

## **Hockey Queensland Men's Masters**

### **TEAM MANAGERS GUIDELINES**

Congratulations & Welcome to the QLD Mens Masters Stable. We are all here to help make your experience a little easier & enjoyable as much as possible.

This guideline has been put together to give you an indication of the requirements and responsibilities of being a manager and is a guide only to help you out along your journey to the championships.

Please use this document as a guide to support you but please consult with your team coach and players to any team specific requirements that they may have.

### **REQUIREMENTS PRIOR TO CHAMPIONSHIPS UPON APPOINTMENT**

1. You will be supplied access to team lists including all contact details via Revolutionise. Contact all players to ensure details are correct. If any details are incorrect have them update their membership profile on the HQMM Revolutionise Website
2. Please let your team know to book Accommodation ASAP as sites are heavily booked due to School Holidays, Try use a free cancellation terms or payment 2-30 days out. This can relieve pressure on finding rooms or if a player must pull out of the team.
3. We recommend a social media outlet like Facebook/WhatsApp groups to add your players. This will make communication instant and you can view who has seen your messages. (Facebook for family access, and WhatsApp for your team, this will keep team chat separate)
4. All Team names and Logos can be obtained from QMMH website.
5. Ensure all players receive their official advice and invoice to attend the National Championships this is normally within 14 days of team selection from the QMM Secretary
6. Training camps can be arranged if required with coach and players, QLD men's masters will be holding skills sessions prior to championships in SE QLD area please look at Facebook page for further details these can be used as a training camp as well. You will be provided a training slot 1-2 days prior to championships free of charge at one of the designated venues.
7. Ensure all players order their Queensland uniform by the Closing Date. Information on Uniforms can be found at <https://www.qldmensmastershockey.com/uniforms/>
8. Confirm player numbers with players who have previously played with the current Hockey QLD uniform supplier. Players with the current uniforms from the previous year hold the right to keep their designated number. Any New players may choose a number not allocated or can be assigned one by the manager only.

9. Player number allocations are Div. 1 (1-32) / Div2 - (1-99)  
If numbers are doubled up, please negotiate a resolution with the players involved and QMMH Secretary
10. Confirm player travel arrangements and accommodation details. Please start a spreadsheet list for your reference with player arrivals to championships and the accommodation locations along with emergency contact phone number.
11. Please consult with the Manager/Coach ANY known injuries or medical conditions past or present that could have an adverse effect on the team, training or Titles that may needed to be monitored or treated.
12. Organise Manager and Player's Player gifts for presentation at after game social gathering (please see list for further details)
13. All team lists will be entered into ALTIUS\* (Tournament Management Software). A link will be sent to you via QMMH Secretary, please set up this system and familiarise yourself with this. (note\* *Tablet, Phone or Laptop is used to gain access to this system*).
14. Coaches and Managers must wear team apparel or official Hockey Queensland clothing whilst in the dugout during game times.

## FINANCES

1. Please Assist the QMMH Treasurer with financial problems of any team member with no action/response on official unpaid invoices if requested or if a player wishes to setup a payment plan.
2. All non-financial players may be removed or replaced after the nominated cut off period (as nominated by treasurer) and may be replaced from the selected shadows group. (QMMH Treasurer will supply a list of non-financial players if required)
3. Coach to be notified of an associated player who is unfinancial for further action.
4. Organise team budgets for team specific off-field clothing (team names), hire cars, accommodation (if group booking decided by team), giveaways, post-game drinks, lollies etc and advise players the amount to pay. This money is not sent to QMMH but is maintained in the team as a cash kitty. The Manager may set up a separate bank account to manage the funds. Please note these bank accounts are not to be associated with QMMH.
5. Before championships, please ensure Captain knows the procedures on game day, Captains armband for game, gift procedures and presentation for after game in the hospitality tent.
6. Team individual clothing can be organised \*\*Hockey QLD Logo cannot be used on Individual team merchandise\*\*

**Examples individual team gear** Shirts, Socks, Hats, Cups/Mugs, Drink Bottles(plastic/metal) - Towels/ Golf towels, stubby coolers.

### **Players player & Manager gifts**

Examples of gifts

Plaques, Medallions, Shirts, Hats, Cups/Mugs, Drink Bottles(metal), Towels/ Golf towels, Stubby Coolers.

