



SOUTH AFRICAN GRAND MASTERS HOCKEY ASSOCIATION (SAGMHA)

SAGMHA – Team Manager Job Profile W.C. 2022- 31 JULY 2021



World Masters Hockey



SOUTH AFRICAN GRAND MASTERS HOCKEY ASSOCIATION (SAGMHA)

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SOUTH AFRICAN GRAND MASTERS HOCKEY ASSOCIATION (SAGMHA)

INTRODUCTION

This document will address the Expected Roles and Responsibilities of the SAGMHA World Cup / International Manager.

OBJECTIVE

To articulate and clarify the Job Profile (description) and agreed measurable outputs of the Team Managers for the SAGMHA Ladies and Men's hockey teams, who participate and represent South Africa at the WMH World Cup Tournaments and/or any other WMH sanctioned international tournaments at which SAGMHA/SAMHA teams participate.

- Team managers will in addition to the above, be required to fulfil their duties at SAGMHA Training Camps and where logistically possible, Regional Training Sessions.

This document has been drafted so that prospective applicants understand the requirements of the SAGMHA Managerial Role.

SAGMHA MANAGER PROFILE

Professional conduct and behaviour

The SAGMHA Manager is not only a key ambassador for the SAGMHA team but also for South African Hockey in general.

Accordingly, the manager's conduct should be above reproach at all times.

Knowledge, Skills, Experience & Competencies

Preferably have had managerial experience of hockey teams at national/provincial and / or country districts level and ideally have attended a number of tournaments in that role. Consequently the manager should have a good appreciation of expected outputs of the position and idiosyncrasies of hockey players and ideally older ones too.

Experienced business managers who have played hockey may also have the competencies to fill this role.

Key Expected Competencies

The following competencies will be taken into account:

- Be an organised, thorough mature person with good administrative skills. Ideally have some business & financial management experience.
- Have good interpersonal and communication skills.
- Be confident and assertive who can stand up to dominant individuals.
- Have good conflict resolution skills which require tact and civility.
- A keen appreciation of the ethos of Grand Masters hockey.
- A sense of humour and an appreciation for the idiosyncrasies of hockey players and older ones at that!



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APPOINTMENT OF THE SAGMHA TEAM MANAGER

Team Managers will be appointed, post the submission of nominees and recommendations from the Provincial Chairmen.

- The appointment process will be based on the submitted submissions/and recommendations and will be reviewed, verified, audited and ratified by members of the SAGMHA Committee.
- Appointed Managers will be notified of their appointment well in advance of the GMIPT (and W.C. Selection Trials).and will be notified via an e-mail signed by the SAGMHA President and the SAGMHA Secretary.
- **The appointment, responsibility and accountability of the SAGMHA Manager commences from the date of appointment. and terminates when the teams arrive back in South Africa, after the Hockey World Cup/ International Tournament AND once the REPORT BACK and if applicable, final accounts reconciliation has been effected and signed off.**

SAGMHA will communicate the names of the appointed team managers to the broader SAGMHA community as soon as the appointed manager has confirmed acceptance of the SAGMHA Manager Job Profile in writing.

PRIMARY SCOPE OF THE APPOINTMENT

- To provide the SAGMHA hockey team with guidance, administration, organization facilitation and management expertise
- To ensure that a well prepared, competitive, professional, S.A. team represents S.A. at any future International Hockey Tournament.
- To complement and ensure a close working relationship with the appointed Team Coach, whose primary tasks will be to ensure the team's fitness preparation, team strategies, team tactics and performance in accordance with the agreed SAGMHA Coaches Job Profile, Principles and Procedures.

PRIMARY ROLES OF THE MANAGER

After Appointment, Managerial Duties, Prior to the SAGMHA IPT/Hockey Trials

- Prepare for IPT/TRIALS, squad selection documentation and procedures.
 - Attendance register, name, address and contact details, absenteeism, medical issues/ illness etc.
- Ensure that HE/SHE is well prepared to respond to queries/arrangements pertaining to Training Camps, Regional Training Sessions and preliminary W.C. Tournament Costs and Arrangements.
- Communicate/Meet with the nominated team coach and agree working relationship (roles & responsibilities etc.) as soon as the official appointment of Managers and Coaches has been announced.



