



Coach & Team Manager Duties, Responsibilities' & Information - 2013

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There are numerous duties and responsibilities' for Coaches & Team Managers to adhere to during the course of the season.

Canteen Rosters:

To assist the Club's volunteers and the efficient running of the Canteen, all teams are expected to supply players to help in the Canteen. Rosters of when each team is allocated will be emailed to each coach. Teams are required to supply two people at a time to cover the entire day to which they are allocated. Preferably if people can be allocated to cover two games, this reduces the amount of time that our volunteers will be required to train the players in basic duties within the canteen. An experienced dedicated volunteer will always be in the canteen with the players.

Clearance Forms:

Any player that comes from another Club must fill in a [Clearance Form](#) in duplicate; one goes to Hockey SA the other to the Club the player last played at (Obtaining the Clearance is the player's responsibility). The Clearance form is to inform Hockey SA that the player was financial at their last club; if a player was un-financial the player will be unable to be cleared until that debt is cleared.

Coaching Qualifications:

NEHC would prefer that coaches have the relevant qualifications for coaching. [HockeyEd](#) is Hockey Australia's coach training program. Hockey Australia together with each State and Territory Associations recognise that quality coaching has a significant influence upon players and their hockey experience, hence the recommendation for all coaches to be accredited at an appropriate level. There are five coaching accreditations: [Community](#), [Beginner](#), [Development](#), [Advanced](#) and [High Performance](#). Community level coaching accreditation is free and completed on-line.

Code of Conduct:

North East Hockey Club has adopted the [Codes of Behaviour](#) documents relating to players, parents, coaches etc produced by Hockey Australia. The Hockey Australia [Member Protection Policy](#) aims to ensure that every person involved in our sport is treated with respect and dignity, and is safe and protected from abuse.

Dugouts:

At NEHC we are extremely proud of our clean environment which is kept this way by volunteers of this Club, we ask all Coaches to have this same pride by getting players to clean their dugout up after their games. There are rubbish and recycling bins readily available by both dugouts.

Emergency Players:

From time to time a need may arise to use an Emergency Player to negate having to forfeit a game. The forfeit fee is \$250.00; the minimum amount of players needed for a game is 8 before forfeiting. In the senior teams if you are aware that you are going to be short of players please make every effort to look within the Club especially for juniors as many of them enjoy playing a second game. Any player who comes in as an emergency will need to be registered and pay the Hockey SA insurance fee prior to playing. You must email the Club Registrar at membership@nehc.asn.au with all relevant details and a completed registration form at least 24 hours prior to them playing.

The "Emergency Players" classification is limited to those players that play 3 games or less per season. Please note that all "emergency players" will incur the regular full fee appropriate to their classification at the time of initial registration as per the fee schedule. This fee will only be reduced to a "Team Nomination" amount if it can be verified from HockeyNet records taken at August

30 that a player has played 3 games or less. Until such time as this is verified by the Treasurer all "Emergency Players" must accept responsibility for full fee payment.

Equipment:

The use of shin pads, mouth guards and the wearing of appropriate shoes for the surface that the game is to be played on is recommended and strongly encouraged for all players.

Face Masks:

Under 11-13

It is compulsory that all U11 & U13 players wear a protective mask supplied by the club while defending corners in games and at training sessions. This means ALL FOUR (4) defenders are required to wear the mask including the runners. The masks will be held by the team manager or coach and used at every game and training session. The 4 masks per team should be returned to the Equipment Manager at the end of the season.

Under 15-18

It is compulsory that the TWO (2) players standing on the post in U15 & U18 grades wear a protective mask supplied by the club while defending corners in games and at training sessions. The masks will be held by the team manager or coach and used at every game and training session. The two runners in U15 & U18 grades will be provided with masks on request to the team manager or coach.

Senior Teams

Senior teams will be provided with TWO (2) protective masks for the players standing on the posts. Additional masks will be made available on request. The masks will be held by the team manager or coach and used at every game and training session

Once the equipment is collected it is the team's responsibility to look after it for the season. It is expected that the equipment be returned to the Equipment Manger after the last game of the season.

First Aid

Asthma:

Asthma is a very common medical condition in our community. 1 in 9 children and 1 in 10 adults have asthma and exercise is a common trigger for asthma sufferers. The club will provide ventolin inhalers (reliever medication) in all first aid kits provided to teams. An asthma emergency kit is also being provided in the main first aid kit in the canteen at the club. There is very useful information available about emergency management of asthma on the [Asthma Foundation](#) website.

