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**Team Management Resource**

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**Team Manager Agreement**

As a Team Manager for an Otago Hockey Representative team, I understand I hold a very important position, which attracts certain responsibilities.

I, ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ,** **AGREE** to complete the role and duties of Team Manager for the Otago Under team for ***2019*** and take on the responsibilities of that role, including but not limited to:

1. Completing the tasks and duties set out in the attached **Team Manager Job Description**;
2. Being responsible for Team finances during Tournaments (understanding that I must provide a receipt for all expenses incurred, or reimburse Otago Hockey);
3. Acting in loco parentis for all minors in the Team throughout all tournaments;
4. Acting in the best interests of the health and wellbeing of all members of the Team at all times;
5. Always being able and prepared to respond to a medical emergency involving a Team member.
6. That I report and be answerable to the Otago Hockey Administrator, Pathway Manager, General Manager and the Otago Board

**SIGNED:**  **DATE:**

*Manager*

**SIGNED:**  **DATE:**

*Otago Hockey*

**Team Manager Job Description **

**Official Role:**

* Responsible for players’ health and wellbeing from when the team arrives at the airport for tournament, to when all players are picked up from the airport
* For players under 18, the Manager is in loco parentis
* Supporting the Team Coach in creating a positive team environment
* Providing pastoral & physical care for players
* Liaising with Otago Hockey Administrator and Pathway Manager
* Contact person for players and caregivers
* Managing player payments
* Managing uniforms and equipment
* Liaising with Hockey NZ, Host Association and Tournament Director
* Management during tournament matches
* Management of team timetable and player behaviour

**Recommendations:**

* + Be highly organised – lists and timing
  + Communicate constantly with coaches, players, parents, Otago Hockey Pathway manager and Administrator
  + OHA will assist in finding a suitable parent help
  + Delegate fundraising activities to a group of parents
  + Stay separate from the hockey arena, leave that to the coaches
  + If you delegate, you need to ensure you stay finally responsible, especially with financial matters and when dealing with Hockey NZ and Tournament Officials

**Upon Appointment:**

* OHA will email a contact sheet via IMG trial information for you. Please ensure the names on the contact list are full names for flight bookings and tournament entry forms, please get parents to check and sign contact sheets. Ensure you also have the parents contact details.
* Hand out Player Agreement and Medical Forms
* Ensure contact details and medical details are kept confidential
* Liaise with Coach and Otago Hockey to confirm pre-booked practice times.
* Get tournament dates – dates and locations of pre-tournament fixtures and final tournament
* Get details of accommodation, vans and flights booked by Otago Hockey Administrator

**Budget:**

* Work with Coach to finalise budget drafted by Otago Hockey Administrator
* Ensure parents and players know what the maximum financial commitment is as early as possible
* Ensure that the costs are kept reasonable
* 2 Coaches, 1 Manager and Parent help are paid for by the players
* Final budget is to be sent to Otago Hockey Administrator for approval before it is provided to parents and players
* The budget can be accessed from Otago Hockey Office parents to access to ensure transparency should this be desired
* Otago Hockey representative clothing will not be included in original budget.

**Accounting:**

* Once the budget and team are both finalised named, the Otago Hockey Administrator will invoice every player.
* The Player Agreement will state due dates for the deposit and payment instalments
* Players to pay this directly to Otago Hockey, preferably by direct credit, or otherwise cheque. Instructions are on the invoice
* The Otago Hockey Administrator will update the Manager at various stages on who has paid
* The Manager is to contact players or parents who have overdue payments
* The Manager may advise parents that for those who may face financial challenges in respect to the payment of tournament fees, that Otago Hockey can provide a payment plan organised through the Otago Hockey Administrator. Payment plans will have set dates which are to be met
* The Otago Hockey Administrator will pay major tournament costs (flights, accommodation, vans) by direct credit before tournament
* The Manager of National teams will be issued with an Otago Hockey Eftpos card and BP fuel card for use during tournament to buy food, petrol and limited incidental payments, keeping within the agreed budget
* The Manager must record every payment made with the Otago Eftpos card and keep the receipt
* Within one week of tournament the Manager is to provide these receipts to the Otago Hockey Administrator
* Any payments for which the Manager is unable to provide a receipt must be paid back to Otago Hockey by the Manager
* It is the sole responsibility of the Otago Hockey Administrator to advise team members of any refunds that are due to the team at the conclusion of tournament (this cannot be completed until all budget information is handed into the OHA Account Manager)

