



TEAM MANAGERS MANUAL 2017

Thank you for volunteering to be a Team Manager. Without your support, the club could not function efficiently. We appreciate the time and effort involved, but we are also confident that you will get a lot of enjoyment from being involved in your child's activities.

Overview of responsibilities

- **Weekly email** to the team confirming game time/location, duty roster and forwarding on any Club Newsletters - don't forget to include the coach/s!
- **Use of TeamApp tool** as a central tool for team communication (you may choose to use TeamApp tool as well as a weekly email or instead of this email if you send out the same info via TeamApp and you are confident everyone in your team has joined – if some parents do not have a smart phone they can still receive TeamApp messages via Email)
- **Creation of a roster** for
 - fruit/lollies duty and Live Score duty (all teams)
 - voting duty (U12s only)
 - ball boy / girl roster (U14s & U16s only, for weeks as advised by the Roster Co-ordinator)
 - BBQ & Canteen duty roster (for weeks as advised by the Roster Co-ordinator)
- **Set up** half-field format before each home game (U10s only)
- **Enter the game results** into the Hockey Victoria results system (<https://sportsdesq.onesporttechnology.com/11/>)
- **Liase with the**
 - Coach and parents / guardians as required
 - Committee (via Age Group Co-ordinators) as required
- **Escalate any issues** you cannot resolve or that concern you to the Committee (via Age Group Co-ordinators) <http://waverleyhc.org.au/juniors/contacts/>

Problems

The first contact for parents / guardians is the Team manager and then the Age Group Coordinator. For you as a Team Manager it is the Age Group Coordinator.

Serious complaints / grievances should be raised as soon as possible to the Committee, generally via Lisa Ryan, the Age Group Co-ordinator (U12, U14 & U16) or Simon Lamb, the U10 Programs Co-ordinator. The Junior Committee meet regularly to discuss all matters impacting the Junior unit and, if required, an independent sub-committee will be established to investigate a grievance.

Committee

Please remember that all committee members are volunteers just like yourself and do the best they can. Feel free to discuss your concerns with committee members, but in a positive manner and with the community spirit in mind.

Key contacts at Waverley

The communication flow is generally from Team Manager to parents / guardians & players, but if you need help with an issue or have a question you are not able to answer then in the first instance contact your Age Group Co-ordinator. You may directly contact Junior Committee members if required (e.g. matter is urgent and you cannot contact your Co-ordinator), but the preference is for you to contact your Age Group Co-ordinator in the majority of cases.

Key Junior Unit contacts are all listed on the webpage and we try to keep it up to date but if you need contact info you cannot find please ask your age group co-ordinator or a member of the Committee for help: <http://waverleyhc.org.au/juniors/contacts/>

Working with Children Check

There is a statutory requirement that all key volunteers have a valid Working With Children Check (WWCC). There is significant criminal and financial consequences for both you personally and the Club if you do not have a valid WWCC. The following links provide an outline of those consequences:

<http://www.workingwithchildren.vic.gov.au/home/about+the+check/offences-and-penalties/individuals+offences/>

<http://www.workingwithchildren.vic.gov.au/home/about+the+check/offences-and-penalties/organisations+offences/>

<http://www.workingwithchildren.vic.gov.au/home/applications/fees/>

Getting a WWCC is quite a simple process and can be done either at a Post Office or online. Please see the following link which provides the steps to obtain a WWCC:

<http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/>

Once you have completed your application please send your receipt (with your name clearly visible) to Kerry Trevethan. Once you have received your WWCC card please send a scanned copy of it.

Please note: that once you have a WWCC, you must register Waverley Hockey Club as the/one of the organisations that you are volunteering at.

Policies

All Junior Unit policies can be found on the website (<http://waverleyhc.org.au/juniors/policies/>), and also via the Documents link in Team App, including information about:

- Selection
- Playing out of Age Group
- Heat
- Extreme weather (storms etc)
- Playing (games)
- Code of Conduct
- Coach Selection
- Juniors Playing Seniors
- Working with Children check
- Awards

U10 Rules

See attached Hockey Victoria guide which outlines the modified U10 Half field rules.

