



# **SOUTH AUSTRALIAN ICE HOCKEY** **ASSOCIATION**

## **STATE TEAM MANAGER'S** **HANDBOOK**

Adopted by the South Australian Ice Hockey  
Association Inc. at the Board meeting on February 1<sup>st</sup>  
2012

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**Position: State Team Manager**

**Reporting To: IHSA Board Executive**

**Responsible For: The Management and Finances of a State Team**

## **JOB SPECIFICATION**

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### **1. Context and Purpose of Position**

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The State Team Manager undertakes a range of duties on behalf of the Board of the South Australian Ice Hockey Association Incorporated (IHSA), to assist the Board appointed State Team Coach and to ensure the efficient management of a State Team.

The State Team Manager contributes to the promotion of ice hockey and ensures that all team officials and members conduct themselves in a manner which is appropriate and fosters the good reputation of the IHSA. The safety and well-being of the team are also responsibilities of the State Team Manager.

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### **2. Reporting/Working Relationships/Interactions**

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- Reports to the IHSA Board.
- Works collaboratively with the IHSA Board appointed State Team Coach, team members and their parents (when players are under 18 years of age).

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### **3. Special Conditions and Notes**

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- State Team Manager must be a current member of IHSA.
- State Team Manager must be in good financial standing with IHSA.
- State Team Manager must undertake a Police Clearance which must be cited by the IHSA Secretary if any players on the team are under the age of 18 years.
- State Team Manager must adhere to the South Australian Ice Hockey Association State Team Player Selection Policy.
- All expenditure, is to be paid for equally by the players on the team, including the reasonable travel and accommodation expenses of 1 State Team Coach and 1 State Team Manager, unless IHSA have adequate funding to contribute towards the travel and accommodation expenses of 1 State Team Coach and 1 State Team Manager.
- State Team Manager must travel to and from the event with the team and assume responsibility for supervising team members unless in the case of junior players they have been formally handed over to their parents at the end of the event (and the parents have signed the appropriate form to take responsibility).

#### 4. Statement of Key Outcomes and Activities

<b>MAJOR RESPONSIBILITY 1: PROVISION OF PLANNING AND ADMINISTRATION SERVICES TO COACH AND TEAM</b>		
<b>Responsibilities</b>	<b>Performance Outcomes</b>	<b>Measures</b>
1.1. To provide administration services and assistance to the IHSA Board appointed State Team Coach.	<p>After consultation with the IHSA Board appointed State Team Coach set a date for State Team selection trials, if not already done by the Junior Convenor.</p> <p>After consultation with the IHSA Board appointed State Team Coach set the dates for all remaining State Team training sessions, if not already done by the Junior Convenor.</p> <p>Once ice times are confirmed, communicate the dates and times of all selection and trainings sessions to potential State Team players.</p> <p>Facilitate communication between the State team Coach and the players as required.</p>	<p>Requests for ice time are made to Rink Management and IHSA Secretary through the IHSA Junior Convenor.</p> <p>Requests for ice time are made to Rink Management and IHSA Secretary through the IHSA Junior Convenor.</p> <p>All potential State Team Players are informed of selection trials.</p> <p>Players report being kept well-informed.</p>
1.2. To assist the IHSA Board appointed State Team Coach with the Selection of other Team Officials.	<p>If appropriate, discuss with the Board appointed State Team Coach the appointment of Team Captain and Alternates.</p> <p>If appropriate, discuss with the Board appointed State Team Coach other people who could be listed as Team Officials including the roles of Assistant Coach, Equipment Manager, Team Medic.</p>	<p>Team Captain and Alternates are appointed in accordance with the State Team Coach's wishes and the best interests of the team.</p> <p>Assistant Coach, Equipment Manager, and Team Medic are appointed in accordance with the State Team Coach's wishes and the best interests of the team.</p>
1.3. To manage the State Team's finances in accordance with the budget provided pre-tournament.	Manage all aspects of the budget including issuing accounts, collecting monies, issuing receipts and banking money.	Players are issued with receipts for any payments made towards State Team costs.
1.4. To investigate and arrange off-ice apparel for the State Team.	Co-ordinate and arrange the purchase of all off-ice apparel and ensure that all apparel complies with IHSA and IHA Apparel, Merchandise and Logo Policies	Apparel ordered meets IHSA and IHA requirements.
1.5. To investigate and arrange all transport requirements for	Investigate and book domestic travel arrangements to and from	Safe and cost-effective means of travel are booked for travel to

the State Team.	the State where the Championship is held in accordance with IHSA Travel Policies.  Investigate and book travel arrangements in the State where the Championships is held to transport the team to and from their accommodation to the rink, in accordance with IHSA Travel Policies.	and from the State hosting the Championship.  Safe and cost-effective means of travel are booked for travel to and from the rink whilst attending the Championship.
1.6. To investigate and arrange all accommodation requirements for the State Team.	Investigate and book accommodation in the State where the Championships is held for the duration of the Championships, in accordance with IHSA Travel Policies.	Safe and cost-effective means accommodation is booked for the Championship.
1.7. To be well informed about players' medical needs and to investigate medical resources available to the State Team in case required.	Ensure medical details are collected from players. Ensure these forms have emergency contact details on them.  Identify and be familiar with medical resources at the Championship venue and in the vicinity of the State Team's Championship accommodation.	Copies of players' medical forms can be provided to IHSA on request.  A list of medical facilities can be provided to IHSA on request.
1.8. To act as a mediator on issues arising within the team where resolution is required.	Ensure all parties are able to express their views in a calm and constructive manner to meet a mutually satisfying resolution to any issues.	All parties concerned are satisfied with the outcome.

**MAJOR RESPONSIBILITY 2: DEVELOPMENT AND PROVISION OF PRE-TOURNAMENT PLANNING DOCUMENTATION**

<b>Responsibilities</b>	<b>Performance Outcomes</b>	<b>Measures</b>
2.1. To confirm eligibility of all State Team players and officials.	Ensure all players and officials are current registered IHSA members and that they are in good financial standing.  Ensure all players are eligible to play in the Championship. Please note a player <u>MUST</u> play in the appropriate age category or else they are ineligible to play in a higher age category.  Ensure that all Officials have completed a Police Check and have completed the IHA Member Protection Declaration	Membership status and financial standing of players and officials is checked with the IHSA Secretary.  If a player is born outside of Australia, players meet IHA visa requirements and Manager has obtained a clearance/transfer which has been forwarded to the IHA Office.  Police Checks are cited by the IHSA Secretary and Member Protection Form is submitted to IHA Office.

	Form.	
2.2. To complete and submit all IHA required documentation.	<p>Ensure that the IHA National Championship Team Registration Form (14.17.3) is completed and submitted.</p> <p>Ensure that the IHA National Championships Team Officials Registration Form (14.17.5) is completed and submitted.</p> <p>Ensure that the IHA Member Protection Declaration Form (14.17.13) is completed by each Official and submitted.</p> <p>Ensure that the Therapeutic Use Exemptions Standard Application Form (14.17.7) is completed and submitted for each player who uses asthma medication.</p>	<p>The Team Registration Form (14.17.3) is submitted to the IHA Office 30 days prior to the first game of the Championship.</p> <p>The Team Officials Registration Form (14.17.5) is submitted to the IHA Office 30 days prior to the first game of the Championship.</p> <p>A copy of this form was completed by each Team Official and submitted to IHA with the IHA National Championships Team Officials Registration Form (14.17.3).</p> <p>A copy of this form was completed and submitted to IHA for any player who has asthma and is required to take medication to manage it.</p>
2.3. To develop and manage the team's financial budget.	A team budget must be provided to the IHSA Board at least 30 days prior to the commencement of the tournament.	Team budget is provided in accordance with IHSA requirements and time frames.
2.4. To develop and manage the team's travel and accommodation itinerary.	All details regarding flights and accommodation must be provided to the IHSA Board at least 14 days prior to the commencement of the tournament.	Details regarding travel arrangements are provided in accordance with IHSA requirements and time frames.
2.5. To develop and manage a list of all people travelling and accommodation itinerary.	A list of all person's travelling with the team (including players, coaches, managers, team officials, and any other persons) must be provided to the IHSA Board at least 14 days prior to the commencement of the tournament.	List of all person's travelling is provided in accordance with IHSA requirements and time frames.

<b>MAJOR RESPONSIBILITY 3: TOURNAMENT RESPONSIBILITIES</b>		
<b>Responsibilities</b>	<b>Performance Outcomes</b>	<b>Measures</b>
3.1. To investigate and arrange appropriate food requirements for the State Team, including catering for any special dietary needs.	Co-ordinate and arrange the purchase and preparation of appropriate food for the Team.	Players are fed appropriate food at a reasonable cost.
3.2. To complete and submit IHA required documentation.	Ensure that the IHA National Championship Team Composition Form (14.17.4) is completed and submitted.	The Team Composition Form is submitted to the Official Scorer 30 minutes prior to the scheduled start of the game so that the game report sheets can be completed for each game.
3.3. To manage the State Team's finances in accordance with the budget provided pre-tournament	Manage all aspects of the budget including issuing accounts, collecting monies, issuing receipts and banking money.	Players are issued with receipts for any payments made towards State Team costs.
3.4. To act as spokesperson for the State Team, representing the view and interests of IHSA.	Represent IHSA at all official functions and Championship meetings and act as the team spokesperson.	Attended pre-tournament and pre-finals meetings with the State Team Coach.
3.5. To ensure the safety of players (particularly when managing junior teams).	Ensure that players are in a safe environment, transported in a safe manner and are well supervised.  Identify and be familiar with medical resources at the Championship venue and in the vicinity of the State Team's Championship accommodation.	Junior players are appropriately supervised and are not left without adult supervision during warm-ups, at the rink, or for off-ice activities.  A list of medical facilities can be provided to IHSA on request.
3.6. To act as a mediator on issues arising within the team where resolution is required.	Ensure all parties are able to express their views in a calm and constructive manner to meet a mutually satisfying resolution to any issues.	All parties concerned are satisfied with the outcome.

<b>MAJOR RESPONSIBILITY 4: PROVISION OF POST-TOURNAMENT REPORTS AND DOCUMENTATION</b>		
<b>Responsibilities</b>	<b>Performance Outcomes</b>	<b>Measures</b>
4.1. To report on the State Team's performance (on and off ice) including any suggested areas for improvement.	A tournament report must be provided to the IHSA Board no more than 30 days after the conclusion of the tournament.	Manager's tournament report is provided in accordance with IHSA requirements and time frames.
4.2. To maintain detailed financial records and report these to IHSA.	A financial report must be provided to the IHSA Board no more than 30 days after the conclusion of the tournament. This report must include details	Manager's financial report is provided in accordance with IHSA requirements and time frames.

	about all monies collected and expended, including those for pre-tournament trainings, and receipts for any expenditure provided for by IHSA.	IHSA State Team's Financial Spreadsheet is submitted.
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**Acknowledgement of State Team Manager:**.....

**Date:**...../...../.....

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**Acknowledgement of IHSA Executive Member:**.....

**Date:**...../...../.....

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**Position:** State Team Manager

**Reporting To:** IHSA Board Executive

**Responsible For:** The Management and Finances of a State Team

## PERSON SPECIFICATION

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### PERSON SPECIFICATION

*Qualifications, Experience, Skills and Knowledge required to fulfil the requirements of this position*

#### ESSENTIAL MINIMUM REQUIREMENTS

- Must be a current member of IHSA.
- Must be in good financial standing with IHSA.
- Must undertake a National Police Check which must be cited by the IHSA Secretary or the Junior Convenor if any players on the team are under the age of 18 years.
- A written reference covering the integrity and ethical behaviour of the individual.

#### DESIRABLE CHARACTERISTICS

- Previous experience as a State Team Manager.
- Sports administration qualification or equivalent.
- Current first aid certificate or sports trainers certificate.

## OFFICIAL IHA DOCUMENTATION

The State Team Manager is required to complete and submit a number of documents to the IHA Office. Please see the explanation about each form below and the time frame in which it must be submitted.

### **IHA National Championship Team Registration Form (14.17.3)**

The Team Registration Form must be submitted to the IHA Office 30 days prior to the first game of the Championship.

Please see and use form 14.17.3 in Appendix A.

### **IHA National Championship Team Composition Form (14.17.4)**

The Team Composition Form must be submitted to the Official Scorer 30 minutes prior to the scheduled start of the game so that the game report sheets can be completed for each game.

Please see and use form 14.17.4 in Appendix B.

### **IHA National Championships Team Officials Registration Form (14.17.5)**

The Team Officials Registration Form must be submitted to the IHA Office 30 days prior to the first game of the Championship.

Please see and use form 14.17.5 in Appendix C.

### **IHA Member Protection Declaration Form (14.17.13)**

A copy of this form must be completed by each Team Official and submitted to IHA with the IHA National Championships Team Officials Registration Form (14.17.13).

Please see and use form 14.17.5 in Appendix D.

### **Therapeutic Use Exemptions Standard Application Form (14.17.7)**

A copy of this form must be completed and submitted to IHA for any player who has asthma and is required to take medication to manage it.

Please see and use form 14.17.7 in Appendix E.

## CLEARANCES AND TRANSFERS

To participate in most of the National Championships, a player must hold permanent residency or a Visa valid for a minimum of two years to be eligible (See IHA Regulation 14.8.7 below).

***IHA Regulation 14.8.7. Participating eligible players in the Phil Ginsberg, Kurt DeFris, Syd Tange Jim Brown or Joan McKowen Memorial Championships must be Australian citizens, hold Permanent Residency or a Visa valid for a minimum of two years to be eligible. McCrae-Williamson is exempt from this requirement. Players with diplomatic status or children of parents with diplomatic status are allowed to play in IHA National Championships.***

Please ensure that all team players were born in Australia or have the correct visa. If born, outside of Australia, a player must receive a clearance from their country of birth. In order for this to occur, the player's parents (where the player is Under 18 years of age) must complete and sign the documentation listed below. After being signed off by a member of the IHSA Board Executive, all documentation must be submitted to the IHA Office as soon as possible (ideally this should be done at the commencement of the season).

### Required Documentation:

- Copy of Birth Certificate
- Copy of Passport and Visa
- Completed and signed IHA Application for an IIHF Transfer Approval Form (Appendix F)
- Completed and signed Under 18 Player Transfer Application Letter of Approval Form (Appendix G)
- Unlimited Transfer Card Request Form (for unlimited transfers only; Appendix H)

## TRAINING FEES

It is the responsibility of the team, not Junior Council or IHSA to cover all ice time costs associated with team selection and trainings. Where a team has made all reasonable efforts to cover its ice time costs including:

- Charging a \$15 per session per player fee for all sessions regardless of small or large ice use. (Once the team has been selected and a player has committed to the team, a State Team Training Fee Account should be issued for all remaining sessions i.e., if 10 sessions remaining, the account would be \$150. This account is to be paid in full regardless of whether a player attends all trainings as the ice time must be paid for irrespective of the number of players who attend)
- Has considered or used the small ice to reduce costs
- and/or have combined training with another State Team

but finds that covering their costs is not achievable due to a lack of eligible players, the Coach/Team Manager should raise such concerns with the Junior Convenor and/or the IHSA Executive as early as possible. In these instances Junior Council and/or IHSA will consider assisting with the cost of the ice time shortfall if there are sufficient funds to do so.

### **OFF ICE ACTIVITIES**

For junior teams, when South Australia is competing in a National Championship which is hosted in South Australia it is recommended that the Team Manager collect an off-ice fee from all players, so that the team can do some shared activities together to assist with team spirit and morale when not on the ice. Possible activities in the past have included movies, bowling, eating out together etc.

The Team Manager may also want to consider the Team staying together in accommodation to further build the sense of team and to reinforce that being selected to play for South Australia is a unique and special experience to be valued.

## PREVIOUS SUPPLIERS

This section of the State Team Manager's Handbook contains information and contact details about several suppliers that IHSA has used in the past with regards to State Team uniforms, transport and accommodation.

### 1. **UNIFORMS**

- **Replica Press (Previously T & G Printing)**

Replica Press have previously supplied a range of off-ice uniform items including track pants, polo tops, jumpers, jackets, and hats. In addition, they have provided name plates for the back of jerseys and representative stripes to be sewn on the sleeve of jackets.

Location: 4A Visor Court  
Holden Hill, SA 5088  
Telephone: (08) 8264 4877  
Fax: (08) 8264 7900-  
Email: [sales@replicapress.com.au](mailto:sales@replicapress.com.au)  
Web: <http://www.replicapress.com.au>

- **Devon Clothing**

Devon Clothing has previously supplied a range of off-ice uniform items including track pants, polo tops, jumpers, and jackets.

Location: 230 Brighton Road  
Somerton Park, SA 5044  
Telephone: (08) 8294 2022 / 1800 222 130  
Fax: (08) 8376 0622  
Email: [sales@devonclothing.com.au](mailto:sales@devonclothing.com.au)  
Web: <http://www.devonclothing.com.au/>

## **2. TRANSPORT**

### ***A). Flights***

QANTAS, Jet Star and Virgin have all been used with good success. Please note, flights can be booked directly on the internet which will be slightly cheaper but State Team Managers should give serious consideration to booking through Group Travel. Whilst, Group Travel bookings are slightly more expensive they have more flexible terms and conditions. This includes:

- Only needing to pay a deposit on booking (balance due 28 days before departure) rather than having to pay in full on booking.
- Not needing to provide passenger names until 28 days before departure, meaning there is flexibility if players or parents change their mind.
- Change of route, date or time, and name are permitted without charge before final balance is paid.
- Change of route, date or time are permitted with small charge after final balance is paid but more than 7 days before departure.
- Change of name is permitted without charge after final balance is paid but more than 7 days before departure.
- Change of name is permitted without charge with 24 hours to 7 days prior to departure.
- An extra 5kg luggage allowance for being a sporting group (giving a total of 28kg luggage).

### ***B). Transportation Between Team Accommodation and Championship Venue***

Avis, Budget, Hertz and others have been used. It has varied depending on availability and price; sometimes it may be possible to get a discount.

#### **AVIS**

<http://www.avis.com.au/car-rental/avisHome/home.ac>

#### **BUDGET**

<http://www.budget.com.au/default.aspx>

## **HERTZ**

<https://www.hertz.com.au/rentacar/reservation/gaq/index.jsp?targetPage=reservationOnHomepage.jsp>

## **MELBOURNE**

- **All Bus Rentals**

Location: 23 Carrick Drive  
Tullamarine, VIC 3043

Telephone: 1300 255 287

Fax: (03) 8415 1633

Email: [sales@allbusrentals.com.au](mailto:sales@allbusrentals.com.au)

Web: <http://allbusrentals.com.au/rental/>

- **Buses and 4WD Hire Pty Ltd**

Location: 60-66 Islington Street  
Collingwood, VIC 3066

Telephone: 1800 818 816

Fax: (03) 8415 1633

Email: [info@bus4wdhire.com.au](mailto:info@bus4wdhire.com.au)

Web: <http://www.bus4wdhire.com.au/>

- **Crown Car and Truck Rentals**

Location: 23 Carrick Drive  
Tullamarine, VIC 3043

Telephone: (03) 9763 5555

Fax: (03) 9763 3555

Email: [info@crown-direct.com.au](mailto:info@crown-direct.com.au)

Web: [www.crown-direct.com.au](http://www.crown-direct.com.au)

- **Turnbull's Hire Drive**

Location: 2 locations in Melbourne

Telephone: 1300 664 068

Web: <http://www.turnbulls.com.au/hire/commercial-vehicle-hire-truck-rental.php>

### **3. ACCOMMODATION**

#### **MELBOURNE**

- **Quest Apartments – South Yarra Mews**

Quest Apartments has 16 self contained apartments. It is located 27 kms from the airport and has been used frequently by IHSA teams.

Location: 3 Park Lane  
South Yarra, VIC 3141

Telephone: (03) 9867 5400

Fax: (03) 9867 5399

Email: [questsouthyarra@questapartments.com.au](mailto:questsouthyarra@questapartments.com.au)

Web: <http://www.questsouthyarramews.com.au/>

#### **NEWCASTLE**

- **Spinnakers Leisure Park**

Spinnakers Leisure Park has range of ensuite cabins, villas, bungalows and has been used by IHSA teams previously.

Location: 687 Pacific Highway  
Belmont, NSW 2280

Telephone: (02) 4945 3405

Fax: (02) 4945 3406

Email: [reservations@spinnakers.com.au](mailto:reservations@spinnakers.com.au)

Web: <http://www.spinnakers.com.au/profile.htm>

Features: Barbeque facilities  
Linen provided



Reverse cycle airconditioning  
2 Swimming pools  
Exercise room  
Games room  
Playground

- **Teralba Lakeside Caravan Park**

Teralba Lakeside Caravan Park has deluxe and standard ensuite cabins and has been used by IHSA teams previously. It is about 10-15 minutes drive from the rink.

Location: 21 Anzac Parade  
Teralba, NSW  
Telephone: (02) 4958 5370  
Fax: (02) 4958 5383  
Email: [tlcp@aanet.com.au](mailto:tlcp@aanet.com.au)  
Features: 24 Hour reception  
Barbeque facilities  
Linen provided  
Reverse cycle air-conditioning  
Swimming pool

## **PERTH**

- **Scarborough Palms Apartments**

Scarborough Palms apartments has self contained apartments. It is located in quiet, tranquil gardens, 500m from Scarborough Beach, 12kms from the CBD, and has been used by IHSA teams previously.

Location: 11 Wilton Place (Office 49-51 Pearl Parade)  
Scarborough, WA 6019  
Telephone: (08) 9245 1272  
Email: [bookings@scarboroughpalms.com](mailto:bookings@scarboroughpalms.com)  
Web: <http://www.scarboroughpalms.com/>  
Features: Barbeque facilities  
Court yard or balcony

Swimming pool

**QUEENSLAND**

• **Big 4 Northside Caravan Village at Aspley**

BIG4 Brisbane Northside Caravan Village is a top quality tourist accommodation complex conveniently located close to excellent transport facilities, shops, restaurants and clubs. The Village is situated only 10 kilometres from the Brisbane International Airport and 12 kilometres from the city centre.

Location: 763 Zillmere Road (cnr Zillmere & Dorville Roads)  
Aspley QLD 4034

Telephone: (07) 3263 4040 or FREECALL 1800 060797

Email: [holiday@caravanvillage.com.au](mailto:holiday@caravanvillage.com.au)

Web: <http://www.caravanvillage.com.au>

Features: A kiosk  
A television room with Internet kiosk  
Pool table and table tennis equipment  
Covered barbeques  
Chemical toilet disposal  
Swimming pool  
Half court tennis  
Golf putting green

## **RINK DETAILS**

This section of the State Team Manager's Handbook contains information and contact details for rinks around Australia.

### **MELBOURNE**

#### **1. Olympic Ice Skating Rink**

##### **Contact Details**

1080 Centre Road

Oakleigh South

Melbourne VIC 3167

Telephone: 03 9579 3755 .Fax: 03 9579 4124

**Email:** [info@icerink.com.au](mailto:info@icerink.com.au)

#### **2. The Ice House**

##### **Contact Details**

105 Pearl River Road

Docklands VIC 3008

Telephone: 1300 756 699

Email: [enquiries@icehouse.com.au](mailto:enquiries@icehouse.com.au)

### **NEWCASTLE**

#### **1. Hunter Ice Skating Stadium**

##### **Contact Details**

230 Macquarie Road Warners Bay

Phone: (02) 4954 4499

Fax: (02) 4954 4599

Email: [skate@huntericeskating.com.au](mailto:skate@huntericeskating.com.au)

### **PERTH**

#### **1. Perth Ice Arena**

##### **Contact Details**

708 Marshall Road

Malaga WA 6090

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Telephone: (08) 924 89060

## **2. Cockburn Ice Arena**

### **Contact Details**

239 Barrington Street

Bibra Lake WA 6163

Telephone: (08) 9434 4066

Fax: (08) 9434 4544

Email: [info@cockburnicearena.com.au](mailto:info@cockburnicearena.com.au)

## **3. Xtreme Ice Arena**

### **Contact Details**

15 Chesterfield Road

Mirrabooka WA, 6061

Telephone: (08) 9344 4400

Email: [admin@xtremeice.com.au](mailto:admin@xtremeice.com.au)

## **QUEENSLAND**

### **1. Ice World**

#### **Contact Details**

##### **Iceworld™ Acacia Ridge**

1179 Beaudesert Road, Acacia Ridge, QLD 4110

Telephone: (07) 3277 7563

Email: [manager-acaciaridge@iceworld.com.au](mailto:manager-acaciaridge@iceworld.com.au)

##### **Iceworld™ Boondall**

2304 Sandgate Road, Boondall, QLD 4034

Telephone: (07) 3865 1694

Email: [manager-boondall@iceworld.com.au](mailto:manager-boondall@iceworld.com.au)

## STATE TEAM MANAGER'S REPORTS

At completion of the Championship, the State Team Manager is required to provide two reports to the IHSA Board; 1 general report about the team and Championship and 1 financial report. The details required for each report are outline below.

- **State Team Manager's General Report**

The State Team Manager's general report should include the following:

- **Championship Dates and Location**  
Advise where and when the Championship was held.
- **Details about Team Selection**  
Provide details about team selection including when selection trials were held, how potential players were advised of such selection trials, how many trainings were held before selections were made, how players were advised of their selection.
- **Details about Championship Preparation**  
Provide details about all preparations for the Championships including any meetings held, date, time and number of trainings
- **Details about the trip to the Championship Location (if appropriate)**  
Provide details about the mode of transport and any difficulties experienced of behaviour problems encountered that may impact the reputation of IHSA.
- **Details about Team Off-Ice Management and Well-Being**  
Provide details about the location and type of accommodation, meals and any off-ice activities. Any issues that require mediation should also be reported.
- **Details about the Championship**  
Provide details about the Championship including games played, results of games, any injuries and their treatment, and information about any individual or team awards received. Information should be included about whom selected the SA MVP and how.
- **Assessment and Opinion of the Championship**  
Provide an assessment and opinion about the Championship including what aspects of the Championship were good and what could be improved.
- **Details about the trip home from the Championship Location (if appropriate)**

Provide details about the mode of transport and any difficulties experienced of behaviour problems encountered that may impact the reputation of IHSA.

- Assessment and Opinion of the SA State Team

Provide an assessment and opinion about any ways IHSA could improve its procedures and processes with regards to its State Teams.

- **State Team Manager's Financial Report**

The State Team Manager's financial report should include details about all revenue and expenses (pre-Championship – post-Championship). The report should be as detailed and transparent as possible so that it is easy to read and understand, and potentially useful to future State Team Managers as a guide/template. An Excel Spreadsheet document will be provided for the Team Manager to complete the details listed below.

The State Team Manager's financial report should include the following:

- A Summary of Finances  
Provide summary details of ice time, uniforms, airfares, accommodation, transport, and miscellaneous expenses
- Specific Details of Ice Time  
Provide details of date used, length of time used each session, cost per session, amount of money banked per session.
- Specific Details of Uniforms Purchases  
Provide details of uniform items purchased for each player and official including the supplier, cost, income and expenditure.
- Specific Details of Airfares  
Provide details of airfares purchased for each player, each official and accompanying parent including the airline, the cost, income and expenditure.
- Specific Details of Accommodation  
Provide details of accommodation purchased for each player, each official and accompanying parent including the name of the accommodation venue, the cost, income and expenditure.
- Specific Details of Transport

Provide details of transport purchased for the team to travel between the accommodation and the Championship venue including the company through which the transport was hired, the cost, income and expenditure.

- **Specific Details of Any Miscellaneous Expenses**

Provide details of miscellaneous expenses incurred by the team including food, petrol, administration, gifts, team photographs etc. This should include the cost, income, expenditure and any refund.

- **Specific Details of Any Surplus Funds**

Provide details of miscellaneous expenses incurred by the team including the item, the amount of surplus for each item, any purchases (and their cost) and any refund due to players.

# APPENDIX A

## **IHA National Championship**

### **Team Registration Form**

**(14.17.3)**



**[ INSERT IHA National Championship Team  
Registration Form (14.17.3) HERE ]**

# APPENDIX B

## **IHA National Championship**

### **Team Composition Form**

**(14.17.4)**

**[ INSERT IHA National Championship Team  
Composition Form (14.17.4) HERE ]**

# APPENDIX C

## **IHA National Championships**

## **Team Officials Registration**

## **Form (14.17.5)**

**[ INSERT IHA National Championships Team  
Officials Registration Form (14.17.5) HERE ]**

# APPENDIX D

## **IHA Member Protection** **Declaration Form (14.17.13)**

**[ INSERT IHA Member Protection Declaration  
Form (14.17.13) HERE ]**

# APPENDIX E

## **Therapeutic Use Exemptions**

### **Standard Application Form**

**(14.17.7)**



**[ INSERT Therapeutic Use Exemptions  
Standard Application Form (14.17.7) HERE ]**

# APPENDIX F

## IHA Application for an IIHF Transfer Approval Form



14. Name of previous club and Association: .....

15. Level of hockey played in previous country:  
.....

16. Certifications held:
- a. Coaching Level and country of issue .....
  - b. Officiating Level and country of issue .....
  - c. Other .....

17. Type of transfer requested:
- a. Limited (state period of transfer) .....
  - b. Unlimited .....  
(Letter of Approval for players under 18 requires letter from parents requesting unlimited transfer and advising they have moved to Australia indefinitely)

.....  
Player's Signature or Signature of  
Parent/Guardian if under 18 years

.....  
Date

**Recommendation of State Association**

Transfer of the above player is                      Recommended / Not Recommended

.....  
Signature of State Official

.....  
Date

.....  
Official's Name and Position

# APPENDIX G

## Under 18 Player Transfer Application Letter of Approval Form



# APPENDIX H

## Unlimited Transfer Card Request Form



### **UNLIMITED TRANSFER CARD REQUEST**

This note explains the player's rights and responsibilities when planning to transfer from one country to the national association of another country. It should be read carefully and must be signed by the player before the International Transfer Card (ITC) can be processed and must be submitted to the IIHF together with the ITC.

**The choices the player has to make:**

1. The player has the option to choose the basis on which he is transferred – limited or unlimited and must complete the ITC accordingly, failing which he will be deemed to have elected to be transferred on a limited basis.
  - 1.1 A limited transfer means that the player transfers temporarily to a specific club under the jurisdiction of the "new" National Association but automatically returns to the former club under the jurisdiction of the "old" National Association when the transfer expires. During the period of the temporary transfer he may still call upon his "old" National Association for support. A limited transfer cannot be limited to less than the period of the player's firm contract with his new club.
  - 1.2 An unlimited transfer means that the player transfers permanently to the jurisdiction of the "new" National Association and ceases to have any connection with, or the option to ask for support from the "old" National Association. If the player wishes to play in the territory of any other National Association including returning to his "old" National Association he will require a new ITC and be responsible for all associated service charges.
2. There are financial implications depending on the choice the player makes – to transfer on a limited or unlimited basis.
  - 2.1 Before signing the ITC the IIHF requires both involved clubs and respective National Associations to carry out certain research designed to protect both the player and the clubs involved. National Associations may charge for this service up to a maximum of 500 Swiss francs. The IIHF will make available ITC's at a cost of 300 Swiss francs per card and make an additional charge of 100 Swiss francs if part of the process has been carried out by fax. The player is responsible for paying these service charges.
  - 2.2 A player who elects to transfer on a limited basis will revert to the jurisdiction of his "old" National Association once the limited period has expired without incurring any service charges at that time.
  - 2.3 A player who elects to transfer on an unlimited basis but then later wishes to revert to the jurisdiction of his "old" or another National Association will have to initiate the transfer procedure as described in 2.1 above and will be responsible for the associated service charges.
3. Other considerations - Before electing to transfer on a limited or unlimited basis you should consider the following:
  - It is usual practice for the club to which the player is going to play to pay, or for the player to negotiate his contract on the basis that the club will pay all the service charges. The player should make sure of the position before signing his contract otherwise he will be responsible for the service charges.
  - The player may feel more at ease by preserving the link with the "old" National Association. If so, and, if having transferred to a "new" National Association on a limited basis and even in the knowledge that he will be renewing his contract with the same club or staying in the same country, he may elect to transfer for consecutive seasons on limited transfers.
  - The player should contact his "old" National Association in order to discuss the consequences that an unlimited transfer may have.

I warrant that I have read understood the choices open to me and that I have had the opportunity to take independent advice in connection therewith, and, I hereby confirm that I wish to transfer from the National Association of \_\_\_\_\_

\_\_\_\_\_ to the National Association of \_\_\_\_\_

on an unlimited International Transfer Card.

Name in full (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Place and Date \_\_\_\_\_

Witnessed by (Name, Date and Signature): \_\_\_\_\_

September 2008