

LABRADOR SPORTS CLUB INC.

"Families Growing Together in Sport"



SENIOR HANDBOOK

CONTENTS

	Page No.
Welcome	1
Culture of Appreciation	1
Mission Statement	1
Club Motto	1
Club Objectives	1
Senior Member Responsibilities	2
Volunteers	2
Problem Resolution/Child & Youth Risk Management	2
General Information	2-3
Contact Information	4
Playing Uniforms	4
Senior Team Player Selection Policy	4
Coach Suitability	5
Club Membership Fees	5
Senior & Graded Junior Membership Payment Policy	6
Failure to Honour Financial Commitments Policy	6
Senior Players Code of Conduct	6
Post Game Hockey Etiquette	7
Conditions of Turf Field Usage	7
Healthy & Safe Sport	8
Player Injury Insurance	9
Sponsors	10

This is a must read document containing important information for all members.

A review of our Club policies is available in the Clubhouse or on our website www.tigerstix.com.au.

WELCOME

Congratulations on joining or rejoining the Labrador Hockey Club family. We hope that your time here will be most enjoyable and your contribution mutually rewarding.

This handbook has been compiled to provide you with information to answer most of your questions that will arise during the hockey season. All information is correct at the time of printing.

Any suggestions for further inclusions in future editions should be put in writing and passed onto a committee member.

CULTURE OF APPRECIATION

At Labrador Hockey Club, we compel all members and supporters to develop a culture of appreciation towards all our volunteers. Any time you notice someone assisting you in any way, thank them. It costs nothing and the recipient may enjoy the experience enough to continue volunteering their time and expertise to help you.

Should you need to resolve a problem, please approach the appropriate volunteer in a respectful manner with concern for all persons affected.

MISSION STATEMENT

The mission of this Club is to provide quality services and facilities to maximise the opportunity for all participants to reach their potential and to encourage all members to contribute to the well being of the Club.

CLUB MOTTO

“Families Growing Together in Sport”

CLUB OBJECTIVES

1. To foster and develop Senior Hockey catering for men & women and Junior Hockey catering for children, boys and girls, from 4 through to 17 years of age.
2. To provide appropriate and progressive hockey skill development programs for each participant.
3. To foster and develop coaching, umpiring and administrative expertise through the parent body and senior players. (Various forms of assistance are provided for parents and players who assist with team coaching and umpiring.)
4. To promote good sportsmanship, teamwork, team and Club loyalty at all times.
5. To administer the Club in a caring and professional manner with consideration for all members' needs.
6. To develop a spirit of a caring community by the encouragement of player and parental participation wherever possible.
7. To provide enjoyable experiences and friendship development opportunities for all players and parents.

SENIOR MEMBER RESPONSIBILITIES

As part of Labrador Hockey Club you are expected to contribute as a club member by volunteering for a support role in addition to that of playing. Your assistance in any of the following ways is encouraged:

- Pay all fees promptly as they become due.
- Coach a Tigerstix Cubs, Rookies, Sevens, Junior, or Senior Club team.
- Manage a Junior or Senior club team.
- Volunteer to umpire Senior or Junior matches.
- Join the Club's administration team.
- Promote our club within your community.
- If you notice anybody at our Club doing something worthwhile thank them personally.
- Assist in the bar or canteen.
- Assist with facilities maintenance.
- Become a Mentor for a junior team. Juniors look up to our Senior players and aspire to be able to play like you.
- Recruit other players and friends to our Club.
- Refer fence advertising possibilities to Club management for follow up.
- Assist in gaining any form of sponsorship and donations in kind.

Thank you for your support.

VOLUNTEERS

All Labrador committee positions are voluntary. Your assistance to help spread the workload will be most welcome and valuable in providing quality service to our players.

PROBLEM RESOLUTION

If any problems arise please see your coach/manager in the first instance. If the problem remains unresolved contact your Senior Coordinator, if still not resolved, contact the Player's Representative. Club policies for Healthy & Safe sport and Child & Youth Risk Management Strategy can be viewed online on our website www.tigerstix.com.au/node/26.

