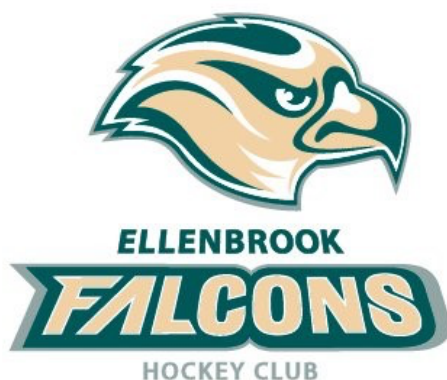


JUNIOR TEAM MANAGER'S HANDBOOK 2022





Junior Team Manager's Handbook 2022

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A message from the Junior Coordinator

Thank you for volunteering to be a Team Manager at Ellenbrook Falcons Hockey Club (EFHC).

Without volunteers, clubs such as this one would not be as successful as we are. It takes many people across numerous roles to work cohesively to keep the EFHC a safe and enjoyable place to play sport. I am certain you will be an integral part of this club over the coming season. Most importantly, by doing this role you are demonstrating to the Junior players that you are taking an interest in the sport of hockey and likely inspiring some of them to volunteer as well either at this club or elsewhere in the community.

Please remember, you are never alone in this role. Throughout the club, and within your team, are members that have done your role before and can assist you to be successful. If you need help, please reach out a hand to one of these people or myself via email or through one of the Social Media groups. If you are finding it challenging, we can request that you share the role with another parent. This halves the workload for you and develops other parents in the club in volunteer roles.

EFHC is a growing club full of great ideas to ensure each season we continue to aspire to higher goals. If you have an idea that you feel can assist the club, please don't hesitate to raise it with me. Likewise, if you notice an aspect of the club that requires improvement, please don't hesitate to bring it to my attention. No single person here owns the club, we are all just caretakers of it until the next wonderful group of volunteers comes along tomorrow and benefits from our great work today.

The club has several roles on the committee that you should know and have contact details for. They include:

Junior Coordinator – Organises all teams that operate in the Junior leagues

Facilities Manager – Bar and Canteen Manager

Fundraising Manager – Organising fundraising events

Junior Umpiring Coordinator – Organising umpires and payments through Junior leagues

At different times they may require information from you or you may require assistance from them. This will likely be achieved through either the EFHC Junior Facebook Group or through a communication application such as Messenger.

All the best for the coming season and I'm certain you will get as much out of the experience as the players in your team will.

Darren Atheis

2022 Junior Coordinator

The important job of Team Manager

Thank you for volunteering for the role of Team Manager with Ellenbrook Falcons Hockey Club. We really appreciate your input!

The Team Manager role is the glue that holds the team together, ensuring clear, consistent communication between the club, 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.

You don't need to know a lot about hockey to be a great team manager. You just need to be organised, have some basic administration skills, and be a good communicator who enjoys talking to people.

What skills are needed?

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
- some understanding of email, mobile apps (if used) and social media competence
- a current Working with Children Check (WWCC)
- a team-first attitude

What responsibilities do Team Managers have?

The Team Manager is responsible for:

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

How do we know that Team Managers are doing a good job?

- Our coaches feel supported and are free to focus on coaching
- The game day runs smoothly
- Results are entered promptly, and the club avoids fines
- Families have all the information they need
- Players enjoy being part of an inclusive and welcoming team

Team Manager Tasks

Before the season starts

- The Junior Coordinator will hold a pre-season briefing and add all Managers to a group messenger chat, to allow for communication between teams where needed
- Have a chat with your coach to make sure you are aware of anything they may need for the season ahead. Agree on any systems you will use for collecting votes for player of the match and/or end of season awards
- Check all players are registered and make sure you have access to the current contact list for your team
- Ensure you are aware of the rules - Competitions & Events By-Laws (which apply to all competitions) and Junior League By-Laws. Please read them, paying particular attention to rules that might apply to your team's age group
- Familiarise yourself with all club policies, particularly the Code of Conduct (in Appendix). See <https://www.ellenbrookhockey.club/policies>
- At the start of the season, the club will provide each team with:
 - first aid kit
 - scoring book
 - goalie kit
 - list of umpires
 - updated rules
 - instructions for how to access Hockey WA portal
 - instructions for how to submit scoring online
- Please liaise with Junior Coordinator to collect equipment from club rooms. If items are missing or replacement items are required, please notify the Equipment Manager and/or Junior Coordinator
- 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
- Create a messenger group (or similar) for communicating with your team parents
- The season fixtures are released at the start of the season, but they can be subject to change at the association's discretion. Communicate any changes to the team / parents as far in advance as possible.
- Share information with all families regarding:
 - uniforms
 - safety gear (shin pads and mouthguards are compulsory for all players)
 - training day/time
 - fixtures
 - expectations for parent help and/or rosters

There is no set way you need to do this, but a template for a welcome letter and parent roster is provided in Appendix if needed.

