

GUIDELINES and PROCEDURES FOR REP TEAM MANAGERS

- The Manager has overall responsibility at all times for the contingent whilst on tour.
- The Manager will maintain complete control and be the final authority whilst on tour. In the event of a player acting in an inappropriate manner, whilst a member of a representative team, then a report shall be submitted by the Team Manager to the Management Committee.
- The Manager will accompany the contingent for both forward and return travel, and be accommodated with the contingent.
- In conjunction with the Association's Treasurer, the Manager will be responsible for all "Team" monies during the event.
- The Manager is to check all medical consent forms from players in their team. They must clarify all details with parents/player concern.
- The Manager will attend any official meetings.
- The Manager will maintain direct contact with BWHA. Must advise office if any player is not attending training (first clarify with player for full details).
- If there is more than 1 team, the No. 1 Team Manager is the Senior Manager and all other team managers are under the direction of the Senior Manager.
- The Manager will use appropriate language, at all times.

The following procedures will be adhered to:

*TD (Technical Delegate), *TB (Technical Bench)

1. Prior to the event/tournament

- 1.1 Receive names, addresses, phone numbers of all Players, Coach and Physiotherapist/Sports Trainer. Distribute own contact details to contingent. (Assistance from BWHA office)
- 1.2 Complete the equipment/uniform order request form and ensure that this form has been returned to the office at least (14 days) prior to departure.
- 1.3 Ensure all players understand travel and accommodation arrangements. Players must travel with team.
Application to travel separately from teams must accompany nomination form and has to be approved by BWHA Management as per BWHA By-Law.
- 1.4 Ensure all players have been allocated uniforms with correct playing number.
- 1.5 Ensure all players have an alternate strip (shirt & socks) and take on tour number patches that correspond with the allocated shirt numbers (from Uniform Officer).
- 1.6 Ensure all players have returned all relevant forms to the office.
- 1.7 BWHA office will liaise with Manager for assistance with notifying, Coach, Players, Umpires and Physiotherapist/Sports Trainers of all training sessions if required.
- 1.8 Organise room allocations.
- 1.9 Liaise with the Coach, and Media Representative for promotions and publicity requirements.

- 1.10 Liaise the BWA office for details of any official function and/or activity at the Championships.
- 1.11 Organise Umpires for Training Sessions if necessary.
- 1.12 Be well acquainted with all Championship Rules, Conditions including drug testing policy, and BWA guidelines and procedures.
- 1.13 Be aware of injury requirements eg. Blood to be removed (Blood shirt, spare uniforms)
- 1.14 Notify BWA of any withdrawals and *injured players requiring fitness tests*.
- 1.15 Injured Player procedure:
 - (a) *Manager informs BWA*
 - (b) *Report from Physio/Sports Trainer to BWA and Coach*
 - (c) *BWA decide/ informs and Player and Selectors of action.*
- 1.16 U/18,U/15 and U/13 – Organise Laundry of uniforms.
- 1.18 Check that you have received a copy of the current HQ Tournament Regulation and HQ Policy and Procedures.

2. When arriving at the tournament site

On arrival at the lodgings, allocate the rooms and check that facilities are acceptable (if unacceptable contact Championship Convenor and BWA Management A.S.A.P).

- 2.1 Check if the financial arrangements are as pre-established
- 2.3. Check if the transport to the field of play for the team is adequate (match and practice).
- 2.2 Check the training schedules (if appropriate).
- 2.3 Ensure the organising committee has received the duly filled entry form for your team.
- 2.4 Receive any changes to tournament from Tournament Director

3. At the pre-tournament briefing meeting of the Championship Director (Manager's Meeting)

- 3.1 Attend the meeting with our other Managers and Umpires. (As per requested by Championship Director)
- 3.2 Notify the Championship Director on the appropriate form prior to the start of the meeting whether there are any amendments to the entry form of your team (no further amendments will be accepted after the meeting or less than one hour prior to the first match of the tournament, whichever is the later)
- 3.3 Advise the Championship Convenor if there are any concerns regarding your team lodgings, meals, transport arrangements and training schedules.

4. Before a match

- 4.1 Advise the contingent of the daily program including, uniform colours, match times, social activities etc. In every odd year (1997) Brisbane wears alternative strip when playing Rockhampton or may be required to wear alternate strip (including number patches) as requested by the TD.
- 4.2 Establish a regular meeting area/room, notice board (no extra charge).
- 4.3 Make sure that your transport schedule allows your team to be at the field of play in due time.
- 4.4 Ensure Umpires are catered for re: Travel arrangements to and from fields.
- 4.5 BWA must have all representative teams at the official opening/march past. Organise appropriate uniform for each team (may be tracksuit/Playing uniform etc) but all players in each team must wear the same uniform.