Medical issues

You will be notified about any medical conditions that may affect a member of your team. Please inform the coach to ensure they can adjust the program if required for this player. Please keep this information confidential and be aware of the privacy of the junior and their family. If the condition is having an impact on their participation in the game, then further action may be required (discuss with your Age Group Co-ordinator and / or Coach in the first instance).

Privacy

You may hand out a copy of email addresses and phone numbers to parents / guardians and players, but only if you have obtained permission from the parents.

In addition photos cannot be circulated or used by the club (eg. on the website) without permission from parents / guardians. Please note this when taking photographs.

As noted above you may be informed of a player's medical condition, please keep this information confidential (share with coach only) and be aware of the privacy of the junior and their family.

Communication tools

We have a lot of families at Waverley so communication is always a challenge! The following tools are used to help keep parents and players informed:

Most up to date & Important tools:

- **Regular newsletters:** will be sent out throughout the season, please forward on to your team as soon as possible – *don't forget to include your coaches in your emails.*
- **Waverley Team App:** best way to “connect” with your team members. Parents & Players can join. See attached guide for how to download. Don't forget to get your coaches to sign up too!

Other tools:

- **Website:** generally used for key information such as training times and season dates <http://www.waverleyhc.org.au/juniors>
- **Facebook:** generally used for announcements, updates, reminders, news on results (search for Waverley Hockey Club Juniors – note there is also a Waverley Hockey club site which is generally used for senior unit information) www.facebook.com/waverleyjuniors
- **Hockey Victoria Fixture:** parents / guardians can also ‘favourite’ the HV fixture to their smartphone or computer <https://sportsdesq.onesporttechnology.com/11>
- **Hockey Victoria announcements:** if parents are interested in state trials etc they can “like” the Hockey Victorian facebook page (we will also advertise in regular newsletters)

TeamApp

- **News:** key updates will be posted here
- **Events:** any events that the committee are aware of will be posted here
- **Fixtures:** links through to the fixture for each team
- **Ladders:** links through to the ladder for each team
- **Team Selection:** lists the players selected for each team
- **Live Scores:** provides live feeds of scores during games
- **Chat:** a place for team specific “chat” to occur
- **Social Media:** links to facebook, twitter, website etc
- **Newsletters:** copies of junior unit newsletters
- **Documents:** links to key documents such as policies
- **Sponsors:** information about the Club's sponsors

Attached guide provides helpful tips for players & parents to setup and use the TeamApp tool. You might want to send it out to your team.

How should you use TeamApp as a Team Manager?

Attached guide provides helpful tips for Team Managers to use the TeamApp tool.

Duty Roster

Duty rosters vary between teams, see below for a summary of responsibilities for duties by age group. It is the Team Managers responsibility to develop and continue to communicate (remind players & parents 😊) the duty roster.

Please create a roster for all the tasks your age group / team are required to complete and issue to parents / players at the start of the season. You should also remind them in your weekly email / Team App message who is rostered on for each task. (the website has instructions that you can direct parents to: <http://waverleyhc.org.au/juniors/getting-involved/>)

Parents are expected to undertake the majority of tasks, ball girl / boy duty should be performed by the junior player.

	Fruit & Lollies	Parent votes	Live Scores in TeamApp	Friday Night BBQ & Canteen	Saturday Canteen	Ball Girl / Boy
Panthers	Y	N/A	N/A	N/A	Y	N/A
U10	Y	N/A	Y	N/A	Y	N/A
U12	Y	Y	Y	N/A	Y	N/A
U14	Y	N/A	Y	Y	N/A	Y
U16	Y	N/A	Y	Y	N/A	Y

Duty: Canteen / BBQ

During the course of the year you may be asked to roster your team on for either Canteen and / or BBQ duty. The Roster Co-ordinator will provide you with more information about Canteen & BBQ duty. (the website has instructions that you can direct parents to: <http://waverleyhc.org.au/juniors/getting-involved/>)

Team managers should encourage all player parents / guardians to be involved in assisting with canteen / BBQ duty to help further develop the club community.