Injury Ice:

Injury Ice is available in the Clubrooms for all teams training or playing at NEHC, it is advisable that you carry injury ice with you to other grounds in case they don't provide it.

Medical Kits:

There are Medical Kits available for all teams at NEHC, Team Managers must see Carmel Wells to organise pickup. During the season the kits may require replenishing, if this arises please also see Carmel. The Medical Kits need to be returned to the Clubrooms after the last game of the season.

Stretcher:

A Stretcher is available in the clubrooms storeroom for any minor injuries where a player may need removing from the pitch for play to restart. **For any injury that may occur and you or other parties are unsure whether to move the player, take no risks and call for an Ambulance on 000 Mobile phone users may also dial 112.**

Goalkeeping Equipment:

NEHC supplies Goalie Equipment to all team Goalies that don't have their own equipment. Once the equipment is collected it is the team's responsibility to look after it for the season. Goalie equipment is not to be stored in the Clubrooms during the season. It is expected that the equipment be return to the Club after the last game of the season.

Hockey Metro:

Hockey Metro is a committee set up to conduct hockey competitions in Metropolitan Adelaide (including juniors, masters and summer hockey). Their website, including all fixtures, can be found [here](#).

Hockey SA:

[Hockey SA](#) mission: To encourage, promote, develop and administer hockey as a dynamic skilful and tactical team sport providing participation and enjoyment for all ages and abilities with a strong focus on family and community.

Hockey SA Vision: As the hockey community in SA we are striving to be the best we can in our approach and administration of the game and the results we achieve. We also aim to make hockey the 'game for everyone' - a sport that is accessible and enjoyable.

Hot Weather Policy:

Our club policy regarding hot weather is available [here](#)

Insurance Claims:

[Member Insurance](#) is proved by OAMPS through Hockey SA. The [Insurance Claim Forms](#) can be found and downloaded off the OAMPS website. Please note it is the player or guardian's responsibility to lodge the claim form, it is the responsibility of the Coach to list the injury on the Match Card and on Hockey Net.

Match Cards:

You will receive a book of match cards before the season starts, each game you are required to fill the match card out before the game & hold till the end of the game for signing by the umpires. One copy is to be given to the opposition, one copy is to be posted to Hockey SA in the letterbox provided at each Hockey ground and one copy is to be retained by the team. It pays to file these till the end of the year in case there is any discrepancy over a player's eligibility to play finals.

Managers:

Please note that all Junior & Senior Teams must now have a nominated Team Manager. Please give some thought as to who you will select / ask to perform this role as it will be important to have them attend the Coaches / Managers sessions that are planned during

the lead up to the season. Please also ensure that your Team Manager has read, understands and acts upon the requirements of this document.

Match Fees:

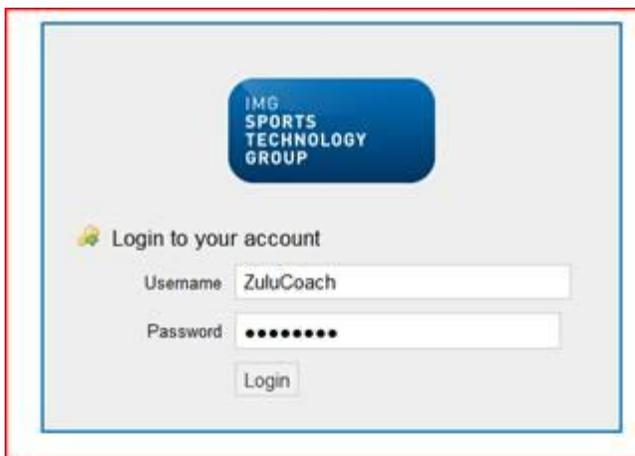
Match Fees are charged at all grounds for games except for U9s games which are free, the fee will vary due to the type of pitch it is. A schedule of match fees is posted below. It is the duty of the Team Manager to make sure these fees are collected each game and then pay the Club you are at before the starting the game.

