

POVERTY BAY HOCKEY
ASSOCIATION INC
REPRESENTATIVE MANAGERS
MANUAL



**POVERTY BAY
HOCKEY**

A message from:

Poverty Bay Hockey Association

Poverty Bay Hockey Association would like to thank you for taking on this voluntary position and for the time you will dedicate to making this a great representative season with the intent of upholding and promoting the image of Poverty Bay Hockey, sportsmanship and team spirit. Managing a representative team is very satisfying, you will enjoy friendship and be rewarded with the success and experience of supporting a team.

This manual sets out manager's responsibilities, key tasks and procedures for managing a rep team. Please take the time to read through this manual and all the best for a successful rep hockey season.


Before you begin managing your designated team the administrator will induct you into the organisation. The administrator will supply you with relevant information and documentation. This is also an opportunity for you to discuss any queries that may arise from having read this manual.

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Poverty Bay Hockey Association

PBHA Committee members

Chairperson Julie Hollamby
Vice David Mackey
Treasurer Ngaio Haenga
Committee David Preddey
Committee Rachel Johnson
Committee Dannell Tuhou
Committee Josie Morete
Committee Buck Rogers

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LJ Hooker Turf location

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Lytton Road
Te Hapara
Gisborne 4010

Introduction to Team Management

This section offers some insight into the role of team manager. As team manager you will take on a number of different roles which may include some or all of the following:

- Planner
- Organiser
- Administrator
- Co-ordinator
- Negotiator
- Communicator
- Liaison officer
- Friend
- Financial manager
- First aider
- Health and safety Manager
- Motivator
- Guardian of the code of conduct
- Ambassador for your team and Poverty Bay hockey

Although this may at first seem a daunting prospect, regardless of your level of team performance or the length of time you have spent in your role, it is likely that you will have played these roles at some point in other aspects of your life so can draw on these experiences.

An effective team manager . . .

- Will have good interpersonal skills and an understanding of what motivates people
- Recognize the importance of balancing tasks
- Is willing to listen and have the ability to communicate effectively
- Commits themselves to the team, and do not give up when the going gets rough
- Is consistent in their quality of performance and their dealings with others
- Is a role models for desirable team behaviour
- Exhibit patience and tolerance and makes decisions without prejudice
- Will have the necessary stamina and emotional stability to be able to deal with the demands of the role
- Is aware of their limitations and have this covered
- Can relax and enjoy the experience

You do not need to be an expert in hockey but a certain amount of knowledge would be useful in helping you to...

- Appreciate the specific safety issues specific to hockey
- Understand the physical, mental and emotional demands on team members
- Understand the demands of the sport on team coaches and officials
- Understand the specific roles and responsibilities of officials
- Understand competition and tournament rules, regulations and procedures as these vary depending on the level of competition
- Get to grips with the jargon in your sport
- Gain confidence and credibility and respect from others and the game

You will find a link to FIH Rules of Hockey on Poverty Bay Hockey website

www.pbhockey.co.nz

On the Hockey NZ site you will find National Association Tournament Rules.

www.hockeynz.co.nz

Managers Role and Responsibilities

Section 2 lists the responsibilities of team managers prior and post tournament while section 3 outlines the procedures for key tasks.

Prior to Mini Tournaments or Day Trips

- Budget set and approved by PBHA
- Team registered
- Tournament fee and turf charge payment arranged
- Invoice players if required
- Money banked
- Bookings and deposits made for accommodation and transport
- Meals arranged
- Itinerary set
- Umpires arranged or umpires fee payment arranged
- Uniforms issued (include blood set)
- Prepare scorecard sheets if required
- Arranged team support/parent help
- Read rules of the game
- Ensure first aid kit is well stocked
- Equipment issued and checked (goalie gear, cones, bibs, face masks etc.)
- Attend all scheduled training session where possible
- Attend all team meetings

Prior to National Tournament

- Budget set and approved by PBHA
- Team registered
- Tournament fee and turf charge payment arranged
- Invoice players if required
- Money banked
- Bookings and deposits made for accommodation and transport
- Meals arranged
- Itinerary set
- Umpires arranged
- Uniforms issued (include blood set)
- Prepare scorecard sheets
- Arranged team support
- Read rules of the game
- Ensure first aid kit is well stocked
- Equipment issued and checked (goalie gear, cones, bibs, face masks etc.)

