players through a newsletter or note so that parents have full advice of what the arrangements are. This is usually done when the coach has finished their post training team talk.

## **2.8 Pre competition planning.**

Where the coach indicates interest in a particular trial game you will be required to find out the details and playing conditions.

BHA approval should be obtained prior to arranging to play another team in a trial game. Also, please notify the Regional Coaching Director and selectors that the team is competing against another team in a trial match.

Check your calendar for possible clashes of social or sport commitments. Check with the players for their availability.

The cost of additional competitions/trials should be handed out at training.

The player will then know -

- The date of competition.
- The place of competition.
- The accommodation.
- The travel arrangements.
- The cost.

You may include on the handout a section to be returned with a deposit and this will give you a very clear indication of exactly how many players and supporters you will have.

If there is more than your team involved, work in with the other managers and coaches and do this pre planning together. The decision can then be made as to your entry in the competition.

When the game has been approved, notify BHA of all arrangements and clearly document your team arrangements e.g. game times, venue, umpires etc. An email would be the preferred method of contact.

## 2.9 On arrival of the competition draw.

The competition draw would normally arrive a week before the competition.

Finalise your accommodation and travel with the assistant secretary making sure deposits are paid. Advise BHA secretary of team arrangements.

Allocate room numbers and vehicle seats for each person attending the competition if applicable.

Liaise with the coach and time line the competition and including all meals, lights out and game time. Document this in a note for all players.

Share information with other team managers to coordinate travel, meals etc. Keep a copy available for BHA.

## 2.10 Competition time line.

Start with your departure time and allow ample time for travel. Include meals, travel to stadium, games, travel to meals, bed time and lights out.

### **EXAMPLE:**

Friday

5.30pm leave home by bus leaving the SHC

7.30pm tea at roadside cafe.

9.00pm arrive caravan park.

9.30pm bed.

10.00pm lights out.

Saturday

7.00am breakfast

8.00am travel to field

8.15am warm up and pre-game team meeting

9.15am game.

Document every minute of the day - everyone will then know the rules and parents will not inadvertently disrupt the team by making their child unavailable during an important time of the day.

## 2.11 The competition starts when you leave home.

You are now in charge, you are responsible. Your duties will include:

- getting players to bed on time.
- getting players fed correctly and at the right time.
- making sure players rest.
- helping maintain team morale.
- making sure players have good personal hygiene.
- laundering playing uniforms after each game.
- organising any assistance with statistics etc..
- filling in team sheets and recording results.

Obtain the playing shirts prior to the date of the game from the Equipment Officer and bring them to the game. Issue the shirts to the Players before the game and collect them after the game for laundering. For away games, endeavour to have shirts laundered over night.

## ISSUE THE SHIRTS AS FOLLOWS:-

Captain No.1, Vice Captain No.2 and the remainder of the players in alphabetical order of surnames.

For home games, advise the Players the time the Coach requires them to be at the ground.

The Host Association generally provides game balls. For home games, obtain these from the Equipment Officer, take them to the game and collect them after the game and return them to the Equipment Officer, obtain team cards from Secretary.

Take two team cards to each game, complete them and hand one to the Umpire or Technical Director and record goal scorers and the result on the other and pass it on to the Secretary. You should also keep records yourself and record any information that may be of value to the Coach, i.e. shots at goal, unconverted corners, etc.

Look after Players' clothing and gear during games and see that it gets loaded on buses, etc. Players do have a responsibility to look after their own gear. Help them to do this.

A First Aid Kit will be supplied by the Equipment Officer and must be retained by the respective Managers until the representative programme is completed. The kit must be returned to the Equipment officer. For away games, be aware of location of First aid Officer/room

For away games, obtain transport departure times and instruct the Players to present themselves at terminals at the required time before departure. Call the roll. Board the transport when you have a full complement.

Where Billets are required, liaise with Representative of Host Association for Player allocation or when staying in other accommodation establish an amicable rapport.

For travel to away games, a senior Manager is appointed and you are to inform them as soon as possible, the number of players who will be returning from away games by private transport. The Players and Managers must travel to the games by the transport provided by the Association unless the Secretary has been advised accordingly.

The Manager of each Brisbane team must present a full and accurate written report showing scores, scorers, time on field and a report on general behaviour of Players on and off the field. The written report must be presented to the Secretary within two weeks of the completion of representative game or games programme. A draft format has been included in this booklet.

This will be a very busy time. But take a good look around you and identify any parents that could help out. The coach will be working very closely with you, but you occasionally may need a parent to help out in some aspect. Speak to them early, get them organised and make sure they understand exactly what, when and how they can to assist.

