



# MPUMALANGA SCHOOLS HOCKEY ASSOCIATION

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## PROVINCIAL MANAGERS RESPONSIBILITIES

It is your duty to make sure that the codes of conduct are adhered to, as you are answerable for the behaviour of your team and Coach at all times. Please forward a copy of the Code of Conduct documents (players, parents and supporters, umpires) to all team members, and umpire.

Please note: For a Girls' Tournament, the Manager accompanying the team must be female.

Your duty starts from the time of your appointment, to the time that the players are returned to their parents, on return from the Tournament/Festival.

## PRE-TOURNAMENT

1. You are responsible for the return of all pre-Tournament documentation required by the hosting region. Time frames must be adhered to.
2. Accommodation with the hosting Region, should be utilised. Any team not utilising hosting regions accommodation must inform them in writing one month prior to the start of the Tournament/Festival.
3. Find out prior to Tournament/Festival the number of players per room, to do room allocations.
4. Any players with special needs at Tournament/Festival e.g. Diets, should be brought to the attention of the hosting Region PRIOR to Tournament/Festival.
5. The Manager must note any allergies or disabilities of any players.
6. Receive consent form and medical details straight after selections – information is needed for practices or any pre-tour games, in case of injuries.
7. It is your responsibility to indicate to the hosting Region the need for accommodation for any additional people accompanying your team e.g. Physio, Bus driver ....., and indicate whether they are Male or Female.
8. Maximum number of players in a team is 16. Non-travelling reserves registered at Pre-Tournament/Festival Manager meeting – up to, and including, 16 players/team. Injury of player of colour, must be replaced by a registered player of colour.
9. Make sure that your team has the required number of players of colour. A withdrawal of a person of colour, must be replaced by a person of colour.
10. Captains band/ribbons.

11. Check that you have received a copy of the Tournament/Festival Rules and Regulations for that particular Tournament/Festival that you are attending. Give a copy to each player. All players MUST receive, and sign receipt of, Players Code of conduct attached to the Letter of Consent. Parents and supporters code of conduct must also be handed to all players.
12. Players must have their original I.D. in their possession at Tournament/Festival.
13. At the Final Trials check birth certificates or I.D.'s to make sure that all players are the correct age to participate in the particular Tournament/Festival.
14. All Under 16 and 18 National Tournaments must have a copy of birth certificate and recent photograph attached. This also applies to ALL other tournaments/festivals to be held.
15. Make a list of all details and particulars from the players' letter of consent for your own file, as these are handed in on arrival and kept by the T.D., for the duration of the Tournament/Festival. Included in this file must be a copy of both sides of the Medical Aid card and a copy of the main member's ID. There must be TWO copies of this file. The one copy is for the Tournament Director's Office and the other for your own use.
16. Make sure that all accounts have been paid. Use the prescribed requisition form for submission to the Treasurer. Have a copy of deposit slips/proof of payments and have cheque/s, for payment of refundable deposits...
17. Remember alternate shirts and socks (kit). All teams MUST have a second shirt and sock strip, a different colour from the first. Alternate socks may not be white.
18. All field players must have a corresponding number on the front left side of their skirt/shorts. (Not less than 7cm and not more than 9cm).
19. G.K. must have a number on the back and front of their shirt.
20. G.K. shirts must be of one colour must be different to their team as well as that of the opponents' team.
21. Any additional item of clothing (e.g. ski pants) must be of the same colour (Girls – shorter than the skirt, Boys - shorter than playing shorts), as the adjoining piece of clothing.
22. Girls – shorts MAY NOT be worn as playing uniform – 'skorts'/culottes are accepted.
23. Check your players boot colour (may not be white or green), and G.K. leg guards and kickers – may not be white or green in colour.
24. Check your players sticks that they are regulation sticks and that the stick, including the tape added to it, is not white or green over the lowest 100mm as measured from the lowest part of the flat face of the handle.
25. It is recommended that Manager encourages all players to practice and play with a mouth guard.
26. Shin guards are compulsory.

