

HOCKEY MANAWATU INCORPORATED

THE MANAGER'S MANUAL

A GUIDE TO MANAGING HOCKEY
MANAWATU HOCKEY TEAMS

THE MANAGER'S MANUAL

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THE MANAGER'S MANUAL

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SECTION 1 GENERAL INFORMATION

FOREWARD

Welcome to the Hockey Manawatu Managers Manual. This document is designed to help you carry out your duties as a National Team Manager efficiently and effectively.

I hope you enjoy your time as a national Team Manager and that you get a lot from the job, it is one I have done myself in the past and have found both challenging and rewarding.

My thanks to Perry Kingbeer and the current managers from season 2006/7 and the staff within Hockey Manawatu Incorporated for assisting in pulling this Manual together.

Good luck

Douglas Reid
Chief Executive Officer

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OVERVIEW

AIM

- To facilitate the transition of players and members of squad management teams between squads by all squads adhering to one policy.
- To establish a co-operative and interactive environment between squad managers.

OBJECTIVE

- To be a working guideline for all Managers, new and experienced, which clarifies the interaction between Managers and HMI Staff

PROPOSAL

- That Squad Managers meet throughout the year in January, September and another date to exchange ideas and consolidate relationships
- Ultimately the Manager has sole responsibility for all off pitch organisation pertaining to the Squad, excluding team selection.

JOB DESCRIPTION

The usual Management group for a squad consists of a Manager, a Coach and an Assistant Coach. The Manager should produce an effective team with these individuals.

The Manager should:

GENERAL

- Provide off-the-field management support to the Coach and any other personnel directly or indirectly involved with the squad;
- Prior to an event, in conjunction with the Coach and/or Assistant Coach, confirm all players' fitness;
- Prior to an event confirm availability of all Management Group;
- Ensure that all appropriate consent forms are completed by members of the squad
- Liaise closely with RDM Hockey Manawatu (CEO) and other squad management;
- When no RDM is available act as Head of Delegation;
- Ensure team sheets recording match details are supplied by the organisers post event;
- Arrange team photographs for official records;
- Arrange appropriate letters of appreciation;
- Have full knowledge of HMI Ethical and Child Protection Policies and Procedures;
- When appropriate act as players representative with the HMI;
- Oversee the organisation of rooming arrangements.;
- Arrange buying/organising gifts; and
- Ensure the welfare of the team at all times.

FINANCE

- Obtain from the Chief Executive Officer, the budget details for team travel, accommodation and supply of equipment;
- Be responsible for all monies due from the team members, maintain adequate records and remit to the HMI all monies, together with a detailed statement of equipment issued and monies received in respect of all personnel;
- Make sure that there are no outstanding player contributions prior to tournament/event; and

- You will be required to submit receipts for all expenditure.

EQUIPMENT

- In consultation with the HMI Office or a nominated person, arrange the uniform/kit of the team personnel on the basis detailed in the budget;
- Ensure availability of all necessary training equipment and arrange refreshments, ice, etc at such sessions; and
- Return of all equipment and uniforms to Office at the completion of the tournament as soon as practicable.

BEHAVIOUR

- The Manager sets the tone for the team and his / her standards of behaviour should be to the same level of those expected of the players. This means the manager should dress and behave appropriately for any occasion while acting as team manager. Managers should also take care that their behaviour towards their players and other team management can not be misinterpreted; managers must not abuse the power given to them by their position. Finally managers of youth squads have a particular responsibility and must make themselves aware of the Hockey Manawatu Ltd Child Protection Policies found in the HMI Ethics Manual;
- Ensure the good conduct of all team personnel (including team supporters and the umpire when these persons are travelling with the team), both on and off the field of play;
- Take sole responsibility and authority in respect of reprimanding, suspending and/or dismissing a team member and/or personnel prior to, or whilst on, the tour or at the Tournament/Event, for any act considered detrimental to the team;
- Submit a full report, including recommendations for any further action to be taken by HMI within one month of the conclusion of the tour or tournament; and
- Notify a suspended/dismissed person of the action taken; inform that person that there is an entitlement to submit a statement to HMI in appeal against the action taken.

LOGISTICS (TRAVEL, ACCOMMODATION, MEETINGS)

In consultation with the Coach and the HMI and having regard for cost:

- ensure the necessary team accommodation, travel, and eating facilities;
- advise details to players by circular through the office;
- ensure training sessions are arranged and inform team personnel and management group by circular of all arrangements, individual training schedules and any other necessary information;
- liaise with HMI Appointments Committee to arrange umpires for any training or friendly matches;

- attend all training sessions unless otherwise arranged with the coach; and
- Have details of the emergency contact numbers should there be a problem while travelling.