## 2.12 Game Check List

Assess situation of win/loss/draw and goals for and against and advise coach prior to game.

1. All team members available.
2. Opposition team and composition.
3. Time for game.
4. Venue for game.
5. Time to be at venue.
6. Transport to venue.
7. Gathering point for transport/venue.
8. Playing shirts.
9. Practice balls.
10. Game balls.
11. Team sheets.
12. Game statistic sheets.
13. Medical/first aid kit.
14. Stop watch.
15. Drinks container/s and squeeze bottles
16. Wet weather gear
17. Sunburn cream.
18. Organise medication for players as notified in writing by parents.
19. Towels for ice packs, bags for ice packs.
20. Ball point pen and spare.
21. Marker pen (waterproof) and spare.
22. Tape (insulating and strapping.)

## 2.13 Accommodation

1. Prior to departure, consult with other team managers and agree on the room placement of the players at the accommodation.
2. Should the transport be by bus ensure that the bus is kept tidy and that movement between whilst travelling is kept to an absolute minimum.
3. On arrival at the accommodation the senior manager should identify himself/herself to the manager and obtain any requirements from them.
4. Managers should inspect the rooms to identify any existing damage and record the room number and type of damage. This should be passed to the accommodation manager and be agreed as pre-existing.
5. Ensure that on arrival that the noise created by the players is kept to an acceptable level, particularly if arriving at night.
6. Advise the players of the location of the eating areas and when they will be eating.
7. The team manager is responsible to ensure that the players are in their rooms, lights out and asleep at the time agreed with by the team coach.
8. The team manager may be required to make a number of passes by the players rooms to ensure that the curfew set is adhered to.
9. Rooms should be inspected each morning to check for damage and to ensure players are maintaining general tidiness.
10. Grounds of the accommodation should be inspected to ensure that rubbish is not strewn around by the players.
11. Prior to leaving the accommodation for games the rooms should have a general tidiness to allow for cleaning.

12. The team manager should endeavour to ensure that the players are maintaining their personal hygiene eg showering, washing hair, medication.
13. Information should be obtained from the accommodation on their requirements prior to departure eg bedding stripped and placed in pillow case
14. Any requirements prior to departure from the accommodation should be advised to the players.
15. At the end of the tournament, and prior to departure, the rooms should be inspected by the team manager in the company of a representative of the accommodation. A check for any damage should be included in this inspection.

## **2.14 Behaviour of Players**

1. The manager is responsible for the behaviour of the players.
2. The manager should ensure that the player's attire is of the agreed type and it is worn neatly.
3. Any player behaviour that is not acceptable should be immediately dealt with by counselling the player.
4. Continued poor behaviour should be escalated to a discussion with the player which includes the other team managers, coach and the BHA representative in attendance.
5. Should poor player behaviour continue with a particular player after previous counselling sessions then the player may be recommended for being sent home.

## **2.15 The team sheet**

At a tournament the score sheet is usually found at the tech bench table or the organiser's office.

List all your players in numerical order and put your coach and assistant coach's name in the relevant sections of the team sheet.

Tournament rules usually require the sheet to be filled in 10 minutes prior to a game. But if you can, get it filled in well before then - those last 10 minutes are a busy time for you. If possible fill in **ALL** your team sheets at the start of the competition and that will save you time later.

Have your game time sheets ready for each game. This will help for press reports, or season reports later and it will be a help to the coach if you have no statisticians.

## **2.16 Statisticians**

If you are lucky enough to have statisticians – be grateful - they give up the entire game to do their job. Make sure they know what field you play on and after the game make sure that the coach receives the statistics and has a quiet time to read them.

## **2.17 On the Bench**

You should -

- ensure players are dressed in correct playing uniform, shirts tucked in.
- have warm up balls available.
- have an alternative set of playing uniforms if playing other Brisbane teams.
- have at least one spare uniform in case a player gets blood on their playing uniform. This uniform can be changed and the number on the score sheet altered.
- have water available for each player in their own drink bottle.
- encourage all players to drink plenty of water.
- check that shin guards and mouth guards are on and any jewellery removed
- have ice available which can be usually obtained from first aid.
- ensure that the player entering the game from the bench approaches the tech bench ready to take the field.

- tells the tech bench the number he is replacing.
- substitute on the half way line.

The player coming off the field should be encouraged to drink water. Keep all items of clothing on your players bench in the one area so that the bench area is safe to move around. Check all gear is picked up after the game.

