



SOUTH AFRICAN GRAND MASTERS HOCKEY ASSOCIATION (SAGMHA)

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



World Masters Hockey



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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 Team Coach.

OBJECTIVE

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

- Team Coaches 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 SAGM.A Team Coach Role.

SAGMHA TEAM COACH PROFILE

Professional conduct and behaviour

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

Accordingly, the Team Coaches' conduct should be above reproach at all times.

Knowledge, Skills, Experience & Competencies

To provide and deliver effective technical hockey expertise to ensure that the team's playing skills and fitness levels are optimized.

- Ensure that a well prepared, competitive, professional, S.A. team represents S.A. at any future International Hockey Tournament.
- Ensure that the team's preparation, strategies, tactics and performance are in accordance with the agreed SAGMHA expectations, job description, principles and procedures.
- Ensure a close working relationship with the appointed Team Manager, who will be responsible for all the administration, communicating, planning, accommodation and finances pertaining to training camps and the Hockey tournament itself
- **In general, possess a keen appreciation of the ethos of Masters/Grand Masters Hockey, a sense of humour and an appreciation for the "idiosyncrasies of older hockey players."**
- The minimum coaching experience required of the Team Coach, is to have coached at a national or provincial level and ideally to have attended a number of hockey tournaments in that role.
- Experience as a Team Coach at the Masters or Grand Masters Cup or International Tournament would be highly beneficial.
- The SAGMHA Team Coach should have a good appreciation of the different hockey playing formats/systems and tactics currently being used nationally and internationally and should possess the ability to adapt and apply these to match the available players' skills and other limitations.(Players of Age 60+,65+,70+ and 75+)



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- To have participated and played at a relatively high level of hockey, ideally at senior provincial level.
- The requirements and key competencies expected of the National Coach are as follows:
 1. Possess the required coaching credentials, experience and qualifications
 2. A successful coaching track record
 3. Availability to advocate justice to the coaching role in both building up to and for duration of the International Tournament.
 4. Have the personal financial resources to meet the requirements and demands of the role **(Financial assistance will be provided, please REFER TO: FINANCIAL AND LOGISTICS SECTION-Page 13 of 14)**
 5. Commitment to the task – ability to dedicate the required time and energy to the role
 6. The ability and available time to communicate with the team squad on a regular basis.
 7. The ability and available time, to travel to scheduled training camps and where logistically possible, attend regional training sessions.
 8. Display a mature nature and exercise excellent interpersonal and communication skills
 9. Ability to plan, implement, execute and monitor training programmes/schedules which should include, playing patterns, skills and fitness programs.
 10. Development of individual players training programmes, pertaining to (9).
 11. Comprehensiveness of plans – achieving a balance between skill, fitness, available resources and team mentality
 12. Ability to adjust and apply modern game thinking to players age group 60+(Ladies and Men)
 13. Ability to introduce practical and strategic thinking mind-set, to the coaching process.
 14. Possess a High level of PEOPLE management skills
 15. Ability to instil discipline when and where required, and simultaneously gain respect of the players and other coaches
 16. Adaptability and flexibility in line with available resources and skills
 17. Ability to get along with people - get buy in and motivate at all levels
 18. Be forceful and decisive, confident and assertive
 19. Display objectivity and honesty to players
 20. Possess good conflict resolution skills which may require tact and civility
 21. Should possess the following additional skills:
 - Coaching Theory
 - Coaching Teams
 - Hockey Athletes
 - Technical Skills For Players
 - Technical skills For Goal Keepers
 - Other skills which may assist to raise the BAR when competing against International Opposition.



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APPOINTMENT OF THE SAGMHA TEAM COACH

Team Coaches 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 Team Coaches 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 Secretary.
- **The appointment, responsibility and accountability of the SAGMHA TEAM COACH 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 COACHES to the broader SAGMHA community as soon as the appointed TEAM COACH has in writing, confirmed acceptance of the SAGMHA TEAM COACH Job Profile

PRIMARY SCOPE OF THE APPOINTMENT

PRIMARY ROLES OF THE TEAM COACH

After Appointment of the Team Coach – Duties Prior to the SAGMHA IPT and Hockey Trials

- Communicate/Meet with the nominated Team Manager and agree working relationship (Roles & Responsibilities etc.) as soon as official notification of Managers and Coaches has been announced
- Liaise closely with the appointed team manager and agree the contents regarding notification/endorsement to all the provinces of squad selection criteria date of IPT date of trials /camps, venues etc., inclusive of approximate cost.
- Provide contact details for future communication purposes.
- Develop pre-training camps practice routines & training exercises, entailing sub group set pieces routines and individual skills exercises, including appropriate fitness routines and exercises, developed in conjunction with the appointed sports therapist.
- These practice routines and training exercises are to be distributed to the squad/team immediately after the initial trials and should form a basis of future player feedback and assessment review.
- Given that the players will come from various provinces these routines are an important component of the team's preparation. Include the warm-up and cooling down exercises after each practice and game



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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 Prior to Commencement of the Trials and Selection of the Hockey Squads at the I.P.T.

- Discuss the preferred/intended future playing game format with the selectors as a guideline for their player selection.