At training

- Advise players and parents if/when training is cancelled due to bad weather / school holidays or other reasons.
- Check in with the coach and offer help if necessary
- Find out who is available for the game
- Be available to answer questions if parents have concerns or if players need help with anything
- Meet new players and families and welcome them to the team

Before game day

- Organise and confirm who will umpire your game. Use the umpire list if needed.
- Ensure everyone knows where the game is and what time players will need to arrive
- A reminder message mid-week is always appreciated and gives you time to organise fill-in players if needed
- Confirm player availability and communicate with coach regarding any players who are unavailable
- Allocate a parent to bring oranges for half time and canteen helpers for all home games

On game day

- If you cannot be there for the game choose someone in advance who will cover for you for the day. Otherwise, arrive early for each game for parents to discuss game play, issues etc
- Assist coaches to manage playing group on game day. Coaches may want your help with managing substitutes and ensuring that all players get approximately equal game time
- Ensure that all spectators and players act within Hockey WA guidelines in relation to conduct
- Fill in score sheet and ensure it is signed by umpires after the game. Please ensure that all details of the match (date, time, team names, grade/division, and venue) are completed and that any injuries or issues are recorded. Keep your white copy and give the pink copy to the manager of the other team and collect their pink copy from them. Please keep all score sheets for the season in case of later dispute
- Bring the first aid kit to every game and attend to any first aid issues if needed. Use RICE (rest, ice, compression, elevation) for minor injuries. Utilise the HeadCheck application www.headcheck.com.au to assess any head injuries and seek medical help where indicated
- Pay turf gate fees when game is played on turf. Collect receipt and submit to club treasurer

- Greet the umpire, thank them after the game and arrange payment
- Collect votes for player of the day and/or end of season awards (if relevant)
- Enter results online following the game using the instructions provided. You need to enter the result online to Hockey WA on a weekly basis by Monday morning at the latest. Please note that the Club will be fined if managers do not submit results by 1:00pm on the first business day after the match. Please try and enter your result and players as soon as you get home from the game, it helps to avoid forgetting when the rest of the weekend gets busy

At the end of the season

- Ensure all scoring sheets are handed back to club for storage
- Return any equipment borrowed, such as goalie kit and first aid kit, to club rooms
- Report any damaged or missing equipment to Equipment Manager and/or Junior Coordinator
- Help organise end of season events and invite all parents
- Organise gift for the coach. You may wish to request that parents make a small contribution. Please arrange for players to sign a thank you card
- Make sure that a team photo gets taken and forward photo and list of names to Junior Coordinator. Please check spelling of player's names
- Tally votes for end of season awards (if relevant) and liaise with coach regarding trophy winners. Forward names to Junior Coordinator
- Pass on information about any summer hockey available
- Ask parents for feedback about how the season went and pass this onto coach and/or Junior Coordinator



Instructions

How to fill in match report books



MATCH REPORT BOOKS

Each team will be provided (by Hockey WA) with a Match Report Book. These books serve a significant function in the completion of each match in the Hockey WA Winter competition.

The match book provides the team with physical evidence of the circumstances that took place during the match, and therefore should be completed accurately to ensure the team has played within the rules of competition.

There are a number of fields that need to be recorded to ensure that information is accurate. The match details (date, time, team names, grade/division, and venue) must be completed.

The players' names should also be recorded in the relevant columns. This will provide adequate justification to opposition managers that all players are legitimate. Goals scored and any misconduct penalties (Cards) should also be recorded.

There are also fields available to identify which player assumed the role of Goalkeeper and Captain.

The next section that must be completed is the final result. This needs to be recorded in the appropriate area below the team list, and both umpires should sign off that this information is accurate. This is crucial, as it provides written justification to Hockey WA should there be a conflict over the result.

The final section to be aware of is the Match Comments section. This allows managers to provide detailed information of significant issues that arise during a game. Player injuries, suspensions, Coach or spectator behaviours should be inserted here for future communication to Hockey WA.

At the conclusion of the match, the signed "Pink" copy of your Match Report should be provided to your opposition manager, and vice versa. This is done to provide both teams with the opportunity to confirm that they have played the game in the right spirit, within the rules of competition.

