

## JOB ANALYSIS OF CLUB MANAGER

The Club Manager shall:

### Duties of Office

1. Begin her term of office January 1st.
2. Represent her Club on the Local Association Executive Committee.
3. Be responsible for the Club Treasury (unless provision for a Treasurer is made). Collect dues and other fees, pay dues to the Local Association (by date specified in By-Laws), pay all bills, keep a permanent record of all receipts and expenditures. Prepare an annual report to be presented to the membership and for audit.

### Correspondence and Records

1. Reply promptly to all correspondence, keeping copies of all important correspondence.

### Equipment

1. Be responsible for club uniforms, balls, etc, or appoint someone to do so.

### Program

1. Be responsible for a recruiting program for new members. Contact New Player's Chair if players are needed.
2. Schedule and make arrangements for all practices and matches, as per local custom. Notify all members of dates and places for same.
3. Secure and pay umpires for all matches.
4. Notify members of PFHA Sectional practices, exhibition games, master leagues, other activities and obligations and any Sectional or U.S. activities in the area.
5. Act as social chairman or appoint someone to do so. Put particular emphasis on making new members feel welcome.
6. Organize any fund raising projects or appoint someone to do so.
7. Solicit opinions from members on ways to improve the PFHA. Take those ideas to the Executive Committee.

8. Explain and discuss local, sectional and USFHA and PFHA business with Club members.

### USFHA Obligations

Every PFHA player must be a USFHA member. Each player must choose between the Association and Club Player options. Association membership dues are \$25.00; Club Play membership dues are \$15.00. See your manager for other benefits of each type of membership.

### Administration

1. Keep a complete record of the procedures followed in the discharge of her duties including a copy of an annotated Job Analysis. Update the Job Analysis as necessary. Develop a date calendar to be included in the files.
2. Turn over all files and equipment, with an inventory, to her successor by January 1st.
3. Turn over name and address of new manager(s) or any changes to PHFA Vice President by January 1st. If 2 managers are to be involved, indicate which should be contacted first.
4. Rosters and Dues

Phila. Treasurer - 2 copies of your roster; \$55.00 forfeit fee; \$20.00 Phila. dues; and USFHA dues by October 1. Fines to Phila. treasurer from previous season must be paid by March 15; 10% fine if paid late. Phila. Treasurer will forward USFHA dues to the National Office.

Phila. Forfeit Fee: The forfeit fee will be held over to the following year unless otherwise requested. Fines for the season are taken from the forfeit fee. Your team will not be fined if your team: 1) shows up to each game on time, 2) is in entire official uniform, 3) shows up with 11 players, and 4) has a USFHA rated official in uniform. Should any of these areas be insufficient, your team will be fined \$5.00 for each infraction.

For example:

Team not prepared to play beyond 15 minutes of game start	\$5 fine
Two players out of uniform	\$5 fine
Team arrives with incomplete team (7, 8, 9 players)	\$5 fine
Team does not supply USFHA officials	<u>\$5 fine</u>
Total team fines	\$20

#### Club Dues

Collect enough dues from your members to cover forfeit fees, insurance, PFHA dues, phone calls, stamps, etc. The club manager should not be expected to pay out of her own pocket.

#### Example:

##### Team Expenses

Refs - 9 games @ \$35.00 =	
Phila. Forfeit fee	= \$ 55.
Phila. Dues	= \$ 20.
Manager's Expenses	= \$ 20.

##### Team Income

1. Sponsor - Go for it.
2. Individual Dues to Team:
  - 15 on roster = \$24.33 each
  - 20 on roster = \$18.25 each

##### Individual Expenses

Team Dues	= \$18.25 - \$24.33
USFHA Dues	= <u>\$25.00</u>
Total	= \$43.25 - \$49.33

#### 5. Directions to your Home Field\_\_\_\_\_

This is very important. By the scheduling meeting, you should have obtained a home field and make a copy of directions to your field. Give this map to the PFHA Vice-President. You

will receive a packet of directions for the teams in your division.