TOURS AND TOURNAMENTS

- take adequate precautions to ensure that no property damage or loss is incurred by team personnel;
- provide details of all items of equipment that is being taken away with the squad to the Administrator to ensure it is added to the Travel Insurance;
- plan each day's programme in advance, in conjunction with the Coach, and inform team members of day to day requirements whilst at tournament/event; display such programmes for the benefit of all personnel;
- Act as sole spokesman for the team in dealings with the media, the management of other teams and any bodies or committees involved in the event and with the Technical Delegate, provided that:
 - the Manager may compile information for press releases, grant applications and player liaison;
 - the Manager will not speak for the HMI on any matter not connected with the tournament/event in which the team is engaged without the authority of the Board; and
 - The Manager may delegate his duties as spokesperson or approve the interview of team personnel, but s/he shall remain responsible for any statement made by any person.
- have a good knowledge of the latest copy of the NZ tournament guidelines;
- Carry out any action to necessitate the welfare of any injured player, have sole discretion in respect of injuries; and
- Inform the office of match results on a daily basis i.e. score, scorers. Injuries etc

MEDICAL

- Have full knowledge of HMI Travel and Medical Insurance including emergency numbers;
- Have full knowledge of the up to date list of prohibited classes of substances and prohibited methods, copies of which are circulated by tournament organisers prior to an event or can be found on the FIH website at www.fihockey.org;
- Ensure all members of the squad are aware of Anti-Doping matters and where they can find relevant information; and
- Compile with medical members of the management team relevant medical information on the players.

During their term of office Team Managers are required to submit 2 types of report to the HMI (see Managers Report's Page 16).

MANAGER'S REPORTS

During their term of office, Team Managers are required to submit 2 types of report to the HMI.

ANNUAL REPORT

This report is written as part of the Report for the benefit of the CEO. It should give an account of the team's performance throughout the year.

This should include:

- Names of players who have represented the team during the season
- Results of all matches played; and
- Comments on any outstanding individual performances (selection to NHL squad, next Team level, player of tournament).

This report should be sent to the HMI before the deadline given.

NOTE THAT the Team Coach in his report gives a more detailed account of team/ individual performances to the Chief Executive Officer.

TOURNAMENT REPORT

After every Tournament attended, whether friendly or competitive, the Team Manager should submit a brief report to HMI. This should be completed within one calendar month of the final date of the tournament.

This report should include:

- Outline of selection procedures from full squad through to final team selection;
- Comment on team performance, discipline, morale etc;
- Comment on effectiveness of the Management Team;
- Comment on the tournament organisation:
 - Facilities for matches / training;
 - Transport arrangements;
 - Accommodation;
 - Food etc.,
- Comments on travel arrangements.

MANAGEMENT ROLES

TEAM MANAGER

- liaise closely with the HMI Office manager with regard to arranging fixtures, practice times, travel details and all related administrative duties;
- co-ordinate and implement identified programme with the coach and Chief Executive Officer;
- assist the Chief Executive Officer in administering and allocating the Squad's finances;
- regularly compile information for press releases, grant applications and player liaison;
- work closely with the Management Organising Committee with regards to co-ordinating sponsorship opportunities for all squads;
- contact umpires assigned as the 'national' umpire for tours and tournaments and ensure awareness of travel arrangements etc;
- Organisational Chart to go to all Managers; and

TEAM COACH

- Have a minimum of Level 1 or Level 2 for U15 + U18 or equivalent Practical Coaching experience at that level
- work towards the aims and goals of the HMI coaching structure;
- be responsible for the preparation of the team for any tournament or match;
- arrange and co-ordinate a physical fitness programme;
- ensure adherence to the Selection Policy as published in the HMI Ethics Manual;
- instruct all team players in the skills and techniques necessary to meet the demands of international competition;
- assess their ability to carry out these instructions;
- supervise training sessions and team talks; and
- Determine tactics and methods to be used in each match.
- Only select from within your own age group, with exception to "exceptional Player Policy"

ASSISTANT COACH

- be available to fulfil commitments associated with this position;
- have experience in League hockey and/or in the National League;

- have knowledge and/or interest in the implementation of training, fitness and nutritional programmes;
- assist the coach in squad coaching and performance evaluation; and
- Work closely with the management team.

VIDEO OPERATOR

- Carry out duties as required by the Coach.

SPONSORSHIP AGREEMENTS

Squad Management must abide by the terms of the HMI's Sponsorship Agreement with KUKRI.

All playing and walking out kit must be arranged through KUKRI, all managers should ensure they make early contact with Douglas Reid to discuss requirements and timescales.

If you have any queries, comments or difficulties with this, please contact the Chief Executive Officer

MANAGEMENT APPOINTMENTS

TERM OF APPOINTMENT

Lengths of Appointments will be as follows:

- Management Teams of all representative teams will be appointed on a 2 year basis to coincide with their cycle of events. New appointments will be advertised at the end of one year and confirmed early in the next.
- Management of junior squads will be appointed on a 2-year basis to coincide with their annual Tournaments. New appointments will be advertised in November of that year.
- Resignation to Chief Executive Officer in writing.

APPOINTMENTS COMMITTEE

The Committee will select an Appointments Committee, which will meet when new appointments are to be made.

Membership of the Committee

- Convenor of the Committee
- Chief Executive Officer
- Regional Development Officer
- Rep. from former Coaches

If appointments are for U16 and/or U18 squads then, in addition:

- Rep. from Youth Commission (men)
- Rep. from the Youth Commission (women)

FURTHER NOTES

Should a member of a squad management team be unable to attend an event, it is then up to the Coach/manager in conjunction with the Chief Executive Officer to appoint a replacement.

An interim appointment may be deemed necessary should a member of a Management team have to temporarily or permanently rescind their post during their term of office.

Should the Appointments Committee feel that there is insufficient time to allow proper procedures to be followed, and then they reserve the right to make an interim appointment? This appointment will be made with the clear understanding that proper procedures will be followed at a later date and the post advertised locally.

CODE OF CONDUCT

THE YOUNG HOCKEY PLAYER

For full details of the HMI Child Protection Procedures, see the HMI Ethics Manual.