*A typical budget for team apparel and trophies is around \$80-100 per player.*

## PLAYER WITHDRAWALS

1. If any player withdraws from your team due to Medical or other reasons **YOU** ARE to notify the Coach / QMMH Secretary and advise of withdrawal and reason for withdrawal of that player ASAP. Please attach any correspondence from that player to the email for the Secretary. [Secretary.mensmasters@hockeyqld.com.au](mailto:Secretary.mensmasters@hockeyqld.com.au)
2. The Secretary will notify the Chair of Selectors and a replacement player will be arranged in consultation with the Coach. You will be notified of replacement players and their details once decided.
3. If a new player is selected an official email will be sent to the new player selected by QMMH Secretary.

## TEAM SPONSORSHIP

1. If a team wants any sponsored items (off field gear) you must gain permission from Queensland Men's master's Hockey Committee before ordering to ensure there is no conflict of sponsors.

## REQUIREMENTS AT CHAMPIONSHIPS

### Managers Meetings

1. It is imperative that you attend the Managers meeting which are held (*generally 2 meetings are held depending on age group start dates*). This event will either be held at the Championships prior to commencement or via zoom. You will be notified of these events but please also check the local program for any requirements.
2. At the initial meeting you will be advised of any specific rule changes or field / off field requirements and handouts for team members. This is the time for you to ask any questions you may have regarding tournament rules, organisation etc. All the required paperwork is checked, and team sheets are reviewed for accuracy (check names and numbers) and any late changes (player/assistant manager names must be done here. Once signed off on Altius no further changes can be made unless approved by (T.D) Tournament Director.
3. Please note all correspondence regarding any matters are to be addressed by managers only to the T.D. No coaches or players are to approach these officials.

### Physios

1. Consult with Physios to ensure which one will be sitting on the team bench during each game.

2. Physios are on site from early morning to last games. Please consult with booking in for any treatments required.
3. Any injuries prior or during games should be noted to the physio team so as treatments can be tailored to suit injuries and recorded for Hockey QLD records.

## Game Day

1. Prior to each match:
  - a. Make sure to organise drinks order 24 hrs prior to game day (unless specified by venue operations)
  - b. Please make sure that a representative (player, wife, or assistant manager) is ready to sit in tech bench after your game.
  - c. fill in the game sheet indicating the starting line-up, this is done on the Altius Hockey Australia system. *(Must be completed 1hr before game time).*
  - d. Manager to check which playing strip is required (Alternate colours)
  - e. ensure teams know which dugout and change room they are allocated to.
  - f. You will be notified the night before by the physio team of who will be allocated to the team for that game.
  - g. The appointed QLD physio makes the final decision on ability of player to participate in any game.
  - h. Ensure all players must have shin guards, mouthguards are optional.
  - i. Advise team ALL sports undergarments must be black or maroon.
  - j. Any players wishing to be in the dugout must be dressed in full playing attire.
  - k. Only nominated people on game sheet can be allowed in dugout.
2. During the match, a manager must be always present in the dugout and is responsible for:
  - a. The conduct of players and support staff
  - b. Running the substitutes as supplied by coach and captain.
  - c. Please indicate to the T.O all substitutions who are about to take the field.
  - d. The manager must be located closest to the T.O dugout/timekeeper and is Responsible for all communication with the technical bench.
  - e. Blood shirts will be provided by team physio if required.
  - f. The Manager is the only person to approach a temporary suspended player from your team while on the naughty bench and may supply a water bottle or jacket.
  - g. The manager is responsible for any team lists for shootouts, tech bench questions.
3. After the Match
  - a. Please check ALL scores, cards, scorers name & DNP are correct before signing as once they have signed NO changes can be made after that. a copy will be emailed to you after the game for records.
  - b. Please document any injuries that a player receives on Revolutionise website, form can be either downloaded or live edited. All managers will have access.
  - c. Please make sure that a representative judge from your team is ready to help in the dugout for the game afterwards.
  - d. Organise team votes for Players Player for team. (3-2-1) and opposition player (discussion only) of the game

- e. Ensure all players are ready to present opposition best and fairest / managers present at the refreshment tent.

## OTHER DUTIES

1. Organise any social functions that may be required during tournaments e.g., dinners, rest day activities. This may be done by a member of the team not necessarily manager.

### **Things to do dinner wise.**

Have a pre-tournament dinner (at destination host city) normally night before first game so partners, kids and team can get to know each other,

2. Ensure all team members attend Queensland Dinner as planned, were QLD team walkout shirt or Individual team shirts.
3. Organise team photo with someone for records and QMMH Facebook page.
4. Organise Team Dinner and Presentations for final players player/best & fairest.
5. Any off-field incidents must be reported to QMMH executive committee members, details below.
6. Have some fun and enjoy the experience.