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

- **The Team Coach** to arrange a suitable venue to meet and get to know the squad (Coach and Manager Communications Session)
- Propose appropriate playing systems & tactics to optimise the selected players' skills.
- Emphasize the importance of an open and transparent working relationship between the Team 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. Arrangements
- Communicate the initial and general assessment of the hockey skills of the selected squad and communicate future expectations regarding skills, fitness appropriate playing systems & tactics to optimise the selected players' skills.

SAGMHA TEAM COACH and Players Contractual Imperatives

- **Responsibility of the Team Manager**
- SAGMHA "Participation Agreement"
- "Code of Conduct"
- "Required medical information"
- "Indemnity Agreement"
- Fitness Issues, feedback mechanism and recommendations from a physio.
- Any other appropriate requirements, issues or communications that arise.
- **TEAM COACHES 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 COACHES AND MANAGERS INSTITUTE A COMMON SOCIAL MEDIA COMMUNICATION VEHICLE FOR THEIR TEAM. e.g. WhatsApp Group
- MANAGERS/COACHES TO INCLUDE THE SAGMHA PRESIDENT AND SECRETARY ON THE WhatsApp Group communication (Will facilitate urgent/important communications)

Motivation

Ensure that the team and the individuals are optimally motivated in preparation for TRAINING SESSIONS, TRAINING CAMPS and all GAMES, prior to the INTERNATIONAL GAMES.



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

Accountability and Outcome

- Prepare for subsequent training camps and communicate expectations and format of the training camp
- Establish regular communication with the Regional Provincial Training Leaders.
- Monitor the fitness and medical conditions of the squad, members, via regular communication and/or reports.
- Liaise closely with the other SAGMHA team coaches regarding coaching techniques, fitness, training experiences etc.
- 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

- **Responsibility of the Team Manager**

Overseas Travel Requirements

- **Responsibility of the Team Manager**

Additional Overseas and Local Travel Requirements

Medical Requirements

- **Responsibility of the Team Manager**
- 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 COACHES ARE ALSO REQUIRED TO ADHERE AND COMPLY WITH THE ABOVE.**

World Cup Finances

- **Responsibility of the Team Manager**

General Requirements

- **Responsibility of the Team Coach**
- Liaise closely with the other SAGMHA COACHES, regarding all aspects relating to the preparation for the World Cup/International Tournament.

AT THE WORLD CUP TOURNAMENT

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



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- Instil a sense of awareness in the players, together with the assistance of the Team 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.
- Gather intelligence and game tactics regarding the opposition teams
- Strategize with the team captain and senior players, the playing system/formation & tactics for each game.
- Convey recommendation regarding the above, to the team during team discussions and insist on team comments.
- Motivate the team prior to and during the game and provide observation and recommended direction during the game.
- Manage the warm-up and cooling down exercises for each game.
- De-brief the team after the game as to how the team performed and to what extent the team's performance has improved or not.
- **On tour the Team Coach shall be responsible for all coaching related administrative matters.**
 - **"On tour" covers the period from the time the team first assembles to the time that the team officially disbands.**
- **Should the coach of a team on an external tour become indisposed, any member of the team other than the manager shall act as the team coach.**
- Co-Manage the players' off-the-field behaviour in order to ensure that behaviours are not detrimental to the team's performances and/or reflect poorly on the S.A. teams in general.

Period at the World Cup

Upon Arrival

Responsibility of the Team Manager and/or Team Coach

- 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.);

Meetings

Responsibility of the Team Manager

- 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



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- 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 and/or or any function/team outing;
- COMMUNICATE ALL THE ARRANGEMENTS PERTAINING TO PRACTICES.
 - Kit that must be worn
 - Transport arrangements
 - Etc.

Finances

Responsibility of the Team Manager

- 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

Responsibility of the Team Manager

- 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

Responsibility of the Team Manager

- 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

Responsibility of the Team Manager

- 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

Responsibility of the Team Manager and/or Team Coach

- 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



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- Control the safekeeping of players' kit bags/valuables before and during warm ups/warm downs/matches/practices.
- Ensure drinks are available before, during and after practices and matches.

WMH regulations require a Team Coach to be resident on the bench at every game and the Team Coach cannot be substituted by a participating player.

General

Responsibility of the Team Manager

- 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 team cash kitty
- 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 WC/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.
- The COACH shall submit a detailed full 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

As per the above mentioned sentence (Page 5 of 14)

THE POSITION DOES UNFORTUNATELY NOT CARRY A SALARY BUT FINANCIAL ASSISTANCE WILL BE PROVIDED AS FOLLOWS:

World Cup Expenses

- Ideally the Coach 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)**
 - **Team Coach's Contribution = 40% of costs pertaining to the following.**
 - **Balance of Kit (additional kit as per Team Coach's 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 Coach meals and drinks will always be for the account of the Team Coach.

Local Training Camps

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

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

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

CONCLUSION

This document is intended to provide guidance and assistance to the potential SAGMHA Coach. The SAGMHA Committee will where possible provide check list documentation in order to facilitate the governance requirements of the SAGMHA Team Coach.

Team coaches who intend to apply for the SAGMHA Team Coach position are required to provide a resume illustrating their qualifications and experience relating to the above requirements. Please indicate preference for TEAM COACH MEN OR LADIES AND AGE GROUP.



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

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

COMPILED BY BARRY FRONEMAN 31 JULY 2021

VERIFIED AND APPROVED BY ROB BIRT (SAGMHA) COMMITTEE MEMBER) 02 AUGUST 2021