Anyone under the age of 18 should be considered as a child for the purpose of the document.

“It is the responsibility of every adult to protect children and to treat them equally regardless of age, gender, racial origin, culture, religious belief, language, disability or sexual identity.”

Perhaps crucially, “young hockey players have the right to enjoy themselves, both in practice and in competition.”

Every member of the Management team – and any member of the support staff – is required to have a good working knowledge of the Code of Ethics. This knowledge should be refreshed annually. Responsibility for following the Code lies with the HMI and the Manager.

PERSONNEL DIRECTORY

(H)

(B)

(M)

NHL Men

Manager

Coach

Asst Coach

NHL Women

Manager

Coach

Asst Coach

Junior Men

Manager

Coach

Asst Coach

Junior Women

Manager

Coach

Asst Coach

U/18 Men

Manager

Coach

Ass Coach

U/15 Men

Manager

Coach

Asst Coach

U/18 Women

Manager

Asst Manager

Coach

Asst Coach

U/15 Women

Manager

Coach

Asst Coach

U/13 Men

Manager

Ass Manager

Coach

U/13Women

Manager

Ass manager

Coach

U/11 Men

Manager

Ass manager

Coach

U/11 Women

Manager

Ass manager

Coach

HMI COACHING CONTACTS

Wanganui Hockey Association

Tel Fax

Hawkes Bay Hockey Association

Tel Fax

Horowhenua Hockey Association

Tel Fax

HOCKEY MANAWATU INC

PO Box 1357
Palmerston North
Tel 06 356 4562

THE MANAGER'S MANUAL

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SECTION 2 TEAM MANAGEMENT

SELECTION

SELECTION PROCEDURES AND PRESS RELEASES

A detailed Selection Policy is published in the HMI Ethics Manual and must be followed by all Management Teams. The Policy includes a section on eligibility; however it is the responsibility of the Squad Manager to ensure that all selected players are registered with the HMI.

Procedures for Appeals on Selection or Eligibility issues are laid out in the HMI Ethics Manual.

Final selection should take place at least 21 days prior to any Tournament / Event.

Names of those players selected should be sent to the HMI office by the squad Manager.

The HMI Office will confirm this selection in writing to all players concerned.

The HMI Office will then release names of players selected to the Press.

The following notification procedure must take place in relation to Under 18, and Under 15 Squads, Under 13 & under 11 squads

DUTIES OF SELECTORS

The duties of the Selector shall be-

- 1) to attend matches and other fixtures and practices for the purpose of selecting players to represent Hockey Manawatu;
- 2) to select players to form representative team training squads;
- 3) to select the Representative Teams of HMI INC. for which purpose is has been appointed, provided that representative teams on tour may be selected as approved by the Board; and
- 4) Such other duties relating to the selection of representative players and teams as the Board may approve.

It is inherent that an obligation exists on each Selector to take such action as needs to be taken to enable an objective judgement to be made. This would include, whenever possible, attendance at-

- trials;
- practice and training sessions;
- competition matches;
- representative team matches;
- appropriate tournaments and matches;
- appropriate events

The Team Coach will have right of veto on final selection.

Matters discussed at meetings of Selectors shall be and remain confidential and in no circumstances shall be divulged to any other person.

On completion of the Selection process, each player shall be advised of his/her selection in writing by the Team Management, which shall be copied to:

- HMI Office

SAMPLE LETTERS

FINAL SELECTION

Date

To

Dear

I am delighted to inform you that you have been successful in being selected for this season's National/Under 18/Under 15/Under13/Under 11Team. Congratulations! Please inform your School/College/Workplace and Club coaches of this fact and tell them about the Squad Training days detailed on the sheet issued on

I hope that you will appreciate that with this honour comes responsibility. Your fitness work, payments, kit, communications with coach and manager (and parents) and your personal organisation (for example – transport, commitment in time and thought) come under the spotlight to an even greater degree.

We will all need to be very organised in our thinking and planning if we are to be properly prepared for the tournaments. I would remind you of your contract – and unfortunately emphasise that you might be withdrawn from the team if you are injured, lose form or do not meet the team criteria.

Try to remember the input of Squad Management Team and Support Staff.

I will contact you soon with all the details relating to the coming events. I hope you can continue to give your Manawatu team high level of loyalty and commitment over the next 3 months.

Yours

Squad Manager

SAMPLE LETTERS CONT'D

FINAL SELECTION 2

Dear

It is with a great deal of pleasure that I am writing to confirm that you have been selected to play for Manawatu (Team)

Team:

Event:

Date:

Further information will be given to you at a later date. Meantime, I look forward to seeing you at our next training session on:

Date:

Venue:

Time:

Once again, congratulations.

Yours sincerely

(Team Manager)

Full Squad Selected:

SAMPLE LETTERS CONT'D

FINAL NON-SELECTION

Date

Dear

I am very sorry to confirm that you have not been selected to play for Manawatu in the forthcoming tournament.

On behalf of the Management team can I take this opportunity to thank you very much for the commitment and effort you have given this squad? If you would like the opportunity to discuss your non-selection please contact the Coach within fourteen days from date of letter.

Whilst you have not been selected to travel with the team on this occasion, I would ask that you maintain your fitness at an appropriate level in case of any call-offs due to injury or illness.

Once again, my commiserations.