Match Fee - Per Team		
<u>Pines Stadium</u>		
Seniors		\$156.00
Juniors		\$104.00
Masters		\$81.00
<u>Satellite Stadiums (water based pitch): North East, Port Adelaide, West Beach, Woodville</u>		
Seniors		\$95.00
Juniors – U18, U15, U13		\$81.00
Juniors – U11		\$48.00
Masters		\$81.00
<u>Satellite Stadiums (sand based pitch): Adelaide, Seacliff, SPOC</u>		
Seniors		\$79.00
Juniors – U18, U15, U13		\$65.00
Juniors – U11		\$32.00
Masters		\$65.00

Note: there are no match fee charges for Under 9 division or any games fixtured on grass fields.

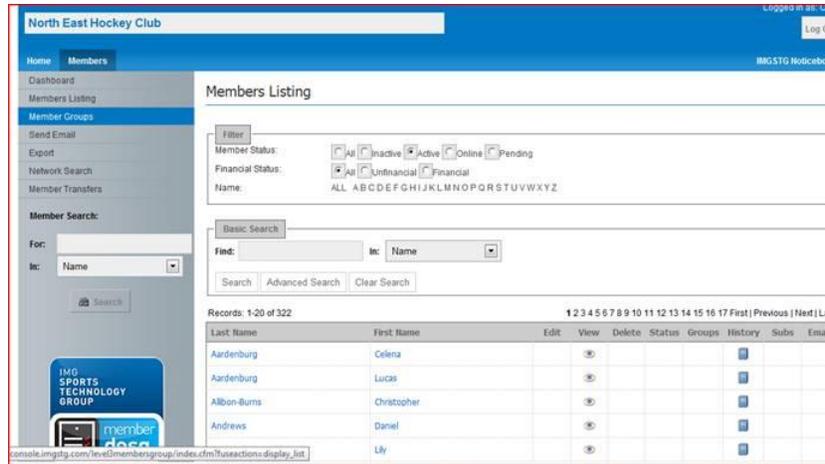
MemberDesq:

A new innovation that we are now also able to offer through the new IMG system this year is the ability to provide Coaches and Managers direct / up to date access to all registered members via the “back end” of our database through the “MemberDesq” tool. This feature will allow Coaches and Managers to view up to date, live data and in turn, group players into their various teams which in turn will be a great assistance in communicating via email and the exporting of data in .xls form for a variety of other uses Connection to MemberDesq is made via our member console and may be made by following this link <http://console.imgstg.com/> and then inputting your user name and password (also see image below) Please note that this username and password is available by emailing the Club Registrar at membership@nehc.asn.au and that they must be kept confidential and limited only to the use of Coaches and Managers of the club

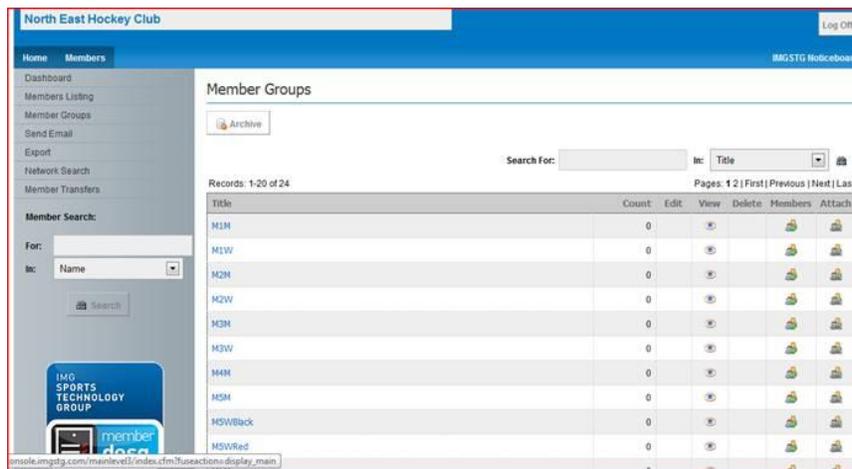


Once logged in, you may search on, view and edit all members under the “Members Listing” heading (see image below). Please use