- Photography, tournament merchandise, ribbons arranged and budgeted for
- Banner if required
- Attend all scheduled training session where possible
- Attend all team meetings

At Tournament

- Attend Manager's Meeting. Strip will be required at Managers meeting
- Participate in opening and closing ceremonies
- Fill out 'Team Cards' if required
- Sign scorecard at end of game
- Ensure appropriate clean Strip (team uniforms) available for each match
- Ensure players conduct themselves appropriately according to code of conduct and follow game protocols
- Be available for all team members and their personal concerns
- Provide support to your umpires and accommodate for their different schedule
- Supervise team support
- Maintain and carry first aid kit and team medical information documentation
- Communicate match reports to Poverty Bay Hockey each night
- Maintain an ongoing record of expenditure, keeping ALL receipts
- Oversee team merchandise and the issuing of it.
- A photograph of the team must be taken at each National Tournament please add one for Poverty Bay Hockey records (the cost of this one photo will be met by PBHA) *Please reflect this in your budget.*
- Submit player of the day and most valued player of the tournament if required
- Complete managers evaluation of tournament (provided by host association)
- Attend all scheduled training session where possible
- Attend all team meetings

Post Tournament

Uniforms and gear returned clean and repaired or damage brought to the attention of custodian. Players are to be charged with loss or repairs if not due to normal wear and tear.

If possible collect all gear at the end of tournament. Where this is not possible, the Manager must arrange collection from players.

Write and forward to the President a Team Manager's Tournament report including a financial report. See Managers Tournament Report below.

Managers' Key Tasks and Procedures

"The Team Manager is responsible for everything around the field of play – not on it"

Craig Hunter - British Swimming Olympic Team Manager 1998-2006

Financial Management

Possibly the greatest responsibility of managing a representative team. Keep to the procedures outlined below as best you can when handling money and closely monitor the budget and funding.

Budget

Prepare and present a detailed budget for each proposed tournament as early as practical.

The Budget must include the following items:

- Tournament fees/registration
- Accommodation
- Travel costs (flights/rental vehicles/fuel)
- Food
- Medical Expenses (medical kit supplies/St John or like)
- Entertainment costs
- Tournament ribbons
- Photography (plus one for PBHA)
- Tournament t-shirts if available
- Umpires fees (if not taking own umpires)
- Cost to take an umpire added into budget (if taking your own)
- Turf fees from hosting association
- Laundry
- Player contribution fees
- PBHA Bond - For Gear \$50.00
- PBHA Administration fee - \$100
- PBHA First Aid Kit Bond - \$50.00
- Any fundraising revenue (ball park figure)

If you need help with your budget contact the Treasurer for assistance.

You are required to present the budget to the Operations Manager for approval in advance of tournament.

Banking & Money Handling

Poverty Bay Hockey Association Treasurer will arrange for your authority to access an account designated to your representative team. You will be issued with an eftpos card for tournament related expenses. a deposit book and a receipt book to enable you to record cash receipts and confirmed receipt of player contributions

You are responsible for collating all money for your team including; fundraising, donations, player contributions (this should be direct credited, first preference)

All large expenses like accommodation and travel should be invoiced to Poverty Bay Hockey Association referencing appropriate team name this can be paid by direct credit or a cheque supplied by Poverty Bay Hockey to the Manager to take with them Under no circumstances are you to open a bank account under the Poverty Bay Hockey Association name or any other name for the purpose of managing rep team finances.

