



IHNSW STATE AND ICE CROCS TEAM MANAGER POSITION

PREAMBLE

Ice Hockey New South Wales (IHNSW) has compiled this guide to cover the basic aspects of managing a State or Ice Crocs Team.

The Manager's role is extensive and involves coordinating the team in conjunction with the Head Coach. The role includes organising:

- ✓ Travel to/from the tournament
- ✓ Travel at the tournament
- ✓ Accommodation/Billet families
- ✓ Meals
- ✓ Uniforms (including Pins for Ice Crocs)
- ✓ IHNSW and Ice Hockey Australia (IHA) Paperwork
- ✓ Pre-tournament trainings and/or exhibition games
- ✓ Selection of Cabin Parents
- ✓ Supervision of players together with the Coaches, Officials and Cabin Parents
- ✓ Collection of all monies
- ✓ Submission of a Tournament report
- ✓ Being added as an authority on the IHNSW State Team Bank account. This account must be used for all cash and monies received.
- ✓ Issuing receipts for all players' contributions including airfare, accommodation and uniform.

COACHING AND MANAGEMENT TEAM

IHNSW selects and appoints Managers and Head Coaches from applicants each year. Secondary appointments approved by IHNSW and on the recommendation of the Head Coach and Manager include Assistant Coach and Equipment Manager. Optional positions of Team Medic and Assistant Manager must be approved by IHNSW Representative Team Portfolio Director Dawn Watt.

All Officials listed on a team sheet are required to be registered with IHA as a Non Playing Official (as a minimum). IHA has a requirement for a level one coach (Head Coach) as a minimum on state team benches. No more than five Officials are allowed to be listed on the team sheet.

All Team Officials must be 18 year of age or over.

DOCUMENTATION

There are a number of documents and forms that are required to be completed by the players and officials.

These include:

IHNSW Representative Player Agreement
IHNSW Medical Authority Release Form
IHNSW State Players Code of Conduct
Child Protection Prohibited Employment Declaration Form
Therapeutic Use Exemption (TUE) Forms where necessary

The below are required for state teams only:

IHA Player Entry Form (IHA 14.17.3 Team Registration) - DUE 30 DAYS FROM TOURNAMENT TO IHNSW
IHA Officials List (IHA 14.17.5 Team Officials Registration) - DUE 30 DAYS FROM TOURNAMENT TO IHNSW

IHA forms are required to be completed and forwarded to IHNSW no later than five (5) weeks prior to the commencement of the tournament to allow for processing and forwarding to IHA. All forms must be submitted to IHA by IHNSW one month prior to commencement of the tournament.

All other forms are required to be completed by players and/or parents where the player is U/18. These forms must be completed before departure to the tournament and returned to IHNSW.

Please aim to have all forms filled out at the first training after the team is announced.

DRUG TESTING

Players should be aware that the De Fris and older age groups can be required to undergo drug testing at the discretion of ASADA. We direct players to complete a Therapeutic Use Exemption form (TUE) when they are being prescribed prohibited medicinal drugs. Players who are insulin dependent diabetics or are being prescribed some asthmatic medications fall into this category and unless this form is lodged with IHA, the player will be banned from playing ice hockey. Players should be directed to the ASADA website www.asada.gov.au to ensure they are not taking prohibited substances and be aware of recreational drugs that are prohibited.

STATE TOURNAMENT ENTRY FEE

The team is required to pay a tournament entry fee to IHA before the tournament. This is currently \$1100.00 GST inclusive. The fee is to be forwarded to IHNSW together with the paperwork for IHA no later than 5 weeks before the tournament.

COLLECTING MONEY

Whenever possible, collection of money should be by automatic bank transfer. With the exception of tryout fees, there is no reason for players to pay trainings or trip fees by cash. All players should be given receipts as proof of payment.

At all times try to have IHNSW invoiced for training ice so that a direct deposit can be made. Alternatively, if a team bank card has been issues, EFTPOS maybe be used. If a rink requires cash or EFTPOS, be sure to ask for a receipt as proof of payment.

FINANCES

IHNSW provides a bank account to be used for all team funds. The manager is required to use this account for team expenses wherever possible. The manager will be required to identify themselves to the appropriate bank to gain access to the account.