**Fundraising & Sponsorship**

* Ask players and parents if they want to fundraise and delegate to parents if they do
* Ask around what works and what has been done recently
* Don’t overburden the team with too many fundraising events.
* If you run a team event the whole team, including **umpire,** should participate and the money shared equally, if you have a product selling activity it is common practice to allocate the money proportionately to those who sold the product.
* Teams are not to apply for grants from Community Funding Organisations
* Each player will be provided with a Sponsorship letter giving them the opportunity to solicit sponsorship from local businesses
* Sponsorship opportunities for 2019 will be by way of recognition on official team poster and team social media posts run by the OHA on OHA social media channels.
* Any sponsors who wants logo on shirt/short or Skorts any with Otago Hockey logo need to talk to General Manager Andy McLean
* The player must return the Sponsorship letter to the Manager, who will forward it to the Otago Hockey Administrator who will invoice the sponsor
* It is the player’s responsibility to ensure their sponsor pays their invoice
* The Otago Hockey Administrator will update the Manager on what sponsorship payments have been made, and the Otago Hockey Administrator shall inform the players and parents who must follow up their sponsor
* It remains the player’s responsibility to pay each instalment if the sponsor has not paid Otago Hockey by the instalment due date

**Medical:**

* The Manager must have a completed Medical Form from each player before tournament. A copy of this is also to go to Otago Hockey and will be kept on file for the duration of the tournament. They will then be destroyed.
* Medical issues must be kept confidential
* Check for problems and advise team coaches if necessary.
* Medical Forms must always be kept with the Manager for emergency reference
* Medication and asthma inhalers should be named and taken to the turf
* Therapeutic Use Exemption Forms for restricted drugs (e.g. Ritalin) are available on HNZ website. These are to be used in accordance with HNZ’s Drug Policy
* A limited first aid kit will be issued by Otago Hockey. This should be checked and restocked if necessary
* The Host Association is required to provide the team with first aid services
* The Managers is ultimately responsible for players’ health and wellbeing; therefore, it is the Manager’s whether a player is fit to play
* Before going to tournament check where the nearest doctor, after hours doctor, hospital, physio and dentist are.

**Tournament Organising:**

* Have checklists, menus and grocery lists
* Check Medical Forms for any special dietary requirements when planning meals
* Plan your days around the draw, which is available far in advance
* Ensure the final Team Registration Form is emailed to HNZ by the due date by returning to the Pathway Manager 2 weeks prior to the registration being due.
* Ensure that Altius is completed
* Ensure the signed version of the Team Registration Form is correctly filled out and signed by all players, parents for players under 16, and the OHA
* Put in orders for tournament merchandise and advise Otago Hockey Administrator of who has purchased merchandise, cost and how these are to be paid. Otago Hockey Administrator will add costs to players, player ledgers and arrange payment if necessary.
* Manager must attend the Tournament Briefing and hand in the signed Team Registration Form
* Take signed registration form (signed by players’ parents of players who are under 16 & Otago Hockey) to meeting. Get this done early as it can take several practices to see all the parents.
* A spare uniform should be taken to each match in case of players bleeding on their uniform
* Before tournament begins, all official tournament forms and requests go to the Hockey NZ Domestic Tournaments Administrator,), this must go via the Otago Hockey Administrator or Pathway Manager
* Once tournament begins, all official tournament forms and requests go to the Tournament Director
* All official forms and communications should be copied in the Otago Hockey Pathway Manager (Hockey@oha.org.nz)

**Transport**

* Transport to the tournament is booked by Otago Hockey
* Check with Otago Hockey Administrator what the arrangements are
* Players have until the 16th August from the first team meeting to request special travel arrangements, any extra cost, including cancellation of seat fee, of which is to be covered by the player. This is to be organised between the Managers and the Otago Hockey Administrator
* If you have rental vans, confirm you have enough seats and whether there are luggage trailers, and provide the Otago Hockey Administrator with copies of driver’s licences
* If you are flying, you will need to provide an electronic list of names 4 weeks in advance. Confirm with Otago Hockey Administrator that you have the correct number of seats.
* Otago Hockey organise all bookings for 21 people**.** This covers 16 players, 2 coaches, 1 manager, 1 parent help and 1 umpire. If less than 21 seats are required advise the Otago Hockey Administrator to adjust bookings.
* Any passengers above 21 persons will be required to pay their own way
* Ensure enough excess baggage is booked in advance, including goalie bags, an extra goalie bag for hockey sticks (with stick bag in the player’s luggage) and any crock-pot or food
* The Otago Hockey Administrator will book 4 extra bags in advance
* Use parents for transport to mini tournaments where possible to reduce cost
* Ensure rental vans are refilled before they are returned to avoid excessive rental company petrol charges