PLEASE FILL IN ALL SECTIONS USING CAPITAL LETTERS & WRITE NEATLY

League: _____ Division: _____
 Round: _____ Date: _____ Time: _____ Venue: _____
 Your Club: _____ Match Against: _____

| Start | Start No (if any) | Role (GK/S/P/C/K) | Surname | First Name (as in Book) | Goals | Cards Yellow | Red |
|-------|-------------------|-------------------|---------|-------------------------|-------|--------------|-----|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |
| 16 | | | | | | | |

Result: Name Winning Team or enter 'draw' if game is drawn _____ Score: _____
 Umpires: Before signing, please check that the result and the score has been filled out correctly
 Ump 1 Name: _____ Club: _____ Sig: _____
 Ump 2 Name: _____ Club: _____ Sig: _____

Online Entry & Injury Reporting:
 First named team must enter result via HockeyNet by 1pm the next business day after the match
 Both teams must enter team details into HockeyNet by 1pm the next business day after the match
 Injury reports are to be lodged through HockeyNet and/or the online form on Hockey WA website

Comments:

| | | | |
|-----------------------------------|-------------------------------|---|--|
| WRITE COPY to be retained by Club | PINK COPY given to Opposition | If Double Up used, place D in the 'Role' column | If replacing State Player, place S in 'Role' column |
| | | If Penalty shot, place P in 'Role' column | Goalkeepers must be indicated with GK in the 'Role' column |

How to submit scoring online



ONLINE MATCH REPORTING

Once the match is complete, all information that is recorded on the Match Report Book should be transferred to an Online Report page. Each team will only be able to enter information relevant to their own team.

To access the Online Report, each manager must log-in to the allocated fixture online via the following website: <https://client.revolutionise.com.au/?clientName=wahockey&page=/wahockey/>. This can also be accessed via the Hockey WA website via the 2021 Season and Result Entry buttons.

Home team (first mentioned) managers will have two responsibilities:

1. Saving the result of the match by entering each team's score into the appropriate boxes. Please double-check this before saving. By hitting "Save results", the website will be updated to reflect the score.

1.1 Clubs will be fined if managers do not "Save results" by 1:00pm on the first business day after the match.

Please note that both teams will be able to enter the Match Result online. If the Home Team logs in to find the result already entered correctly, then there is no problem with this. Please remember, however, that should the match result not show, then only the Home Team will be fined.

2. Saving individual player statistics by selecting the players that participated in the match, and entering the goals scored or cards received into the relevant boxes.

2.1 Clubs will also be fined if managers do not "Save results" with their Team Details by 1:00pm on the first business day after the match.

Away team (second mentioned) managers will also be responsible for Saving their Team List. Again, clubs will be fined if managers do not "Save results" with their Individual Player Statistics by 1:00pm on the first business day after the match.

Please do not upload the Match Report Sheet from your duplicate book. There is a file upload option, but this shouldn't be used.

Result Dispute

If there is an issue with the result entered online, please contact your club. The respective club official should contact Hockey WA with the issue, outlining the error on the website supported with the evidence of the correct match result as evidenced by the Match Report Book copies signed off by the umpires.

It is important that any communication with Hockey WA is made by a Club's Junior Coordinator, Senior Coordinator, or Office Bearer.

Hockey WA will use both copies (Home and Away) of the Match Report Book to determine the accurate result, and if there is a discrepancy will make contact with all parties (managers and umpires) to determine the correct result.

Insurance for Injury

For insurance purposes, it is important that the Match Report Books are kept and completed with the details of the injury. When making a claim, the copies may be required by the Insurance Company.

EFHC Code of Conduct

Players

- Learn, play and respect the rules.
- Respect the umpires, even if you don't agree with their decisions.
- Ensure that all players in the team feel included, regardless of their ability.
- Be a good winner, as well as a good loser. Be a good sport. Applaud all good plays whether they are made by your team or the opposition
- Treat all participants in your game as you would like to be treated. Do not bully or take unfair advantage of another competitor or player.
- If you are starting to lose your temper, take yourself off the field before getting sent off.
- If you are unable to make the game, let your coach or manager know as soon as possible as this will affect the whole team. Failure to comply may lead to suspension.
- Cooperate and support your coach, teammates and opponents. Without them there would be no competition.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Parents

- Focus on encouraging your team and not criticising members of either team or the umpires.
- Allow the coach to do their job and don't confuse the players by contradicting the coach during the game from the sidelines, even if it is your own child.
- Try to ensure that the environment around the team is positive, regardless of the team's performance on the field.
- Don't put undue emphasis on winning and ensure your child is gracious in victory. As long as your child tried their best, then that is all that is expected of them, regardless of the outcome.
- The behaviour of your child is your responsibility, so ensure that they are not engaging in bullying, of either a verbal or physical nature.
- Refrain from abusing umpires or any members of the opposition and their supporters.
- Do not use foul language, sledge or harass players, coaches or officials.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion. Whether, official, another family or player
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- If you suffer such abuse, report it to your team's manager and the club will take appropriate action. Don't take things into your own hands and escalate the situation.
- Excessive criticism and negativity towards your own child impact's the environment of the whole team and, as such, you may be asked to stop. It's your child but it's everyone's team.
- Failure to comply with any of these may end up in a sideline ban. It may also result in the team captain receiving a card

A breach of this code may result in disciplinary action at the discretion of the coach, captain/team representative and/or Committee. Disciplinary action will depend on the severity of the breach, but may involve:

- a verbal caution;
- a sending off (for either a short period or the remainder of the game);
- suspension;
- in the case of serious or repeated breaches, cancellation of Club membership.

