

WAIKATO LACROSSE ASSOCIATION



MANAGERS' MANUAL 2018

Thank you for volunteering as the Waikato Lacrosse Association Team Manager. Being a team manager is an important role and contributes to the success of all our representative teams. The prime role of the manager is to facilitate communication with the team. The manager is the liaison between coaches and the parents. Your knowledge and support with the team makes the job easier for all. A manager becomes a vital source of information for players, parents and coaches.

This manual will help you understand the duties and responsibilities of being a manager. Communication is crucial in this position. You must be available by telephone and email, checking it regularly and responding promptly to all requests clearly and concisely. At tournaments – communication via cell phone – mobile or text is also recommended.

General Responsibilities and Duties

Managers are responsible for the administrative duties of the team. The coach and manager work together on all aspects of the team, except coaching duties. You look after the organization and communication with parents regarding the team schedule and functions as directed by the coach. Following is a list of duties:

1. Go to the WLA website: <http://waikatolacrossenz.ipage.com> and familiarize yourself with all the documents, which include the Health & Safety, Code of Conduct, Complaints, and Concussion policies, all of which can be found on the info/forms & documents link.
2. Coordinate with the coaches to organize a meeting with players, and parents if you have players 16 and under, to run through the WLA code of conduct, the approximate tournament costs, and payment expectations, and anticipated travel arrangements. Discussion regarding commitment level and general expectations can be reviewed. This meeting can be short and brief at the end of an early representative season practice – generally second or third practice at the latest. Talk about how many events you plan on attending and the general costs of the events. (see the travel section below). Collect/confirm all contact information at this time: parent names, emails, phones, cell phones. The WLA Representative Director will provide you with a link to a Google Drive folder which will include spreadsheet with players details that can be confirmed, and all forms that are required to be filled

out by the players. These include: Health and Medical, Player Contract, and Emergency Contact forms.

3. Make sure that each **player is registered** with WLA and that their fees are paid up to date. Any players who owe money to WLA will not be eligible for a representative team until such time as they have no debt outstanding.
4. Establish an **email distribution** list for the team and create a Facebook group page. Sometimes each parent/guardian has their own email and you can ask if one could be sent to both emails.
5. Collect the **Code of Conduct** form from each player and keep it in a binder. Forms are available on the club website.
6. If travelling overseas, please collect a copy of the front page of each players **Passport**. These are essential for air travel and playing at International tournaments, as proof of players age may be required upon arrival.
7. In coordination with the Health & Safety Officer, please organize a **Police Check** for Coach, Assistant Coach and Manager, if there is no current one on record.
8. Create a Representative Team budget, make tentative bookings for any accommodation and flights required as early as possible after discussion with the Representative Director. Your budget needs to include:
 - a. Travel and accommodation costs for the players, coach, assistant coach and manager.
 - b. Coach and Assistant Coach fees, being \$300 & \$150 respectively to cover their travel costs to and from trainings.
 - c. Van rental (ensure quotations include reduced excess, and cover any drivers 21 and over, if not all over 25)
 - d. Training ground costs, if any.
 - e. Food and refreshment costs (sometimes dinner is not included).
 - f. Tournament fees.
 - g. Medical supplies.
 - h. Insurance.
 - i. Any international bank fees.
 - j. Welcome pack (if supplied by tournament)

Every effort should be made to keep the costs as low as possible. Ie: if there are two teams in the same age group traveling to the same tournament, managers should work together to reduce costs, e.g. If coaches/assistant coaches/managers are of the same gender, then they are to share a room.