27. Make contact with the umpire accompanying the team, well in advance of the Tournament/Festival so as to keep them informed about the travel arrangements. These will be appointed by the Exec.
28. Umpires must receive a copy of the Code of conduct.
29. There is an official supplier of umpire clothing – order forms available.
30. Find out prior to Tournament/Festival times of meetings and venues, and inform relevant people of times for attendance. Be punctual.
31. Assist the Uniform supplier with players uniform requirements and ensure all players have paid for their uniform before delivery.
32. Ensure that a basic 1st Aid kit is available at all times. This includes at practices, during the journey and at the Tournament.

### **TRANSPORT. (Exec Member: Portfolio -Tournaments)**

1. Executive Committee: Portfolio tournaments -The minimum size vehicle to use for one team must be a 22 seater.
2. Busses must be confirmed at least 1 month prior to departure. Ensure that the Manager has personally viewed and approved the condition of the bus to be used.
3. Provision must be made for the transport of the Umpires.
4. Both the Coach and the Manager must travel on the bus with their team.
5. Ensure that there is sufficient packing space for all the luggage.

### **BUDGET.**

1. Prior to receipt of information from tournament LOC the transport budget must be calculated.
2. The cost of the bus, including the trip there, the transport to and from the fields and the trip back must be divided amongst the members of the playing team. The costs of the bus driver's accommodation and meals must be included in the main budget.
3. Any training camps must be arranged and budgeted for prior to the selection of the teams. included must be the accommodation, meals, transport and Astro costs.
4. Upon receipt of the tournament information from the LOC all accommodation costs, tournament levies and photograph costs must be divided by the number of players in each team.
5. Extra costs. Provision must be made for a 1st Aid kit, laundry, ice for and Ice bath, ice for refreshments, refreshments (energade etc).
6. The budget for all teams attending the same tournament/festival must be the same.

## ARRIVAL AND DURING.

1. ALL players are to remain with the team and under the Manager's supervision for the entire duration of the Tournament/Festival.
2. Get a map from hosting Region and find out where to report on arrival.
3. Teams must arrive at the Tournament/Festival by 15:00 the day before the start of the Tournament/Festival, and may only depart after the Closing Parade.
4. Letter of consent, with copy of medical aid card attached, copy of Birth certificate / I.D., photograph of player), and any team changes, a copy of the breakdown of Players Tournament/Festival costs (uniform included), are to be handed in on arrival at the Tournament/Festival – in a folder with the Region and team name on it.
5. Copy of deposit slip – Tournament/Festival Entry Fee – (obtain from Regional Treasurer/Chair) to be handed in on arrival. No team may play any game until all expenses are paid to the L.O.C.
6. Umpire, Coach and captain to attend the Umpires' meeting.
7. All teams are to attend any welcoming meeting held before the Tournament/Festival commences. The host Region, in a circular, will give time and Venue.
8. The manager must ensure that all team members are made aware of the Tournament/Festival procedure so as to co-operate fully. It is the manager's responsibility to see that the fields and facilities are kept clean and free of litter. Team members must, at all times, behave in the proper manner and the manager must ensure that no player smokes or consumes alcohol for the duration of the Tournament/Festival.
9. Make sure that you receive all documentation handed out at the Managers' meeting e.g. Photograph roster, opening parade lining up order etc.
10. All teams, (including players and off-field management) must be correctly dressed for parades, team photographs, games and official functions.
11. Team, Manager and Coach must be on time for functions.
12. As the responsibilities of a Manager must be taken seriously, it is expected that he/she maintain a dignified code of behaviour throughout the Tournament/Festival.
13. Managers must, at all times, encourage good sportsmanship, discourage bad language, and on the field of play, discourage altercations with the umpires.
14. All rules as laid down by the residence are to be strictly adhered to. Damage and litter must not be permitted.
15. Control the behaviour of your team members both on and off the field - noise level, hostel and room facilities, neatness.
16. Physio, assistant coach and non-travelling reserves must be registered with the T.D. at the Managers' meeting.