Duty: Ball Girl / Boy

During the course of the year U14 & U16 players are expected to undertake Ball Girl / Boy duty at Premier League games. The Roster Co-ordinator will provide you with more information about ball girl / boy duty. (the website has instructions that you can direct parents to: <http://waverleyhc.org.au/juniors/getting-involved/>)

Duty: Live Scores

During each game roster one parent/family on to update the “Live Scores” section of the Team App. It only takes a minute (Instructions: log on to Team App, click on Live Scores, select the relevant team and type in the score). It should be done at half time and full time for each game. (the website has instructions that you can direct parents to: <http://waverleyhc.org.au/juniors/getting-involved/>)

Equipment

It is the player's responsibility to make sure they have all the necessary gear with them at training and at games. Players cannot take to the field (for either training or a game) without: Mouthguard, Shin guards, Hockey Stick.

It is also recommended that all players have a facemask. You may wish to send out the following text in an email pre season to remind parents of this:

I thought I would inform you pre season to allow you time to sort, that due to health implications, the club no longer provides face masks for the players. For those who do not know, the children are recommended to wear face masks if they are involved in defensive short corners. I realise a lot of the children who have played for a number of years already have their own facemasks which is great. They are available at either Just Hockey, Hockey World or on -line and cost approximately \$70.00. If you are unsure of whether your child is likely to require one, could you please discuss with your child's coach after practice.

Uniforms

Players wear the Waverley blue uniform (boys: shorts, short sleeve playing shirt, socks; girls: sleeveless playing shirt, skort or shorts, socks), however clash socks or shirts may be required when playing certain clubs.

To order uniforms, direct players/parents to the website which provides the contact details and address of Just Hockey. All a players hockey needs (uniform and equipment) can be met in one visit to Just Hockey.

If you are advised by a parent that Just Hockey is low / has no stock of a particular uniform item please tell us via juniors@waverleyhc.org.au

Shirt Numbers

A number will be allocated to all U16 Shield level players (Mixed & Girls teams). It is compulsory for these players to have a number on their shirt. (A player filling in can have a number "taped" on with white tape).

Numbers are not to be worn by U10 / U12 / U14 players or U16 Pennant and District players (unless they also play seniors and have a senior number on their shirt).

Numbers will be co-ordinated by a Committee Member who will allocate all players a number. Numbers can be purchased from Just Hockey; they can also affix the number to the playing top.

Clash Uniform

It is compulsory for players to purchase the alternate white shirt & light blue socks if a “clash club” is in your competition (many children use the alternate uniform for training). The club can be fined by Hockey Victoria for non-compliance.

It is suggested that you remind players the week of a clash game of the requirement to wear alternative socks and / or shirt. It is also good practise for all players to always carry their clash uniform in their hockey bag (and their regular uniform if they are wearing their clash uniform!).

A full list of uniform clashes can be found below (note: Essendon is not listed as a sock clash but probably should be so you may wish to adhere to clash rules when playing them ☺)

SHIRT CLASHES		SOCK CLASHES	
Bayside Cougars Greensborough Hockey Geelong MCC Mentone MUHC Old Camberwell Grammarians Old Melburnians		Bayside Cougars Brunswick Elwood Greensborough Hockey Geelong Maccabi M.U.H.C. Old Camberwell Grammarians	Old East Malvern Old Melburnians Powerhouse/StKilda Southern Knights

First Aid Record of injuries

If a Junior player sustains a serious injury and cannot return to the pitch, then a written record of the injury needs to be completed. You can do this by firstly making a record of the injury in the team sheet which the umpire must sign. Secondly, fill out the blank forms in Appendix 1 or if you do not have this form with you then document the injury on any piece of paper. Please keep the completed form / paper in the rear of your folder for safe keeping and please inform your Age group Co-ordinator that an injury has occurred.

If a junior player requires an ambulance then the parents / guardians should be contacted, however priority should be given to the player’s welfare, rather than precious time being taken obtaining permission. If you cannot get on to a parent / guardian, then assess the situation and call an ambulance if it is needed.

First Aid Kits

A First Aid kit is available for the team’s use and will be handed out during the pre-season Team Manager’s briefing meeting. If you require further supplies during the season, please contact Kate Zuccala (Ph 0404 047 897 or email katez1@optusnet.com.au)

Game Day tasks: Team sheets

A team sheet needs to be completed in alphabetical order (surname). The team sheet can be prepared prior to the game, but please make sure that it is accurate and only the players who have actually played are on the Team Sheet. The club incurs fines and penalties if we have doubled up players.