9. Before confirming bookings, present budget to Representative Director so that it can be approved by the WLA Executive.
10. Regarding booking accommodation, please ensure where ever possible that free WiFi is included as players may have school internals they need to work on while on tournament. This should be negotiated into the accommodation cost, rather than paying an extra fee.
11. The budget needs to be approved by the WLA Executive and presented to players and parents at least six weeks prior to travel, with full payment required at least four weeks prior to the tournament. The WLA Treasurer will provide you with the appropriate bank account details that you can provide to parents/players for payments.
12. **Recruit other parents** to help with various duties, if you would like assistance. Some of the duties are:
 - Uniform tracking, care and cleaning
 - helping and providing food for home tournaments, or organizing the purchase of food at away tournaments.
 - Posting the scores on the Facebook page, or doing some live streams at the tournament (they would need to be an admin on the page)
 - fundraising for your team
 - first aid portion at events (taping, injury assessment etc) – not required but nice to have
13. **Distribute representative uniforms** and record numbers that each player has. When handing out uniforms – hand out the largest size to the largest/tallest people on the team. It is much easier for a team member to wear a shirt slightly too large vs one that is too tight. Add this uniform register to the Google Drive folder for your Representative team. Collect the uniforms from the players at the end of the season. Managers should always bring a spare uniform to tournaments as they are required in case a replacement is required.

14. Make sure that you register for tournaments, and work with the WLA Treasurer to ensure payment is made for your team entry fees in the tournament.

Travel

Players stay together as a team, unless the tournament is local, in which case, to save costs, players can stay at home. If travelling, then shared sleeping arrangements among teammates, ensures there is less costs to the families. Drivers over the age of 25 are preferable to reduce rental van costs, however drivers over 21 years of age will be considered, but will require approval by the WLA Executive.

Accommodation

It is important when staying out of town that the team stays at the same facility, but when this is not possible, the manager should obtain phone/cell number for any players not staying at the same place. This is important in the event of tournament schedule changes. Managers or the parent responsible for team bookings are responsible for reserving hotel block booking at tournaments. PLEASE DO THIS EARLY AS POSSIBLE AS ROOMS BOOK UP EARLY. Make sure to send out deadlines for each tournament and info on the block of rooms that have been booked and the location. You also need to determine which players are in rooms together.

Travel to Australia

Each player, coach, assistant coach and manager travelling must have a valid passport that has at least three months remaining from the time of travel.

Tournament Duties

During the tournament, it is your responsibility to ensure:

- Players welfare is attended too.
- Players have adequate food, refreshments and sleep to enable them to perform to the best of their ability.

- Players adhere to the WLA Code of Conduct, and ensure this is reinforced to them verbally before the tournament begins.
- Manage the travel logistics to ensure your team arrives at the tournament venue at least one hour prior to their games to enable adequate time to warm up.
- Player injuries are immediately attended to, and if medical staff are on-site, ensure injuries are assessed by them if yourself or the players have any concerns.
- Request Health & Safety Incident Reports from the organizers for any injuries that result in players having to either:
 - Leave the field and not be able to continue to play a game;
 - Complain of pain after a game that can be isolated to an on-field incident.
 - Be assessed by medical staff at the venue;
 - Be checked by medical experts at a medical centre, or hospital.
- If at any stage, you are not able to be with the full team, due to player injury, supermarket run, etc. you are responsible for passing your Manager responsibilities onto the Assistant Coach, who will take over your duties until your return.
- Ensure there is always adequate supervision of players who should never be allowed to wander off on their own.

End of Season

You are welcome to arrange an end of season party to close out the representative season, and we recommend you ask your players and their parents if one of them would like to host this. It is at the discretion of the team if they would like to do this and all costs will be the responsibility of the players. You can collect clean uniforms at that time and return them to the Representative Director.

Alternatively, remind players to bring an extra shirt at the end of their last game of the season. The coach/manager will then collect uniforms after the last game and wash them prior to returning to the Representative Director.

Contact the Representative Director to return your balls, uniforms and first aid kit within 2 weeks of your last game.

Thank you for all your time and effort, it's greatly appreciated!



Manager Checklist

Description	Completed	Link/Note
Player/Parent Meeting		Set up
Player information/registration		Info from Rep Director
Fees paid		Info from Treasurer
Team		
Collect Code of Conduct/H&S forms, etc. from players		
Collect Passport Photocopy from players (if travelling overseas)		
Collect Criminal Record checks		
Uniforms assigned		
Parent Volunteers		
Uniforms		
Fundraising		
First Aid		
Tournaments		
Registration for Tournament		
Accommodation		
Flights (if required)		
Rental Vans (if required)		
Fees Collected		
Food and Refreshment Plan		
Medical Supplies/First Aid Kit Organized		