Yours sincerely

(Team Manager)

Full Squad Selected:

SAMPLE LETTERS CONT'D

FINAL NON-SELECTION (YOUTH)

Date

Dear

It is with much regret that I have to inform you that you have been unsuccessful in being selected for this season's Manawatu _____ Team. If you would like the opportunity to discuss your non-selection please contact the Coach within fourteen days from date of letter.

Your name and details will be included in the Manawatu Talent Camps, which operate throughout the year, and you may be invited to participate fully in that programme.

Look positively on your experiences with the _____ Squad and let them help you develop as a top athlete. You have had a great deal of support from all sorts of top-class specialists and you should not let this go to waste.

I wish you well in future and look forward to seeing you in the near future.

Yours

Squad Manager

SAMPLE LETTERS CONT'D

LETTER OF THANKS

Date

Dear

I would like to take this opportunity to extend my thanks and appreciation for the work and commitment you have contributed over the season in your role as
.....

Your input over the was particularly helpful.

Yours sincerely

Squad Manager

PLAYER AGREEMENT FORM

Letter of Acceptance for player demonstrating an understanding of commitment

Preamble: Hockey Manawatu (HMI) undertakes:

- 1) not to require any player to do anything illegal, unconscionable or unreasonable as a result of this agreement
- 2) To refer any dispute or other disciplinary action arising from this agreement to the Board as appropriate, pursuant to the HMI Bye-laws.

I, _____ hereby declare that I am an amateur within the meaning of the word as laid down by Hockey Manawatu (HMI).

I agree that for the period _____ to _____, I shall:

- 1) be bound by the rules and Byelaws of the HMI and any direction issued by the Board and/or its Committees;
- 2) comply with each and all of the directions given by the Manager and the Coach of the team (or their delegate) and that I am aware that such directions may apply not only to my conduct (both on and off the playing field/court), but also to clothing and equipment which I may wear and any facilities I may use whilst a member of the team;
- 3) accept that selection in the team does not necessarily entitle me to play all, part of, or any of the scheduled matches, dependant on the standard of the opposition and the coach's game plan;
- 4) Refraining from writing for or commenting to the Press, Radio and Television on matters relating to or arising from my participation in any representative team of the HMI.
- 5) continue to work towards my full potential in hockey and perform to my best ability;
- 6) Unless excused by the coach (who shall not withhold such permission unreasonably) participate in local or national competitions; determined appropriate by the coach, or the HMII.
- 7) advise and seek the approval of the HMI any changes in circumstances which might affect my eligibility for continued inclusion in the team;
- 8) comply with the training requirements as directed by, and in consultation with the squad management, accept and respond in a positive manner to his suggestions and to any constructive criticism;
- 9) compete with an attitude to win each game but accept victory or defeat with dignity and grace in a manner which reflects well on the HMI, the team and myself;
- 10) behave and dress in a professional and dignified manner both on and off the field/court when representing the HMI;

- 11) be responsible financially for damage to property or person I incur when representing the HMI;
- 12) provide 'support and be of service' to the HMI for any promotional activities or events that they may undertake;
- 13) finalise all expenses owing to HMI prior to the departure for the relevant event or prior to commencement of the event;
- 14) Not use banned substances as per FIH and IOC guidelines. If required by the Doping Authorities during the year, I will submit myself to examinations for the detection of such doping substances in accordance with the HMI's Drug Policy;
- 15) Authorise the HMI to communicate results of the examinations referred to in Byelaw 3 of FIH.

I also acknowledge that failure to abide by any or all of the above may result in my exclusion from the team and/or future team or teams representing the HMI.

Dated the _____ day of _____.

Signed _____ (Or
Parent/Guardian if Under 18)

Signature for Hockey Manawatu

Printed Name of HMI Official

PARENTAL CONSENT FORM

To be completed by the child's parent or guardian

Full Name of Child :

Date of Birth : __

Sex : Male/Female

MEDICAL DETAILS

Name of Child's Doctor: _____

Address of Practice: ____

Doctors Phone No. : ____

National Health Service No. : ____

Is your son/daughter taking any medication? If yes, please state: ____

Does your son/daughter suffer from any allergies e.g. penicillin? If yes, please state: _

Has your son/daughter had any major operations/injuries in the last 3 years? If yes, please state:

What was the date of your son/daughter's last tetanus injection? ____

PERMISSION

I _____ in the event of illness or injury give my permission for the coach or adult in charge to administer any necessary medication and to sign on my behalf any written consent required by medical authorities.

I _____ give my permission for my son/daughter to attend and take part in the activities of the above named camp. I understand that whilst the organisers and coaches will take every necessary precaution necessary, they can not be held responsible for any injury or otherwise, however caused, to the above named.

Signed:

(Parent/Guardian)

Address:

Phone No. (Day) :

(Evening) :

Date :

MEDICAL INFORMATION FORM

FULL NAME

ADDRESS

POSTCODE

TEL NO (H)

DATE OF BIRTH

TEL NO (W)

Medical History

Any Allergies / Dietary requirements

Any Medication

Emergency Contact

Name

Number (day)

Address

Number (eve)

ANTI-DOPING CONSENT FORM

FULL NAME

ADDRESS

POSTCODE

TEL NO (H)

DATE OF BIRTH

TEL NO (W)

All players within Hockey Manawatu are subject to random drug testing. Players under 16 years of age need parental consent to undergo a drug test. In order to participate in hockey, players must be prepared to submit himself/herself if randomly selected to Anti-Doping Control procedures. This involves providing a sample of urine under supervision by a trained Independent Sampling Officer.

