

Otago Hockey Quick Guide Club Coaches/ Managers

Thank you for volunteering your time and skills to be a valued part of our hockey community.

The aim of this quick guide is to be a fast reference for the processes that should be carried out in this role, for most situations.

Anything outside of this guide, or for non-urgent matters, your first point of reference is your Club President or delegate who will be in direct contact with Otago Hockey.

Coach Development

Otago Hockey has free, supportive training opportunities for our community coaches which we strongly encourage you to take part in. Please check our website oha.org.nz for options or contact Jolene Casey on coach@oha.org.nz if you have any further questions.

PlayHQ

PlayHQ is a crucial part of running our competitions efficiently and effectively. ALL team coaches and managers MUST be registered in these specific roles (separate to playing roles) as a point of contact and to access specific administrative privileges. Please ensure your club has set you up with this option.

Club Competition Handbook

Every year, Otago Hockey releases a Club Competition Handbook with all the rules and regulations for the season. This can be found on the OHA website under the Competition- club or policies tabs.

We recommend that you all familiarise yourself with this document as it will have almost everything in there that you will need to know in regards to the administration and delivery of the competition.

Turf Training

All clubs are assigned turf allocations for the season for training. Due to high demand for specific timeslots, OHA tries to allocate these as fairly as possible and your club will assign which teams train when. To minimise player workload, Premier teams should train on a Wednesday with other grades split over Wednesday/Thursday. Any turf booking changes need to be communicated directly with your club delegate.

Turf facilities- Lights will be activated by OHA for all trainings once dark. Water can be accessed via the game tablets upstairs in the lounge if required, but please be careful during colder months as this can make the turf surface slippery and dangerous for players. Teams should always have bathroom access.

If you have any urgent facility management concerns, please contact Andy on 027 884 4800 or Bonnie on 021 0266 5453

Please be considerate of others using the turf. Do not enter the playing area until it is your time allocation and be ready to vacate once your time is up- it is important to manage your time wisely.. Return any balls that may have crossed over into your half to the rightful owner.

OHA are only a small team with limited manpower. so please leave the facility how you would like to find it- return dividers and equipment to along the fencelines and move goals back to sides of the turf.

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Pre-Game Day

Ensure your team is aware of the turf and time they are playing their upcoming game. Games can be found on the OHA website and on the ClubAppsNZ free phone app.

Have organised any additional fill in players that are required and ensured that they are signed up to PlayHQ as per OHA Competition rules.

Player dispensations and player transfers must be done well ahead of time as per the rules and regulations.

If the game is at the Otago Community Trust Kings Turf, make sure all team members have transport to get to and from the game.

Ensure that everyone has the correct playing uniform according to the rules and regulations.

Pre-Match on Game Day

Please check the cancellation/ bad weather policy on the OHA website if any concerns about the weather or turf suitability for the upcoming game.

Check all team equipment to make sure that it is ready and usable for the upcoming game. This includes warm up balls, defensive penalty corner gear, first aid kit or any other requirements.

Ensure all participants and team officials are entered into PlayHQ electronically. This can be done at home prior to the game and/ or any additional last minute changes to the match line up can be altered prior to the game on the tablets during the warm up time.

Ice is available from the freezer in the downstairs foyer of pavilion building. Teams should carry instant icepacks for games at Kings turf.

Coin toss with umpires/ opposition with 5 mins to go to start time.

Game starts on time!

During Game

Please ensure that only people named on the match card are in your dug out.

Keep all substitutes in the dugout unless they are subbing on. If subbing on, please keep them back from the side-line so umpires and players can get past easily.

Only one coach is allowed on the turf in front of their dugout to coach during a game.

Ensure that no substitute player directs any verbal communications to either umpire or opposition players.

Ensure that your coach is well managed throughout the game and focuses on coaching. Persistent contesting of umpires decisions or game management needs to be addressed by the manager. Team Captains can be disciplined for poor coach, manager or substitute behaviour.

Stop time for:- Severe injuries ie knocked out, broken bones and/or blood on the turf. Time will not be stopped for strokes, minor injuries, or severe injuries if the score is not close with only a few minutes to go.

Apply any first aid as necessary. Blood injuries- please stem the flow of blood before moving across turf to dugout. Umpires to use blood kit for turf cleaning.

All Quarters will start on time.

Post Game

Complete any post game paperwork on the match card. Ensure the Captain checks the score, goal scorers and cards on the tablet before the umpires submit the game.

Once the players have exited the dugout, check for any lost property and place any rubbish in the bins.

Attend to any injuries with first aid, ice or follow up treatment (doctors, after hours or A & E).

Fill out accident report form for any moderate / severely injured players.- This can be found on the tablets, the OHA website or in paper form on Umpire table upstairs in lounge or in safe at Kings turf.

Lodge any code of conduct or protest complaint in an email via your Club Delegate to the Competition Manager by 5pm on the Monday following the game.

Clean, fix, wash any team equipment needed for future trainings/ games.