Any money raised under the PBHA name or in relation to a PBHA Team must be deposited into the bank account nominated by the PBHA Treasurer.

The PBHA Administrator will invoice players for player contribution upon naming of the team. You can arrange for the Administrator to invoice players further if required to meet the total expenses not met by funds from other sources, but this must be arranged three weeks prior to departure. Managers do not invoice players.

Any surplus funds accruing as a result of fundraising remaining in the team's account after all expenses have been met will remain in the bank account for the next years team.

No refunds will be made to players in the event of a surplus unless they have paid more than the minimum player contribution.

There will be no refunds of any fundraising money should a player not continue in the rep campaign also: *(see Rep Policy page 9 - replacement process)*

Financial Reporting

All income must be receipted and banked into the nominated representative bank account.

Each month you will receive a bank statement from the PBHA Treasurer and a reconciliation must be completed within 7 days. Failure to do so will result in your eftpos card being suspended until your monthly reconciliation has been completed and handed into the PBHA Treasurer.along with the corresponding receipts.

Funding

Funding a campaign can be accessed in a number of ways. Any money raised under the banner of PBHA is to be deposited into the account of the rep team for the purpose of funding the team and not individuals. Individuals cannot raise funds under the PBHA banner without permission from the PBHA. However players can finance their own campaign but not under the PBH banner.

PBHA contribution

The PBHA may fund the following costs:

- Tournament entry fees

These funds must be applied for in writing to the PBHA; include a budget with your letter of request.

Player Contribution

The PBHA will invoice each qualifying rep player the minimum relevant contribution;

North Island Tournaments \$250.00

South Island Tournaments \$400.00

Player Contribution is set by PBHA and confirms a player's place on the rep team.

These are a minimum and players will be required to pay more depending on tournament budgets and the amount received through fundraising.

Player contributions must have been received within 6 weeks of tournament unless prior arrangements have been made and discussed with Manager and PBHA.

Fundraising

Have a set fundraising plan and co-ordinate activities for your team in order to reduce costs to players. Write a letter to the PBHA of intention to fundraise under the PBHA banner outlining proposed fundraising activities. Have a set fundraising deadline which allows time for money to be banked and any short fall of the targeted budget will have to come from players.

Some examples of ways to raise funds include:

- Raffles
- Hangi
- Sausage sizzles
- Cake sales
- Car wash
- Auction/quiz evening

Ask the administrator about accounts held with suppliers of food and produce as you may access some items at a cheaper rate, and be sure to allow for the account to be paid from the team account.

Grants

PBHA administrator will apply for funding from a variety of sources for the teams that attend National Tournaments.

Managers must treat player contributions as though no funding will be received (worst case scenario).

Funding Application process

The administrator will advise you of where funding applications have been made and expected dates of outcome.

If there are conditions attached to funding, you must ensure that all obligations are met.

Sponsorship

Poverty Bay Hockey will need to be informed of any sponsorship your team are looking at so to ensure conformity throughout Poverty Bay Hockey Rep Campaign. It is essential you work in conjunction with Poverty Bay Operations Manager and PBHA Chairperson with a close working relationship in this area with the PBHA Administrator. Managers must supply information to Poverty Bay Hockey prior to sourcing funding.

Wording on any Sponsored Apparel is to be sanctioned by Poverty Bay Hockey prior to printing.

Invoicing Player

Once budgets have been approved by Poverty Bay Hockey the Managers will advise parents/caregivers/players of Tournament campaign costs and likewise costs to players.

The manager will instruct treasurer to invoice players for money not met by any of the above and must do so in a timely manner according to fundraising campaign deadlines and all money received two weeks prior to departure date for a tournament or as arranged by the manager.

Administration fee

PBHA will charge each team a one off administration fee of \$100.00. This will cover expenses incurred by administering representative activities and consumables.