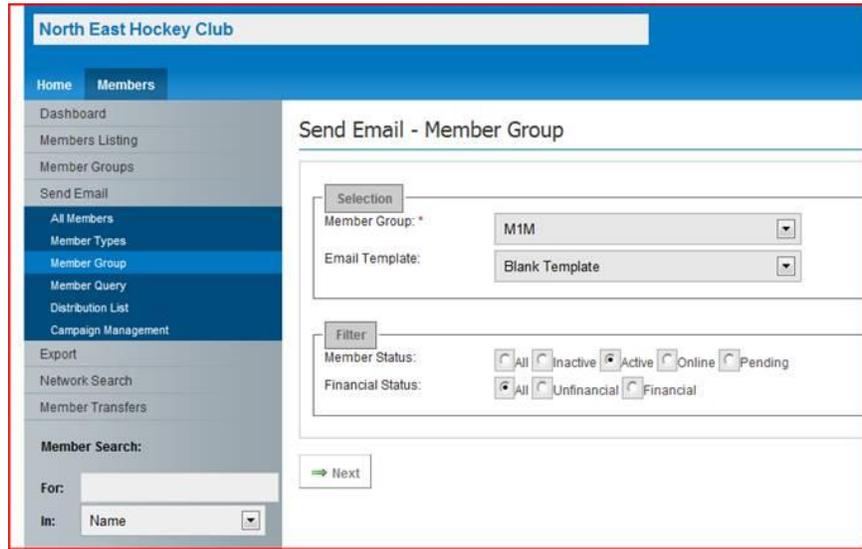
the edit function sparingly and with great care as this option has been included only to allow basic editing such as email and phone updates so that coaches & managers may stay on top of these fields that are subject to continuing change for many of our members.



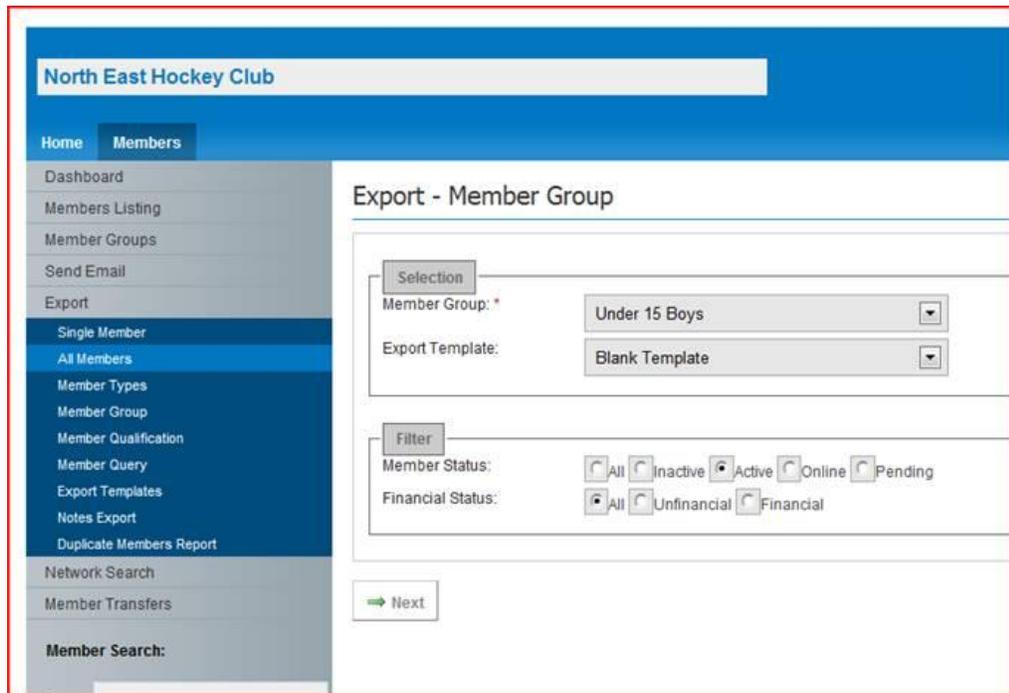
You may also view members and “attach” players into specific teams via “Member Groups” (see image below) – worth also noting that this grouping in turn becomes available for the uploading of teams into the results section of SportsDesq



You may compose and send emails to specific players and teams (see image below)



You may also Export contact details individually or as groups (see image below)



Membership Fees:

All players are required to pay their fees in full by 31 May; any player un-financial after this period is ineligible to play. More information may be accessed by downloading the club information brochure by clicking [here](#).

The Club does provide a periodical payment system for players that needs financial assistance, to get this assistance the player or guardian must apply to the Treasurer treasurer@nehc.asn.au before they start playing the season. Failure to pay fees means that the player will be unable to play. Team Managers will receive fee statements for their teams so that they know whether a player is financial or not and their assistance is required in bringing outstanding fees current.

