



Hills Juniors

DUTY STATEMENTS OFFICIALS

To the Club Secretary...

Team Officials in Hills Junior competitions are expected to meet certain minimum standards, and we have found from year to year that many, especially new officials in the Teeball conferences, have little idea of what they are supposed to be doing to run their team. We provide these Duty Statements as guidelines only– if your club is comfortable with its current training procedures, then please stick with them.

HEAD COACH...

The Head Coach is responsible for overall team preparation. By the end of the season, children are expected to be confident in their game, happy to attend training sessions, eager to play each weekend, and

Duties include but are not limited to the following:-

- 1) Implementation of training programmes recommended by The League and the Home Club for the age group and grade involved.
- 2) Set realistic team objectives & desired outcomes game by game and throughout the season.
- 3) Develop game plans appropriate to the age-group and grade involved.
- 4) Co-ordinate training schedules, pre-game preparations and the post-game routine.
- 5) Follow guidelines in the Level 0 training manual as a minimum standard.
- 6) Encourage other officials to upgrade their qualifications.
- 7) Develop a cultural approach that supports the principles of fair play, enjoyment and the values of The League.
- 8) If involved in a Division 1 conference, to participate in the selection processes.
- 9) Devise and execute disciplinary action for on-field misconduct of players
- 10) Compliance with Codes of Conduct for both players and other officials
- 11) Present yourself and the team in a professional and positive manner at all times.
- 12) Accountable to your own Home Club Secretary.
- 13) Hold at minimum a current Level 0 Coaching Accreditation or equivalency

ASSISTANT COACH

- 14) Working as a member of the coaching team, conduct instructional activities at training sessions in consultation with and under the direction of the Head Coach
- 15) Work one-on-one with individual athletes to enhance the offensive and defensive aspect of their development.
- 16) Specialist game and practice duties as required by the Head Coach.
- 17) Assist the Head Coach with the co-ordination of the team's routines.
- 18) Assist the Manager by helping to keeping track of the team's equipment.

- 19) Collaboration with the Head Coach in the planning and selection of the team
- 20) Enforce the HJBA player code of conduct and support the HJBA Coaches / Managers Code of Conduct
- 21) Off field supervision of athletes as required by the Head Coach
- 22) Any other on field duties as needed and directed by the Head Coach

MANAGER

- 23) Document any written planning for practice sessions and practice supervision in consultation with the Head Coach.
- 24) Off-field supervision of players as directed by the Head Coach. This includes such things as organising the next batter up in the younger age-groups, and keeping the bench players under control.
- 25) Ensure that all required equipment is properly maintained and available when required. You should delegate players to help with carrying, unpacking and packing up where possible.
- 26) Know the Codes of Conduct for both Players and Officials and be prepared to counsel anyone who breaches them.
- 27) Write the lineup on game day, under direction from the Head Coach, and make sure it is available to both players and the on-field staff when required.
- 28) You are accountable to The League (not your Club or other Club Officials) for your team's compliance with the RuleBook.
- 29) Secure adequate shade, ice, food and water for players in your team. This does not include buying anything unless your team authorises you to do so, but rather to simply ensure that such facilities are available.
- 30) In the event that either a game or training session is deferred or cancelled, you need to contact all the players in your team and advise them.
- 31) Collect any monies due to your Club or The League from players and/or their families, and remit same to your Club or The League as appropriate.
- 32) Assist in dressing the field prior to a scheduled fixture if required.
- 33) Manage the medical needs of any player. This includes such situations as taking custody of "puffers" and other medications designed for self-administration, and providing them to players upon request. It also includes liaising with parents or players on issues of banned substances, notification to The League of the use of non-prescribed medications and suchlike. It specifically does NOT require the medical skills required to administer medication.
- 34) Ensure that any player injured receives suitable medical attention, including accompanying the injured to the premises of a doctor, a hospital or other clinic etc.
- 35) Off field player conduct is the responsibility of the Manager.