



SA Masters Hockey Association

International Manager Portfolio Duties and Responsibilities

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INTRODUCTION

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

OBJECTIVE

- To articulate and clarify the Job Profile (description) and agreed measurable outputs of the Team Managers for the SAMHA 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 SAMHA teams participate.
- Team managers will in addition to the above be required to fulfil their duties at SAMHA Trials, training camps, regional training sessions and SAMHA tournaments.
- This document has been drafted so that prospective applicants understand the requirements of the SAMHA Managerial Role.

SAMHA MANAGER PROFILE

- Professional conduct and behaviour
- The SAMHA Manager is not only a key ambassador for the SAMHA team but also for South African Hockey in general.
- Accordingly, the manager's conduct should always be above reproach.

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.
- The following competencies will be taken into account:
 - Be an organised, mature person with good administrative skills.
 - Ideally have some business and 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.
 - Have a good understanding of the game of hockey, rules and regulations, tournament structures and requirements.
 - A keen appreciation of the ethos of Masters Hockey.

APPOINTMENT OF THE SAMHA TEAM MANAGER

- Team Managers will be appointed following the call for submission of nominees and recommendations, which predominantly come from provincial chairmen, previous world cup players, provincial players and the individual nominees themselves.
- The appointment process will be conducted by the **SAMHA executive committee**.
- Recommendations or referrals must be accompanied by a curriculum vita
- Submissions/and recommendations will be reviewed, verified, audited and ratified by members of the SAMHA executive committee.
- Appointed Managers will be notified of their appointment well in advance of the WC selection trials, and will be notified via an e-mail signed by the SAMHA President and the head of SAMHA International hockey.
- **The appointment, responsibility and accountability of the SAMHA 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 only after a concise REPORT BACK, inclusive of final accounts reconciliation, being accepted and signed off.

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

PRIMARY SCOPE OF THE APPOINTMENT

- To provide the SAMHA hockey team with guidance, administration, organization, facilitation and management expertise
- To ensure that a well prepared, competitive, professional, S.A. Masters team represents S.A. at the World Cup and 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 SAMHA Coaches Job Profile, Principles and Procedures.

SAMHA WORLD CUP SELECTION PRINCIPLES

World Cup Team selections process encompasses the following:

- Players must be affiliated to SAHA and have a SAHA membership number.
- Players must be a fully paid- up member of a club or association.
- Must have a valid South African passport or be a permanent resident of South Africa.
- Players must meet the age criteria as per FIH tournament rules below.
- To be eligible to compete in any master's competition, a player must be over the designated age limit on the 31 December of the year of the relevant competition or who will reach the designated age by/on 31 December 2024.
- It is SA Masters Policy that players have to register for WC trials according to their age group. No players will be allowed to play "down" unless specifically authorised by SA Masters Executive. (Dispensation can be requested)
- Then, to be eligible for the selection and trial process, players will be required to attend to the following:
 - Register their intent to be part of the process and pay a once off registration levy.
 - Participate in WC trials
 - Participate in the SA Masters IPT / SA Grand Masters IPT
 - Participate in the Africa/Invitation November Series
 - Attend the National Camp where final selection will take place
- Players who are unable to attend the SA Masters Trials or IPT are required to apply in writing to request dispensation, which request should clearly state the extenuating circumstances or reasons for not being able to attend. Dispensation is not a guarantee for selection.
- Team squads will be selected from the trial process and may comprise of up to 22 players.
- The squads will then go on to attend the Africa November Series and the National Camp. (Dependant on age group, opponents and participation)
- The SAMHA President and head of SAMHA International hockey **will review** the motivations for dispensation and if necessary, consult with the Team Manager and Coach, prior to acceptance or rejection of the motivation for dispensation.
- Provisional selection will be conducted by independent selectors with input from the appointed coach.
- The names of the final selected team members will be submitted to the SAMHA President and the head of SAMHA International hockey, for review and prior to official announcement.
- Final team selection will be announced at the National Camp.

PRIMARY ROLES OF THE MANAGER

AFTER APPOINTMENT, MANAGERIAL DUTIES PRIOR TO THE SAMHA WC TRIALS

- 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.
- It is vital to plan and align your objectives for trials, national camps, team camps and the World Cup.
- Prepare for TRIALS, familiarise yourself with 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 trials, national camps, team camps and the World Cup and preliminary W.C. Tournament Costs and arrangements.

