MANAGERS HANDBOOK

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APPROVED BY:	ACT MASTERS HOCKEY COMMITTEE

ADOPTED BY ACT MASTERS HOCKEY:
21 JULY 2026

Introduction

This Handbook is designed to provide ACT Masters Hockey Team Managers with a brief guide to assist in planning for and undertaking duties associated with the HA Masters National Championships.

The appointed Manager will act as a liaison between the team and ACT Masters Hockey. The Manager will ensure the welfare of all team members is first and foremost.

Managers are to familiarise themselves with the ACT Masters Privacy Policy, and at all times are to treat the information and paperwork acquired with the level of sensitivity required with the ACT Masters Privacy Policy and with the Australian Privacy Principles, relating to the Commonwealth Privacy Act 1988.

Pre Championships

At the announcement of the team the manager shall:

- Contact by email, all team members, advising them of their selection, and requesting the following:
  - Contact details including mobile number.
  - Shirt number (if known).
  - Uniform requirements - liaise with uniforms officer, & distribute as required.
  - Playing positions - liaise with coach.
  - Travel arrangements, including flight details if flying.
  - Accommodation details - as arranged through ACT Masters or otherwise.
- The manager will also liaise with the Masters Committee and advise the Coach and team members of:
  - Training arrangements - within ACT/Goulburn. Advise cost and details as required.
  - State/Territory dinner time, date and venue (expected attendance). Advise cost as required, which may include the spouse/partner/children. Ascertain attendance, dietary requirements, collect money from attending players and team officials and provide a list of attendees and either:
    - provide the money to the Committee's representative coordinating the dinner; or
    - confirm that the monies have been transferred to the ACT Masters Bank Account.
- Establish and advise team's hospitality orders - two drinks per player per match.
- Team photo – advise team members date/time at venue & cost as required.
- Medical declaration – to be retained during the championships.
- Arrange the initial team meeting at the host city/town and advise the team members.

- Liaise with Treasurer, collect any monies owing and return to the Treasurer.
- 30 days before arrival, team lists to be forwarded to Hockey Australia by the Masters Committee. This includes captain, vice-captain, coach, assistant coach, manager, assistant manager(s) and medical staff (doctor, physio, strapper etc). Managers should be prepared to assist the Committee with information to meet requirements.

Championships Venue

- Advise the Coach and team members of ACT Masters organised training details.
- Attend the pre-tournament "Managers Briefing" and collect and distribute championship packs.
- Amend or adjust the team list submitted to HA – this is the last opportunity for adjustments prior to the commencement of the Championships.
- Arrange date/time/venue for team dinner, and any other social functions, such as team barbeque.
- Advise method of team contact - text message, WhatsApp etc.
- Each day, as required, advise the team of match day & uniform requirements.
- Two hours prior to each match - starting team list to be advised to HA Tournament Director, using the existing HA competition management system.
- Hospitality drinks order to be handed to hospitality coordinator on match day(s).
- Liaise with Technical Bench on match day, managing interchanges, goal scorers, injuries etc.
- Coordinate team medical aspects, including:
  - Ensuring that team members have appropriate medical attention if and when required.
  - Maintaining awareness of any known illness of team members, any allergies or substances that cause an allergic reaction to team members. If a team member requires some form of medical assistance (asthma puffer, epi pen) the Manager should be aware of its location in a player's equipment.
  - If required, inform the emergency contact, as supplied, of any injury or illness of a team member in a timely manner.
- At the end of each game sign the match report, ensuring results, goal scorers, suspensions and injuries are correctly recorded.
- Ensure all injuries are recorded by Technical Staff, ACT Masters Medical Support Staff and retain a Manager's copy/record.
- Arrange best player voting after each match.
- Coordinate best player voting results and the presentation of the trophy at a suitable team function.

- Liaise post-match hospitality arrangements - Managers award, opposition best player and ACT best player.
- Distribute any monies left over from match day hospitality drinks.

Post Championships

Provide a Championship report to the ACT Masters Committee, via the Secretary, which should include:

- Results – team performance, best player award, goal scorers, and performance of coach, captain & vice-captain.
- Championship organisation – host city & HA.
- Selection of players or officials, for Australian and other representative team honours.
- Social – Interaction by team members off the field.
- Liaise with medical staff and provide details, if any, of serious injury or ongoing medical issues for players and/or team officials.

Destroy the Medical Declarations provided by players and team officials pre-Championship.

The ACT Masters Hockey Committee will conduct a Survey of team members for ways to better improve attendance and participation in the HA Masters National Championships. Any comments will be treated confidentially and anonymously.

Note for Managers: This Handbook is a living document. Its utility relies on feedback from Team Managers on ways to improve the Handbook, including additions and deletions. Please provide any comments to the ACT Masters Hockey Committee.

Policy Review Date

This Policy shall remain in force regardless of its “next review date” and till rescinded by the ACT Masters Committee.