6. Post Game Cards

After each game, the 2 managers meet to fill in the score card and sign it. Both managers are responsible for bringing this card to the field. Both should mail this card immediately to her Division Recorder. This name and address is on the schedule card. An example of filled out card is seen below. This card must be postmarked within one week of the contest in order to avoid a fine.

PFHA Score Card

Date: September 10 Site: Vet Stadium  
Home Team: Eagles Score: 7  
Away Team: Bears Score: 0

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Teams	*Points	All in uniform	All on time	USFHA rated official	Complete team	Points
Home	6	1	1	1	1	10
Away	0	1	0	1	1	3

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Completed by: \_\_\_\_\_ Opposing Manager: \_\_\_\_\_

Directions: \*In first box, give 6 points for win; 3 points for tie with goals; 2 points for tie with no goals; 0 points for loss. Then, give one point, if earned, for the remaining 4 boxes. Place a 0 if the point is not earned. Add first 5 boxes together to come up with total points. Both managers must complete a card and send it in to Division Recorder. Both managers must sign each card.

PLEASE NOTE: This card.....

7. Team Rosters

In an effort to help intrateam communications, it is wise that you print up and distribute a roster of your entire team with everyone's name, address and phone number.

Reminder:

Please be punctual and efficient in your paperwork. Send necessary information to the proper people; names and addresses are on the schedule card that is distributed each year.

COMMUNICATIONS

Phone Chain

Communication is a must. It is advisable to you as the manager to delegate some of the phone calls. You're on the phone enough. If it rains, you'll need to inform both your team and the other team as soon as possible. We have people coming from Lehigh, Delaware and New Jersey, so we must be considerate of those who have a long distance to travel and must leave earlier than others.

You should call the other manger and your official and make any long distance calls since you're given an expense account for phone calls anyway. You shouldn't need to make more than 5 calls yourself. Have about 3 of your teammates help you with calls. The phone chain could look like this:

MANAGER

REF	OPPOSING MGR.	LONG DISTANCE	TEAMMATE					TEAMMATE				
			1	2	3	4	5	1	2	3	4	5
			All long dist. if you called									

Opposing Managers

You need to keep in touch with each opposing manager. You should call the manager of your next game on Sunday evening (no later than Thursday) to confirm the place and time of next Saturday's game. This will give you time to contact your teammates in case of a problem. If you have a change in plans for a particular week, let the opposing manager know as soon as possible.

TEAM ATTENDANCE RECORD AND LINEUPS

NAME	PLAYDAY 9/17	SEPT 24	OCT 1	OCT 8	OCT 15	OCT 22	OCT 29	NOV 5	NOV 12
Beth		REF		NO					
Mary			REF			NO			
Susan		NO			LATE				

The above chart is an example of one you may want to use to keep track of who can come and who can't come each week. Being able to plan on absences will eliminate problems and unwanted fines and penalties. On some teams, everyone goes to all of the games and play a half or 2 or 3 quarters of a game. If you don't have to sit a lot, this is okay. Other teams only have 11 players come to each game so that all can play a full game. However, if something happens to just one person, then you are penalized and fined. The good part about the later plan is that you save on doing a lot of driving only to play a half of game and you can take advantage of a full day off. Whichever method you use should be a team decision.

If your team is penalized \$5.00 and 1 point because you don't have a full team, or are out of uniform or late, some teams make the guilty player(s) pay the \$5.00.

As you can see, Communication is a must; it can make or break a team. It is the player's responsibility to let the manager know when she will miss a game.

It is advisable to keep team members on your roster, even if they can play only a few weekends. You may want to prorate their dues. Saturday games have forced many H.S. and College coaches to retire from active playing. We are trying to encourage play and not discourage possible senior members and beneficial members of your team. Consider scheduling Sunday games. Don't send them away with hard feelings.