Templates

Sample welcome letter

Please adapt the text below to suit the needs of your team

Welcome to the 2022 Hockey season! We are so glad to have you playing with us in the Ellenbrook Falcons Year 7/8 Girls team.

Our coach is Marge (Lisa's mum) 0425 123 456 and our manager is Homer (Maggie's dad) 0427 123 456. Please don't hesitate to contact us throughout the season if you have any questions or concerns.

Registration: If you haven't registered yet, please do so ASAP via <https://www.revolutionise.com.au/Ellenbrookhc>

Communication: Please check you have provided us with your mobile number and email address. We don't want you to miss any important information and updates during the season! If you are on Messenger, please make sure you are in our *7/8 Girls Hockey Team 2022* group chat. Regular updates will be posted here, on Facebook via the *Ellenbrook Falcons Hockey Club* group www.facebook.com/groups/ellenbrookfalconsclub and the *Ellenbrook Falcons Juniors* group www.facebook.com/groups/257324931472373

Uniforms: Playing shirts and hockey socks can be purchased via our Junior Coordinator Darren efhcjuniorcoordinator@gmail.com. Players wear plain black shorts or skirts and non-slip sports shoes (no studs for turf games). Mouthguards and shin pads are compulsory for safety reasons.

Games: Hockey WA fixtures and results are online at <https://sportsdesq.onesporttechnology.com>. Please arrive at least 30 minutes prior to the start of the game for warm up. If you cannot attend a game, or if you need a lift, please let our Coaches or Managers know with as much notice as possible.

Parent Volunteers: Like many junior sports, hockey is volunteer-run. We need all parents to help us out with certain duties every week. Thank you for your support. A roster will be distributed with our fixtures.

Sample parent roster

Please adapt the text below to suit the needs of your team

Like many junior sports, hockey is volunteer-run. We need all parents to help us out with certain duties every week. Thank you for your support.

If you cannot fulfil your rostered duty, please try to swap with another parent. If this is not possible, please let our Manager know with as much notice as possible.

| Round | Date | Time | Venue | Umpire | Oranges | Canteen |
|-------|----------|--------|--|-----------|-----------|---------------------|
| 1 | Sat 1/5 | 8.30am | Lilac Hill Park, Field 1 <i>West Swan Road, Caversham</i> | Mickey | Minnie | |
| 2 | Sat 8/5 | 8.30am | Coolamon Oval, Field 1 | Daisy | Daffy | Pluto Donald |
| 3 | Sat 15/5 | 8.30am | High Velocity Ducting Stadium (Southern River), Field 1 <i>Gay St, Huntingdale</i> | Pluto | Sylvester | |
| 4 | Sat 22/5 | 8.30am | Warwick Hockey Centre | Donald | Tweety | |
| 5 | Sat 29/5 | 8.30am | Coolamon Oval | Minnie | Peppa | Minnie Daffy |
| | Sat 5/6 | | Coolamon Oval | George | Donald | Sylvester Tweety |
| 6 | Sat 12/6 | 10am | Newman College Sporting Complex, <i>Tuscany Way Churchlands</i> | Daffy | George | |
| 7 | Sat 19/6 | 8.30am | Coolamon Oval | Sylvester | Mickey | Peppa Donald |
| 8 | Sat 26/6 | 10am | Coolamon Oval | Tweety | Daisy | George Mickey |
| 9 | Sat 24/7 | 10am | HBF Arena Turf | Peppa | Pluto | |

NB – This information is current as at [DATE]. Fixtures may be updated. Please refer to current info online at <https://sportsdesq.onesporttechnology.com>

Umpire – All parents are welcome to give this a go yourself. You don't need to have experience and there are some handy tips online at www.HockeyWA.org.au. Alternatively, we can arrange a paid umpire for \$30. Please let your Manager know your preference.

Oranges – Please bring some oranges cut into thirds (or other cut up fruit), with some tongs for serving and a plastic bag for rubbish. At half time, please distribute these to the players and take away the rubbish.

Canteen – For all home games, we need to provide two parent helpers. One person will cover the first half of the game and the other the second half. Please ensure you arrive at the canteen at least 10 minutes before the start of the game, or half time.

Acknowledgements

We are grateful for the contributions of the 2021 Team Managers to the development of this handbook. Thank you Angela, Ellen, Krista, Poppy, Kathy and Lil for sharing your ideas.