AFTER THE TRIALS AND TEAM/SQUAD ANNOUNCEMENT.

Key Objective is, "To deliver a seamless, effective team administration prior to and at the World Cup/International Tournament."

- Arrange "**meet and greet**" with your squad, ensure a comfortable social environment suitable to all.
- Emphasize the importance of an open and transparent working relationship between the manager, coach and the selected squad members.
- Ensure that the selected squad member's current details, including contact information are accurately documented.
- Brief the selected squad members of the current plans and administrative arrangements pertaining to future training camps, national camps, team camps and preliminary W.C. Tournament Costs and Arrangements.

THE PERIOD BEFORE TOURNAMENT OR TRAVEL TO TOURNAMENT

- Arrange a formal squad meeting/camp.
- Get to know your squad, individual's occupation, family environment and personal interest.
- Establish team and individual objectives (it is always an idea to write these objectives down)
- Issues effecting squad (changes)
 - Family dynamics
 - Medical / injury
 - Religion
 - Diet
 - Personalities.
- Discuss training
 - Prepare a provisional training schedule/plan (You should have one already prepared but need to consider team dynamics)
 - Skills sessions
 - When, where, costs
- Practice/games
 - When, where
 - Kit, travel, accommodation, food, drinks, costs
 - Fitness feedback and recommendations from physio
- National/Team camps
 - When, where

- Kit, travel, accommodation, food, drinks, costs
- Fitness feedback and recommendations from physio
- Discuss fitness
 - Compile a fitness plan together with Physio/Bio or SAMHA appointed fitness co-ordinator, discuss and distribute to the team and the coach.
 - SAMHA have fitness guidelines which all players must adhere to throughout the process.
 - Player fitness must be managed by the players themselves and fitness monitored by the coach and manager.
- Tournament information
 - Where tournament is being held
 - Country information (costs, travel, items worth noting)
 - Country laws and procedures
- Discuss finances
 - Compile a financial plan, discuss and distribute to the team.
 - The plan should cover pre-tournament financial expectations as well as tournament expectations.
 - Discuss and compile a team fundraising plan in conjunction with the players and coach.
- Discuss travel requirements

NATIONAL CAMPS AND TOURNAMENTS

- Ensure transportation is arranged.
- Ensure accommodation is arranged.
- Ensure funds are collected, levies are paid.
- At registration, assist in ensuring your age group or squad is registered
- Ensure 2 x Squad list or registration lists indicating:
 - Name and surname
 - Payment
 - Position
 - Region
 - Contact details
- Completed forms (Indemnity/Participation & Medical)
- Communicate with all parties
- Consider refreshments & food for your team
- Work with selectors / coaches organising the teams
- Work with selectors / coaches controlling substitutions

ONGOING PRIOR TO TOURNAMENT

- Ongoing communication with the SAMHA Managers co-ordinator
- Respond timeously to communication on all relevant matters
- Communicate tournament budgets and payments required by SAMHA
- Ensure players adhere to payment schedules
- Ensure you have a copy of the current FIH Tournament Regulations, FIH Code of Conduct, FIH Anti-Doping Rules, FIH Media Policy and FIH Anti-Corruption and Betting Policy.
- Ensure that the players furnish you with, or you assist with;
 - individual medical information;
 - medical insurance / medical cover;
 - travel insurance;
 - flight details;

- understanding the accommodation requirements & obligations;
- kit arrangements, sizing, numbers etc;
- visa requirements etc
- Accommodation – SAMHA will arrange accommodation.
 - The accommodation payment process is going to be centralised and managed by SAMHA, but each player will pay their required deposits in order to cover the costs.
 - Ensuring that the players pay this by the stipulated deadline.
 - Attend to a team rooming list
- Travel & Transportation
 - General
 - Passports
 - Validity of passport
 - Expiry date of the passport
 - Vacant Pages left in passport
 - Passport renewal if necessary
 - Visas – to ensure the players have applied for and been granted visas. Check entry and exit dates allowed.(Players responsibility to advise of issues pertaining to visa application ,travel and transportation)
 - Vehicles or buses
 - Transport from airport to lodgings
 - Transport from lodgings to fields
 - General transport (sightseeing etc.)
 - Flights.
 - Collective or individual
 - Booked in time for players to acclimatise (at least one day prior to tournament and/or as prescribed by tour management or SAMHA.)
 - Compile a list of all players travel dates and flight details
- Procurement of foreign currency - ensure that the players have applied for and procured foreign currency / organised their credit cards.(Players responsibility and discretion as to the amount to be procured)
- Medical insurance / medical cover - to ensure that they have applied for / organised this
 - Proof of medical insurance is required by the country/tournament/SAMHA.
 - Ensure you have players “in case of emergency” contact details, next of kin.
- Playing Kit – will be arranged by SAMHA
 - Organising kit – ensuring that the players have the required kit. Shorts, shirts, track suits etc and have paid for them.
 - Issuing of kit after production
 - Handling any clothing issues
 - Kit conforms to FIH regulations/tournament regulations
 - All sticks conforms to FIH regulations/tournament regulations
 - Keeper kit conforms to FIH regulations/tournament regulations