SOUTH AFRICAN GRAND MASTERS HOCKEY ASSOCIATION (SAGMHA)

SAGMHA World Cup Selection Principles

- World Cup 2022 Team selections will only be conducted once and at the 2021 GMIPT. Scheduled for October 2021.
 - FIH Tournament rules: In order to be eligible to compete in any Masters competition, a player must be over the designated age limit on the 31 December of the year of the relevant competition
 - As per the above, players participating in the GMIPT 2022 will participate in the age group teams as per the designated age by/on 31 December 2022
- Team squads will comprise of either sixteen (16) or eighteen (18) in addition to four (4) non-travelling reserves.
- Non-travelling reserves will be first choice selections, in the event of withdrawals from the initially selected squad members.
- The exception may apply if 16 squad members are selected and the goal keeper withdraws.
- Absenteeism for Trials must be motivated in writing, clearly stating the extenuating circumstances, prior to the commencement of the trials and must be sent to the relevant Provincial Chairman. These applications will then be endorsed/supported, and sent to the SAGMHA President and SAGMHA Playing Affairs Committee member for discussion and consideration.
- The acceptance of dispensation applications is however **not** a guarantee for selection to a team
- The SAGMHA President and Playing Affairs Committee Member **will review** the absenteeism motivations and if necessary consult with the Team Manager and Coach, prior to acceptance or rejection of the absenteeism motivation.
- Age Group Squad selection will be conducted by independent selectors and input will be sought from the Team coach and Team manager.
- Consult/provide insight in conjunction with the Team Coach, to the Selectors prior to the announcement of the FINAL SQUAD SELECTION.
- The names of the final selected squad members will be submitted to the SAGMHA President and the SAGMHA Men and Ladies Players Affairs Committee Members, for review and prior to official announcement.

- **SAGMHA LADIES AND MEN 60+, 65+, 70+ trial participants must have paid their ANNUAL SAGMHA CAPITATION levies prior to participation in the initial TRIALS.**
- **SAGMHA LADIES AND MEN 60+, 65+, 70+ and 75+ trial participants must have paid their REFUNDABLE COMMITMENT fee of R500.00 prior to participation in the initial TRIALS.**
- **SAGMHA MANAGERS AND COACHES must have paid their refundable commitment fee of R500.00 prior to participation in the initial TRIALS.**

The R500.00 commitment deposit will be CREDITED to W.C. 2022 Costs



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After Appointment and Immediately Post the Trials and Selection of the Hockey Squads at the I.P.T.

“To deliver (seamless) effective team administration prior to and at the World Cup/International Tournament.”

- Arrange a suitable venue to meet and get to know the squad (Manager and Coach)
- Ensure that the selected squad member’s current details, including contact information are accurately documented.
- Ensure that the selected squad member’s conduct a KIT SIZING EXERCISE and that kit sizes are accurately documented and that the squad members confirm their kit details.
- Ensure that the KIT SIZE requirements are handed to the nominated SAGMHA official.
- Squad members will be required to confirm via their signature that their personal and contact details are correct and for POPIA purposes, that they agree that SAGMHA COMMITTEE MEMBERS, MANAGERS and COACHES may have access to their information for purposes of HOCKEY WORLD CUP /INTERNATIONAL TOURNAMENTS arrangements.
- Emphasize the importance of an open and transparent working relationship between the Manager, Coach and the Selected Squad members.
- Brief the selected squad members of the current plans and administrative arrangements pertaining to Future Training Camps, Regional Training Sessions and preliminary W.C. Tournament Costs and Arrangements.

SAGMHA Player Contractual Imperatives and Communications

Discuss and ensure that the players understand and confirm acceptance via a signature, the following:

- SAGMHA “Participation Agreement”
- “Code of Conduct”
- “Required medical information”
- “Indemnity Agreement”
- Fitness Issues, feedback mechanism and recommendations from a physio and/or doctor.
- Any other appropriate requirements, issues or communications that arise.
- **TEAM MANAGERS ARE ALSO REQUIRED TO ADHERE AND COMPLY WITH THE ABOVE.**

Discuss and agree the modus operandi for all squad/team communications before, during and post the World Cup/International Tournaments.

