



Hockey Geelong *Sharks* Team Managers Junior and Senior

Primary Responsibilities

The team manager is crucial to keep the team organised. The manager's role is to get the team to the match and be responsible for game-day conduct.

The Role of the Team Manager

The Team Manager plays a pivotal role in ensuring the team remains organized and operates efficiently. The primary responsibility of the Team Manager is to oversee the team's logistics and ensure adherence to game-day protocols.

Key Responsibilities:

- **Compliance:** Familiarize with, sign, and adhere to the Hockey Geelong Code of Conduct.
- **Player Organization:** Assist in organizing players throughout the season with transport, availability and uniform.
- **Support the Coach:** Aid the coach in ensuring smooth training and match days.
- **Communication:** Maintain effective communication with players and parents of underage players regarding match and training details, including reminders of game times and locations. Ensure that players respond to availability requests on Team App. Ensure that the coach has put the team line up in Team App.
- **Scorekeeping:** Maintain the electronic scorebook and enter scores into the Hockey Victoria electronic database within the designated timeframe.
- **Voting:** Collate voting slips or electronic votes for the best and fairest award throughout the year.
- **First Aid:** Ensure the availability of a first aid kit for training and match days, and provide first aid assistance if qualified, or ensure appropriate care for injured individuals. Restock the kit as required and inform the co-ordinator.
- **Code of Conduct:** Ensure all players, parents, and support staff sign and adhere to the player Code of Conduct.
- **Match Equipment:** Provide the match ball at the beginning of home games and collect it at the end.
- **Safety Gear:** Ensure all players wear the correct safety gear, such as mouth guards, shin pads and face masks during penalty corners, at both training and games.
- **Score Verification:** Electronically sign and verify recorded scores and exchange team sheets with the opposition at the end of the game.
- **Commitments:** Inform players of any commitments, such as canteen duty rosters.
- **Fee Collection:** Follow up on fee payments regularly, as directed by the Treasurer.
- **Regulations:** Stay updated with relevant Hockey Victoria rules, directives, and criteria.

- **Issue Resolution:** Utilize the relevant men's or women's coordinator to resolve any issues that cannot be resolved between the coach, manager, or player.
- **Payments:** Pay the umpire and Tech bench (if required) at the end of the match.
- **Financial Transactions:** Ensure financial transactions are authorized by the Sharks Sub-committee, including the Chairperson, Secretary, and Treasurer.
- **WWCC:** the manager should have a current Working with Children Check or be prepared to obtain one.
- Be a visual presence at trainings by assisting the coach to put out equipment and put away at the end of sessions.

Personal Qualities:

- **Organization:** Demonstrate strong organizational skills.
- **Communication:** Exhibit effective communication abilities.
- **Fairness:** Treat all players equally and avoid any bias or favoritism.
- **Record Keeping:** Maintain accurate records of training attendance as directed by the Coach.
- **Technical Proficiency:** Be proficient in computer-based results submissions.

Remuneration is available for Team Manager positions.

Please be advised that the Team Manager's responsibilities do not include coaching or participating in team selection decisions, unless the coach specifically asks for input.