WORLD CUP FINANCES

- It is anticipated that each player receives an information pack with the WC budget and payment dates. Managers should however compile their own check lists.
- Follow up on the SAMHA 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 SAMHA
- The SAMHA TREASURER will provide regular payment statements to the Managers. (at least on a monthly basis) and this payment schedule must be made available to the players)

- **PLEASE NOTE, UNDER NO CIRCUMSTANCES MUST MONIES DUE TO SAMHA FOR W.C. TOURNAMANT PURPOSES, BE PAID TO ANY PERSONAL AND/OR OTHER BANK ACCOUNTS.**
- The manager should budget for “on tour” costs such as dinners, refreshments, entertainment etc
- Monies collected for “on tour” costs or team “kitty” should be kept in a team bank account with at least one other team member granted access to the account.

AT THE WORLD CUP

- As per the previous statement, the manager is a key ambassador of the team, to both SAMHA and SAHA. 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 what is says, an international tournament, which requires a higher level of responsibility & commitment to the team that is way beyond that normally exhibited at any Masters tournament.
- On tour the manager shall be responsible for all administrative matters, including the adherence to country specific laws.
- 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 team, other than the coach, can act as manager provided that he or she is able to assume the role and duties of the manager.(Refer to WMH guidelines)
- 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.

AT THE EVENT BRIEFING MEETING (MANAGERS ONLY)

- Attend the meeting with your stand-in manager. Coach attendance is optional. (it is not compulsory for the Team Coach to attend this meeting.)
- Notify the Technical Delegate in writing prior to start of the meeting whether there are any amendments to the Team Entry Form of your team, number changes etc (no further amendments will be accepted after the meeting or after 12:00 on the day before to the first match of the tournament, whichever is the later).
- Take along samples of the clothing of their field players and goalkeepers (primary and alternate colours) and all playing equipment for approval prior to the commencement of an event. This includes goalkeepers’ headgear, hand protectors, leg guards and kickers together with any protective equipment such as face masks and hand protectors worn by field players.
- In relation to any requirement in the Rules of Hockey related to ‘medical reasons’ provide the Technical Delegate with a medical certificate setting out nature of equipment to be worn and medical reasons to justify it and obtain the written approval of the Technical Delegate prior to wearing of equipment .
- Take along the passports of all your players.
- Advise the Technical Delegate whether you are satisfied with lodging, meals, transport arrangements and training schedules. Notify the Technical Delegate of your complaints, if any.
- It is no longer necessary for each member of a team’s delegation to sign a copy of the Code of Acknowledgement form. Regulation 3.2 now deems that by entering a competition, all participants are bound by all FIH Statutes, Rules and Regulations. However, any new players who have not previously signed an Anti-Doping Consent Form, Appendix 3 of the FIH Anti-Doping Rules, must do so.

PERIOD AT THE WORLD CUP

- Arrival
 - Co-ordinate the arrival and departure times of all players
 - Ensure players are transported to hotel
 - Liaise with hotel representative regarding team requirements
 - Obtain the rooming list of all players
 - Meet with the players on arrival asap
- Manage team documentation
- Advise what facilities are available (food/internet connectivity/gym etc);
- Meetings
 - Co-ordinate an initial team meeting
 - Instil a sense of responsibility & commitment in 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 times by when players should meet after breakfast each day for departure to the fields or any function/team outing;
- Finances
 - Collect/arrange/co-ordinate the use and control of the team “kitty” and the 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, games, functions, team outings or social events.
 - SAMHA do not cover transport for team socials, dinners etc.
- 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
 - Arrange the first team welcome dinner
 - Co-ordinate/book team dinners/venues/menu selections for 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 as a matter of priority.
- Practices
 - Assist the coach when required
 - Control the safekeeping of players’ kit bags/valuables before and during warm ups/warm downs/matches/practices.
 - Ensure drinks are available during practices and afterwards.