Player information

Please refer to Appendices

Team registrar

A team registrar which will be given to you by the PBHA Administrator will include the following information:

- Full name
- Date of birth
- Address
- Contact parent/guardian name, number and e-mail
- Alternative contact name, number and e-mail

Player agreement

All players, parents of players, coaches and managers must understand and sign the Player Agreement form. Non-compliance will mean that players do not have a place on the team. Queries about the agreement from player/parents or guardians not answered satisfactorily by the manager can be referred to the Operations Manager. .

Medical consent

To be completed by all team members, travelling support and officials. Any medical conditions noted, read and made aware of to the attending managers and coaches.

Medical consent forms are to travel with the team to tournaments and one copy filed with the PBHA Administrator.

Privacy of player information

Personal information regarding players is for the purpose of administering and managing players while they represent PBHA. It must be held in a secure location and kept with the manager at all times if travelling. Personal information, medical consent forms and like records will be securely disposed of twelve months following the end of the rep season. Do not disclose any personal information not required for the purpose of tournament administration or for medical emergency purposes without the consent of the player or players guardian.

The above guidelines are made in accordance with the Privacy Act 1993.

Uniforms and gear

Representative uniform

PBHA have an agreement with Go Hockey for Jackets, socks, shorts, skorts etc. The administrator will advise you as to the items required and the process for players to purchase items online.

Playing strip and other gear

You will liaise with the custodian playing strip for the team and keep a record of PBHA owned items issued.

You will need two strips

- Main Playing Strip

- Alternative Playing Strip

Other gear

- Masks

- Balls

- Extra unused mouth guard (especially for younger teams who are prone to misplacing them at last minute)

- Cones

- Bibs

- Drink bottle carrier

- First aid kit

- Whiteboard and markers (recommended for coaching)

- Not supplied by PBHA but recommended is a chilly bin for recovery snack, drink and holding ice packs for first aid)

All these items will become the Managers and the Coach's responsibility and must be returned in the condition in which they were received where possible

The association will also provide you with an Association First Aid Kit.

As teams are sharing uniforms you may be required to return your uniform immediately upon returning from your tournament. Uniforms must be returned clean and repaired if necessary

It is advised that you ask for assistance when distributing uniforms and keep a record of uniforms issues.

You will also need at least two spare uniforms or "bloods" to replace any uniform that is soiled by blood during play.

PBHA Gear bond

PBHA have set a bond of \$50.00 for the use of All, goalie and training gear. The bond is a one off payment per rep team per year.

Managers a \$15.00 shirt bond per player will also be charged. This will be refunded to players on return of their playing strip.

Health and Safety

You and the team coach will be responsible for the care and safety of your team members during training, games and while away. Be aware of medical and dietary needs; and be sensitive to the needs of younger age groups.

Ensure the provision of a secure, supportive environment by taking into account the difference in physical, emotional, psychological and social maturity of junior players from that of an adult.

Be aware of hazards that you may encounter on your trip and note any incidents to the PBHA in your managers' report also report to appropriate authority on site e.g., pool attendant, accommodation manager. Take precautions when necessary to ensure the safety of all your members.

Observe accommodation fire exit procedures and hosting association house rules.

First Aid

It would be sensible for you to have a basic understanding of first aid so you know what to do in the event of an accident or medical incident. Also identify team member and supporting members with first aid training or other medical training e.g., nursing, physiotherapy.

Be familiar with the first aid bag contents and how to use them.

Always use hand sanitizer, especially before and after attending to an individual.

Research medical centre locations prior to travel in the event you need to use one if tournament administrator has not provided. Having this information on hand will reduce stress if you do need one.

Injury Prevention

In order to help prevent injuries occurring to your athletes, assist your coaches to implement the following guidelines.