A record of the goal scored by individual players is needed so this can be entered into the Hockey Victoria system. Please also record all Yellow and Red Cards and refer all Red Cards to your Age Group Co-ordinator in case further action is required by the club.

The team sheet is signed by both umpires at the end of the Match. Should there be any dispute or formal complaint about the game, this can also be recorded on the Team Sheet. You then give the opposing team your blue copy and receive their blue copy at the end of the match. Keep the blue copies in your team folder in case they are ever needed by Hockey Victoria.

Game Day tasks: Payment of Umpires

You will be provided money to pay the umpires, usually half at the start of the season and rest in the middle – see your Age Group Coordinator if you run out of money.

Some games have badged umpires provided by Hockey Victoria, whilst others the Waverley Umpire Roster Co-ordinator needs to provide an umpire. If no umpire turns up on the day please call the Umpire Co-ordinator (<http://waverleyhc.org.au/juniors/contacts/>) or if really urgent ask the “crowd” if anyone can umpire.

Umpires are paid based on the game level, see below:

Team	Umpire Fee
U10 #1	\$15
U10 #2	\$15
U10 #3	\$15
U12 Girls Shield	\$25
U12 Mixed District	\$25
U12 Mixed Pennant	\$25
U12 Mixed Shield	\$25
U14 Girls Shield	\$30
U14 Mixed District	\$25
U14 Mixed Shield	\$30
U16 Girls Shield	\$30
U16 Mixed District	\$25
U16 Mixed Pennant	\$30
U16 Mixed Shield	\$30

Game Day tasks: Match Balls

You will be allocated 2 match balls for the season which will be handed out during the pre-season team managers briefing meeting. These are to be used for home games only and need to be collected at the end of each match.

Game Day tasks: Input of Scores online

See attached guide for how to enter scores each week online. Scores must be entered prior to Monday 9am otherwise the club will be fined and the team may not be allocated their points. Any issues entering your scores please contact Lisa Ryan (Ph 0434 619 505 or Email ryan3166@optusnet.com.au) immediately to seek assistance.

UserIDs and passwords will be provided at the start of the season once Hockey Victoria provide.

Attached guide provides a handbook to follow when setting your team up in the system and also for entering scores each round.

Game Day tasks: Half-Field Set Up (U10 only)

For home games the Waverley (home) team must set up the half-field configuration prior to the start of the match.

- Placement of half-field goals. Goals sit at the intersection of the 23m 'quarter' line on both sidelines
- Establish a shooting circle. Team managers are provided with a rope to measure the line and talcum powder / chalk to draw the line. The line is formed by outstretching the rope from the base of the goal post and marking the line at the other end of the rope to form a quarter circle from the baseline to in line with the goal post (facing goal on the field). This must be done for each side of the goal. A flat line is formed across the face of the goal to join the two quarter circles.
- If you run out of string and / or powder please either inform your Age Group Co-ordinator or purchase replacement and provide your receipt and bank account details to: juniors@waverleyhc.org.au for re-imbusement.

Team managers are encouraged to involve the help of the parents / guardians of players in the team to assist in half-field set up. Two people are required to form the shooting circle. There will often be little time to prepare the field prior to the match.

Code of conduct

Please hand out a copy of the Code of Conduct or email it to all team members so that everyone is aware of the code. Please note all players and parent have already “signed” their acceptance to these codes as a part of the registration process. There is no excuse for poor behaviour and the club takes a Zero Tolerance approach to inappropriate conduct by any party. Any poor behaviour should be reported to the committee as soon as possible.

A copy of the Code of Conduct can be found here: <http://waverleyhc.org.au/juniors/code-of-conduct/>

Voting for awards

Hookin2Hockey, Panthers & Under 10 half field competitions - No awards are given at this age group, all players receive a medal.

All other age groups are awarded per team:

- Best and Fairest
- Coaches award
- Team award

In addition the Junior Committee will select one junior player to receive a Junior Club Person Award. This award is given to the person who has given back to the club, usually a junior player.