- Ensure that a seamless and efficient communication method is established with all the relevant parties.
- Respond timeously to communication on all relevant matters
- IT IS HIGHLY RECOMMENDED THAT MANAGERS INSTITUTE A SOCIAL MEDIA COMMUNICATION VEHICLE FOR THEIR TEAM. e.g. WhatsApp Group
- MANAGERS TO INCLUDE PRESIDENT AND SECRETARY ON THE WhatsApp Group communication (Will facilitate urgent/important communications)



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Post the initial trials and selection process, arrangements for training camps

Accountability and Outcome

- Manage and communicate the logistical and financial requirements pertaining to the planned training camps. (Accommodation arrangements, date of arrivals, transport to and from the airport, playing attire and costs relating to all of the mentioned activities)
- Monitor the fitness and medical conditions of the squad, members, via regular communication and/or reports.
- Provide input to the coach regarding the player's fitness levels, medical conditions, behaviour record if applicable any issues of which the coach ought to be aware.
- Arrange to meet with the W.C. squad members prior to the commencement of the Training Camp
- Discuss the latest W.C. 2022 tournament costs accommodation principles, obligations & arrangements;
- Discuss planned flight arrangements for the tournament.
- Discuss proposed dates and venues pertaining to the next Training Camp, if applicable.
- Compile a brief report post the Training Camp, regarding the success/failure of the Training Camp, any player issues and positives.

Post the Initial Training Camp and Prior to Departure to W.C. 2022

Kit Requirements

- Ensure that all the players have their playing kit and as per W.C. TOURNAMENT RULES.
- Manage the kit requirements of the team, bearing in mind that previously selected W.C. players will not be allocated with new player numbers. These players will be allocated their original NUMBER FOR LIFE.
- New players will be allocated new NUMBER FOR LIFE numbers
- Ensure that all clothing issues are appropriately and timeously adhered to.

Overseas Travel Requirements

- Ensure that the players have arranged, scheduled, booked and PAID for their FLIGHT TICKETS
- Ensure that players have applied for Visas and that Visas have been granted.
- Check the entry and exit dates reflected on the Visas.
- Ensure that the players have arranged and purchased travel insurance;
- Proof of insurance is normally required by the country of entrance.
- Compile a list of all players travel dates and flight details, to and from the Tournament.

Additional Overseas and Local Travel Requirements

Medical Requirements

- Ensure that Medical Insurance / Medical Cover has been applied for and/or has been arranged and that proof of the above available upon request. (
- Ensure that chronic medicine etc. certified details are provided where applicable
- Ensure that the necessary medical fitness documentation is populated and handed in.
- **TEAM MANAGERS ARE ALSO REQUIRED TO ADHERE AND COMPLY WITH THE ABOVE**



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World Cup Finances

- Follow up on the SAGMHA payments of all the monies due by the players for the tournament associated expenses and payment deadlines inter alia; accommodation, kit, team levies, contribution to managers/coaches/physio's etc. transport arrangements, ancillary expenses and the payment thereof to SAGMHA
- The SAGMHA TREASURER will provide regular payment statements to the Managers...
- **PLEASE NOTE, UNDER NO CIRCUMSTANCES MUST MONIES DUE TO THE SAGMHA BANK ACCOUNT BE PAID TO ANY PERSONAL AND/OR OTHER BANK ACCOUNTS.**
- IT is anticipated that each player receive an information pack with all this information.
 - **Managers should however compile their own check lists**

General Requirements

- Ensure that WMH/Tournament registration requirements are adhered to i.e. identity documents or passports for age verification.
- Liaise closely with the other SAGMHA team managers, regarding all aspects relating to the preparation for the World Cup/International Tournament.

AT THE WORLD CUP TOURNAMENT

As per the previous statement, the manager is a key ambassador of the team, to both SAGMHA and South African Hockey. Accordingly, the manager's conduct should be above reproach at all times.

- Instil a sense of awareness in the players, together with the assistance of the coach and captain, that the World Cup/International Tournament is an international tournament which requires a higher level of responsibility & commitment to the team that is way beyond that normally exhibited at the annual Grand Masters/Masters tournament.
- On tour the manager shall be responsible for all administrative matters, including the adherence to country specific Laws.
 - "On tour" covers the period from the time the team first assembles to the time that the team officially disbands.
- Ensuring that any financial arrangements with players and other organisations are conducted in a transparent, accountable and detailed fashion.
- Should the manager of a team on an external tour become indisposed, any member of the management team other than the coach shall act as a manager.
- Manage the players' off-the-field behaviour in order to ensure that behaviours are not detrimental to the team's performances and/or reflects poorly on the S.A. teams in general.