- Plan training programmes that are specific to the demands of your sport, and that build up fitness gradually and then maintain it.
- Be aware that many major injuries occur when athletes are fatigued, and take this into account during training and competition.
- Be aware of any known long-term or short-term medical conditions that your athletes may have.
- Follow sound teaching and coaching practices to ensure you teach your athletes the correct techniques for all activities, and that they perform skills and exercises correctly.
- Avoid potentially dangerous exercises.
- Ensure all training activities are appropriate for the athletes ability and stages of growth and development.
- Set realistic goals for the athletes, or assist them to do this for themselves.
- Ensure athletes warm up adequately prior to training and competition, and cool down at the conclusion of each session.
- Group athletes according to their size, shape, stage of growth and development, and ability.
- Ensure that athletes use sports equipment that is safe, and is suited to their ability and stage of growth and development.
- Ensure that all equipment is used safely and correctly.
- Ensure that athletes wear suitable protective clothing and equipment where appropriate, and that it is fitted correctly.
- Be aware of extremes in temperature and humidity during training and competition, and take appropriate action to prevent temperature related injuries and illnesses where necessary.
- Ensure the athletes' fluid intake is adequate, both during and after training and competition.

- Ensure all athletes adhere to the rules of the game, the principles of Fair Play, and all safety practices associated with your sport.
- Ensure injured athletes are rehabilitated completely before they return to training and competition. If in doubt, consult with their medical specialist.
- Do not allow any athlete to participate who is in pain or unwell.
- Ensure athletes are not overtraining, e.g. incorrect loading or progression of activity, or simply doing too much.
- Check for symptoms of overuse injuries, i.e. pain and inflammation. Pain is a warning sign that something is wrong; do not ignore it!

Source:

<http://www.sportnz.org.nz/assets/Uploads/attachments/managing-sport/young-people/Sport-and-Recreation-Coordination-Manual.pdf>

Accident causing injury reporting

Report all injuries at your earliest convenience whether on or off the turf and provide the player with a copy for their records, this will support follow up treatment if required. See *Appendices Injury Report Form*

Fair Play

Fair play applies to everyone involved in sport i.e. players, officials, coaches, team managers, supporters and spectators. PBHA code of conduct outlines core principles for appropriate behaviour. See *HNZ Youth Hockey Policy*

Fair play promotes safety, respect, and a positive environment.

Umpires

Teams are required to supply an umpire at tournaments or pay an umpire fee. Please talk to PBHA umpire sub committee to appoint your umpire or the tournament organiser for umpire fee details.

You will need to be aware of your umpires schedule and make allowances for their difference to your team's schedule. Travel and Accommodation costs for your umpire must be met by the team.

Your umpire should be included in fundraising activities.

Communication & relationships

In your role of Team Manager you will need to communicate effectively with a number of key people including team members, the team coach, officials, administrators, parents/guardians, other team managers and more.

You will be the main contact for your team and responsible for passing any relevant information onto the PBHA Operations Manager and the PBHA Administrator.

It is recommended that when emailing to a mass audience you blind carbon copy (**bcc**) to ensure privacy of player contact details.

Coach

You will work closely with the coach and convey all matters for discussion. You may even find yourself being used as a sounding board for the coach, especially in non-technical matters. Getting to know the team coach and how they prefer to work will be a process of trial and error; create opportunities to keep each other informed. It is essential that you both understand and appreciate each other's roles and responsibilities to allow you to support each other and work productively for the benefit of the team. Agree boundaries and working arrangements as soon as is practical.

Players and players' parents/guardians

When communicating with players and players' parents/guardians

- Be clear about what you want to say and how you will say it – write it down so you don't forget important issues.
- Use the KISS principle – Keep It Short & Simple!
- Summarise key points of meetings and circulate these in writing or follow up in an email especially for those that can't be there so everyone gets the same message.
- Be patient and treat people as individuals – remember you are part of the communication process so if someone isn't clear about what you mean it may be that you are not explaining it in the best way for them.
- Encourage and support.
- Listen – it's one of the most important skills you'll ever develop.