- 4.6 Deliver to the TD's office at the agreed time during the pre-tournament briefing meeting, the numbers of the players whose name appear on the entry form, (excluding any player who has been suspended), who will be either on the field of play (maximum of 11) or seated on the team bench (up to 5) at the commencement of the match.
- 4.7 Make sure that your players practice only in the designated areas and do not enter the field of play prior to the permission of the TD.
- 4.8 Report to the Technical Table 10 minutes prior to the start of the match for stick and goalkeeper's hand protectors/leg guards/Headgear check (if requested). Hand in match sheet with the starting line-up, indicating Capt, Vice Capt and goalkeepers, and then substitutions (no more than 5 reserves allowed).
- 4.9 Check that your captain wears an armband or ribbon.
- 4.10 Check that your players are properly dressed at all times during the match ie.
 - All jewellery to be removed or secured/taped.
- 4.11 When the match is about to start, sit on the end of the team bench which is the closest to the TD's table, and ensure that there are (9) nine only persons including yourself on the bench.
- 4.12 A suspended player is not permitted to sit on team bench and must stay outside the technical facility areas surrounding the field of play during regulation time and rest time.

5. During a Match (must check tournament rules and regulations)

- 5.1 You are responsible for the behaviour of the persons seated at the bench. Ensure that all remain seated and that there is no vocal communication directed at the Technical Table, umpires, players and coaches of the opposing team.
- 5.2 When play is interrupted for incapacity, the only persons allowed to enter the field of play, when authorised by one of the umpires, is the registered team medical doctor, and /or Physiotherapist/ Sports Trainer. They will enter the field of play and offer assistance and /or remove incapacitated player when safe to do so (if your team does not have such registered officials, then you are allowed to enter the field of play together with the on-duty Physiotherapist/sports trainer/first aid attendant). The team coach may not enter the field of play at any time under any circumstances. **No treatment for incapacity is allowed on the field of play.**
- 5.3 A player that has sustained an injury that caused bleeding may not re-enter the field of play until the bleeding has ceased, the wound is adequately covered, the blood stained clothing is replaced and the equipment cleaned. If required, travel with the injured player to the hospital and organise a substitute manager.
- 5.4 Players wishing to take refreshment during a match, including during time stoppages, must leave the field of play and is permitted to re-enter it but not within the 23 metres line and the back lines (a goalkeeper may re-enter the field of play adjacent to the goal).
- 5.5 You are responsible for the proper application of the players suitable procedure:
 - After having been given a board bearing the number of the player who is coming off, players entering the field of play in the frame of a substitution, must go in the vicinity of the centre line of the field of play not more than 3 metres from the T.B and, if a field player, attract the attention of the player to be substituted. If the substitution is a goalkeeper, notify the TB of the substitution.
 - A substitute player is allowed to enter the field of play only when the substituted player has left it.
 - *There must be an appointed captain at all times during the match, who must wear a distinctive armband or ribbon*
- 5.6 During the half-time, team officials and players may leave the field of play only with prior permission of the T.B on duty and, in doing so, players must leave their sticks and goalkeeper's

their hand protectors and headgear at the bench and must return not less than two minutes before the match is due to be restarted.

5.7 If during the match you are requested by the T.B to correct some points, do this immediately in accordance with the given instruction.

6. At the end of a match (or penalty stroke competition)

6.1 Sign the Match Report and (Penalty Stroke Competition Report, if relevant) and, in case of a protest, proceed in accordance with the tournament regulations.

6.2 After the match (or Penalty Stroke Competition, if relevant) retire your team from the bench as soon as possible in order to make room for next team arriving (if relevant).

6.3 A player selected for Dope Control after the match must remain under the supervision of the escort and must report within 60 minutes to Testing Site.

6.4 Media release sheet to be completed and faxed to BWHA, at the end of each day. Or ring in results each morning.

7. Before leaving tournament site

7.1 It is your responsibility (Manager in Charge) that all financial matters of the team/teams are settled. Ask for your account during the tournament and pay the remainder upon departure.

8. After the event

8.1 Complete the Managers Proforma (as provided by the Association) and return same to the Secretary within (14) days of the completion of the event.

8.2 Return all equipment/uniforms to the office seven (7) days after the completion of the event.

8.3 Advise Championship total results, placings, awards (including umpiring and technical) and any higher team selections as a matter of urgency to BWHA immediately upon return.

Manager's Check List

*Time of departure

*First-aid kit (with Physio/Sports Trainer)

*Debit Card

*Health forms are completed in full

*Rules & draw of Championships

*How to fill out a match sheet

*All correspondence regarding travel and accommodation bookings made prior to Championships.

*Uniforms plus spare set for any blood-stained clothing.

*Spare playing numbers – corresponding with uniform shirt numbers being used.

*Return shield/trophies to HQ

*Sun Screen – all players to be given access to sunscreen and reminded to apply and reapply. Players to be directed to wear hats and sleeved shirts, and shelter in the shade when not on the field on play.

*Portable shade tents when possible.