### Lineups

You are in charge of team lineups. This could lead to problems. Some teams pick their toughest games and make sure their strongest lineup plays against those teams. Try to play everyone in the other games, but still win. If your system is to play the entire team each game, then stagger your weak players. don't put them all in at once. and try to hide them. Many club teams go on seniority. This may not be the ideal way to win games but it is a very prominent unwritten law on many teams. Remember that each player paid similar dues; be sensitive to playing times.

### MEETINGS YOU NEED TO ATTEND

Your team will be fined \$5.00 for each meeting it is not represented. This is your responsibility.

1. January General Meeting (Old and new managers suggested to attend)

This is when we discuss everything concerning the past season and make refinements to the system. Winners of each division are announced, and awards, if any, are handed out. Rule

changes are suggested here. The Indoor Season is also discussed in detail here. Input will be collected for the November and January USFHA meetings.

## 2. March Scheduling Meeting

This is a very important meeting. The schedule will be made by you. You need to be there (or someone from your team).

You also need to bring and leave one copy with the President and one copy with the Vice President the following information:

1. Next fall's manager's name, address, home and work phone;
2. Name of school and address of your home field;
3. Your official uniform colors - top, bottom, and socks.

This is for the information card.

At the meeting you will go through your schedule with each opposing manager in your division and decide who's field the game will be played at and what time. Those teams not in attendance usually end up with all away games. Please note: If you play at the Merion and Phila. Cricket Clubs, you have a chance to play on the best fields in the country. You may want your games to be played on these fields.

If another teams shares your field, you will have to keep close tabs with them during the scheduling meeting. Make sure one is home while the other is away or stagger the starting times if both are home. Whichever, finalize it before you leave the scheduling meeting.

If you are using the field of a High School, College or University, I know their fall schedule before you get to the scheduling meeting. You will have to work your schedule around them. Double check with the Head Coach or Athletic Director in May (no later) to make sure you have their final and correct schedule. This is your responsibility and not theirs and will avoid any possible mixups in the fall. If there is a mixup, the Club team is the one who has to reschedule the game, not the school.

If your team has a lot of US or Phila. players on it (Ursinus, Owlettes, West Chester, etc.), know the dates of things like the American Cup or Intersectionals. Or if your club wants to play in the JFK Tournament or others like it, know the dates by the scheduling meeting. It is advisable for you to reschedule your conflicting club games as soon as possible - preferably at the scheduling meeting.

A report of the January USFHA meetings will be given with your

thoughts and input collected for the June USFHA meetings.

3. September General Meeting

This is held midway through the kickoff playday. Plans for the session will be discussed. A report of the June USFHA meeting will be given with your thoughts and input collected for the November USFHA meetings.

## GAME MANAGEMENT

### HOW TO GET A FIELD & A REFEREE

#### Field

Have a field lined up by the February Scheduling Meeting. This is so you can have copies of the directions to hand out to your opposing managers. It is not easy to find a field if your team does not have one. Try Jr. and Sr. High Schools and Colleges first, especially if you're an alumni team. Ask about their policies for use of their field and whether they request a donation in return. Some do, some don't. Use all the connections you can if it becomes difficult to find a field.

It is courteous to write a thank you note to the school at the end of the season whether you include a donation or not. And by all means, always write prior to each season to ask for the privilege of using their field again. Never assume they'll let you use it. It goes without saying that you should take care of these fields.

If you know ahead of time that your field is not usable after rain or that you are inflexible in getting the field whenever you need it for a last minute make-up game, etc., you should have a back-up field which you can use almost instantly. It would be wise to distribute directions to your back-up field also.

#### Referees

This is also a tough part of your job, a headache you'll have every season. However, the earlier you get this done - as in immediately after the scheduling meeting - the easier for you. If you have any referees on your team, you may ask them to do one game as long as you have prior permission from the opposing team's manager. Instead of paying these players, they would not have to pay team dues. You will want to get a National or Sectional referee, if possible. Try not to use any apprentices. The fees vary, always go by the price listed in Philadelphia Board Officials for Women's Sports (Blue Book).

#### Timekeeper

The home team is responsible for supplying a timekeeper. This may be an extra player, spectator, or your referee.