For reporting purposes, IHNSW will supply a spreadsheet which must be used to collate all income and expenses for the team including tryouts, training, tournament income and expenses.

It is essential the bank account supplied by IHNSW is used and the team report supplied in the format required by IHNSW.

The Manager's role includes responsibility for organising finances to cover team expenses. Expenses are divided equally amongst the players.

Funding by players of the Head Coach's expenses:

- Return Air fare
- Accommodation (see note below)
- Meals at the tournament (state only – not Ice Crocs)
- Transport in team bus

Note: Funding by the team for return airfare is permitted only when the Head Coach is a not a parent of any Team Member. Coach accommodation will only be paid for by the team where the Coach is a cabin parent in the team accommodation – i.e. players will be in the same apartment/cabin. (For Friendship Ice Croc Teams, accommodation is paid for by the hosting country.)

Funding by players of the manager, assistant coach, and equipment manager's expenses:

- Accommodation (see note below)
- Meals at the tournament (state only – not Ice Crocs)
- Transport in team bus

Note: Funding by the team is permitted only when the officials act as cabin parents. (For Friendship Ice Croc Teams, accommodation is paid for by the hosting country.)

There will be NO funding by team members of the Team Medic and Assistant Manager's expenses UNLESS one of them is required to be a cabin parent in a 5th cabin. In that case, accommodation and bus transport ONLY will be provided – not meals with the team. There will be no funding for these positions by an Ice Crocs Team.

Spouses of officials can only be accommodated in the cabins with teams if they too are an official. If they are not an official, permission must be sought by IHNSW. In this situation, the spouse must contribute to the cost of the accommodation. Any spouse that is accommodated with the team must complete a Working With Children Check. All travel and meals will be at their own expense and will not be done with the team unless they are a team official.

For Ice Crocs Team, IHNSW will select a Chef De Mission to accompany the team. IHNSW will provide funding of \$3500 to cover this position. All other costs are the responsibility of the individual. Whenever possible, this position should be held by the Assistant Coach or Equipment Manager to lessen the cost to IHNSW.

All officials MUST pay for their own uniform and entertainment (ie. movies or laser tag).

Expenses to be included in the budget are:

- ✓ IHA Tournament Fee \$1100
- ✓ Tournament Bus transport (including fuel and tolls)
- ✓ Accommodation
- ✓ Meals – budget \$50 per day for Peewees, \$75 per day for Bantams and Midgets
- ✓ Entertainment
- ✓ 5% Contingency for unexpected expenses.

TRAVEL

The Team Manager is required to organise all travel to and from the tournament for the team. This may include air travel.

IHNSW's preferred Travel Agent is Melanie Kelaher. She has been involved in many travelling teams for IHNSW and IHA, including world championships. If you wish to use another travel agent, please have Melanie check your quote to ensure we are getting the best deal for the team. If Melanie can beat this quote, then you will be required to use her.

Melanie Kelaher – Allsorts Travel 0412 139 550 melanie@allsortstravel.com.au

NSW state teams will arrive no earlier than the day before the tournament starts and depart no later than the day after the Grand Final. This ensures that the players do not have to take extra time off work/school and to keep costs to a minimum.

Ice Crocs teams will likely arrive earlier to play exhibition games and get over jetlag. This time frame is at the discretion of the coach.

In some cases parents may wish to organise for their child to travel independently from the team. For those team members travelling separately to the team, parents/players should arrange to meet the team at the airport, or at the Team accommodation. The Team Manager should ensure that the parents are aware that it will be the parents' responsibility to ensure their child arrives at the agreed location to join the rest of the team and that the team management is not responsible for that player until they join the team at the agreed location.

In all cases, the manager must stay with the team for the duration of the trip. This is especially important for Ice Crocs teams. Managers must not plan to extend their stay and leave the team in the care of other officials.

UNIFORMS

The Manager is required to organise player uniforms. IHNSW's Uniform Supplier is PHA Promotional ph: 9882 3001. Ken Lambert is the contact for Uniform Supplies. To recognise the achievement of being selected for a State Team, uniforms are only to be supplied to players and Officials listed on the Team Sheet. Supporting parents and siblings MAY NOT wear official clothing. For Ice Crocs, parents may wear a jersey or beanie only, provided it is the same name and number as their child. Siblings may not purchase jerseys.