Office for Recreation & Sport:

[The Office for Recreation and Sport](#) (ORS) provides leadership in the implementation of the Government's policy on active recreation and sport.

Working with partners to support and strengthen the active recreation and sport industry, the ORS aims to have all SA 'Active for Life'. Through participation in sport, active recreation and physical activity, individuals, family and society as a whole reap numerous benefits – at the health, social and community levels.

The ORS supports sporting and recreation organisations and providers through the development of policy and programs, funding, recreation and sport planning, promotion of physical activity in all age groups and the provision of services to elite sport.

Permits:

Metro Hockey permit rules and application details may be found [here](#)

Pitch Lighting:

With the upgrade of the lighting, there is no longer an option to turn on certain lights to use as a 'training lights' setting as we previously had. For this reason all lights can be turned on for training. At the end of training, prior to cool-downs, most lights should be turned off to reduce our electricity consumption.

Pitch Watering:

The [Pitch Watering Policy](#) was implemented in 2010 as a result of the pitch upgrade. The watering system can only be conducted by trained members and for everyone's safety; the pitch must be vacated while watering is in progress.

Police Checks:

IMPORTANT (YOU MUST READ AND ACT UPON THE INFORMATION BELOW)

A National Police Certificate (NPC), often referred to as a 'police check' is a mandatory requirement for all NEHC Coaches and Team Managers

Free Police Checks are available to all volunteers within the SA hockey community. The fee for obtaining a National Police Certificate will be waived if the process below is followed.

Complete an Application Form

A National Police Certificate Application form (PD267) can be downloaded and completed online before printing. Visit the SA Police website and click on [Police Checks in the fast find menu](#). Forms can also be collected from your local police station.

Have the Application Form Endorsed by SAPOL

Applicants need to personally take the completed application form, along with the appropriate 100 points of ID, to their local police station for verification.

Send the Application Form to Hockey SA to Endorse

You then need to send the SAPOL endorsed form to Hockey SA, along with the certified copies of ID documents. Hockey SA will complete the Volunteer Authority section which will enable the fee to be waived. Hockey SA will then send the application to SAPOL on the applicant's behalf.

Submit NPC to NEHC for Sighting

Once you receive your completed National Police Certificate, this form must then be delivered to the Membership Administrator (Greg Spooner) at the NEHC who will sight the form, record the expiry date and return the form to you for your safe keeping. For further information, including links to Frequently Asked Questions, please visit the SAPOL website from the link above.

Registration:

No player can play a game of hockey unless they have completed registration with NEHC. Registration is accomplished by players completing the NEHC Registration Form, signing it and paying the compulsory Hockey SA Membership / Insurance Fee (Juniors \$20.00 & Seniors \$50.00). Once this has occurred, players will be entered into "Hockeynet" and then be eligible to take part in the Winter Season Competition. Registration Forms are available from the Clubrooms or may be downloaded from our website by clicking [here](#). Full terms and conditions of Registration are displayed on the rear face of the Registration Form. It is considered the role of the Team Manager to ensure that all players are registered.

Rules

FIH

The official Rule Book for umpiring can be obtained off the Federation of International Hockey's (FIH) website www.fihockey.org or link through our Club website, please be aware that some rules have been modified by SA Metro Hockey to suit our States conditions. Hockey Australia's "Play by the Whistle" policy may be located [here](#)

Hockey Metro:

Hockey Metro Rules are available [here](#) - this document outlines uniforms, times for games, goalie apparel that can be worn, permits for players etc.

Hockey Metro Junior Handbook:

Although SA Metro Hockey Rules cover everything about our sport there are some modifications in the junior grades. This Handbook was designed to simplify and help Coaches understand that our children need to play in a safe environment. It would be a good idea to carry one of these with your equipment at all times to help you make a decision when a problem may occur. The [Hockey SA Junior Hockey Guidelines](#) document may be downloaded from Hockey SA's website.

Skills and Drills:

There are numerous libraries available on [skills and drills](#) that can be incorporated into training. There are also [coaching templates](#) available that can be used to assist with planning and executing trainings and matches. The club has a range of DVD's available to view including games from Commonwealth Games, Champions Trophy and World Cup and skill DVD's. All are kept in a DVD case behind the canteen.

Social Events:

Social events held during the season include Wine & Cheese Night and Quiz Night. Details of Social Events are generally advertised on the club website, Facebook site, e-newsletter, notice board and flyers. Assistance in handing out flyers and promoting social events is appreciated to ensure that all club members are aware of these events to make them successful.