**Accommodation**

* Otago Hockey will book the accommodation for the Tournament.
* Check with Otago Hockey Administrator what the arrangements are
* Avoid pull-out beds/couches in lounge, have a separate room for the coach and manager
* Prefer rooms with ovens
* As above Otago Hockey book for 21 people. If you have less or more than 21 then you will need to advise Otago Hockey Administrator
* Separate room for coach if not too expensive (compulsory for different gender).
* Use largest room or conference room for meals – you can monitor food intake and team relationships
* Ask the motel for a room layout and allocate rooms in advance to ensure you get the right player mix
* Avoid having parents at the same motel where possible to ensure team and player autonomy

**Schedules:**

* Ensure everyone, including management team, know what they’re doing and when
* Allow plenty of time for travel to turf, team talk and warmups
* Draft a schedule once you have the tournament timetable and get coach approval
* Post the day’s schedule on windows/notice board

**Website:**

* The Otago Hockey website or Facebook is a great place to put up all relevant information for players and parents
* Each representative team will have its own page under the “Representative” tab on the home page
* To post newsletters, schedules and information to the website, simply send the content to the on [coach@oha.org.nz](mailto:coach@oha.org.nz) and this will be posted up on the relevant team page (send in a format which can be attached or ‘copy pasted’)

**Uniforms:**

* Otago Hockey issues the Manager with a enough playing Shirts for all players
* The Manager must record who each shirt is issued to using given uniform sign out form. Players are to sign for uniforms and the team manager is to return a copy to the Otago Hockey Administrator
* Players must wear the right number throughout tournament
* Players must purchase the correct Otago socks and Short/skorts, order forms will be given to managers to order by due date. Additional socks can be purchased from the Otago Hockey Shop
* Uniforms should be washed after each game
* Dryers are to be avoided where possible
* Shirts should be collected back in before players leave the airport or head home after tournament
* Wash Shirts and return to Otago Hockey within a week of tournament
* Goalie shirts are a different colour to uniform
* Goalies are expected to supply their own goalkeeping gear, including 1 coloured goalie shirt. Otago Hockey will supply an additional GK top to wear (this will be red or blue). The cost of the extra bag to tournament is shared amongst the players. If necessary, Otago Hockey have spare goalie shirts for teams to borrow.

**Apparel**

* Otago Hockey expects players to purchase ‘*team apparel’*: Hoodies and for wearing while travelling, and before and after matches
* Apparel is to be of Otago Hockey approved designs only and a ‘catalogue’ of Otago Hockey team uniforms and merchandise is available to view on the website (managers will be given a hard copy). Uniforms and hoodies design will generally not change from year to year – any variations will appear in this catalogue.
* Should the design remain unchanged from the previous year, returning representative players will be able, if appropriate to continue to use last season’s hoodie. For 2019 we will transition to our new supplier (Adidas). Players with off field gear (hoodies etc) from 2018 are fine to use them again if they wish.
* Only the Otago Hockey logo and player surnames are to be on apparel.
* Otago Hockey will arrange with our apparel supplier, to have samples available at the Otago Hockey turf for players to try on at the first team meeting.
* Order forms will be given to team managers to fill in and give to Otago Hockey Administration by due dates (no late exceptions)- OHA will put order through to the supplier on teams behalves
* Managers must go through OHA for all orders
* Otago Hockey Logo need permission to use
* Otago Hockey will pay for Team Management to have one uniform garment. The cost of any other items purchased are up to coach/managers and at their own cost. Payment for these is to be made to the Otago Hockey Administrator
* Otago Hockey supporter clothing and tournament merchandise is available, contact Otago Hockey for supporter’s gear, and the Host Association for merchandise

**Equipment**

* Each team is allocated a set of Balls, cones, bibs and uniforms (“equipment”)- any loss or damage of equipment will be added to team members accounts.
* Equipment distributed to representative teams will be the responsibility of the team manager and they will be required to sign out ALL equipment via the Pathway Manager.
* Managers should ensure all players wear a mouthguard and keep spare mouthguards with them
* Any additional equipment (e.g. Crock pots, gk bags, PC masks etc.) need to be signed out by OHA staff for tracking purposes

**Food:**

* Ask for information on food allergies and extreme ‘won’t eats’ plus vegetarian requirements early
* Have recovery food available after matches
* See ‘Nutrition Guide’ which will be given to all coaches and managers for any nutritional recommendations for tournament and games
* It is preferable to have a separate person managing food, groceries and cooking as you won’t have time – should the team be staying at school boarding hostels, this will not be such a requirement as breakfast and evening meals will generally be catered for.
* Players should help with meal prep, clean up and dishes
* Consider asking players to bring baking

**Parents:**

* Keep parents informed with regular newsletters to tell them what is going on
* Make it clear to parents whether communication will be by email, Facebook or other Apps
* Check that emails are getting to all parents and check that separated parents are both getting the information if that is what they have asked for
* Don’t rely on players to tell parents anything
* Tell them often and repeat key dates and deadlines.
* See ‘Parent Policy Template’
* OHA to approve chosen ‘parent help’ before confirmed with parent
* Ask the Otago Hockey Pathway Manager for support with difficult parents, copy them into emails, this can be escalated to the General Manager if necessary.