You may wish to send out below information to parents / guardians/players at the start of the season so they understand how the Waverley junior unit awards work. You can do this by referring them to the website link as follows: <http://waverleyhc.org.au/juniors/policies/9941-2/>

Best & Fairest award

At the end of the season, a player will be awarded the ‘best and fairest’. This will be determined at year end by the team manager, accumulating a 3, 2, 1 voting system awarded by the team coach, team players and/or other team official after each match.

Specifically in relation to each junior level:

- U12 teams – the coach and a parent on a rotating basis to vote after each match
- U14 & U16 teams – the coach and players, will vote after each match (we suggest you pre print voting slips and store each round in an envelope ready for use)

Voting:

- Three votes for the best & fairest player on the ground, two votes for second best & fairest player and one vote for the third best & fairest player.

Best and fairest is based on the following criteria:

- Best: based on how important their playing performance was to the team and outcome of the game. The following should be considered:
 - Instigating good team play
 - Passing to advantage
 - Passing to a team mate who is in a better position
 - What the player does with the ball when in possession
 - Running off the ball into space or to draw opposition players
- Fairest:
 - Based on 'fair play' and not being suspended during the season. Suspension renders a player ineligible for the award
 - Note that a player filling in for a match should not be eligible for votes for that particular match. Votes should only be awarded to regular team players.

Coach's award

At the end of the season each coach will select one player from their team to receive a Coaches Award. The coach's award is also the encouragement award taking into account capability improvement factors (i.e., skill, leadership and team improvement factors).

Criteria

- Greatest improvement over the season, taking into account the following factors:
 - Improvement in playing performance over the season (in terms of skill and 'for the team' factors)
 - Commitment and effort at training and games
 - Willingness to listen and learn at training and games
 - General team behaviour and improvement (i.e., relating to others in the team, coach and officials)
 - Any other factors taking into account improvement in skill, leadership and team

Team Award

At the end of the season each coach will select one player from their team to receive a Team award,

Criteria:

- Best team player over the season, taking into account the following factors:
 - Regular attendance at training and games
 - Behaviour to coach, team mates and officials (i.e., be disciplined and polite)
 - Playing contribution to the team (i.e., a 'for the team' and not an individual playing contributor to the team)
 - Commitment and effort to the team
 - Social contributor to the team (i.e., a good team person)

To ensure an unbiased voting process

This applies to

- 'Best and Fairest' voting for the U12 teams
- Coaches award
- Team award

It is important to ensure that the voting process is seen to be unbiased. If the team official in charge of voting (i.e., coach) has a sibling, child or grandchild in the team it is recommended (where possible) that a panel of voters (including the coach) be convened to vote at each match and from this process the best three players be determined. At season end, the same panel also vote on most improved and team award. This system should preserve the integrity of the award.

Voting during finals

Votes will not continue during the finals.

Team Managers responsibility

The team manager will be responsible for providing the Committee via juniors@waverleyhc.org.au with the outcomes of the three awards above (Best & Fairest, Coaches Award & Team Award) within one week of the final round of the season.

Team Captain & Vice Captain

The Junior Committee see the Captain & Vice Captain roles as key positions for each team and also a great opportunity for juniors to learn leadership skills. The Waverley Junior unit method of selecting the team captains and vice captains is outlined below:

Note: this applies to U12, U14, U16 teams – U10s should rotate the captain's role each game

The Senior & Assistant coach will select the captain and vice captain based on the following criteria either just before or following Round One (depending on how many opportunities the coaches have had to see the players in both training and game situations):

- Active communicator providing direction of the team during training and games
- Good team player - prioritises the needs of the team over the needs of themselves.
Sees the wider goal of team as more important than the individual, yet sees individual improvement as an aspect of developing the team
- Responsible - ensures all tasks given to them are executed properly
- Self confident - confident in their own abilities
- Motivated - motivated to improve their own hockey skills as well as the skills of the entire team. A motivation of overall betterment
- Motivating - never discourages, always encourages players; focuses on the development of players rather than winning
- 100% commitment to team (eg training attendance, concentration at training, listening to coaches etc)
- Supportive of all players regardless of capability (encouraging of less capable players and able to direct stronger players)
- Willing to listen to coaches and apply feedback
- Ability to receive feedback and criticism on own game/skills

Where do you go to for Help?

