



Waratah Hockey Club

Role Statement – Team Manager

A Team Manager has an important role in supporting the Coach to ensure the successful management of the team and safety of the players.

Waratah Hockey Club (WHC) requires Team Manager's to do the following:

1. Obtain a valid NT Working with Children Clearance (Ochre Card)
2. Complete the '*Play by the Rules*' online training courses
3. Adhere to the WHC Code of Conduct – Coaches and Managers
4. Adhere to all other WHC, Hockey NT and Hockey Australia policies and guidelines, as required

Different Coaches and teams have different ideas on, and expectations of the Team Manager. The specific duties to be undertaken by the Team Manager should be discussed with the Coach. These duties and responsibilities may include, but are not limited to, the following:

Game Day/Training

- Filling out the team card for games
- Keeping water bottles filled
- Organising ice (for injuries/drink bottles)
- Warming up the goalie
- Ensuring team members assist with collecting balls and other training equipment
- Organising supplies that the team may want (e.g.: electrical tape, lollies, oranges, ice-cups)
- Running the rotations in accordance with Coach's instructions
- Attending to injured players
- Checking on player availability and advising the Coach
- Organising someone to do the technical bench for games
- Ensuring players are in full uniform and are wearing shinpads and mouthguard (encouraged)

Administrative

- Keeping track of the number of games played by each player
- Maintaining contact lists
- Ensuring all players are registered and that fees are paid
- Assisting with organisation of team social events
- Communicating club messages/information to players and/or parents
- Assisting with the promotion of club events
- Assisting with the recruitment of volunteers for club events/business
- Encouraging players and family members to complete '*Play by the Rules*' online courses



Waratah Hockey Club

Role Statement – Team Coach

A Team Coach has an important role in developing players to their full potential, by creating a learning environment that is safe, inclusive and enjoyable.

Waratah Hockey Club (WHC) requires Team Coach's to do the following:

1. Obtain a valid NT Working with Children Clearance (Ochre Card)
2. Complete the 'Play by the Rules' online training courses
3. Complete Hockey Australia's Community Coach course
4. Adhere to the WHC Code of Conduct – Coaches and Managers
5. Adhere to all other WHC, Hockey NT and Hockey Australia policies and guidelines

The role of a Coach can encompass many things, including teacher, motivator, mentor, organiser and advisor. The specific duties and responsibilities to be undertaken by the Coach may include, but are not limited to, the following:

Create a Positive Environment

- Create the right conditions for learning at training and during games – ensure the safety and welfare of players at all times
- Cultivate a team culture that is consistent with the values of WHC and good sportsmanship in general
- Encourage appropriate behaviour and conduct of players, members and parents/families
- Act as a role model and mentor, particularly to young players and children
- Be professional, organised and on time to trainings and games
- Ensure awareness of any illness, injury, disability or allergy etc. that is disclosed on player registration forms and know how to respond

Athlete Development

- Plan training sessions that are appropriate for the age, experience and knowledge of players.
- Recognise that not all players are at the same level and adapt training sessions and approach appropriately to cater for these differences.
- Provide technical guidance to players and assist them in developing and improving individual hockey skills
- Provide players with the necessary knowledge regarding positioning, structure, team play and strategies
- Provide leadership opportunities for players through the appointment of a Captain or Leadership Group. There are a number of ways this can be achieved; however, it is essential to communicate this to the team and ensure leaders are aware of the expectations and duties of the role/s



Waratah Hockey Club

Role Statement – Team Coach.... continued

- Communicate effectively with players and their parents (if applicable) about training and game requirements and other club matters
- Observe and analyse team and individual performance at training and games and implement strategies for improvement
- Provide encouragement and positive feedback regularly and give constructive feedback to individuals and the team about how to do things better

Club Responsibilities

- Attend training and games in appropriate attire, including shoes and socks. Bare feet or thongs are not acceptable. A club shirt should be worn at games and a training singlet or club shirt at training
- If unable to attend training or games, organise a suitable replacement coach
- Ensure players are registered and fees have been paid
- Ensure players are in full uniform and are wearing shinpads and mouthguard (encouraged)
- Provide team list to Treasurer so that fees can be tracked
- Ensure club equipment such as balls, markers etc. are well looked after, accounted for and collected at the end of games and training sessions and returned or looked after
- Maintain WHC shed in a neat and orderly manner. Return shed key to the Committee at year end
- Complete game cards accurately
- Keep track of the number of games played by each player
- At year end, provide Committee with names for trophies, as follows:

Under 8s	List of player names for participation trophies
Under 11s	List of player names for participation trophies as well as Best and Fairest / Most Consistent / Most Improved
Under 14s	Best and Fairest / Most Consistent / Most Improved
Under 17s	Best and Fairest / Most Consistent / Most Improved
Senior teams	Best and Fairest / Most Consistent
Club Awards	Various