BEFORE A MATCH

- Make sure that your transport schedule allows your team to be at the field of play in due time. (at least an hour before the game commences)
- Submit via TMS or deliver to the Technical Delegate's office at the agreed time during the pre-tournament briefing meeting the numbers of the players, whose names appear on the Team Entry Form, (excluding any player who has been suspended from playing in the match by the Technical Delegate), who will be either on the field of play (maximum of 11) or seated on the team bench at the commencement of the match excluding any player who has been suspended from playing in the match by the Technical Delegate. This means that the number of players eligible to play is reduced according to the number of players suspended.
- Co-ordinate with the physio the time and place for pre-match physio treatment, warm ups and warm downs
- Make sure that your team is dressed in the correct colours, as indicated on the Appointment Sheet, for every match.
- Make sure that your players practice only in the designated areas and do not enter the field of play prior to the permission of the Technical Delegate.
- Assist the coach when required
- Remember that a suspended player may not enter the field of play or the technical facilities areas (including the team bench, coach's box and video tower) surrounding the same during the match (es) until the match (es) is/are finished.
- Check that your captain is issued with and wears an arm band or ribbon.
- Make sure kit/stick bags are neatly packed out of the way of delegate, players.
- Check that your players are properly dressed at all times during the match:
- All players must be uniformly and neatly dressed at all times during a match;
- Ensure you have your blood kit at hand.
- When the match is about to start, sit on the end of the bench which is closest to the Technical Officials' table, and make sure that, including yourself, there are no more than the number of personnel permitted by the Tournament Regulations seated on the bench.
- Ensure drinks/water are available during matches, "chukka", half time and afterwards
- Issue badges to each player to give to the opposition players pre-match / post-match
- Control the safekeeping of players' kit bags/valuables before and during warm-ups/warm downs/matches/practices.

DURING A MATCH

- FIH regulations requires a Team Manager on the bench at every game and that person cannot be a player
- The designated Team Manager for a particular match is the only one responsible for the behavior of the persons seated on the bench. It must be ensured that all persons remain seated and that there is no vocal communication directed at the Technical Officials at the table, the umpires and players of the opposing team.
- The captain is responsible for the behavior of your players on the field of play, even if seated on the bench.
- The designated Team Manager is responsible for the proper application of the players' substitution procedure;
- Players entering the field of play in the frame of a substitution, must go on in the vicinity of the centre line of the field of play, not more than 3 metres from the Technical Officials' table and, if a field player, attract the attention of the player to be substituted or, if a goalkeeper, attract the attention of one of the umpires, who will stop the time;
- A substitute player is allowed to enter the field of play only when the substituted player has left the field of play;

- Bibs may be required for the bench and substitution.
- There must be an appointed captain or an acting captain on the field of play or team bench at all times during a match, who must wear a distinctive arm band or ribbon;
- A replacement captain must be appointed when a captain is suspended.
- During half-time, team officials and players may leave the field of play with the prior permission of the Technical Officer on duty and must return not less than two minutes before the match is due to be restarted.
- If during the match you are requested by the Technical Officials seated at the table to assist them on any point, (e.g who scored the goal) do this immediately in accordance with the given instruction.
- When play is interrupted for an incapacity, only the registered team medical doctor and / or physiotherapist are allowed to enter the field of play, when authorized by one of the umpires, to assist and remove the player concerned as soon as it safe to do so. If your team does not have such registered officials, then the designated Team Manager is allowed to enter the field of play together with the on-duty tournament doctor. The team coach may not enter the field of play during regulation playing time but may do so during a Shoot-Out Competition as specified in Tournament Regulations.
- No treatment for incapacity is allowed on the field of play.
- In the case of an injury to a player, the umpire may authorise the registered team medical doctor and/or physiotherapist, or, if a team does not have such registered officials, the on-duty doctor and/or designated team manager, to enter the field of play to assist and remove the player concerned from the field of play as soon as it is safe to do so. The umpire may also authorise, if necessary, the stretcher bearers to enter the field of play.
- If any person from the team bench and / or the on-duty doctor enters the field of play and attends to a player, that player must leave the field of play and return to the team bench area for a minimum of two minutes. The two minute period will be managed by the technical officials on duty. The player required to leave the field may be substituted.
- A player having sustained an injury which caused bleeding may not re-enter the field of play until the bleeding has ceased, the wound is adequately covered, the blood stained clothing is replaced and the equipment cleaned.
- Any player wishing to take refreshment during a match, including during time stoppages must leave the field of play and is permitted to re-enter it but not within the 23 metres lines and the back lines (a goalkeeper may re-enter the field of play adjacent to the goal).
- Ensure there are sufficient refreshments for players considering “chukkas” half time and post-match.
- Bench area to be kept clean, neat and tidy.