I hereby give consent to my son / daughter / ward _____
participating in Anti-Doping Control procedures if randomly chosen.

I confirm that I am a person having parental responsibility for _____

SIGNED _____
(parent/guardian)

PRINT _____

DATE _____

Please return this form to the following address: -

Hockey Manawatu Inc
Po Box 1357
Palmerston North

For further information and advice on the testing procedures or for further information regarding allowed and banned medications please contact:-

Douglas Reid on 06 356 4562

CONSENT FORM FOR THE USE OF PHOTOGRAPHS, FILM OR VIDEO RECORDINGS OF CHILDREN OR VULNERABLE ADULTS

The Hockey Manawatu is committed to the protection of children and vulnerable adults involved in sport.

In accordance with our Child and Vulnerable Adults Protection Policy and Procedures where possible we will not permit photographs, film, video or other images of children or vulnerable adults to be taken or used without the consent of the child/vulnerable adult and their parents/guardians or carers.

The Hockey Manawatu will take all reasonable measures to ensure these images are used solely for the purposes for which they are intended. If you become aware these images are being used inappropriately you should inform The Scottish Hockey Union Limited's Child and Vulnerable Adult Officer immediately.

The Hockey Manawatu reserve the right at all times to prohibit the use of photography, film or video at any activity with which it is associated.

Child/Vulnerable Adult

I [child/vulnerable adult] consent to photographing, filming or videoing my involvement in [insert details of event/activity].

Signature

Print Name

Date

Parent/Guardian/Carer

I [parent/guardian/carer] consent to photographing, filming or videoing my involvement in [insert details of event/activity].

Signature

Print Name

Date

Relationship to child/vulnerable adult:

PLAYER PROFILE

Squad: _____

<i>Name:</i>			
<i>Date of Birth:</i>			
<i>Home Address & Tel:</i>			
<i>Term Address & Tel:</i>			
MOBILE NO/EMAIL ADDRESS			
<i>Business Tel / Fax No 's:</i>			
<i>Emergency Contact:</i>			
Passport No:			
Passport Expiry Date:			
IRD No:			
<i>Occupation:</i>			
(If student, state course & University, if at school, state school)			
<i>Club Name (Outdoor):</i>			
<i>Club Name (Indoor):</i>			
<i>Preferred Position:</i>			
COACHES NAMES/PHONE NOS			
<i>Caps - Senior:</i>	<i>Outdoor -</i>	<i>Indoor -</i>	<i>GB -</i>
<i>Caps - U21:</i>	<i>Outdoor -</i>	<i>Indoor -</i>	
<i>Caps - U18:</i>	<i>Outdoor -</i>	<i>Indoor -</i>	
<i>First Cap:</i>	<i>Date -</i>	<i>Match -</i>	

SIGNED: _____

DATE: _____

Hockey Manawatu, Po Box 1357 Palmerston North
Telephone 06 356 4562

SAMPLE PLAYER RECORD

Player Records	
PLAYER INFORMATION	Joe Bloggs Male Final 16 Yes 26/08/1982 Passport No 022787332 1 st Unie Glasgow University 0141 j.bloggs@wideboys.com
HOME INFORMATION	Mrs Mary Bloggs 8 Drivel Drive Bloggsville GB16 4NC 0141 777 1710
HOCKEY INFORMATION	Perth City Midfield U16s 96/98; U18s 99; U21s 99 (23 caps) Gerty Hawrawr 0131 312 8870
MEDICAL INFORMATION	Dr Sinclair 0141 956 1005 98/99 – Hole in leg; hippo syndrome; big ribs; shinsplints; broken thumbs/wrist; broken ear. 99/00 – must have Mars Bars
NATIONAL INSURANCE/TETANUS	642.82.074 1987 Grays G500 Carbo WT Heavy LTH 37.5
STICK INFORMATION	
CLOTHING	

LIST OF PLAYERS

HMI SQUAD NOTICE

Name	Caps	Club/School	Age
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			

PRESS RELEASE PROCEDURES

UNDER HMI CONTROL E.G. RELEASING SQUADS

These should be issued by the office on a Tuesday or Wednesday before 1pm if possible and certainly before 4pm. They can be issued on a Monday if that suits the work schedule better but should carry an embargo time of 12 noon Tuesday.

They should carry the contact number for the HMI. Anyone wishing to speak to the Team Manager or coach can be directed to them through the office.

All players should have their club (and school, if U18), age and number of caps to date. A schedule for the event the squad has been selected for should also be included and if possible details of how to contact the squad management while they are at the event.

Ask the manager if there is an obvious story within the squad, new cap, 100th cap, comeback from injury etc., Also a relevant quote to go in the release.

For major events there may be a need to add longer embargo time on the story to allow for a photo opportunity at a squad training session. In this case a couple days need to be allowed before the photo op so embargo the press release until the time of the photo op.

NOT UNDER HMI CONTROL E.G. SCORES

These should be issued as soon as is practical after we know the score. All releases must include the scorer's name and club. The time in the match the goal was scored and what kind of goal it was (open play, short corner etc.) if possible the release should start with a short narrative (use the basics what, when, where – see Sport and Media Handbook). It should also cover any cards dished out and a quote from the Manager or Coach on how the team played.

