



POSITION REQUIREMENTS

MANAGERS

Team Managers are a vital part of the QUT Hockey Club Inc ("Club"). Team Managers work closely with team Coaches and Assistant Coaches and report to the Club's Management Committee, generally through the Men's Turf Coordinator, Women's Turf Coordinator or Women's Grass Coordinator (as appropriate). The Managers will also liaise with other persons who perform jobs for the Club other than the Management Committee such as the Uniform Coordinator and Equipment Coordinator.

This document sets out the Club's expectations for team Managers.

PRE-REQUISITES

Applications for Management positions should be made in writing to the General Manager.

From time to time, the Club has members who are under the age of 18. Therefore, to be eligible to be a team Manager for a Club team you to hold a current Blue Card from the Commission for Children and Young People and the Child Guardian ("CCYPCG").

The CCYPCG website contains explanatory information about Blue Cards:
<http://www.ccypcg.qld.gov.au/>.

Blue Cards can be obtained by volunteers free of charge from CCYPCG by completing the application form at
<http://www.ccypcg.qld.gov.au/pdf/bluecard/forms/04-138-Volunteer-Form-NOV09-v1.1.pdf>.

It is essential that all team Managers hold a current Blue Card prior to the commencement of the regular playing season for the team, but preferably before the trial pre-season training commences.

All Managers will be required to provide the Club with their Blue Card registration number for verification purposes. Until the Blue Card is verified, the Manager will not be able to participate in the Club as a Manager.

If you require assistance obtaining a Blue Card, please contact the Club's General Manager.

PAYMENTS

All Managers are volunteers; they are not employees of the Club.

Managers are not paid, rather each Manager receives \$100.00 per annum on account of the reasonable expenses they incur as a result of carrying out the voluntary position for the Club.

Managers will be reimbursed their reasonable expenses at the conclusion of their team's playing season only if the Manager has:

- completed, signed and returned to the General Manager an Australian Taxation Office "Statement by a Supplier" form (available at: <http://www.ato.gov.au/content/downloads/nat3346.pdf>);
- submitted a letter to the Club Treasurer in support of the "Statement by a Supplier" form indicating that they are undertaking the position for non-commercial reasons;
- provided the General Manager with a valid tax invoice for the \$100.00 on account of the Manager's reasonable expenses (this invoice should not quote an ABN or contain an amount on account of GST); and
- completed a Club "Manager Information Form", ensuring that the Manager's bank account details have been included if the payment is to be made into the Manager's bank account or, where the Manager is also a player, indicating that the Manager would like the \$100.00 credited against their Club membership fees.

If you have any questions about payments to Managers please contact the Club Treasurer or General Manager.

REQUIREMENTS

Managers will need to familiarise themselves with:

- for women's turf and grass teams, the Brisbane Women's Hockey Association Inc's ("BWA") By Laws and Local Rules (available at <http://www.bwha.com.au/>); or
- for men's turf teams, the Brisbane Hockey Association Inc's ("BHA") "Competition Rules and Requirements" (available at <http://www.bha.org.au>).

It is the Manager's primary duty to ensure the Club complies with the BWA and BHA requirements in these documents.

All Managers are expected to perform the following duties:

Pre-season

- Assist with the distribution and collection of the Club Membership Forms (men and women) and BWA Membership Forms (women only) and return to General Manager.
- Liaise with the team Coach to prepare a list of players for grading purposes, if required, and provide to Women's Turf and Grass Coordinators and General Manager (women only).
- Assist the Coach confirm player attendance for pre-season grading games and find replacements (if necessary) (women only).
- Attend all pre-season grading games in which the team is playing (women only).
- Collect the game book for your team from the General Manager.
- Arrange for collection of the game balls (6 per Manager) from the Equipment Coordinator.
- Arrange for collection of the Club shirts from the Uniform Coordinator (men only).

- Liaise with Coach and provide final team lists to General Manager.

During the season

- Assist the Coach confirm player attendance for games and find replacements (if necessary).
- Organise someone to sit in the Tech Bench with the team book (in addition to the Manager) as and when rostered by the BWHA or BHA.
- Attend all team games.
- Be responsible for the BWHA or BHA Technical Official when the Club is rostered for Tech Bench duties.
- Complete and submit Match Cards and team Booklets (for women see the BWHA Local Rules and, for men, see the BHA Competition Rules and Requirements).
- Ensure at least 11 players (maximum of 16) including a goal keeper are fielded for the team at each game.
- Report to the General Manager in relation to any games forfeited by the team (ie. less than 9 players).
- Bring the match balls to all team games.
- Ensure all players are wearing the Club uniform before taking the field.
- Distribute team shirts at each game (men only).
- Wash team shirts after each game (men only).
- Ensure only registered players who have clearances take the field for games.
- Ensure players registered in higher divisions do not take the field for your team.
- Ensure casual players do not exceed the number of games permitted by the BHA or BWHA (men = 5 or 10 games, depending on registration; women = 5 games).
- Ensure no players are de-registered (ie. for failure to play 5 consecutive games under BWHA By Laws).
- Monitor number of games in which players "play up" and ensure it does not exceed maximum allowable before an automatic increase in playing division.
- Ensure players have removed jewellery before taking the field (women only).
- Manage substitutions in conjunction with the coach during the game including handing out substitution cards.
- Ensure that players hand over substitution cards properly and that players don't drop or throw the cards.
- Be responsible in conjunction with the coach for player behaviour in the dugout and remind players to use common sense and avoid dangerous activities.
- Note and report any injuries to players to General Manager and advise injured player of insurance information:
<http://www.oamps.com.au/Default.aspx?tabid=1570&language=en-AU>.
- Note and report to General Manager in relation to any cards received by players.
- Report to the General Manager in relation to any BHA or BWHA fines received by the Club for the team.
- Report to the General Manager if umpires do not show for the game (and, if known, what club the umpires were from, and if applicable if a QUT volunteer umpired the game) so the General Manager can inform BHA/BWHA.
- Report to the General Manager at the conclusion of each game with the game results so these can be entered into Sporting Pulse by the General Manager.
- Promote all Club functions and events to players (attendance is not compulsory but is desirable).

At the conclusion of the season

- Deliver the game book for your team to the General Manager.
- Return all game balls to the Equipment Coordinator.
- Return all Club shirts to the Uniform Coordinator (men only).