Period at the World Cup

Upon Arrival

- Co-ordinate the arrival and departure times of all players
- Liaise with hotel representative
- Obtain the rooming list of all players
- Meet players on arrival asap
- Manage team documentation
- Advise what facilities are available (food/internet connectivity/gym etc.);



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Meetings

- Co-ordinate the initial team meeting
- Instil a sense of responsibility & commitment within the team
- Attend all meetings for managers and keep the players & coach informed regarding team meetings, practices, matches, dining & social activities
- Co-ordinate team de-briefing rooms/whiteboard/paper/pens etc., with the coach, as and when required
- Co-ordinate and advise, well in advance , preferably the previous day, the mode of transport and the times by when players should meet after breakfast each day for departure to the fields or any function/team outing;
- COMMUNICATE ALL THE ARRANGEMENTS PERTAINING TO PRACTICES.
 - Kit that must be worn
 - Transport arrangements
 - Etc.

Finances

- Collect/arrange/co-ordinate the use and control of the team “kitty” and the team rules applicable to its use
- Co-ordinate and control any other financial matters that may arise

Transport

- Co-ordinate team transport, including the optimisation and identification of local travel options, daily routes, departure, pick up/drop off, for all practices/matches/functions/team outings.

Kit

- Advise players the day before matches which strip and other clothing will be worn at or after the next game, accounting for the opposition’s strip.

Food/drink/entertainment

- Arrange the initial team dinner
- Co-ordinate/book team dinners/venues/menu selections each day
- Advise well in advance, preferably the previous day, the venue and time for team dinners
- Co-ordinate daily lunches after games, if required
- Manage alcohol consumption

Practices/matches

- Assist the coach when required
- Co-ordinate with the physio the time and place for pre-match physio treatment, warm ups and warm downs
- Issue badges/handouts to each player to give to the opposition players pre-match
- Control the safekeeping of players’ kit bags/valuables before and during warm ups/warm downs/matches/practices.



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- Ensure drinks are available before, during and after practices and matches.

WMH regulations require a manager to be present on the bench at every game and the Manager cannot be substituted by a player.

General

- Provides a daily interface from the World Cup organisers via the tour leader to the team on all ongoing issues and any changing arrangements vis a vis fixture; WC/Tournament functions; protocols; medical issues; disciplinary issues etc.
 - Manage adherence to the team's commitments regarding games, obligatory social and team functions, daily transport arrangements, off-the-field behaviour etc. Ensure that the team arrives at the various functions ON TIME; is advised of the dress code; knows exactly where to go; where to stand, or queue; and in what Team SA order.
 - Co-ordinate where and when team photos will be taken and how and when the photos will be received. Advise any material changes to the schedule timeously
- Interface between the coach and the match officials as to the nominated team prior to each match.
- Managing any medical issues that may arise with players, inter alia, treatment for injuries requiring hospital visits etc.
- Controlling and managing the teams finances for meals, entertainment etc.(this task may be allocated to a team member)
- Key support to the coach and captain on managing the team and players to ensure adherence to the code of conduct etc.
- Accommodation arrangements will be conducted by a member of the SAGMHA COMMITTEE, prior to the commencement of the TOURNAMENT.
- These arrangements will be communicated to all the Managers/Coaches and Players.
- Please do not change and/or challenge accommodation arrangements without consultation with the allocated member of the SAGMHA COMMITTEE.

POST the WORLD CUP/INTERNATIONAL TOURNAMENT

- Produce a comprehensive report regarding all aspects of the tournament, including the team's performance (including the Team Coach) and behaviour and complement with recommendations for future tournaments.
- Produce if required, a transparent income and expenditure statement which must be audited and available to the SAGMHA COMMITTEE and the players.
- The manager shall submit a detailed report to the SAGMHA Executive Board on the completion of any tour. This shall be done within 30 (thirty) days of the completion of an external tour.
- Participate in any future SAGMHA strategy / planning meetings



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FINANCIAL AND LOGISTICS: Financial & logistical aspects