GENERAL INFORMATION

WET DAYS/NIGHTS

Generally matches are not cancelled due to rain unless there is lightning or significant flooding. Please **ring your coach** (not the Clubhouse) for details of possible cancellations. Ensure you **record your coach's phone number somewhere safe once you are allocated to a team.**

Club administrators will inform coaches immediately of decisions.

TRAINING

Training is on our synthetic turf field. Teams are usually allocated the same time and night each week. A training timetable will be published as soon as coaches are appointed. To ensure that each team gains the maximum benefit from their allocated time, it is expected that teams will vacate the turf promptly at the end of their session.

Players wishing to use the turf at times other than their allocated team training time must seek permission from the Turf Bookings Coordinator.

We hope that everybody will stay to socialise at our Clubhouse after training.

FIXTURES

Match information is available online via the link on our website www.tigerstix.com.au, or the Gold Coast Hockey website www.goldcoasthockey.com. Match details for BHL matches are posted on the BHA website www.bha.org.au. Generally, Gold Coast Div 3 & 4 fixtures are on Saturday afternoon/evening, and Div 1 & 2 fixtures on Sunday, with Monday nights allocated to Masters hockey. Occasional games may need to be made up midweek when rescheduling or other Turf commitments prevent them being played on the weekend. BHL (Brisbane Men's) matches are Saturday afternoons. Note it is the player's responsibility to find out your game time and venue well before the event.

UNIFORM

All team members are to be fully kitted in club socks, shorts/skirt and shirt (which MUST be numbered) by their second fixture match. Uniforms are available from inside the clubhouse at set times – see Playing Uniforms below.

Umpires are expected to wear a fluorescent green umpires shirt, and long black pants or black skirt.

BAR & CANTEEN

Senior players and supporters should be aware that the Club fees do not cover all running costs. Seniors are encouraged to return to our clubhouse after training or matches to patronise the bar and canteen. Bring the whole team back to the Clubhouse and enjoy your games & training sessions even more!

SMOKING

Smoking is prohibited inside the Labrador Hockey Club fenced area. This includes clubhouse, toilets, dugouts and synthetic field. Please respect this important health policy.

SENIOR DIVISIONS

Seniors play in Division 1, Division 2, Division 3 or Masters competitions in the Gold Coast Hockey Association (GCHA) Competition. At GCHA discretion a Division 4 competition may be introduced as needed.

BHL1 & 2 Men play in the top two divisions of the Brisbane Hockey Association.

MEETINGS

Where possible, committee meetings are held at the Clubhouse on the second Monday of every month, beginning at 6.30pm. Contact the secretary via email secretary@labradorhockey.org.au to confirm dates. Everybody is most welcome.

VENUES

All Gold Coast fixtures are conducted at Hunt Park Labrador on either Gold Coast or Labrador synthetic turf field. BHL play at Labrador and in Brisbane, but train at the Labrador synthetic turf.

SAFETY

All players are strongly encouraged to wear shin pads and a mouth guard. Please familiarise yourself with our Healthy & Safe policy in this handbook, on our website www.tigerstix.com.au.

COURTESY

Please ring or otherwise inform your coach with as much notice as possible any time you cannot make games or training so alternative team arrangements can be made. Update your Online Registration if you change any contact information so that we can continue to contact you. Advise your Coach if you change phone number, email address or street address during the season.

CONTACT INFORMATION

Location: KEITH HUNT PARK. 131 Musgrave Avenue, Cnr Musgrave Avenue & Hockey Lane, Labrador.
Telephone: 07 5591 8990
Email: secretary@labradorhockey.org.au
Postal Address: PO Box 499, Labrador Q 4215
Web Site: www.tigerstix.com.au
ABN: 70 271 422 807
Email addresses and phone numbers for Club Administrators are posted on Club website www.tigerstix.com.au and available at the Clubhouse.