This release should also include a list of those who played, (times of substitutions), and again any landmark appearances – first, 50th, 100th etc.,

'BAD PRESS' OR CONTROVERSIAL ISSUES

If a journalist phones on any issue you are unsure about **STALL FOR TIME**. Once the HMI view on the issue is agreed **STICK TO IT** do not offer personal opinions. Senior management (that could be team, executive or office) should deal with all of these issues.

Further info on this area is in the Sport and Media Handbook.

All releases should be copied to the General and Chief Executive Officer and to the Board.

TEAM PRESS RELEASE

EMBARGO ___ / ___ / ___ _____ hrs

Squad		Men / Women	
Match / Competition			
Date		Venue	

Players

	Name	DOB	Caps	Club/School
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Reserves:

Management

Manager		Coach	
Assistant Manager		Assistant Coach	
Physiotherapist			

Other Information (e.g. times of matches, etc.)

Please return to the HMI Office PO Box 1357, Palmerston North phone 06 356 4562

THE MANAGER'S MANUAL

A GUIDE TO MANAGING HOCKEY MANAWATU TEAMS

SECTION 3 ADMINISTRATION

TOURNAMENT PROCEDURES

BEFORE TRAVELLING / ARRIVING AT TOURNAMENT

- Make sure, in the event of travel abroad, that all players and officials have valid passports (with at least 6 months left to run) and visas as required;
- Make sure in the event of a junior tournament that all players comply with the required age (on the 1st of January of the year of the tournament);
- Make sure you are aware of the umpire assigned to your squad's travel arrangements;
- Make sure that the playing equipment (primary and alternative dress) of all players is in order. That the goalkeeper's shirts are of a different colour than those of the shirts of any participating team. That sticks of all players are in accordance with the rules. In the case of confusing colours, if no amicable solution, team chosen to change by toss of coin;
- Make sure that all players have their number on the back of their shirt (Goalkeepers in the front and in the back) and that players remain with the same number throughout the tournament; and
- A player must be properly dressed at all times – shirt tucked in, socks up, with shin guards worn inside. Mouth guards must be worn at all times.

WHEN ARRIVING AT THE TOURNAMENT VENUE

- At your arrival at the lodging, allocate the rooms and check that the facilities are acceptable;
- Check if the financial arrangements comply with the pre-established agreement;
- Check if the transport to the pitch for the team is adequate and a proper timetable is given to the Liaison Officer;
- Check the training schedules and co-ordinate with Liaison Officer; and
- Supply the organising committee with the definite entry form of your team.

AT THE TOURNAMENT BRIEFING MEETING BY TD

- Check you have read the Tournament Regulations – Read them carefully!
- Inform the TD whether there are any last minute changes in the entry form of your team as no changes will be allowed after the meeting;
- Take along a sample of your team's uniforms (primary and alternative colours);
- Deliver a list of special medicines that individual players might take that could be conflicting with the doping control (If there is an appointed NZ Medical Officer, he/she should be responsible to collect all medical information); and

- Advise the TD if you are satisfied with the lodgings, meals, transport arrangements and training schedules. Notify your complaints if any.

WHEN ARRIVING AT THE FIELD

- Make sure that your transport schedule allows the team to be at the field on due time and deliver at the required time to the TD's office the numbers of the players who will be on the pitch at the commencement of the match;
- Make sure that your players practice only in the designated areas and do not enter the pitch prior to the permission granted by the Organising Committee and TD;
- Report to the Technical table 10 minutes prior to the start of the game for stick and goalkeeper's gloves and headgear check;
- Check that your Captain wears an armband;
- When the play is about to start, sit on the end of the bench which is closest to the Technical table; make sure that, including yourself, there are no more than 8 persons and a registered team doctor if any, making a total of nine persons sitting on the bench;
- Remember that you are responsible for the behaviour of the persons sitting on the bench. Vocal communication from the team bench must not be directed at umpires or players of opposing team;
- Remember that, when play is interrupted for an incapacity, only the registered team medical doctor and physiotherapist are allowed to enter the field, when authorised by one of the umpires; note that, if your team does not have such registered officials, you are allowed to enter the pitch together with the on-duty doctor;
- If a player sustains an injury which causes bleeding then that player must leave the pitch as soon as possible and shall not re-enter until the bleeding has ceased and the wound covered. Blood stained clothing must be replaced (carry shirt without number) and equipment cleaned;
- Remember that any player wishing to take refreshment during a game, including during stoppages, must leave the pitch and is permitted to re-enter but not within the 25 yard lines and the goal-lines (a goalkeeper may re-enter the pitch adjacent to the goal);
- Remember that players and goalkeepers involved in substitutions must enter or leave the pitch in the vicinity of the centre-line on front of the Technical table. Time will only be stopped for substitution of GK. The substitute player is allowed to enter the pitch only when the substituted player has left it; the umpires control the substitution of an incapacitated player;
- Remember that, at half-time, team officials and players may leave the ground only with prior permission of the TD on duty; if this happens, the sticks and goalkeepers gloves and headgear must remain in the playing area; they must return to the team bench not less than two minutes before the match is due to be restarted;

- After the game, sign the Match Report or, in the case of protest, act in accordance with the tournament regulations;
- After the game have responsibility for chaperoning athletes who have been identified for drug testing;
- After the game, retire your team from the bench as soon as possible in order to make room for the next team arriving; and
- If during the game you are requested by the Technical Officials' table to correct some inconvenience, do this immediately in accordance with the given instruction.