- **PLEASE NOTE, UNDER NO CIRCUMSTANCES MUST MONIES DUE TO THE SAGMHA BANK ACCOUNT BE PAID TO ANY PERSONAL AND/OR OTHER BANK ACCOUNTS.**
 - **MONIES DUE TO SAGMHA WILL BE CLEARLY SPECIFIED**
- Team specific meal, entertainment funds may be paid into a personal account but it is strongly advised that a secondary person has access to this account and the funds.
 - SAGMHA will not accept accountability for the loss of any personal account monies.
- **THE POSITION DOES UNFORTUNATELY NOT CARRY A SALARY BUT FINANCIAL ASSISTANCE WILL BE PROVIDED AS FOLLOWS:**

World Cup Expenses

- Ideally the manager should have the financial resources to fund their airfares and accommodation expenses.
- However, SAGMHA recognises that this may not always be the reality and every effort will be made to PARTIALLY subsidise certain of these expenses.
- **A Kit Allowance and Pendant/Handout of R3000.00 will be provided for by SAGMHA**
- **The balance of the expenses will be catered for as follows:**
 - **Players contribution =60% of Costs, pertaining to the following:**
 - **Accommodation(SHARED)**
 - **Overseas Flight To and From (OVERSEAS VENUE ONLY)**
 - **Transport To and From the Airport(OVERSEAS VENUE ONLY)**
 - **Managers Contribution=40% of costs pertaining to the following.**
 - **Balance of Kit (additional kit as per managers choice)**
 - **Accommodation(SHARED)**
 - **Overseas Flight To and From (OVERSEAS VENUE ONLY)**
 - **Transport To and From the Airport(OVERSEAS VENUE ONLY)**
 - **Detailed W.C.Tournament Costs will be provided if and when these become available.**

Funds for Team Managers meals and drinks will always be for the account of the manager

Local Training Camps

- **SAGMHA Will refund Managers Costs for attendance of the above**
 - **Local Travel Expenses**
 - **Accommodation R400.00 per day**
 - **Meal allowance of R120.00 per day**

Managers MUST submit bona fide receipts and submit them to the SAGMHA Treasurer for Travel and Accommodation Refunds.

Managers should consult with the SAGMHA Treasurer in the event of queries pertaining to the refunding of any Training Camp Expenses.



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CONCLUSION

This document is intended to provide guidance and assistance to the potential SAGMHA Manager.

The SAGMHA Committee will where possible provide check list documentation in order to facilitate the administration and governance requirements of the SAGMHA Manager.

Team Managers who intend to apply for the SAGMHA Team Manager position are required to provide a resume illustrating their qualifications and experience relating to the above requirements.

Please indicate preference for TEAM MANAGER MEN OR LADIES AND AGE GROUP.

MEN 60+ MEN 65+ MEN 70+ MEN 75+ LADIES60+



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TEAM MANAGER ACCEPTANCE OF THE CONTENTS OF THE SAGMHA – MANAGERS JOB PROFILE W.C. 2022 DATED 31 JULY 2021(Pages 1-13)

MEN60+	MEN65+	MEN70+	MEN75+	LADIES 60+
TEAM MANAGERS NAME and SURNAME.....				
CONTACT DETAILS: E-MAIL ADDRESS.....				
CONTACT DETAILS: CELLULAR PHONE.....				
PERMISSION FOR S.A.G.M.H.A. TO ARCHIVE MANAGERS DETAILS FOR PURPOSE OF POPIA COMPLIANCE REQUIREMENTS: <input type="checkbox"/> YES or <input type="checkbox"/> NO				
TEAM MANAGERS SIGNATURE.....				
COMMENTS:				

NOMINATION ENDORSED BY PROVINCIAL CHAIRMAN
PROVINCIAL CHAIRMAN NAME and SURNAME.....
CONTACT DETAILS: E-MAIL ADDRESS.....
CONTACT DETAILS: CELLULAR PHONE.....
PERMISSION FOR S.A.G.M.H.A. TO ARCHIVE PROVINCIAL CHAIRMAN DETAILS FOR PURPOSE OF POPIA COMPLIANCE REQUIREMENTS: <input type="checkbox"/> YES or <input type="checkbox"/> NO
PROVINCIAL CHAIRMAN SIGNATURE.....
COMMENTS:

COMPILED AND UPDATED BY BARRY FRONEMAN 31 JULY 2021

DRAFT APPROVED BY SAGMHA COMMITTEE 28 JULY 2021, VERIFIED BY ROB BIRT COMMITTEE MEMBER 02.08.2021