Sometimes someone will approach you to discuss an issue which you are not prepared for. Listen to that person's concern/query and repeat it back to them so they know you have understood the matter, then arrange another time that suits both parties to discuss further or offer to get back to them by phone or email. Don't be pressured to always give answers and solve problems on the spot, you are busy and some environments have too many distractions to enable you to give each matter the consideration it deserves, also you may not have the answers then and there so this strategies will give you time to process information and seek information.

Parents and guardians play a significant role in supporting and financing a players' development and can have considerable influence over their child, or person in their care. They also have a great deal of knowledge and experience of dealing with the athlete as a person, so can make a valuable contribution to helping you understand them better. However, parent pressure should not be a factor in influencing coaching decisions. Sometimes, coaches may make unpopular player selections, for the good of the team, which could be in conflict with parents' views. Players and parents may wish to challenge this and you have a role in supporting the coaches' decision and offering an objective perspective to the athlete, who may come to you for consolation, advice and support, or the parent who may want to express their disappointment or frustration. Player and parent obligations are clearly set out in the Representative Agreement.

Any communication needs to be undertaken sensitively and with respect. Providing regular team updates, opportunities for discussion, clear and agreed objectives and a code of conduct and player agreement will help to clarify channels of communication and appropriate behaviour and prevent disputes.

You may also consider;

- Regular newsletters or emails to keep team players and supporters up to date
- Creating a player profile to introduce players
- A Facebook page for Parents to be apart of the journey. Make sure this is secure and you add the PBHA Operations Manager to the page.

Travelling Team Support Personnel (Parent Help)

Please refer to Traveling Team Support personnel Description in Appendices

They are there to support the team staff in achieving the goals of the team in the build up to tournament and while at tournament following the process of application and acceptance.

You may find the following useful;

- Provide helpers with a detailed itinerary
- While on tournament have daily meetings to review the day's activities and outline the schedule for the following day
- Delegate specific responsibilities to the most suitable person e.g., food preparation, laundry, shopping etc. releasing you of these tasks
- Have a white board or pin board where the draw, menu, daily schedule etc. can be displayed and visible to all including visitors

Disputes and Complaints

Types of disputes or complaints

- Team members
- Concerning a team official
- By a team official

The role of the Team Manager is to handle such disagreements constructively, ensuring that the team remains focused on achieving its goal. The manager may be called upon to act as a mediator, when conflict cannot be resolved by team members. Sometimes a team does not have the internal resources to deal with a member who is uncooperative; in these cases a manager must be able to problem-solve, establish consensus, mediate and 'coach' out solutions when necessary.

The ability to stand back from any disagreements and look at things objectively will enable you to deal with issues consistently and fairly and help individuals resolve their issues. Differences are healthy within a team; your role is to encourage the team to embrace its diversity and resolve conflict for the good of the team

One or more of the following processes may be applied:

- Discuss the concern with the person complained of, establish the facts and how the matter might be resolved.
- Meet with the parent/player in a supportive environment and get agreement for a resolution.
- Provide a clear action plan and if required follow this up in writing setting out what is proposed.
- Ensure the person complained of takes a lead role in resolving the matter.
- Debrief all concerned and ascertain if further action or another solution is required.
- Raise matter with the sub representative committee for support regarding appropriate course of action.
- Submit in writing to the PBHA, clearly outlining facts and details on concern/complaint.

Official concerns and complaints against a team official or by a team official are made in writing directly to the PBHA through the administrator.

Managers Tournament Reports

You are required to present a final report on completion of your tournament which is to be submitted to the association no more than four weeks after end of last tournament. This report must also include a Statement of Income and Expenses Summary. PBHA would appreciate if this can be done within 3 weeks of the tournament finishing or by the next PBHA scheduled meeting.

Media

At the end of each tournament day you or the coach will report to a designated PBHA representative on the game/s played that day. They in turn will report to the media.