PLAYING UNIFORMS

Men and women must wear plain black shorts and plain black skirt respectively. Players may be prohibited from taking part in the local competition if shorts or skirts have markings on the black background. If shorts or skirts are not purchased from our Uniform shop it is the player's responsibility to ensure that there are no stripes or other markings on the plain black item.

Women's Lycra Singlet & Skirt	\$70.00
Women's Lycra Singlet	\$38.00
Women's Lycra Skirt	\$37.00
Club Shirt (inc. number)	\$42.00
Club Shirt (no number)	\$33.00
Club Skorts	\$30.00
Club Shorts	\$30.00
Club Socks* – gold, black or teal	\$12.00
Club Flexible Visors	\$5.00
Club Dress Shirts	\$40.00
Club Hoodie	\$40.00
Club Track Suit Tops	\$50.00 by order only

(Prices correct at time of review however should our suppliers increase prices, listed prices will need to rise accordingly)

All uniform orders are to be paid for at time of order and all uniform purchases are to be paid for at point of sale.

*Where there is more than one Labrador team in a division, teams are differentiated by sock colour as follows:

First or only team in a division will wear Gold socks; second team Black socks; third team Teal socks. Players may need to wait until they are allocated to a team before purchasing Labrador socks.

All uniform items are available from the Clubhouse at times designated by our volunteer Uniform Officer. Hours and phone number are advertised in the Clubhouse and on our website. For further information contact our volunteer Uniform Officer direct.

SENIOR TEAM PLAYER SELECTION POLICY

Selection Panels are to be made up of a Head Selector* plus as per below per division:

DIVISION 1:

selections will be determined by addition of the Division 1 Coach and Assistant Coach when appointed and the Division 2 coach(es).

DIVISION 2:

selections will be determined by the inclusion of Division 2 Coach(es) and the Division 3 Coach(es)

DIVISION 3: selections will be determined by the inclusion of Division 3 Coach(es) and the highest Junior Division Coach(es).

***Head Selector** will be the Gender Coordinator in the first instance, as their role is to oversee the selection of all grades, or should the Gender coordinator not wish to take on this role then nominations for a Head Selector will be called.

Selection panels will be responsible for discussing and recommending the appointment of team leader and assistant leader to each team's management within the scope of their responsibility. Criteria considered for the recommendations are the player code of conduct points listed in the Club Senior Handbook.

Team leaders will be invited to selection meetings if direct input is desired.

COACH SUITABILITY

In compliance with state government requirements, the Club will require all coaches over 18 years of age who are coaching children under 18 years of age to obtain a Blue Card, unless they are exempt under the legislation. Coaches who have not yet obtained a Blue Card must apply for a Blue Card before they will be appointed as coach of a Club junior team. Blue cards can be applied for through the Club and are free to volunteers. Refer to the flow chart for blue cards at <https://bluecard.qld.gov.au/pdf/flowcharts/blue-card-application-process.pdf>. Forms to apply for a blue card can be downloaded from the government Blue Card Services website or are available at the clubhouse.

CLUB MEMBERSHIP FEES

It is expected that all fees will be paid upon registration or an instalment plan will be completed. As we are a family club who try to make hockey affordable for everyone, we will work with players experiencing genuine financial hardship provided that their alternative proposed payment plan is discussed with the Registrar.

Our fees are set each year after careful budgeting and are kept to the absolute minimum. The club fee does not cover all running costs. Our Club income is supplemented by your support of the bar, fundraisers and corporate signage around the synthetic turf. If you have any contacts, please refer them to the club's management committee.

The current fee schedule and payment options can be viewed in the Clubhouse or on the Club website www.tigerstix.com.au.

Any variations required to the preferred methods of payment need to be referred to the Registrar registrations@labradorhockey.org.au for approval prior to payment.

Senior goalkeepers providing ALL their own equipment are eligible for a refund of a percentage of their fees upon completion of the season. Please refer to the current Fees Schedule.

Parents become members of the club upon payment of junior fees. Please ensure that parent details are completed correctly and fully on the online registration form. Be sure to include an email address so that you can be included in Club emails and newsletters.

Non playing members or parents of children who are 18 or over may become ORDINARY MEMBERS by payment of the relevant nominal fee.

Dual Registration fees for players from outside the Gold Coast area and late starters will be determined by the executive on an individual basis.

SENIOR & GRADED JUNIOR MEMBERSHIP PAYMENT POLICY

Preamble:

This policy has been developed to reduce the workload of our volunteer administrators trying to administer player registrations and to emphasize that each player is responsible for meeting their financial commitments to the Club.

1. Once the Labrador Sports Club online membership form is completed, the Senior player or the parent / guardian on behalf of a Junior player has entered into a contract with the Club to pay the scheduled fee as applied at that time.
2. Fees are to be paid in full at calendared Club Sign On, or via scheduled 3 payments. For those joining after Club Sign On days, at the time of joining. *Note: New Junior Development players have a two week trial period before fees are due.*
3. Members who are experiencing genuine financial difficulty may apply in writing to registrations@labradorhockey.org.au for special exemption. Members will then be required to sign a repayment agreement which must be strictly observed. Failure to comply with repayments will cancel the agreement and players will be deregistered until full payment has been made.
4. Players who fail to pay their fees on time will be ineligible to take the field until such time as they are up to date with fees. The team/s' coach and manager will be advised by the Registrar if this occurs.
5. Players who have not made repayment amounts in the time frame agreed will be entered onto a default list and in future seasons, repayment options will not be considered. These players will be required to pay fees in full prior to their first game in future seasons.

FAILURE TO HONOUR FINANCIAL COMMITMENTS POLICY

Any player who has received a financial concession or reimbursement from the club, and/or who fails to honour their financial commitments will be deregistered with Gold Coast Hockey Association or Brisbane Hockey Association, and Hockey Queensland will be advised of their unfinancial status.

SENIOR PLAYERS CODE OF CONDUCT

Learn, and always play by, the rules of hockey.

Always act responsibly and avoid injury to yourself and others.

Never argue with an official. Discuss the problem with your coach or manager after the game.

Control your temper. Verbal abuse or aggression towards officials or other players is not acceptable behaviour.

Treat all players as you would like to be treated. Do not interfere with, bully, or take unfair advantage of another player.

Work equally hard for your team and yourself. Your team's performance will benefit and so will you.

Accept that when more than eleven players are named for your game, you will be required to spend time off the field as a substitute. When on the bench, encourage your team mates and be prepared to play at all times.

Be a good sport. Applaud good play by all teams, opponents or not.

Cooperate with your coach, team mates and opponents. Without them there would be no competition.

Respect the time and effort put in by your coach(es) and officials. They deserve your full support and commitment.

Respect the equipment and facilities provided for your use. It is expensive and should be used responsibly.

Purchase and wear the correct Club uniform at all games. Local rules state you may not take the field if incorrectly attired.

It is the player's responsibility to find out your game time & venue each week.

If a member fails to comply with this code of conduct in a manner which brings the Club into disrepute, Club management will consider termination of membership.

POST GAME HOCKEY ETIQUETTE

The following requirements have been established by your Club to foster and model good sportsmanship in hockey and will apply to all matches including when playing other Labrador teams.

At the completion of your match:

Coaches will:

- shake hands with the opposition Coach and Manager;
- shake hands with both umpires and thank them for their time.

Players will:

- shake hands with all opponents and thank them for the game;
- shake hands with both umpires and thank them for their time;
- thank their coach and manager for their assistance.

CONDITIONS OF TURF FIELD USAGE

In order to maximise the life of the surface, reduce maintenance costs, keep playing and training costs to a minimum and ensure your playing enjoyment, the following conditions apply to usage of the Labrador Hockey Club's synthetic field.

The user will ensure that:

- *The field is watered before use according to directions given.*
- All field users enter and exit only via the water bath gate on the northern side of the field.
- *Training is conducted across the field unless team exemption has been granted by executive.*
- Goals are returned to sideline positions if moved from there.
- *Appropriate footwear is worn. Only soles approved for the use on synthetic grass surfaces are allowed to be worn on the turf. Hard cleat soles are not approved.*
- Footwear is brushed and washed clean prior to entry.
- *Only water is taken into the enclosure to drink.*
- Sports drinks are left outside the synthetic turf enclosure.
- *All food is left outside the synthetic turf enclosure.*
- All litter on the field and in the dugout is removed from the field and placed in the bins provided.
- *Chewing gum is placed in a bin prior to entry.*
- Users do not spit on the synthetic surface.
- *All jewellery is removed and taped. Small Sleepers and necklaces without any dangerous points are permitted.*

- All bobby pins are removed – only hair slides or ties are approved for use on field.

Care for this facility is in your hands. Treat the surface as you would the carpet in your own home.

HEALTHY & SAFE SPORT

Labrador Hockey Club administration is aware of the importance of providing a healthy and safe playing and spectating environment for all members and guests. All members will have access to this policy via the Club website and copies held in the clubhouse. All members are responsible for observing this policy.

General health & safety recommendations are reprinted below. Please refer to the Healthy & Safe sport on our website or in the clubhouse to view more detailed policies and guidelines including Child & Youth Risk Management; Drugs in Sport; Smoke Free Environment; Responsible Alcohol Consumption; Blood & Infectious Diseases; Sun Safety; Participating while Pregnant; Hot Weather Guidelines; and Harassment policies.

GENERAL

1. Club uniforms are designed appropriately for safe participation and must be worn at all games. Tigerstix Cubs and Rookies participants are exempt.
2. Suitable sports shoes must be worn at all times at training and games. Leather upper shoes afford greatest protection from possible impact injury.
3. Wearing of shin guards is very strongly recommended at all skills training sessions and games.
4. Wearing of mouth guards is very strongly recommended at all skills training sessions and games.
5. Participants are required to provide their own full water bottle at all training sessions and games for fluid replacement before, during and after these activities. Coaches will insist on appropriate fluid replacement at all training sessions and games. Sharing of water bottles must not be allowed.
6. The Club and its coaches promote appropriate warm up and stretching before as well as cool down activities after all training sessions and games.
7. Goalkeepers must wear (and be provided with) hockey approved helmet, kickers, leg guards, abdominal & pelvic protector and hand protectors during all skills training sessions and games as a minimum personal protection requirement.
8. Senior players and junior player's parents are to advise their coach and manager at their earliest convenience of any medical condition or medical history that may affect their participation along with appropriate first aid requirements that may need to be administered.
9. Participants recovering from illness or injury are encouraged not to return to playing until fully recovered.
10. Any participant suffering concussion or a head injury is not to return to training or playing until cleared to do so by a doctor.
11. Hockey Queensland limited player insurance is incorporated into membership fees. Adequate public liability insurance is in place.
12. Playing surfaces, structures and surrounds will be adequately maintained to provide a safe playing and spectating environment.
13. Ice and a first aid kit are available at the clubhouse at all times for the administration of basic first aid.
14. Change rooms and toilets will be kept clean, hygienic and well maintained.
15. Appropriate Codes of Conduct for senior and junior players, coaches and parents are issued to all members. They are encouraged to act as safe sport role models at all times.

PLAYER INJURY INSURANCE

Hockey Queensland holds a player injury insurance policy with JLT Insurance for limited financial compensation should you suffer injury training or playing in a Club organised event. For full details of the policy and claim details log on to www.jltsport.com.au/hockey and follow the links. Claims can be made for non Medicare expenses, Capital benefits for bodily injury sustained playing hockey, Physiotherapy (referral from doctor should be obtained), Weekly Benefits (income assistance), and Other Benefits relating to costs incurred in injury, rehabilitation, etc.

You can also email jltsport@jlta.com.au or phone 1300 130 373 for assistance.

Major Sponsors

Labrador Biggera Waters Bendigo
Bank Junior Hockey Academy



Biggera Waters **Community Bank**[®] Branch

Backnet installation funding
Get going clubs – *“Funding to help
clubs grow”*



**Queensland
Government**

Field maintenance & equipment funding

