



# *Brisbane Hockey Association Inc.*

AFFILIATED WITH HOCKEY QUEENSLAND INC.

ABN 43 857 681 225

## **INSTRUCTIONS AND GUIDELINES TO MANAGERS OF REPRESENTATIVE TEAMS**

### **Playing**

When the team is announced:-

1. Introduce the Coach / **assistant coach** and yourself to the team.
2. Inform them of your telephone numbers and addresses, so they can contact you.
3. Obtain the players full names, addresses, email addresses and telephone numbers so you can contact them. Check dates of birth.
4. Take Brisbane dress shirt, shorts, socks, jackets and track suit orders, including sizes, and pass the order on to the Equipment Officer. The Equipment Officer will loan jackets and tracksuits for trying on to help ascertain sizes. Advise price of dress shirt, shorts, socks, jacket and tracksuit before orders are taken. After purchase advise parents that moneys for same must be paid to the Treasurer who will issue a receipt on payment. It is necessary for all players and each Manager and Coach / assistant coach to have at least a full Brisbane travelling outfit.
5. Inform Players that they have been selected for the first competition only and that the Selectors can alter the team after that competition.
6. Where a Player notifies you that he is carrying an injury or you suspect a Player is carrying an injury, discuss it with the Coaches so they can decide whether a fitness test is necessary. The onus is on the Managers and Coaches to ensure Players are injury free.
7. 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. If a replacement is necessary, contact the Secretary of the Association.
8. Confirm the training schedule and venue with the Coaches and inform the Players.
9. Obtain the dates and venues of games and inform the Players and the Coaches.
10. 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. The first aid kit is to be available at all training sessions and games. Return them to the Equipment Officer at the conclusion of the representative program.
11. 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.
12. The wearing of hard peaked caps during games is not permitted under the Association rules.
13. Obtain the playing shirts prior to the start of the campaign from the Equipment Officer and bring them to the game.
14. Issue the playing shirts to the Players before the game and collect them after the game or end of the day. The shirts should be laundered for each day. Collect the playing shirts at the end of the campaign and return them to the BHA equipment officer
15. ISSUE THE SHIRTS AS FOLLOWS:-  
CAPTAIN No.1, VICE CAPTAIN No.2 AND THE REMAINDER OF THE PLAYERS IN ALPHABETICAL ORDER OF SURNAMES.
16. Instruct the Players to be at the ground at the time required before the game. This will be advised by the Coach.
17. 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 Records

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.

18. Look after Players clothing and gear during games and see that it gets loaded on buses, etc.
19. A Medical Kit will be supplied by the Equipment Officer and should be retained by the respective Managers until the representative programme is completed. The kit must be returned to the Equipment officer.
20. For away games, obtain transport departure times from BHA secretary and instruct the Players to present themselves at place of departure at the required time. Call the roll and only board the transport when you have a full complement.
21. For travel to away games, a senior Manager is appointed and you are to inform him as soon as possible, the number of players who will be returning from away games by private transport. The Association will organise the transport and accommodation for teams to attend competitions. The players and team officials are to travel to the competition games by the transport organised and provided by the Association.
22. The dress for travelling by transport to away intercity games for Players, Coaches and Managers is DRESS SHORTS, GOOD SHOES AND SOCKS, BRISBANE DRESS SHIRT AND BRISBANE JACKET. (NO JEANS OR THONGS, ETC.)  
For the Under 11 team Players this is relaxed to Brisbane dress Shirt, Brisbane Tracksuit and good shoes.
23. The Manager of each Brisbane team must present a full and accurate written report showing scores, scorers 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.
24. Team photographs are arranged by the Junior Secretary. Photographs are normally taken at the SHC prior to the actual Championships or at the actual Championships. In this case the Manager is responsible to liaise with the host Association and photographer to organise times.
25. If selected as the manager of the number 1 Brisbane team the umpires for all teams are your responsibility. Please ensure they are aware of all travel arrangements. When playing away ensure umpires have transport available to them to get to the playing venue and return later in the day. Make sure they are aware of when morning and evening meals are being served (lunches are normally supplied by host centre)
26. The manager will need to make sure adequate lunch arrangements for the whole team are in place for both home and away competitions.
27. Discuss with all managers in the age group the need for portable shade to be taken to the venue and make arrangements as required. (BHA have some portable shades available please contact the secretary)

## **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.)

## **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.

## **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.