Waverley People

- Contacts - <http://waverleyhc.org.au/juniors/contacts/>
- Questions you cannot answer – go to your Age Group Co-ordinator Simon (U10) / Kirstin (U12) / Mel (U14) / Lisa (U16), or the Overall Age Group Co-ordinator Lisa Ryan
- Issues entering weekly scores – Lisa Ryan
- Registrations (Waverley and / or Hockey Victoria) – contact Nick Gerling
- Umpires – Ann McWilliam
- Coaches – Lisa Ryan
- First Aid – Kate Zuccala
- Rosters ball girl / boy – Susanne Gottstein
- Rosters canteen / BBQ – Susanne Gottstein
- App / Facebook / Newsletters - Nikki Gerling

Waverley Info

- Training schedule - <http://waverleyhc.org.au/juniors/training/>
- Registration – <http://waverleyhc.org.au/juniors/registration/>
- Juniors playing Seniors - <http://waverleyhc.org.au/juniors-playing-seniors/>
- Policies - <http://waverleyhc.org.au/juniors/policies/>
- Contacts - <http://waverleyhc.org.au/juniors/contacts/>
- Volunteer duties - <http://waverleyhc.org.au/juniors/getting-involved/>

Hockey Victoria FAQs

<http://www.hockeyvictoria.org.au/Competitions-Events/HV-Rules-Regulations/Help-Guides>

Including:

- U10 Half Field rules
- How to enter scores
- Permits / clearance
- Penalty shoot out rules
- Etc..

Team App FAQs

<https://www.teamapp.com/faqs>

Appendix 1

The following files are attached to this manual

Half Field modified rules

How to enter scores

Hockey Victoria FAQs

Ball girl / boy duty

Canteen / BBQ duty

LiveScores duty

TeamApp Guides (various)

Record of Injury Form

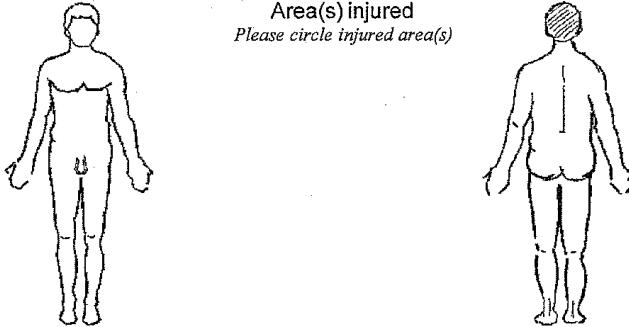


Injury Record Form

Athlete Name	Surname <input type="text"/>	Given Name(s) <input type="text"/>	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Address	<input type="text"/> <input type="text"/>		Date of Birth <input type="text"/>
Any known medical conditions	<input type="text"/>		
Injury Occurred at			
Ground/Location	<input type="text"/>	Time	<input type="text"/> am / pm
Event	<input type="text"/>	Date	<input type="text"/>
Assessment			
Danger	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> Action	
Response	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> Action	
Airway	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> Action	
Breathing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> Action	
Circulation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> Action	
Stop	<input type="text"/>		
Talk	what happened, how happened, what was felt, where hurt, is there pain elsewhere, has the part been injured before <input type="text"/>		
Observe	appearance/nature, compare to other side, look for swelling, deformity, range of movement <input type="text"/>		
Prevent further injury	severe injury, less severe injury, or minor injury <input type="text"/>		

Assessment *continued (please tick)*

Area(s) injured
Please circle injured area(s)



- Hard Tissue Soft Tissue Dislocation/subluxation Skin Injury

Other Please specify

Initial Management

Continued to play? Yes No

Transport off field/ court

- Human crutch (1 person) 2 handed seat 3 handed seat 4 handed seat
 Human crutch (2 person) Chair lift Stretcher Other Specify

Initial management eg. immobilisation, splint, RICER etc.

Further Management and Referral

Instructions given to athlete

Referred to: Hospital Doctor Physiotherapist Other Specify

How transported to referred professional

Was the injury preventable? Yes No

If yes, how

Sports First Aiders Signature Date