DURING THE TOURNAMENT AT LODGING'S SITE

- Inquire where the notice boards are located and check carefully the day to day notices;
- Make sure that your team is dressed in the correct colours as per the Appointment Sheet; and
- Check for social events and make sure that your team is correctly dressed for the occasion. Check with the Liaison Officer, if you have any doubts.

BEFORE LEAVING THE TOURNAMENT VENUE

- Make sure that all financial matters of your team are settled before you leave the venue.

EQUIPMENT / GRANTS / DEBT

EQUIPMENT

All equipment required such as physio and first aid equipment, balls, cones, uniform, leisure wear, videos and cameras will be purchased through the HMI Office. No responsibility will be taken by the HMI for purchases not done this way.

HMI will purchase an allocation 24 Hockey balls each season for each squad. This will come from the squads' budget. If you do not want this you must notify the HMI office at the start of the season.

GRANTS - PLAYER INFORMATION

It is the responsibility of the Team Managers to inform players they must contact Local businesses or the manawatu Standard for a broadcast Advertisement to sponsor the team

PLAYER DEBT

On occasion it is possible that players may incur some debt. It is a basic responsibility of the team manager to ensure that this situation does not arise.

Players/squad members should not represent their team unless all debt has been cleared beforehand.

Should any player have genuine financial problems that are known to the team manager, this situation should be privately discussed and the Chief Executive Officer informed immediately. The treasurer could then suggest a support structure, which might be put in place for that player.

If players incur debt and simply refuse to pay, then the following procedures come into play.

- 1) In the first instance the **team manager** should write to the player and ask for debt to be cleared by a specified date. A copy of this letter should be sent to the Committee and the HMI Company Secretary.
- 2) Secondly, the team manager should instruct the **Chief Executive Officer** to write to the player and ask for the debt to be cleared specified date.
- 3) Finally, the **Chief Executive Officer** will write to the player stating that unless the debt is cleared by a specified date then that player will be made unfinancial from the HMI.

SAMPLE LETTERS CONT'D

DEBT REMINDER LETTER

Ref:
Date:

Dear

INVOICE: _____ Date: _____ Amount: _____

I note from our records that the above invoice remains outstanding. I would advise that payment should be made within ten days of date of this letter.

Yours sincerely

KIT ARRANGEMENTS

The playing kit for all teams is as follows:

Shirts	(X2)	1 white, 1 navy,
Shorts	(X2)	1 navy or skirt (X1) 1 navy 1 white short (men), Royal skirt (women)
Socks	(X2)	1 navy 1 cerise
Tracksuit	(X1)	cerise, navy, white

- Pay for socks.
- Tracksuits are only provided as part of the sponsorship deal with KUKRI for the Senior squads, other squads need to purchase their own tracksuits as 'additional playing kit', if this is done from within the budget then the tracksuits should be retained for future seasons.
- Additional playing kit must be paid from within budget, or by fund raising or private donations.
- Additional training kit must be purchased from within budget, or by fund-raising, or private donations, or by sponsorship agreements. Please ensure that all arrangements regarding the latter are agreed by the HMI Convenor

After all tournaments, Managers should collect the following kit from each player:

1 Playing shirts
1Pair shorts/1 skirts
1 Tracksuit (if applicable)

MATCH RESULTS - LIST

Committee

Match Results

Hockey Manawatu Inc, PO Box 1357 North Palmerston

All Managers on their return from a tournament should complete the following report form.
The completed form should be returned to the HMI Office.

SQUAD: _____ M/W: _____

TOURNAMENT: _____

VENUE: _____ DATES: _____

List of Matches

<u>Date</u>	<u>Team</u>		<u>Team</u>		
_____	_____	V	_____	_____	_____
_____	_____	V	_____	_____	_____
_____	_____	V	_____	_____	_____
_____	_____	V	_____	_____	_____
_____	_____	V	_____	_____	_____
_____	_____	V	_____	_____	_____
_____	_____	V	_____	_____	_____
_____	_____	V	_____	_____	_____
_____	_____	V	_____	_____	_____

HOCKEY MATCH REPORT SHEET

RAPPORT DE RENCONTRE
MATCH REPORT

Poule Pool		Date	Heure Time		Extra Time / PS Comp /		Lieu Venue		Terrain Pitch						
Pays Country					RESULTAT/RESULT					Pays Country					
					-										
MI-TEMPS - HALFTIME					/										
Au jeu Time- on	Maillot Shirt No.	NOMS/NAMES			Vert Green	Jaune Yellow	Rouge Red	Au jeu Time- on	Shirt No.	Maillot NOMS/NAMES			Vert Green	Jaune Yellow	Rouge Red
	1								1						
	2								2						
	3								3						
	4								4						
	5								5						
	6								6						
	7								7						
	8								8						
	9								9						
	10								10						
	11								11						
	12								12						
	13								13						
	14								14						
	15								15						
	16								16						
	17								17						
	18								18						
Chef d'equipe Team Manager							Chef d'equipe Team Manager								
Juge Judge							Arbitre Umpire								
Assistant technique Technical Officer							Arbitre Umpire								
Remarques Remarks							Arbitre reserve Reserve Umpire								
PAYS/ COUNTRY	Minute	No.	Acti on	Score	PAYS/ COUNTRY	Minut e	N o.	Action	Score	PAYS/ COUNTRY	Minut e	No.	Action	Score	

DAILY ACTIVITY SHEET

Hockey Manawatu Inc – Rep Squad

DAILY TIMETABLE

DAY: _____ DATE: _____

TIME	ACTIVITY
OTHER INFO	

INSURANCE

HOCKEY MANAWATU

THE MANAGER'S MANUAL

A GUIDE TO MANAGING HOCKEY MANAWATU INC TEAMS

SECTION 4 FINANCE

BUDGET

The Committee will set each squad's budget allocation each year.