Jersey numbers are allocated to players. Players who have represented IHNSW at previous tournaments are given first preference to the allocation of numbers and normally retain that number throughout their representative career.

Uniform costs are born by each player individually.

The IHNSW State uniform consists of:

- ✓ NSW Jersey (compulsory)
- ✓ NSW Socks (compulsory)
- ✓ NSW navy track suit pants x 3 (compulsory)
- ✓ NSW navy Jacket (compulsory for Bantam, Midget, and Brown)
- ✓ NSW navy polo shirt x 3 (compulsory)
- ✓ NSW navy long sleeve polo shirt x 1 (required for cold weather climates only)
- ✓ NSW navy Hoodie (compulsory for Peewee and Bantam Only)
- ✓ NSW Beanie (optional – coach decision as must be whole team or not at all)
- ✓ NSW ball cap (optional – coach decision as must be whole team or not at all)
- ✓ White Helmet compulsory
- ✓ Black pants or jeans (compulsory for Bantam, Midget, and Brown)
- ✓ Chambray blue long sleeve dress shirt (compulsory for Bantam, Midget, and Brown)
- ✓ Tie (compulsory for Bantam, Midget, and Brown)

It is expected that all team officials will be suitably attired in team uniform. Track pants, hoodies, and jackets are suitable for Peewee officials. Track pants, hoodies, and jackets are suitable for travel and team events for Bantam, Midget, and Brown tournaments. Formal attire must be worn to games for these older age groups.

The IHNSW Ice Crocs uniform consists of:

- ✓ Ice Crocs Home and Away Jersey (compulsory)
- ✓ Ice Crocs Home and Away Socks (compulsory)
- ✓ Ice Crocs apple and navy Tracksuit jacket (compulsory for Friendship)
- ✓ Ice Crocs navy winter snow jacket (compulsory for Quebec)
- ✓ Ice Crocs navy track suit pants x 3 (compulsory)
- ✓ Ice Crocs apple and navy polo shirt x 3 (compulsory)
- ✓ Ice Crocs Grey Hoodie (compulsory)
- ✓ Ice Crocs Beanie (compulsory)
- ✓ Ice Crocs ball cap (optional – coach decision as must be whole team or not at all)
- ✓ White Helmet compulsory

It is expected that all team officials will be suitably attired in team uniform. Formal attire is not required for Ice Crocs officials.

Please note that Quebec and many Friendship Host countries will experience extremely cold clients. Ensure all players have appropriate thermal attire, face protection (ie. scarf), gloves, and winter boots (particularly for Quebec).

SPONSORSHIP

IHNSW does not contribute to the funding of any state or Ice Crocs teams. Individual and team sponsorship may be sought by the manager and team members. The Executive Officer of IHNSW supplies letters for this purpose. Ice

Crocs jerseys may be altered with a team logo should a significant team sponsor be secured. State team jerseys must not bear any sponsorship logos. Sponsorship logos must not be placed on team clothing.

IHNSW subsidizes teams travelling to Western Australia by refunding after attending the tournament \$100.00 each to the players, Manager, and Head Coach.

FUNDRAISING

Fundraising events for teams must be in good taste and approved by the IHNSW Representative Team Portfolio Director Dawn Watt.

FIRST AID AND NSW FLAG

The Flag is generally used in Opening and Closing Ceremonies at both state tournaments and Ice Crocs Tournaments.

The First Aid Kit and Flag can be picked up from IHNSW.

Any supplies used during the tournament are to be replaced with new supplies and paid for from team funds. At the end of the tournament the kit is to be returned to IHNSW to be passed on to the next travelling team.

TRANSPORTATION

Bus transportation is the cheapest transport for a team. It is essential that a team official or parent has a heavy vehicle licence. 25 seaters are available from all states and countries and can be rented in conjunction with a trailer to transport the hockey bags and sticks to and from the airport, accommodation, and rink. If you do not have a parent with the appropriate licence then the next best option is generally 2 x 12 seaters plus trailer. This does not require a special license.

If your bus driver is a parent who is not a team official, meals with the team will be paid for out of team funds as compensation. The bus driver is not to be paid.