### MISC.

#### Rescheduled & Make-up Games

This is where we get into some hairy situations. You may reschedule any of your games to a date and time both managers agree to. This should be done as soon as you find out - preferably at

the scheduling meeting. If you know your field is being used for a tournament, you'll have to travel that day if another date can't be found. If a lot of your players are away playing for Philadelphia at Intersectionals or for the US at America's Cup, the other team should allow you to reschedule.

We have had teams in the past whose regulars could not show up at the only available dates to reschedule, however, other non-regular teammates could show up. Even if you do not have a full team, you must reschedule or forfeit, especially if a deadline is involved. We cannot accommodate your team's every wish.

### Practice/Player Positions

Some teams practice, most don't. With everyone spread all over the Philadelphia area, with different work schedules and with darkness fast approaching, it is often hard to get together to practice on weekdays. If you do, make it optional.

Club players need to be willing to play anywhere - including goalkeeper. Ask them to tell you all of the positions they play. This will help you in making up lineups.

## TEAM EQUIPMENT AND SOCIAL EVENTS

### Uniforms

Your uniform which is listed on the info/schedule card must be worn each week by all of your team members and will be strictly adhered to. Failure to have the proper uniform on in full will result in a \$5.00 fine plus losing a point in the final division standings.

Many teams have traditionally worn kilts, however, you will notice from the info card that many teams are going to shorts or sweats. You may want to put "Navy bottoms" for instance as your official uniform. This way you can wear shorts or kilts on warm days or sweatpants on cold days and still be in compliance with the uniform rules.

If you wear sweatpants, you must have your official color socks on over your sweats. If kilts are you uniform, you may wear sweats under your kilt. Otherwise, if you state kilts, shorts or sweats as your "official" uniform, your entire team must wear that article of clothing in every game or you will be fined \$5.00 and docked 1 point for not being in uniform as stated.

If you play at Nationals as a team, you will need numbers on both sides of your shirts.

### Equipment

All equipment is supplied by each player. If you're lucky enough to find a sponsor, you may be able to defray your expenses.

## Team Party

Most teams have at least one party a year - usually a post season one. But there's nothing stopping you from having more. The easiest way to organize this is before the season is over and after a club game. Make a list of what you need for the party and have people sign up for what they would like to bring. Usually, the person who has the party at her house does not have to bring anything.

OTHER PLAYING OPPORTUNITIES FOR YOU &/OR YOUR TEAM

J.F.K. Tournament - October

An international tournament in Washington D.C. with a men's division and a women's division. Teams are all from the US, Canada and Caribbean. Contact: Kingdon Gould, Jr., Chairman  
J.F.K. Memorial Field Hockey Tournament  
1725 DeSales St. NW, Suite 900  
Washington, DC 20036

Phila. Indoor Hockey - December - April

Is relatively new, nonstop play, and exciting. Most of the play is at the local colleges from December - April, but is open to the club players also. The National Tournament is usually in April. For an updated list of who plays when and where, contact the Phila. Indoor Chairperson in November or December.

Sectional Team

This is open to all club players. Practices will be announced in September and usually are on Sunday afternoons in October and November and are available even if you're not up for selection. The Philadelphia Team is, in all the years of hockey in the US, the nations best and most dominating team. New players are always needed. The team may play in the Intersectional Tournament in mid October, JFK Tournament, and at the National Tournament over Thanksgiving.

Pennsville (N.J.) Pre-season Tournament - Last weekend in August

4 games, Friday through Sunday for \$55.00 per team.  
Contact: Pennsville Recreation Dept.  
c/o Dusty Peak  
9 W. Broadway  
Pennsville, NJ 08070  
(609) 678-6777.