SportsDesq:

IMG SportsDesq is a computer program where all players are registered for the season by the club and is ultimately administered by Hockey SA. The information that is stored in this program includes player details for your team, match results, cards and goals scored. For U9 Coaches, although your results are not kept, you are still required to put in your players names on Hockey Net for Insurance purposes. Match results can be input by clicking on this link:

<https://sportsdesq.imgstg.com/portal/index.cfm?fuseaction=main&OrgID=10875> For convenient access this link is also available under Hockey Metro Results on the links page of the NEHC website at www.nehc.asn.au

One important point to note with the new system is that only once the "home" team have submitted the match results will the "away" team have the option to 'CONFIRM' these results via SportsDesq and then add any player statistics and comments for their own team. For more information please visit <http://helpdesq.imgstg.com/forums/21502612-competitions-team-administrator-help/entries/new> Please bear in mind the need to have results completed by 12.00 Midday on Monday for all weekend games otherwise the club is liable for a \$50 fine each time that this is not adhered to.

Training:

[Training times](#) may change from season to season depending upon team requirements. This needs to be negotiated with the committee and other teams. Particularly during pre-season, extra training sessions may be required. The clubs [Pitch calendar](#) is one central document that keeps track of available training space. If you require allocation of extra training, in the first instance check the pitch calendar then contact Ian Jennings to reserve your time on the pitch.

Adherence to training times is appreciated. Be mindful at training time handovers (particularly from Junior to Senior teams) of safety to due players age, ability and the number of people entering and exiting the pitch. Please be considerate to the teams that are allocated the training times by ensuring that your players are not on the pitch while it is another teams training time, even if they aren't using the full pitch.

Training Balls:

NEHC provides 120 balls approx per training session to be shared with all teams on the pitch. If a player hits a ball over the fence, it would be appreciated if they are sent to collect it considering the fact they cost around \$10.00 each. To be respectful to the team following your practice, please collect all the balls and left in one spot or returned to the shed with the rest of the equipment. The Equipment Manager will distribute a bag of balls to each team for match warm-ups. Please do not bring these balls to training. The bag of balls needs to be returned after the last game of the season.

Training Equipment:

NEHC has numerous items of training equipment sprint sticks, ladders, jinking bars, hurdles etc. All of the above items are to be replaced back into the shed or trolley after use. The only exception to this rule is the balls and cones maybe left out on the pitch for the next team that trains. To be respectful to the team following your practice, please collect all the balls & cones and leave them in one spot.

Umpiring:

Senior Games

Premier League and Metro 1 games are umpired by umpires supplied by the Umpiring Panel. There may be occasions where Panel umpires may not be supplies for Metro 1 games. In this instance, the coach will be required to source a suitably experienced club umpire to cover for these games.

All other Senior matches will be umpired by another team within the Club. A roster will be sent to all coaches outlining which teams are responsible for umpiring each game; the coach is then responsible for allocating players to umpire these matches. Where possible, umpiring responsibilities will be either the game before or after the game you are playing in at the same ground.

Junior Games

Under 18 Men and Women's games are umpired by umpires supplied by the Umpiring Panel. There may be occasions where Panel umpires may not be supplied and a suitably experienced club umpire will need to be sourced to cover for these games.

All other Junior teams will need to source an umpire for each of your games. Generally there are parents that know how to umpire who has a child in the team. There are also a number of older Junior players who are interested in umpiring and may be able to fill an umpiring role for some of these games. A list of [these players](#) is available on the website.

Uniforms:

The correct Club uniform must be worn at all times, if you are in incorrectly dress, the player is likely to be fined \$50.00 by Hockey SA. Shorts are acceptable for women and young girls in the following grades only Metro 5, 6 & U9s, all other Grades, women & young girls are required to wear skirts as written out under the rules by FIH. The uniform shop is open at the Clubroom Tuesday, Wednesday & Thursday nights 6.00-8.30pm. Club socks and mouth guards are available at the canteen at all times. The Hockey Metro Uniform committee documents [Uniform clashes](#) for the season. Be aware that North East's uniform does clash with other clubs uniform and there is a requirement for those away games, the team changes to an alternative colour shirt/short/skirt/sock.