**Flexibility:**

* At Under 18 level and below it is expected that parents are communicated with regularly
* Under 18 aged university students may be expected to be more independent, but parents will often still pay players fees

**Practices:**

* Weekend practices are pre-booked
* Any additional practices need to be booked through the Otago Hockey Pathway Manager or Development Officer
* It is important for manager to attend practices – first aid, assist coach etc
* Hand out newsletters, follow up accounts, be available for enquiries
* Get to know players and parents

**Miscellaneous:**

* Helpful to have 18 numbered water bottles
* Mini tournaments are useful for getting routines sorted, food preferences ironed out, sleeping patterns and player room allocations before the final tournament. Also, for manager to get all their routines sorted
* Arrange a post-tournament get together – good for reflecting on how it went and invite all the parents – can do a presentation of photos
* Make list of thank you’s so people don’t get forgotten
* Laundry bags –each player to buy their own laundry bays for washing socks and undies (Players to name their own bag use nail polish to mark the bags so it doesn’t wash off).
* If Otago won the tournament the year before, remember to take the trophy back or any trophies that may have been awarded during tournament (especially at Hatch and Collier level).
* At Regional and Association Tournaments umpires are arranged by Hockey NZ, however you will be expected to organise your own umpires for mini tournaments, warm up games etc. Usually this will be the umpire that will be accompanying you to tournament. Make them feel like part of the team.
* Prepare a debrief report, and attend a debrief with Otago Hockey Pathway Manager and General Manager after tournament- Templates available

**National Tournament Checklist**

|  |  |
| --- | --- |
| Accommodation   * Booked (by Otago Hockey) * Deposit Paid (by Otago Hockey) * Final payment made |  |
| Transport finalised |  |
| Practices booked |  |
| Budget – approved by Otago Hockey |  |
| Player Agreements received |  |
| Medical Forms received |  |
| Sponsorship letters received |  |
| Tournament Helpers Confirmed |  |
| Tournament Draw received |  |
| Team Registration Form emailed to HNZ |  |
| Team Registration Form signed |  |
| Altius filled in |  |
| Apparel ordered |  |
| Apparel handed out |  |
| Uniforms allocated and signed for |  |
| Tournament Schedule created |  |
| Meal Plan |  |
| Room Allocation |  |
| All players paid |  |
| Attend debrief |  |

**Representative key dates – [2019]**

***21st July***  Player Meeting

**2nd August Players must have paid $300 deposit & returned Player Agreements**

**16th  August** Players must have requested any special travel arrangements if applicable

**16th August** Names for flights need to be confirmed if applicable

**23rd August Players must have paid Second instalment of $600**

***24TH* August**  Player sponsorships payments must be received by Otago Hockey office **13th Sept Players must have paid Final instalment (remainder of cost)**

**12th Sept** Final Team Registration Form must have been to HNZ (altruist)

***[date]*** Depart for Tournament, Tournament briefing (signed Form)

***[date]*** Tournament begins

***[date]*** Tournament ends

***[date]*** Return from Tournament

***[date]*** Players must have completed their volunteer service for the hockey community

**Important Contacts:**

Otago:

**Hymie Gill** Pathway Manager hockey@oha.org.nz

**Julia Boothroyd** Development Officer [coach@oha.org.nz](mailto:coach@oha.org.nz)

**Carolyn Parker** Administrator [admin@oha.org.nz](mailto:admin@oha.org.nz)

03 474 9201

Hockey NZ

Tournament Admin [Sandra.patridge@hockeynz.co.nz](mailto:Sandra.patridge@hockeynz.co.nz) 09 632 1851

**Notes:**

Please copy Julia Boothroyd and Carolyn Parker into all newsletter/informative emails and correspondence with Hockey NZ

The campaign practice plan, and all tournament information will go up on the Representative tab on the Otago website, [www.oha.org.nz](http://www.oha.org.nz).

The Otago website will be constantly updated, with dates next to new information

**There will be links to the:**

Player Agreement

Medical Form

Sponsorship letter