The budget allocation is made with respect to programme priorities from the Performance Budget.

Managers will be required to liaise with the squad coach as to the programme requirements and meet with the Chief Executive Officer of the HMI to oversee their budget.

The Carlson Wagonlit Travel will make all bookings, training, travel and equipment arrangements through the HMI Office.

Until Managers are fully satisfied with accommodation do not authorise full payment.

All Managers must submit a detailed account of any monies they submit to the Office for banking. When the office has counted and checked the money they will countersign the account and return a copy to the Squad Manager for their own reference.

Managers will be sent a monthly breakdown of income and expenditure allocated to their budgets along with copies of any invoices by the performance administrator.

FINANCIAL CONTRIBUTIONS

PLAYERS

Players shall be required to pay a contribution for Training and tournaments.

MANAGEMENT

Expenses are covered by each squad's budget. It is important that this allocation is set in the initial budget.

BANK ACCOUNTS / DEPOSIT BOOKS

All teams shall be issued with a cheque book and a deposit book.

These Chq books and Deposit books will be issued to each of the Senior and Junior Managers which will have a pre-determined limit.

It follows therefore that as much expenditure as possible should be channelled through the office, namely travel expenses, booking for training/match facilities etc.

Expenditure on all cards will be charged against the main HMI Treasurer's account by the New Zealand bank who will send a statement directly to HMI administrator each month detailing the expenditure charged against each card.

The squad manager should allocate each item of expenditure to a budget and return a copy to the Administrator by the 10th of the following month.

Any expenditure will then be allocated to the correct budget in the accounts system.

It is possible for credit limits to be temporarily increased should the need arise. You should ensure that there is 6 weeks prior notice.

It is also possible to arrange advance payment to manager's personal bank accounts to cover expenses expected to be incurred.

BUDGET REPORT

BUDGET
REPORT

SQUAD:
MANAGER:
DATE:

INCOME	
HMI GRANT	
PLAYER CONTRIBUTION	
FUND RAISING	
OTHER INCOME	
TOTAL EXPENDITURE	
TRAINING DAYS	
TRAINING WEEKENDS	
MANAGEMENT	
ADMIN.	
PHYSIO	
UMPIRES	
SPECIAL COACHING	
Miscellaneous	
DOMESTIC TRAVEL	
DOMESTIC ACCOM.	
EQUIPMENT	
UNIFORM	
OTHER...	

FINANCIAL RETURN

To be returned to the HMI Office

Squad: _____ Manager: _____ Month: _____

EXPENDITURE (Bank & Cash)

TRAINING SESSIONS

- 1. Pitch Hire _____
- 2. Travel/Subsistence _____
- 3. Accommodation _____
- 4. Other Costs (equipment/clothing etc.) _____

INTERNATIONALS

- 1. Pitch Hire _____
- 2. Travel/Subsistence _____
- 3. Accommodation _____
- 4. Insurance _____
- 5. Entry Fees _____
- 6. Gifts/Presentations etc _____
- 7. Other Costs (equip/clothing/medical etc.) _____

ADMINISTRATION

\$ _____ \$ _____

INCOME (Bank & Cash)

PLAYER CONTRIBUTIONS – TRAINING

- NHL

Fund Raising

Other Income

\$ _____ \$ _____

NET

\$=====

THE MANAGER'S MANUAL

A GUIDE TO MANAGING HOCKEY MANAWATU TEAMS

SECTION 5 MEDICAL

DOCTORS

Telephone (B)

Telephone (M)

Telephone (H)

PHYSIOTHERAPISTS

SPORTS THERAPIST

SPORTS SCIENCE

ANTI-DOPING CHECKLIST

- | | | |
|----|---|--------------------------|
| 1 | Is there a commitment to drug free sport ? Is it evident ? | <input type="checkbox"/> |
| 2 | Has all the squad received Anti-Doping Control Information ? | <input type="checkbox"/> |
| 3 | Are any of the squad receiving medication which requires notification ? | <input type="checkbox"/> |
| 4 | Do all the squad know the drug testing procedures ? | <input type="checkbox"/> |
| 5 | Who will accompany the competitor to the Anti-Doping Control Station ? | <input type="checkbox"/> |
| 6 | Which governing body has the authority to test ? | <input type="checkbox"/> |
| 7 | What is banned/permitted in/out of competition ? | <input type="checkbox"/> |
| 8 | Have all the squad results been accounted for prior to the Games ? | <input type="checkbox"/> |
| 9 | When is a competitor suspended after a finding ? | <input type="checkbox"/> |
| 10 | Who is the contact back in the UK with reference to Anti-Doping Control ? | <input type="checkbox"/> |
| 11 | What are the competitors rights ? Do they know them ? | <input type="checkbox"/> |

You should also make sure you have read the current NZ Sport guidance leaflet on drug tester procedures. This is available from the HMI Office and more details can be found on NZ Sport