You can barrack for and encourage your team but most of all you must encourage ALL players. Ensure that behaviour of players and officials on the bench is within competition standards. You are responsible for the behaviour of the team and officials.

## 2.18 First aid

BHA requirements are that it is desirable that managers hold a senior first aid certificate. The expectation is that managers will be able to provide initial first aid and assist with basic injury treatment (e.g. ice, and covering grazes etc.). Where there is any doubt as to the extent of an injury get **PROPER ATTENTION**. All BHA run competitions have a first aid officer on duty – but this may not always be the case in other centres.

You should be aware of any recurrent injury that a player may have.

A player requiring strapping should attend to these themselves or arrange a time to have the strapping performed.

You should be aware of any player who has asthma, and they should have their medication on hand at all times. If an asthmatic is having difficulty, get expert help immediately. Also keep an eye on them while they are playing and if you feel they are having difficulty breathing let the coach know and get them subbed off so you can attend to them.

You should be aware of all medication that a player may be taking.

A muscle cramp is usually caused through a lack of water – hydration will fix it - **NOT SALT**.

Dislocation is serious, seek proper first aid.

Ice should be available for **IMMEDIATE** treatment of injury.

Serious injury should be attended to by qualified first aid people.

Band aids and tape should be available to stop small bleeds immediately. Players cannot play with blood on them.

You can not go on the field to an injured player unless the umpire allows/ asks you to.

Head injuries are **ALL** serious, and the player must have proper attention.

The coach will not normally have the time to tend to an injured player - that is your job.

In the case of an injured player who is unable to remove himself from the field it may be necessary to call the first aid people to the field, and let them make the proper assessment. The game will be held up while this is done at the tech bench discretion.

Pain killers can only be given with the permission of the adult player or the junior player's parent/guardian.

Corked muscles need immediate ice and **NO** massage or heat.

Remember a manager, coach or parent (unless a medical doctor) is not permitted onto the field of play to attend to an injured player unless permitted by an umpire or tech bench official.

## **2.19 Nutrition.**

You can really only govern a player's nutrition when you are at a competition. But by all means make suggestions for a diet change if you feel it is necessary. Remember the player's parent/guardian is responsible for their eating habits but advice can be provided to improve the player's nutritional intake.

**WATER** is extremely important. The player should be drinking water before, during and after a game.

Information can be obtained from the following link:

[www.ausport.gov.au/info/topics/nutrition.asp](http://www.ausport.gov.au/info/topics/nutrition.asp)

## **2.20 Off the field.**

You are responsible for the team's travel, accommodation, eating, sleeping, waking, hygiene, resting, laundry and partly the morale.

The coach will determine bed time - time line it properly.

Quiet waking is as important as lights out. Players may normally rise at different times so depending on game time, make sure they do not wake other players.

Some players need a gentle reminder about changing underwear and socks and they may also need to be reminded about showering between games.

Resting between games can be difficult with junior players but you may be able to play some lateral thinking games that will rest the physical body.

## **2.21 Parents/Guardians and supporters.**

Parents/guardians are required to arrange alternate accommodation and are not permitted to stay in the same accommodation. The manager keeps them informed of game times etc. Make yourself known to the parents and seek their assistance where required.

## **2.22 The press report.**

This may not be your job but you will have to make sure that the right person gets the results etc at the end of the competition. Generally the tech bench or the tournament organiser's office will be the collection point.

The players are all proud and they want to see their results published.

When you give results make sure that the names are spelt correctly.

Name the coach, assistant coach, players and yourself.

Thank any parents or sponsors that were involved or may have helped out.

## **2.23 Insurance.**

You will be covered by insurance as a manager as you are representing BHA.

## **2.24 The end of the competition.**

You are finished when the players are home.

Complete your report on the Coulter Shield competition and State Championships within 2 weeks of return from the final competition.

# 3. FORMS

## 3.1 Player Personal Details (Confidential)

**Player's Name:** .....

**Date of Birth:** ...../...../.....

**Home Address:** .....

.....

**Home Telephone (07)..... Mobile:** .....

**Email address:** .....

**Parent/Guardian contact:** .....

.....

**Business Address:** .....

**Business**

**Father: Telephone (07)..... Mobile:** .....

**Mother: Telephone (07)..... Mobile:** .....

In the event that in an emergency contact cannot be made with the above please provide an alternate contact e.g. Next of Kin

**Next of Kin:** .....

**Contact Telephone (07)..... Mobile:** .....

**Other:** .....

**Any relevant Family History or court orders:**

.....

.....

.....

The above details are required to enable contact to be made with a player's parent/guardian/next of Kin in the event of any emergency and are strictly confidential.