You are not to make comments or remarks to the media without discussing with and gaining the permission of the PBHA Operations Manager

Accommodation arrangements and bookings

In most incidences bookings may have been made prior to your appointment by the PBHA Administrator.

Things to consider when making accommodation enquiries

- Location to turf
- Sleeping arrangement
- Bedding requirements and costs
- Kitchen facilities and equipment or meals included
- Laundry facilities and costs
- Get in quick especially with national tournaments

Accommodation booking process

Forward three quotes to the PBHA Administrator (if possible). List your first preference in order of priority based on the above conditions. The administrator will make the booking and arrange the deposit payment.

Travel arrangements and bookings

In most incidences bookings may have been made prior to your appoint by the administrator.

Things to consider when arranging transport:

- Licensed drivers available as support
- Estimated fuel consumption over distance
- Additional insurance that reduces excess
- Budget for excess in the event of an accident
- Book early as you are competing with other codes also travelling at this time of year

All drivers of rented vehicle will be required to present their driver's license to the provider before pick up. Check if this can be done via email.

Vehicle hire booking process (if required by Manager)

As with the accommodation booking forward three quotes(if possible) to the PBHA Administrator listing first preference first. The administrator will make the booking and arrange the deposit payment.

Air travel booking process

The PBHA Administrator will arrange air travel for South Island tournaments. It will then be your responsibility to follow up with names of passengers and balance payment. You must also ensure that three extra bags have been booked and paid.

Travelling team support

You will need to organise enough support for your team during your trip. Identify skills within the team's supporters, they may be useful to you and the team. Such as; chef, medical professional, accountant, home executive etc., as these individuals will likely assist you in some way if you ask. (see: *Traveling Support personnel Appendice*)

Process for appointing travelling team support

When enlisting traveling team support (TSP) outline requirements and expectations in writing, include costs to be met by that person and supply the rep subcommittee with same outline.

Issue *Volunteer Traveling Support Personnel* job description and *Vetting Form* to those interested and outline costs to TSP. TSP are expected to pay for flights and accommodation.

Applications are submitted to the Operations Manager via the PBHA administrator for processing.

Vetting policy

In order to contribute to a safe and secure environment PBHA require that any person over the age of 18 involved in coaching, managing and any other key volunteers especially those who come into contact with children under the age of 18, as deemed necessary by the PBHA, undergo a Police vetting check and/or obtain a copy of criminal record from the Ministry of Justice as soon as practicable at the beginning of the season and bi-annually after that.

Request the administrator to provide you with vetting forms for distribution to applicants. Police checks can take up to three months to complete, so you are advised to have these completed and returned to the administrator as soon as possible.

Trophy Holder responsibilities

Hockey NZ policy for trophy holders

<http://www.hockeynz.co.nz/Portals/30/Images/2013%20Documents/020913%20Trophy%20Holders%20Responsibilities.pdf> Rules for National Assn Hockey

<http://www.hockeynz.co.nz/Portals/30/Images/2015%20Documents/240215%20National%20Association%20Tournament%20Rules.pdf>

Other suggestions

- Talk to past sport team managers, whether for a hockey team or another code they may provide you with some insight or support.

- Create a training schedule with coach and keep an attendance schedule. Continuous and unexplained absence may be cause for concern in regards to a players position on the team. *See appendices*
- Create a calendar of important dates/events/deadlines and refer to it often.
- Arrange a gathering post tournament to celebrate end of rep season and award trophies.
- Send out thank you cards to all your supporters, sponsors etc at the conclusion of the rep season.

Other sources of information

PBHA Representative Policy

PBHA Representative Agreement

PBHA Constitution

JHC Fair Play

HNZ Youth Hockey Policy

FIH

Appendices

Representative Agreement

Team Budget form

Managers Checklist

Injury Report Form

Emergency Contact, Health Profile And Medical Consent Form

Traveling Team Support Personnel Description

Traveling Support Personnel Agreement Form

Representative Manager's report

Training Attendance

Score Card Stickies