17. Make sure that all players have their numbers on their back and skirts/shorts, corresponding with the number on the Team entry form. G.K.'s must have a number on their back and front.
18. The Manager must find out and be aware of any medication a player may be taking at Tournament.
19. Bring a spare set of clothing to the field for replacement of blood stained clothing during a match. No player may be on the field with any evidence of blood or bleeding.
20. Make sure that your players practice only in the 'allowed' areas, while warming up.
21. Starting line up forms are to be completed, and given to the T.D.'s office half an hour before the start of your game.
22. Report to Tech. table 10 minutes prior to the start of the game for stick check.
23. Check that your Captain wears a distinctive arm/leg band or ribbon.
24. It is the Manager's duty to make sure that player's shirts are tucked in, socks pulled up, and that they look neat at all times on the field.
25. Check that the cycling shorts worn are the same colour as the shorts/skirt, and shorter than the shorts/skirt. Players must be reminded to wear the correct underwear!
26. No form of jewellery should may be worn while warming up or playing.
27. When a substitute player is warming up alongside the field, she must wear another colour top from the players on the field.
28. At the start, and during the game, the Manager must sit nearest to the Tech. table, with the Coach and remaining players next to each other.
29. You are responsible for the behaviour of your team sitting at the Tech. table. See to it that there is no verbal communication directed at the umpires and players of the opposing team. Misconduct off the field by Coach, manager or bench players – rule implementation – yellow card will be given to the bench and the captain will nominate a player to be suspended.
30. No unauthorised person/s may enter the enclosure (Tech. table area) during the game. This includes Assistant Coach and parents (particularly when their child is injured – they are to liaise with the T.O. or T.D.).
31. The Manager must fill in an injury report form or all injuries that her team may have.
32. Smoking by Coaches and Managers anywhere in the vicinity of the fields is prohibited.
33. A suspended player may not sit, nor have communication with the team, Tech. table will take control of this player.
34. A Manager is the only person allowed on the field if there is an injury, (unless your team has a qualified doctor / physio. on the bench – that was registered at the Managers meeting), and only if the umpire calls you on.

35. Substitution takes place at the centre line only (except for Goal Keepers), and the player must be off the field before the substitute can enter the field of play.
36. The Manager must make sure that the Coach is aware of the Transformation Policy, and he/she must monitor that the specifications laid down in the Policy are adhered to. All players must play the equivalent of 2 full games (or as specified by the Tournament/Festival Regulations), by the end of the Tournament/Festival.
37. After the match, check cards given, final score, goal scorers and that the final result reads correctly, sign the Match report form. Please remember that this is a legal document and once it is signed by all parties, the result stands as indicated on the Match report form.
38. After the match, clear the enclosed area, and bench area, as soon as possible.
39. Check the residence notice boards regularly.
40. Check next day games, and playing uniform colours on the Appointment sheet.
41. Any team problems, bad behaviour, injuries etc. must be reported/discussed with the T.D.
42. No team may leave any Tournament/Festival before the closing parade. A 2 year suspension will be imposed on a Region from participation in the particular age group of the Tournament/Festival where it occurred.
43. Hand in forms required to be completed at the end of the Tournament/Festival to the T.D. and after your team's last match of the Tournament/Festival, collect your Regions flag, letters of consent.

## **POST-TOURNAMENT.**

After the Tournament/Festival, make sure that thank you letters are sent to any sponsors, the hosting Region, and any other deserving parties. Return all loaned items to rightful owners (clean and tidy), and hand in a written report on the Tournament/Festival, results, the coach, umpire and players, to your Provincial Coaching Convenor. This written report should be done within three weeks after returning from the Tournament/Festival.