AT THE END OF A MATCH (OR SHOOT-OUT COMPETITION)

- Sign the Match Report (and Shoot-out Competition Report, if relevant). In case of a protest, proceed in accordance with the Tournament Regulations.
- After the match (or Shoot-out Competition, if relevant), ensure that your team leaves the team bench area as soon as possible in order to make room for the next team arriving.
- Ensure the bench area is clean.
- Remember that a player selected for anti-doping test after a match must remain under the supervision of the escort and must report within sixty minutes to the Testing Centre.

DURING THE TOURNAMENT AT THE HOTEL

- Enquire where the notice boards are located and carefully check the day to day notices.
- Always check the TMS for every match to ensure that you organize the correct colours for your players.

- Check for social events and make sure that your team is correctly dressed for the occasion. Check with your Liaison Officer, if you have any doubts.
- Control players conduct during the stay at the hotel.

BEFORE LEAVING THE TOURNAMENT

- Ensure that any Medical Forms distributed to the team prior to the start of the tournament are completed and delivered to the FIH Medical Officer at the completion of the tournament.
- Remember that it is your responsibility that all financial matters of your team are settled. Ask for your account on the penultimate date of the tournament and pay the remainder upon departure.
- Confirm return flights for all players
- Check on lost property

GENERAL

- Facilitate, control all accommodation requirements.
- Facilitate lunch and dinner arrangements, bookings, payments and dietary requirements.
- Provide constant communication with the coach and team on all matters pertaining to the WC, games, venues, times, kit, meals, functions, social activities etc.
- Provide 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 fixtures; WC 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 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
- Managing any personal issues that may arise with players, inter alia, team dynamic, altercations, family or "home sick" etc
- Controlling and managing the team cash kitty and payments.
- Key support to the coach and captain on managing the team and players to ensure adherence to the code of conduct etc
- Ensure that there are drinks during the game, hydration is very important especially in foreign climates.
- Maintain team dynamics.
- You are the backbone of the team and they rely on you to ensure everything is co-ordinated and run smoothly and everyone is suitably informed at all times.

POST THE WORLD CUP

- 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 a transparent income and expenditure statement which must be audited and available to the SAMHA COMMITTEE and the players.

- The manager shall submit a detailed report to the SAMHA 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 SAMHA strategy / planning meetings

**TEAM MANAGER ACCEPTANCE OF THE CONTENTS OF THE SAMHA – MANAGERS JOB PROFILE
WORLD CUP 2024 DATED DD/MM/YYYY**

MANAGERS NAME:		
CONTACT DETAILS: E-MAIL ADDRESS		
CONTACT DETAILS: CELLULAR PHONE		
PERMISSION FOR S.A.M.H.A. TO ARCHIVE MANAGERS DETAILS FOR PURPOSE OF POPIA COMPLIANCE REQUIREMENTS:	YES	
	NO	
MANAGERS SIGNATURE:		

NOMINATION ENDORSED BY PROVINCIAL CHAIRPERSON	YES	
	NO	
PROVINCIAL CHAIRMAN NAME		
PROVINCIAL CHAIRMAN E-MAIL ADDRESS		
PROVINCIAL CHAIRMAN CONTACT DETAILS		
PERMISSION FOR S.A.M.H.A. TO ARCHIVE PROVINCIAL CHAIRPERSON DETAILS FOR PURPOSE OF POPIA COMPLIANCE REQUIREMENTS:	YES	
	NO	
PROVINCIAL CHAIRMAN SIGNATURE		