Venues:

A list of clubs and playing venues may be accessed [here](#)

Working With Children Guidelines

IMPORTANT (YOU MUST READ AND ACT UPON THE INFORMATION BELOW)

These recommendations are for team officials to protect them from risk and to keep children safe.

Definitions

Team officials –includes coaches, assistant coaches, team managers and any other appointed personnel in charge of athletes.

Athletes –includes any player or participant under the age of 18.

Maintaining Appropriate Boundaries - Team officials in positions of authority will maintain clear:

Physical Boundaries

- Fitness should never be used as a punishment, develop fitness using drills
- Physical contact should only be used when it is appropriate for the development of a particular hockey skill
- Work within the sight of others at all times

Emotional Boundaries

- Use positive feedback on performance and avoid negative feedback about any athlete
- Be encouraging at all times and avoid put-downs

Social Boundaries

- Attend hockey-related events such as fundraising events, celebrations and annual meetings but do not socialise with athletes outside hockey functions

Sexual Boundaries

- Do not have sexual relationships with an athlete
- Do not touch athletes in any way that is likely to make them feel uncomfortable

Minimise Physical Contact

Generally physical contact with athletes will be to:

- Develop hockey skills
- Give sport massage
- Treat an injury
- Prevent or respond to an injury
- All physical contact by team officials will fulfil the following criteria:
- Any physical contact will be appropriate for the development of a hockey skill
- Permission from the athlete will always be sought

- Athletes will be congratulated or comforted in a public setting

Avoid being alone with a child

To protect team officials and athletes from risk:

Team officials should not isolate themselves with an athlete and will always avoid being alone with an athlete

If approached by an athlete for a private conversation about any matter, team officials will do so in an open area and in the sight of other adults

Before entering into change rooms team officials will knock or announce that they are entering. If possible another adult will be present with team officials when in a change room with athletes.

Avoid transporting players/participants

All athletes should ideally provide their own transportation to and from hockey events. Team officials should only provide transport when the driver is properly licensed to carry passengers and other athletes/parents/guardians are in the vehicle. Any transportation undertaken by team officials should also be approved in writing by the parents/guardians of the athlete and the ride will also be directly to/from the venue of the training/activity.

If responsible for transportation of an athlete, team officials should also:

Call someone relevant to inform them of who they are transporting

Tell the exact time they are leaving and the planned route of the ride

Plan for overnight camps and away trips

If providing an overnight camp or away trip team officials should provide the appropriate level of supervision. A ratio of 1 adult to every 12 athletes should be enforced depending on a number of factors. To help team officials they should:

When taking a mixed team or all girls group away, at least one adult woman will accompany the group

If only one other adult is attending on the trip, apart from the team official, it will ideally not be a relation or partner of the team official

At least one team official or adult on the trip will have a current first aid certificate

Emergency procedures are in place to enable supervising adults to respond to any alarm raised by athlete.

Any adult attending an overnight camp or away trip will be required to have a National Police Certificate (police check) or equivalent.

Qualified personnel should attend to injuries

Only personnel who are qualified in administering first aid or treating sports injuries will attempt to treat an injury. Personnel should avoid treating injuries out of sight of others. Team officials or personnel should ensure:

The comfort level and dignity of the athlete will always be the priority

Only the injured area of the athlete will be uncovered, or something draped over the private parts of the athlete.

Any injuries and treatment provided will be reported to parents (Hockey SA injury/incident report form to be completed)

Make sure parents are clear about collection of their children

Parents/guardians need to be responsible for the collection of athletes from trainings/activities. Team officials shall:

Have a register of athletes parents/guardians contact numbers and easy access to a phone

Ensure all athletes and parents are aware of start and finish times of trainings/activities and when they can expect to collect their children

Ask the second last athlete and their parent/guardian to wait with the team official and the athlete

Avoid the risk of a team official being left alone with a athlete by having a parent/guardian or support person assist with the training and requiring that person to wait until all athletes have left

Have clear guidelines for the use of image recording devices

Team officials should ensure all are aware and understand current advice about acquiring and using images of athletes. Team officials will inform the team/athletes and parent/s if they wish to photograph or video the athlete/s as a tool to analyse and improve performance. (This practice will need to consider the Hockey SA Image recording device policy)

These recommendations have been modified from information from the:

- *Child Protection In Sport Unit UK*
- *Australian Sports Commission*
- *New South Wales Department for Tourism and Sport and Recreation*
- *Play by the Rules*