

The Manager's Manual

**A GUIDE TO MANAGING SCOTLAND'S
INTERNATIONAL MASTER HOCKEY TEAMS**

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SECTION 1 GENERAL INFORMATION

OVERVIEW

AIM

- To facilitate effective management of Scottish Hockey's national master's teams
- To provide advice, contacts and resources for the use of national master's team managers.
- To facilitate the policy and procedures to be adhered to by all management units.

INTERNATIONAL APPOINTMENTS

- Management teams will be appointed on a two-year basis to coincide with the cycle of events i.e. European Cup to World Cup.
- All appointments will be advertised in accordance with the policy and procedures set out in the Scottish Hockey's ethics manual.
- Appointments may be extended to further terms.
- Resignation should be made to the International Committee in writing three months in advance.

APPOINTMENTS COMMITTEE

The International Committee will select an Appointments Committee for each squad, which will meet when new appointments are to be made.

Members of the Committee will include:

- The Lead Coach of the particular team for which the candidate has applied, another representative from the squad management team and a member of the International Committee.

Should a member of the squad management team be unable to attend an event, it is up to the coach/manager, in conjunction with the International Committee, to appoint a replacement.

An interim appointment may be deemed necessary should any member of an international management team temporarily or permanently rescind their post during their term.

Should the Appointments Committee feel that there is insufficient time to allow proper procedures to be followed they reserve the right to make an interim appointment. This appointment will be made with clear understanding that proper procedures will be followed at a later date and that the post will be advertised nationally.

JOB DESCRIPTION

The manager should develop an effective team rapport.

MANAGER'S KEY ROLES

- Liaise closely with the International Committee with regard to arranging fixtures, practice times, and all administrative duties.
- Oversee the financial transactions for the squad, working closely with the Scotland LX Masters Treasurer.
- Regularly compile information for press releases and player liaison.
- Work closely with the Executive Committee with regards to developing sponsorship opportunities for all Masters' International squads.
- Maintain records of players' caps electronically and report to the International Committee.
- Ensure all match report forms are emailed to the International Committee.
- Complete event reports and an annual report.
- Ultimately, the manager has sole responsibility for all off-pitch organisation pertaining to the squad, excluding team selection.

The manager should:

GENERAL

- Provide off-the-field management support to the coach and any other personnel directly or indirectly involved with the squad.
- Ensure that all appropriate consent forms are completed by members of the squad i.e. Medical declaration
- Ensure the national anthem and the national flag are provided at the tournament/events.
- Liaise closely with the Management Team of other squads. Both national and international.
- A manager should take a team photograph along with head shots of players for player profiles and promotion of the team.
- Arrange team photographs for official records and email them to the International Committee.
- As photos clog up email accounts, please compress photos into a zip file before emailing
- Arrange suitable letters of appreciation.

EQUIPMENT

- Ensure availability of all necessary training equipment and arrange refreshments, ice, etc at such sessions.
- Ensure that all equipment is accounted for at all times.

MEDICAL

- Have a full knowledge of Scottish Hockey's Travel and Medical Insurance including emergency numbers.
- A medical kit for each squad will be held by the manager and it is their responsibility to account for it.

MANAGER'S REPORT

During their term of office, international managers are required to submit two types of reports to the International Committee.

TOURNAMENT/EVENT REPORT

After every tournament/event attended, whether friendly or competitive, the manager should submit a fully completed information sheet to the International Committee. The information sheet will act as a report on the tour and should be completed within one week of the final date of the tournament/event.

This report should include;

- Results
- Match report forms and cap records
- Comment on team performance, morale etc.
- Comment on the effectiveness of the management team.
- Comments on the tournament/event organisation.

ANNUAL REPORT

This report is written as part of the International Committee's report for the AGM in May. It should give an account of the team's performance throughout the year.

This should include:

- Names of players who have represented their country during the season with a note of the number of caps gained.
- Results of all international matches played.
- Comments on any outstanding individual performances.
- This report should be sent to the International Committee, in Word format, before the deadline given.

NOTE: The team coach in his report gives a more detailed account of team/individual performances to the International Committee

SECTION 2 TEAM MANAGEMENT PROCEDURES

SELECTION

The head coach has the responsibility to ensure selection procedures are followed. The manager must make sure every effort to ensure that the head coach follows the procedures set out in Scottish Hockey's Ethics Manual.

SELECTION PROCEDURES AND PRESS RELEASE

A detailed Selection Policy is published in the Scottish Hockey's Ethics Manual and must be followed by all international management teams. The policy includes a section on eligibility, however, it is the responsibility of the manager to ensure that all selected players are registered with Scottish Hockey.

ADMINISTRATION

TOURNAMENT PROCEDURES

BEFORE TRAVELLING/ARRIVING AT TOURNAMENT

- Make sure, in the event of travel abroad, that all players and officials have valid passports (with at least 6 months still to run) and visas as required.
- Players must have their number on the back of their shirt (goalkeeper on the front and back) and that players remain with the same number throughout the tournament/event
- Check that the sticks of all players are in accordance with the rules.

