



Sunshine Coast Hockey Association Inc

ABN 89 942 594 714

Congratulations on your selection as the SCHA Representative Team Manager

To confirm your selection as team manager, please read all the information contained in this package and return the Manager's Agreement Form.

Contained in this package:

- Team Managers Guidelines and Procedures
- Player/Umpire Medical Information Form
- Team Training Attendance Sheet
- Tournament Results Sheet
- Parents/Spectators Code of Conduct Form (for players Under 18 years of age)
- Uniform and Equipment List
- Manager's Agreement Form

We hope you enjoy this experience with the Sunshine Coast Hockey Association. Please do not hesitate to contact office should you require further information or have any questions.

Yours in hockey

SCHA – Management Committee



Sunshine Coast Hockey – Guidelines and Procedures for

TEAM MANAGERS

- The Manager has overall responsibility at all times for the contingent whilst on tour and is directly responsible to SCHA through Vice President – Sports Development.
- The Manager will accompany the contingent for both forward and return travel and be accommodated with the contingent.

Variations may be approved by the Management Committee upon request in writing.

- The Manager is responsible for setting the costs of the trip based on costing supplied by the SCHA. The Treasurer, will after consultation with the Manager individually invoice players for the cost of their Championship, levies, uniform levy and purchase of Representative clothing etc.
- The Manager will attend all Representative Matches and training sessions.
- The Manager will hold current Senior First Aid and current CPR.
- The Manager must hold current Blue Card of which the original must be sighted by SCHA Management Member or Administrative Assistant.
- The Team Umpire is part of the contingent and as such is to be treated the same as the players. The Manager is responsible for the umpire's safe arrival/departure from tournament venue.
- The Manager will attend any official meetings including Pre-Championship meetings to advise -
 - Change of personnel/numbers
 - Umpires – rule changes and interpretations etc.
 - First Aid or Medical requirements
 - Ice availability
 - Coaching clinics
 - Lunch orders
 - Morning and afternoon tea arrangements
 - Any other relevant information

The following procedures will be adhered to:

THE MANAGER SHALL prior to the event:

- Confer with the Coach regarding training requirements
- Keep training attendance records
- Inform players of training sessions

SCHA Player Guidelines and Procedures	HQ Asthma Medication Notification Form
SCHA Player Details/Medical History Form	HQ State Team Nomination
SCHA Player Agreement and Indemnity Form	HQ Consent Release and Indemnity Form (Premier League Only)

- Ensure players are offered the opportunity to nominate for Queensland and those wishing to do so are given a form (provided in Hockey Queensland Championship Manual or on line on the Hockey Queensland website). Please note that nominations may close up to (3) three weeks prior to start of Championship.
- Keep Umpire traveling with the team updated with relevant information for attendance at the Championship. It is essential that the Umpire also completes a Medical History Form.
- Confirm with SCHA Office/Sports Development Vice President regarding transport, accommodation and any other arrangements pertaining to Teams attendance at Championship or Tournament.
- Complete team sheet with player number prior to each Championship or Tournament.



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- The Manager shall liaise with SCHA Assets Officer regarding playing uniforms (including alternative playing strip – as per Championship Rules) socks and miscellaneous representative gear.
- The Manager is responsible for obtaining clothing/uniforms (sizes required) and presenting a consolidated order in writing to the SCHA Assets Officer at least one (1) month prior to Championship.
- Ensure all forms are returned by due date.
- Attend where possible all training sessions.
- Allocation of rooming arrangements for team
- Managers should have in their possession at all times a copy of Championship Rules as well as having acquainted themselves with the content of same rules prior to attending championship.
- The Manager should be familiar with the Player, Coach and Umpires information packages as well as the Hockey Queensland Operations Manual (may be found on the SCHA or the Hockey Queensland websites).
- The Manager should, at all times during the trip have on their person, the team medical forms - **YOU NEVER KNOW WHEN YOU MAY REQUIRE THEM!**

During the event:

- Attend Managers Meetings.
- Book time (in consultation with Coach) and organize team Photo
- Complete game cards and hand to technical bench during warm up
- Advise the contingent of the daily program including uniform colours, match times, social activities etc.
- Confer with Coach regarding pre game assembly and post game departure times and advise contingent accordingly
- Establish a regular meeting room, notice board etc where possible
- The Manager/Coach shall work together to ensure that players adhere to the nutritional guidelines
- Be responsible in conjunction with the Coach, in matters of dispute. If action is required, representations may be made by the Manager only after consultation with President or Secretary and the Vice President Sports Development
- Seek medical advice and assistance for Players who are ill or injured
- The Manager is responsible for the laundry and maintenance of playing uniforms
- The Manager is responsible for organizing all meals for the team and attending to any dietary needs

After the event:

- Advise any State team selection as a matter of urgency to the SCHA Secretary
- Complete the Managers report and training attendance sheet and return same to the Vice President Sports Development within 14 days from completion of championship
- Finalize Team Reconciliation sheet and submit to Treasurer no later than 7 days after return
- Return all equipment to the Assets Officer within seven (7) days of the completion of the event

BE A POSITIVE ROLE MODEL FOR YOUR SPORT AND ATHLETES

Sunshine Coast Hockey Association – Player/Umpire Details and Medical Information

Name:	
DOB:	
Address:	
Home Phone:	Mobile:
Parent Name: (If Under 18)	
Emergency Contact Details: Name:	
Phone:	
Relationship to Player:	
Medicare Number:	
Do you have private health insurance? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Does the Player suffer from any of the following:	
Asthma <input type="checkbox"/>	
Diabetes <input type="checkbox"/>	
Epilepsy <input type="checkbox"/>	
Heart Conditions <input type="checkbox"/>	
Other illness/disease/allergy <input type="checkbox"/>	Please Specify:
If you have ticked any of these conditions, please give details:	
Is the Player suffering from any disease, condition or injury that is likely to be aggravated by the Competition or that the Team Management should be aware of? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If so, please give details:	
Is the Player taking any medication? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, please give specific details:	
AUTHORISATION TO ADMINISTER PAIN RELIEF (Applicable to players under 18 years of age only) I hereby authorise my child to be administered one (1) single dose (amount according to packaging directions of Panadol or similar) in the event of a high fever/headache. I understand that my child will be taken to a medical practitioner if these symptoms continue.	
The information given by me on this form is true and correct:	
Name:	
Signature: (Parent or Guardian if Player is under 18 years of age)	
Date:	



Sunshine Coast Hockey – Training Attendance Sheet

Legend -

- √ (present)
- S** (sick)
- N** (notified absence)
- X** (non notified absence)

	Players Names																			
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
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19																				
20																				

**Managers please hand in this sheet with your
Manager's Report and Reconciliation**



Sunshine Coast Hockey Tournament Result Sheet

Date:

Venue:

U11/13/15/18/Open Team (please circle)

Male Female

Coulter Shield Southern Cross Wide Bay State

Opposition	Result	Game Score	Goal Scorers
	<input type="checkbox"/> Win <input type="checkbox"/> Draw <input type="checkbox"/> Defeat		
	<input type="checkbox"/> Win <input type="checkbox"/> Draw <input type="checkbox"/> Defeat		
	<input type="checkbox"/> Win <input type="checkbox"/> Draw <input type="checkbox"/> Defeat		
	<input type="checkbox"/> Win <input type="checkbox"/> Draw <input type="checkbox"/> Defeat		
	<input type="checkbox"/> Win <input type="checkbox"/> Draw <input type="checkbox"/> Defeat		
	<input type="checkbox"/> Win <input type="checkbox"/> Draw <input type="checkbox"/> Defeat		

Comments:



PARENTS/SPECTATORS CODE OF CONDUCT

As a Parent / Spectator I will:

- Remember that sport is played for enjoyment
- Encourage players to participate, do not force them
- Focus on efforts and performance rather than winning or losing
- Encourage participation according to the rules
- Never ridicule or yell at a player for making a mistake or losing a game
- Applaud good plays by all teams
- Be courteous in my communications to players, team officials, game officials and sports administrators
- Support all efforts to remove verbal and physical abuse from sporting activities
- Respect officials' decisions and teach players to do likewise
- Show appreciation of volunteer coaches, officials and administrators.
Without them, there would be no sport.

I _____ (Full Name) have read and understand the Parents / Spectators Code of Conduct and agree to abide by its conditions.

Signature: _____ Date: _____



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Team:			
Championship:			
Date:			
Manager:		PH:	
Playing Shirts/Singlets			
Size	Shirt/Singlet Numbers	Number Taken	Number Returned
XL			
L			
M			
S			
XS			
Other			
Spares			
Playing Shorts/Skirts			
Size	Number Taken	Number Returned	
XL			
L			
M			
S			
XS			

Captain's arm band Taken Returned

Match ball Taken Returned

First Aid Kit Taken Returned

Socks taken to be paid for:



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Sunshine Coast Hockey Association Managers Agreement Form (Please sign to confirm your acceptance of this position)

I _____ (Please print full name)

Of _____

_____ (address)

Agree to accept the Team Manager position and operate within the guidelines specified by the Sunshine Coast Hockey Association.

TEAM APPOINTED TO: _____

Manager's Signature: _____

Date: _____

Sunshine Coast Hockey Association

Signature: _____

Position Held: _____

SENIOR FIRST AID Renewal Due: _____

CPR Renewal Due: _____

MANAGER'S BLUE CARD NUMBER: _____ EXPIRY DATE: _____

Sighted by:

SCHA Official/Administrator Name

Signature