### 3.2 Players Medical History And Authorisation

1. My child has been immunised against (*insert, yes or no*):-

- |  |                           |
|--|---------------------------|
| (a) Diphtheria: .....  | (e) Mumps: .....          |
| (b) Hepatitis B/C: .....   | (f) Polio: .....          |
| (c) Measles: .....   | (g) Whooping Cough: ..... |
| (d) Tetanus: .....If yes, date of last anti-tetanus injection :...../...../..... |                           |
| (h) Meningococcal .....  |                           |

2. My child suffers from asthma (*insert, yes or no*): ..... If yes, what medication is available?: .....

3. My child is known to be allergic to: .....

4. My child is currently taking medication (*insert, yes or no*) : ..... if yes, please give details: .....

5. Is your child suffering from an injury or condition which is likely to be aggravated by the competition? (*insert, yes or no*): ..... If yes, please give details: .....

6. Any other relevant medical history including medications required and allergies or reactions (e.g. sticking plaster):  
.....  
.....  
.....

7. Medical Insurance Details:-

(a) Please state Medicare Card holders name: .....

(This is the first name on the card)

(b) State your family's Medicare Membership number: .....

(c) Detail any additional health benefits cover, e.g. MBF (private hospital, ancillary, dental, etc.) .....

(d) Additional Health Insurance Company and membership number: .....

(e) Does your child have a Personal Accident Insurance cover against accident injury for competitions and associated activities (e.g. training, travel, etc.)?: ..... If yes, detail the type of cover  
.....  
.....

***I hereby authorise the obtaining on my behalf, any such medical assistance my son/daughter may require in the event of an accident or illness as is deemed necessary by the attending Medical Officer***

**Signed:** ..... **Date:** ...../...../.....

**Parent/Guardian/next of Kin**

# 4. Codes of Conduct

## 4.1 BHA Code of Conduct for Parents and Spectators

Based on the Australian Sport Commission Codes of Conduct with additions specific to BHA requirements:

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on your child's efforts and performance rather than whether they win or lose.
- Encourage children to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performance and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Applaud good performances and efforts from all individuals and teams
- Congratulate all participants on their performance, regardless of the game's outcome.
- Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them, there would be no game.
- Do not use foul language, sledge or harass players, coaches or officials.

Please refer to: [www.ausport.gov.au/junior/CodesofBehaviourbrochure.pdf](http://www.ausport.gov.au/junior/CodesofBehaviourbrochure.pdf) for further details.

## **4.2 BHA Player Code of Conduct**

### **Players are expected to demonstrate the following;**

- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in your sport as you like to be treated.
- Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.
- Whilst representing the team, Players should always be attired in a professional manner with shirts tucked in when on the field.
- Arrive early for the game and in correct dress.
- Notify coach/manager before the event if you are unable to attend.

### **Prior to a game players are expected to:**

- Comply with Home Teams pre game presentation requirements/procedures.
- Stand and show respect during the playing of the National Anthem.

### **During a game players should:**

- Play by the rules.
- Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- Control your temper. Verbal abuse of officials, sledging other players or deliberately distracting or provoking an opponent is not acceptable or permitted behaviours in any sport.
- Work equally hard for yourself and/or your team. Your team's performance will benefit and so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, team-mates and opponents. Without them, there would be no competition.
- Participate for your own enjoyment and benefit, not just to please your parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

### **4.3 BHA Coach, Assistant Coach and Manager Code of Conduct**

- Remember that young people participate for pleasure, and winning is only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of Hockey and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- Avoid overplaying the talented players; the 'just average' need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
- Show concern and caution towards sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

## 4.4 Team Manager Report

### TEAM MANAGER REPORT

**TEAM:**

**TEAM OFFICIALS:**

**TEAM PERSONNEL:**

(Players in team, showing captain and vice captain)

**COULTER SHIELD:**

**RESULTS:**

Opposition	Goals for	Goals against	Scorer

**TRAVEL ARRANGEMENTS:**

**ACCOMMODATION:**

**FOOD:**

**PLAYING VENUE:**

**CONDUCT OF PLAYERS:**

**STATE CHAMPIONSHIPS:**

**RESULTS:**

Opposition	Goals for	Goals against	Scorer

**TRAVEL ARRANGEMENTS:**

**ACCOMMODATION:**

**FOOD:**

**PLAYING VENUE:**

**CONDUCT OF PLAYERS:**

**GENERAL COMMENTS ON CAMPAIGN:**

**RECOMMENDATIONS:**

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Manager  
Brisbane Under            Team