**Hutt United Managers Duties**

Our Club team managers role is to help the coaches with players communication availability and uniform/equipment along with being the person who manages the teams interface with the club. This is a guide for areas that managers are responsible for:

**WHA Open grade rules**

You should familiarise yourself with the current open grade rules. It is the managers role to ensure the rules are adhered to and to provide advice to the coach if required. The Open Grade Rules can be accessed [here](https://sportlomo-userupload.s3.amazonaws.com/uploaded/galleries/13729_uploaded/61bf890aa03e6588abb6b48b3e1ed3d271cbc308.pdf).

**Player Registration**

All players must be registered before they take the field. If a player isn’t registered in time, they must be approved by WHA before they can play so don’t expect Friday afternoon turnaround. Each team’s Manager and Coach will be provided with a list of all the registered players. It is players responsibility to register. If you or players need assistance with this contact the Club Secretary) using the club email (huttunitedhockey@gmail.com). Players who join later in the season can just be registered when they show up except not within the last four weeks of the competition.

Please ensure you monitor players who play up for another team. The rules are that the player has to play more games for the team they are registered in than the team they are playing up for. For example, if they play five games up, they would have to play at least six games for their current team.

**Team Cards**

Managers are responsible for ensuring that the team cards are filled in before the game (and pass it to game official), that the card only lists 16 (P1 exception is 18 if they have 2 goal keepers) registered players, after the game-ensure the card is completed accurately (goals, scorers, result, if GK is playing down in the field identify them, Health and Safety incidents and penalty cards.) The cards can be collected from outside the Umpires Room at NHS, and outside the changing rooms at Fraser Park, Kapiti, and Elsdon.

**Monitoring of Penalty Cards**

Team managers should keep a running total of penalty points accumulated by players in their team. Anyone who has 6 points should be identified to the Club Captain to take corrective action. If any player reaches 12 points or gets a red card the Club must be advised by the end of the weekend (huttunitedhockey@gmail.com). WHA send out regular reports which identify anyone that reaches 6 points. This will be passed to you if required.

**Game results**

Managers will need to submit the game result to WHA each week by replying to the text sent each week from the Sports LoMo system. Only the team on the left side of the Sports LoMo draw gets the text. The other team should check that the first team entered it correctly. If the SportsLomo result is incorrect email the club secretary (huttunitedhockey@gmail.com) and they will advise WHA.

**Subs**

The Treasurer is responsible for invoicing of merchandise (hoodies, socks etc) and subs. They will do the initial follow up of invoices. Players who don’t respond or don’t pay will be drawn to the managers attention for follow up. Players may be deemed un financial and therefore unable to play.

There is a casual sub available of $100. This allows for registration and three games. After that the player is charged $20 a game. This requires team managers to advise the club of who the casual players were that played each week.

Managers should remind players that the first $100 is due by (2021 date to be set) and the rest of their subs are due to be paid by 30 June unless a payment plan is arranged with the Treasurer. (via Club email)

**Weekly email to Club**

This should cover casual players, game results and any incidents/issues that the manager or coach want drawn to the club’s attention. The results are used to do a club facebook entry and the casual player info is sent to the Treasurer.

**Trophies/ Prizegiving**

Later in the season managers will be asked to submit the team nominations for trophies etc at prizegiving. There are highest goal score awards, along with hat tricks so managers need to keep a list of goals scored by whom each week.

**Uniforms and Equipment**

Each team has been issued with a set of uniforms and equipment. Anyone wanting a list of what was issued can request that from the club email. If a player needs a pair of socks, they can order those through the club and will be invoiced. The Manager needs to make sure each player has the correct maroon socks to go along with their issued playing top and black skirt/shorts.

Before the last game, the club will be in contact about how the uniforms will be collected. It is important that the manager knows what items everyone has. Please note that the team will be billed for any missing balls (up to 2 will be ignored) Teams issued with Kookies need to return Kookies.

If there are any uniform/equipment issues during the season let the club know. Managers should carry spare shirt shorts/skirt in case of forgetful player/blood injury plus 2 pairs of club socks.

**First aid/Ice**

Each team has been given a first aid kit. If you need it refilling please advise the club. Managers should ensure that the first aid kit plus ice (ice packs or ice spray) is taken to every game due to the lack of supplies at the turfs.

**Contact Information for Players**

Players are supposed to update their information when they register. Each coach has been provided a list of players details per the registration system for the Coach and Managers use.

**Alternative Uniform**

We only need to wear an alternate shirt when we play Naenae. There is a women’s and men’s set of white shirts if you require them. If alternate socks are required players should wear black socks. There is a club set available for use if required, just contact the club with two weeks’ notice.

**Umpire**

Managers should check the WHA draw each week to ensure they have umpires appointed or organise their own umpire. Premier teams should have umpires allocated. Reserve grades usually need to find their own. The Mens and Womens club captains are responsible for arranging a P1 or P2 player to umpire the R2 games each week.

**Bad Weather**

In the rare event that games are cancelled WHA will advise this via their facebook page and email to our club email. This will be reposted on the club page as soon as the message is received. You will need to advise your team. The same would apply to training. Anyone needing to cancel a training needs to advise the club as soon as possible. We are invoiced for all practices and will only avoid being charged if at least 1 weeks’ notice is given.

**Merchandise**
Facilitate merchandise orders –take orders, and send them to the club email and hand them out when received.

**Fundraising/Events**

To help keep costs down and to develop club culture the Club will have events during the season including a club day on (2021 date to be set. We will be asking managers to help communicate the events and encourage attendance.