AT THE TOURNAMENT BRIEFING MEETING BY TD

- Check you have read the Tournament Regulations – Read them carefully!
- Inform the TD whether there are any last-minute changes in the entry form of your team, as no changes will be allowed after the meeting.
- Take along a sample of your team's strip (primary and alternative colours)
Goal keeper shirt samples also to be included.
- Provide proof of identity of all team members and the management team (usually a passport copy)

WHEN ARRIVING AT THE FIELD

- *Issue the squad with practice balls and face masks*
- *Ensure there is water available in the dug-out area*
- *Availability of / safe keeping of training bibs*
- *Availability of bibs to be worn by bench players*
- *Ensure that remedial ice is available for the team/physio use.*

- 30 minutes before each game, deliver to the match official desk a team sheet of players naming the starting X1, the bench players, identifying the captain, the goalkeepers, team coach, physio, doctor and team manager.
- Have “blood strip(s)” available for use
- Have bibs available for bench players to wear.
- Ensure that players practice in the designated area only and do not enter the pitch prior to the permission being granted by the Organising Committee and TD
- Check that your captain wears an armband.
- In the absence of a team coach, have prepared, a written substitution pattern and ensure that it is available to all.
- When play is about to start, sit on the end of the bench nearest to the technical table. Make sure that, including yourself, there are no more than ten persons and a registered doctor (if any) seated on the team bench. A total of eleven persons.
- The manager is responsible for the behaviour of those sitting on the bench. Vocal communication from a team bench must not be directed at umpires or players of the opposing team.
- Ensure that the bench players remain in the designated bench area
- When play is interrupted for an incapacity, only the registered team medical doctor and physiotherapist are allowed to enter the field, when authorised by one of the umpires. Note that, if your team does not have such registered officials, you are allowed to enter the pitch together with the on-duty medic.
- If a player sustains an injury that causes bleeding, then that player must leave the pitch as soon as possible and shall not re-enter until the bleeding has ceased and the wound covered. Blood stained clothing must be replaced, and equipment cleaned.

A replacement team shirt (“blood shirt”) without a number needs to be available for such eventualities.

- Any player wishing to take refreshment during the game, including during stoppages, must leave the pitch and is permitted to re-enter but not within the 25-yard lines and goal lines. Goalkeepers may re-enter the pitch adjacent to the goal.
- Players and goalkeepers involved in substitutions must enter or leave the pitch in the vicinity of the centre line in front of the technical table. Time will be stopped for the substitution of GK. The substitute player can only enter the pitch once the substituted player has left the pitch. The umpires control the substitution of an incapacitated player.
- At half-time team officials and players may leave the ground only with the prior permission of the TD on duty. If this happens, all sticks, goal-keeper’s gloves and headgear must remain in the playing area. Players must return to the team bench not less than two minutes before the match is due to be restarted.
- After the game carefully check to make sure information supplied on the match report is correct in order to sign it off. This needs to be done within 10 minutes of the final whistle.

- Sign the match report or in the case of an appeal or protest, act in accordance with the tournament regulations. A copy of the match report should be obtained and forwarded to the International Committee.
- After the game, retire your team from the bench as soon as possible in order to make room for the next team arriving. *Remove all litter!*
- If during the game you are requested by the Technical Officials' table to correct some inconvenience, do this immediately in accordance with the given instruction.

AT THE TEAM ACCOMMODATION

- Arrange for a team notice board and let the players and management know of its location.
- In conjunction with the coach make sure a detailed programme of activity is displayed on a daily basis and ahead of time.
 - To include:
 - Manager contact details
 - Team meeting times
 - Team social gatherings
 - Playing strip for next game
 - Contact details, and location for physio services
 - Tournament social events
 - Any other items that the squad need to be aware of.

The items in italics can/could be delegated, but the manager is ultimately responsible for the action taken in these areas.

FIH Tournament Regulations can be found [here](#).

Appeal Submission Form

Team:

Other Teams Involved:

Match No.

Date

Time of Submission:

Name:

Position:

**Mobile Phone
Number:**

and

**Hotel & Room
Number**

Deposit of **€500** (or equivalent in freely convertible currency)

The Team Manager must give written notice within **60 minutes** of the Tournament Director's decision being published and this must be accompanied by a deposit of €500 (five hundred Euros) (or equivalent in freely convertible currency) unless this sum has already been forfeited because a protest has not been allowed.

If no appeal is lodged then the decision of the Tournament Director is final.

Nature of the Appeal

Please write the nature of your appeal here.

You must indicate whether the appeal is against:

- The finding that a breach occurred.
- The penalty; or
- Both that a breach occurred and the penalty.
- Procedural irregularities of the Tournament Director's hearing.

Please use other side of this sheet if more space is needed

Signature: