



## Liaison Officer/ Team Manager Duties

This information is designed to assist those club liaison officers who frequently act as the team manager. It is not intended to preclude a team manager from absorbing the full MHL Regulations - a copy of which can be found on the England Hockey website [www.englishockey.co.uk](http://www.englishockey.co.uk). It is published in an effort to provide valuable information.

There are three key areas to a liaison officer's/manager's duties. They are ❶ pre-match, ❷ match day and ❸ after match. The points below outline the duties that need to be completed in each of these areas.

### **PRE-MATCH**

#### ***Contacting opposition/officials***

The first duty is to contact the opposition liaison officer, umpires, match official and any other personnel appointed to the game i.e. umpire selector, assessor, coach. This **MUST** be done no later than the Tuesday prior to the match day. Emails are an accepted communication method; however, you must ensure that the opposition and officials know to confirm receipt of the email. If they do not reply by a specified time, a phone call to the individual/s will need to be made to ensure they have received the information.

#### **Details that should be confirmed when contacting the opposition are:**

- (a) Venue (name/address) and type of pitch surface;
- (b) Directions to the venue;
- (c) Location for pre-match refreshments. If pre-match refreshments are served at a different venue, full address and directions should be advised;
- (d) Match start time;
- (e) Colours of both teams; Obtain lists of players for programme;
- (f) Facilities available at the pitch for changing/showering etc;
- (g) Match day bad weather procedures and emergency telephone number;
- (h) Any other useful information i.e. if there is ball patrol during the game etc.

#### **Details that should be confirmed when contacting the umpires and officials are:**

- (a) Venue (name/address) and type of pitch surface;
- (b) Directions to the venue;
- (c) Location for pre-match refreshments. If pre-match refreshments are served at a different venue, full address and directions should be advised;
- (d) Match start time;
- (e) Colours of both teams; Obtain lists of players for programme;
- (f) Facilities available at the pitch for changing/showering etc;
- (g) Match day bad weather procedures and emergency telephone number;
- (h) Any other useful information i.e. if there is ball patrol during the game etc.
- (i) Pitch peculiarities, such as very narrow run-off areas etc;
- (j) Travel arrangements - are they travelling by train? If so, do they require transport from the station to the venue? If by car, is it possible to provide reserved parking space?

### **MATCH DAY**

#### ***Pitch facilities checklist***

On arrival at the venue, you should check the following:

- (a) Is the pitch clean/clear of rubbish and debris? In autumn is there a problem regarding leaves on the pitch specifically within the circles? Brooms/brushes may be required.
- (b) Is the pitch clear of other equipment, such as football goals or other hockey goals on the sideline?
- (c) Are there available a suitable table and chairs for the match official, plus additional chairs for any suspended players?
- (d) Provide a towel or paper towels to dry down table and chairs after pitch watering (if applicable).



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- (e) Are there dugouts at the pitch? If not benches will be required for the teams.
- (f) Check goal nets for holes or gaps behind crossbar and posts. Are there spare goal nets available in the event that the nets supplied are not adequate?
- (g) Are there corner flags readily available to be put out?
- (h) Is there a separate area for spectators? Are their stewards/programme sellers available to assist?
- (i) Do you know who the contact person is at the venue (if not your own club), in order to assist with any problems such as to allow access to the pitch in the event that an ambulance may be required? Do you know the access point to the pitch for emergency vehicles? Is it unlocked?
- (j) Do you know how to switch the floodlights on if requested and how to get the pitch watered?
- (k) Do you know the contact details/directions to the local hospital in the event of a serious injury?

### **Equipment required for the game**

- (a) Plenty of ice available: 'no ice – no game'.
- (b) A well stocked first aid kit.
- (c) A supply of good quality match balls of the same type and colour.
- (d) In the event of blood injuries, appropriate equipment to remove blood from the pitch (water/alcohol, surgical gloves, cloth or paper towels).

### **Match duties (Team Manager)**

If a team has a coach but not a manager, and if no-one else is available/prepared to assume the duties of a manager, then the coach must assume the role of the manager.

- (a) Provide the match official on duty with the MHL match report sheet.
- (b) Not less than 30 minutes before the match your team sheet must be passed to the match official along with adequate copies of the match day programme, and a print out of the team's online pitch-side list - showing all registered players.
- (c) Not less than 10 minutes before the match inform the match official of your starting 11 players.
- (d) Both teams must be given adequate space to warm up i.e. half a pitch each.
- (e) Substitutes are to wear coloured bibs/tops different from the colours of the players and umpires on the pitch. They should remain seated for the most part.
- (f) If players are wearing cycle shorts or long sleeved tops under their playing clothes they must be of the same colour as the corresponding item of clothing shown on the team sheet.
- (g) The captain is to wear an identifying armband or similar distinguishing article.
- (h) Co-operate with the match official, be readily available if and when required.
- (i) Co-operate with the match official and umpires in escorting (if safe) a player with an injury, or with blood stained clothing, from the pitch; any blood on the pitch must be dealt with.
- (j) Inform the match official of any substitutes during the game and on commencement of the second half.
- (k) At the end of the game check and sign the MHL match report sheet.

### **AFTER MATCH**

- (a) Thank umpires, match official, opposition and any other personnel appointed to the game.
- (b) Ensure that the opposition and officials have access to changing/shower facilities.
- (c) If refreshments are not at the pitch venue ensure that all have clear directions to the venue, and where necessary, lifts are available for those without their own transport.
- (d) Clear away any match equipment (as appropriate).
- (e) Ensure that umpires and match official are offered refreshments.
- (f) Communicate with the opposition and match officials whilst eating. Everybody can learn from each other in terms of match day protocol and aspects of the game/decisions given. Opinions are good to share in a constructive way.