## REQUIREMENTS AFTER CHAMPIONSHIPS

### Post Carnival Report

1. All Managers will receive a \$400 honorarium towards the costs of attending the carnival on the presentation of the Post Carnival Report to the HQMMC. The report is to include the following information:
  - a. Details of Team Performance
  - b. Small number of team photos for inclusion on websites and social media activities
  - c. Summary of any team issues or concerns
  - d. Recommendation on player behaviour and considerations for future selection
  - e. Opportunities for improvement with team or procedures
  - f. Other highlights.

### Important QLD Team contacts

President - Brent Kinnane ph.- 0407155202

Secretary - Paul Hardie ph. - 0418 870373

Treasurer - Ian Knights ph. - 0437440865

## Training Venues S.E QLD

State Hockey Centre - Colmslie  
Brisbane North Hockey Centre - Burringbar/Kedron  
Redcliffe Hockey Centre - Redcliffe  
Easts – Clem Jones Centre  
Uni QLD - St. Lucia  
Ipswich Hockey Centre - Raceview  
Sunshine Coast - Buderim  
Gold Coast Hockey Centre - Labrador  
Gold Coast High Performance Centre - Runaway Bay (Accommodation on site)

### Associations contacts

|                       |  |
|-----------------------|--|
| <b>Atherton</b>       | <a href="mailto:athertontablelandhockey@hotmail.com">athertontablelandhockey@hotmail.com</a>       |
| <b>Bowen</b>          | <a href="mailto:bowenhockey@outlook.com">bowenhockey@outlook.com</a>                               |
| <b>Brisbane Men</b>   | <a href="mailto:secretary@bha.org.au">secretary@bha.org.au</a>                                     |
| <b>Brisbane Women</b> | <a href="mailto:admin@bwha.com.au">admin@bwha.com.au</a>   |
| <b>Bundaberg</b>      | <a href="mailto:bundyhockey75@bigpond.com">bundyhockey75@bigpond.com</a>                           |
| <b>Cairns</b>         | <a href="mailto:info@cairnshockey.com.au">info@cairnshockey.com.au</a>                             |
| <b>Douglas</b>        | <a href="mailto:secretary.douglashockeyassoc@gmail.com">secretary.douglashockeyassoc@gmail.com</a> |
| <b>Gladstone</b>      | <a href="mailto:gladstonehockey@gmail.com">gladstonehockey@gmail.com</a>                           |
| <b>Gold Coast</b>     | <a href="mailto:admin@goldcoasthockey.com">admin@goldcoasthockey.com</a>                           |
| <b>Gympie</b>         | <a href="mailto:secretary@gympiehockey.org.au">secretary@gympiehockey.org.au</a>                   |
| <b>Hervey Bay</b>     | <a href="mailto:herveybayhockeyinc@hotmail.com">herveybayhockeyinc@hotmail.com</a>                 |
| <b>Hockey Tweed</b>   | <a href="mailto:administration@hockeytweed.com.au">administration@hockeytweed.com.au</a>           |
| <b>Ipswich</b>        | <a href="mailto:secretary@ipswichhockey.com">secretary@ipswichhockey.com</a>                       |
| <b>Mackay</b>         | <a href="mailto:secretary@mackayhockey.com.au">secretary@mackayhockey.com.au</a>                   |
| <b>Maryborough</b>    | <a href="mailto:mdha@bigpond.com">mdha@bigpond.com</a>   |
| <b>Mt Isa</b>         | <a href="mailto:mihassecretary@hotmail.com">mihassecretary@hotmail.com</a>                         |
| <b>Redlands</b>       | <a href="mailto:info@redlandshockey.com.au">info@redlandshockey.com.au</a>                         |
| <b>Rockhampton</b>    | <a href="mailto:Secretary@rockhamptonhockey.org">Secretary@rockhamptonhockey.org</a>               |
| <b>Sunshine Coast</b> | <a href="mailto:secretary@suncoasthockey.com.au">secretary@suncoasthockey.com.au</a>               |
| <b>Toowoomba</b>      | <a href="mailto:office@toowoombahockey.com.au">office@toowoombahockey.com.au</a>                   |
| <b>Townsville</b>     | <a href="mailto:info@townsvillehockey.com">info@townsvillehockey.com</a>                           |
| <b>Warwick</b>        | <a href="mailto:president@warwickhockeyassoc.org.au">president@warwickhockeyassoc.org.au</a>       |