It is MANDATORY to pay the extra daily rate to reduce the insurance to the minimum excess in case of an accident. Any excess will be payable from team funds, not the driver of the vehicle.

ACCOMMODATION

IHNSW has adopted the Cabin Parent system for all minor hockey age groups (Ice Crocs, Pee Wees, Bantams and Midgets). This involves allocating a Cabin parent from the Team Officials. All adults taking on the role of Cabin parent, and Midgets over 18 are required to complete a Child Protection Volunteer Student

Declaration Form and be registered as a minimum with IHNSW as an Active Volunteer.

Accommodation costs are to be shared equally amongst the players.

For adult age teams (Brown) partners of players or team officials are not permitted to share team accommodation.

MEALS

Meal times and types of meals, either eating in or dining out, are to be organised in conjunction with the Coaching staff. Breakfast, fruit, and snacks should be provided to each room of accommodation.

ENTERTAINMENT

Entertainment should be appropriate for the age group and should not be excessive in cost. Examples include Laser Tag, movies, mini-golf, 10 pin bowling, etc.

Team funds may be used to procure a videographer to record the Grand Final should the team be successful in securing a spot in this game. Quote must include a DVD or USB copy of the game for all players and officials.

ALCOHOL – STATE TEAMS

All NSW U/18 players are not permitted to consume alcohol whilst away representing IHNSW. Alcohol can be an issue on the last night of the tournament in particular. It is strongly advised on the last night to take the Tange players out so as to avoid issues with supervision and alcohol.

It is recommended the teams are reminded before the tournament and on the last night of the U/18 no alcohol requirement by both the Manager and the Head Coach. The players should be closely monitored on the last night and any alcohol being consumed by adults in attendance is kept in sight of adults and away from players. It is also advisable to be cautious if mixing with other state teams. Some states do not have the Child Protection Laws in place as NSW law does.

If a U/18 player is found to have consumed alcohol whilst a member of the team it is the responsibility of the Team Management to handle the situation in an appropriate manner and advise IHNSW of the incident. IHNSW will determine if the situation requires further investigation and if further disciplinary action against the player is warranted. The Manager and Head Coach will be asked to participate in any additional investigation of alcohol consumption.

There have been complaints made to IHNSW and the Dept of Sport & Rec by parents in the past relating to alleged alcohol issues. All complaints are taken seriously by IHNSW and will be investigated. We cannot emphasize enough that there is zero tolerance of alcohol consumption by U/18 players who are representing NSW.

Alcohol consumption by officials is permitted with evening meals and in a social situation on the last night of the tournament, provided the abovementioned practices are followed. There will be no consumption of alcohol in the cabins.

DAMAGES

Any damages incurred by IHNSW team members are to be settled from team funds and deducted from those players who caused the damage. If the amount of damage is greater than the final individual refund at the conclusion of the tournament, the player/s responsible are required to pay the difference. If payment is not received the player will be prohibited from participating in IHNSW sanctioned matches until the debt is repaid.

TOURNAMENT REPORT INCLUDING FINANCIAL REPORT

The Team manager will supply IHNSW a complete report within 10 weeks of the final game of the tournament

The tournament report should include:

- ✓ Team list with Captains and Officials
- ✓ Tournament outcome e.g. Champions ranked in order to last team
- ✓ MVP for each state
- ✓ Players statistics
- ✓ Accommodation used by the team
- ✓ Damages if any incurred
- ✓ General conduct of the team

Statistics can be obtained from the IHA website, printed and included directly in the report.

The Financial report will be prepared on the IHNSW spreadsheet and includes:

- ✓ All income derived in relation to the team including tryouts, uniform, training, tournament charge etc
- ✓ All training expenses
- ✓ Any expenses relating to the team attending the tournament (Bus, Accommodation, meals, first aid items purchased, uniforms, entertainment, etc)

- ✓ Receipts/Invoices must be retained and handed in with the report to IHNSW. Please also include the cash receipt book.
- ✓ List detailing how the refund to players is to be paid. Any individual expenses occurred whilst attending a tournament are to be deducted from players refund (e.g. mouthguard / neck guard replacement etc)

I _____ in the position of Team Manager for the 20__ IHNSW
_____ Team, have read the following statement and agree
to abide by all the conditions and the duties listed above.

Signed

Date