The Bermuda Hockey Festival - September

Sponsored by Bacardi Rum. An international tournament with a men's and women's division. Teams are from the US, Canada, Britain, and the Caribbean. \$25.00+ per person with you supplying your room and board. Contact: Mr. John M. Silvertand  
P.O. Box 683  
Devonshire & Bermuda  
H: (809) 292-7387  
W: (809) 292-4255

Maple Leaf Tournament - Mid-June

An international tournament in Toronto with a men's and a women's

division. Teams are from the US and Canada. \$20.00+ per player/plus room and board. Contact: Ontario Field Hockey Assoc.  
1220 Sheppard Avenue East  
Willowdale, Ontario M2K 2X1

Jamaica Men's Hockey Association - Mid-October

An international tournament in Kingston with a men's and women's division. Teams are from US, Canada, and the Carribean.  
Contact: Donald Anderson, President  
Jamaica Men's Hockey Association  
175 Mountain View Avenue  
Kingston 6, Jamaica  
West Indies

USFHA National Clubs Championship - Thanksgiving

Don't forget our own Hockey Festival. You may enter your team or a pick-up team in any of the following divisions: Clubs, Mixed (men & women on same team), or Masters. Contact: The National Office.

USFHA Regional and National Indoor Championships - March & April

These are open to all members to go with your club team or a pick-up team. Costs: about \$75 per team for each tournament. Contact: The USFHA National Office.

North Jersey Cup - Mid-May

An international tournament held in Milford, PA. For information contact: Henry R. Krohn  
47 Greenview Drive  
Peguannock, NJ 07440

PHILADELPHIA FIELD HOCKEY ASSOCIATION

CLUB LEVEL RULES

UPDATED 6/88

1. Each team must pay \$20.00 in dues and \$\_\_\_\_\_ in insurance (rate varies each year) to PFHA each season. Checks are to be made payable to PFHA and the team name should be included on the check. This should be accompanied by 2 completed rosters and USFHA dues (\$15. or \$25. per player) with a separate check made payable to USFHA. All of the above is sent to the current PFHA treasurer, who will forward the USFHA dues and one roster to the National Office by opening day. If postmarked after October 1, the club games for that team will be forfeited until paid. At this time the team is charged a 10% penalty fee on PFHA dues and will be contacted via the phone by the PFHA treasurer. After October 15, the club team's games will no longer count for the rest of the season (although games will be played with all the rules enforced) and the team will be excluded from PFHA subject to the Executive Committee's discretion. Updates to the roster can be made until October 15 by contacting PFHA treasurer.
2. All financial accounts must be settled with the PFHA Treasurer by the following February/March meeting or they will not be included in the upcoming schedule. The PFHA Treasurer will send each team a bill by December 30th.
3. Only those players listed on the team roster may play for that given team. Teams are not to be penalized by the absence of players who are elsewhere representing hockey in some capacity. This is the only time a non-rostered player may play. However, she may not be a member of another club or college team. Players may be added to a team roster up until October 15. These additions will be sent to the PFHA treasurer.
4. A person may not play PFHA hockey that attends high school.
5. Each team is expected to field a full team; be on time; be in full uniform; and provide a USFHA rated official (National & Sectional - \$30.; Local - \$25.). In case of duplicate colors, the home team must provide a contrasting color top and socks. Failure to meet these requirements will result in a 1 point reduction in the standings and a \$5.00 fine for missing players, for players out of uniform, for being late, and for not supply a USFHA rated official. If you do not provide a USFHA rated official, your team must pay the single umpire a full game fee (\$30. or \$25.). All fines shall be deducted from the forfeit fee. All fines shall be turned over to the PFHA Treasurer. All teams that meet their responsibilities

will have their forfeit fee carried over to the next season unless requested otherwise.

6. All games begin at 10:00 A.M. unless noted. There will be a fifteen minute waiting period without penalty to allow for lateness by either team.
7. Points: 6 for a win; 3 for a tie with goals; 2 for a tie without goals; 0 for a loss. Teams within a division who are tied at the end of the season in their division will have their goals totaled minus those scored against to determine their standing. Scores must be written on both scorecards by the two managers and are considered the official scores once the card is mailed.
8. Both managers will send in a game result card. Both cards shall be filled out and signed by BOTH managers. Cards should be sent to the appropriate division recorder whose name is listed on the schedule card. Cards must be mailed and postmarked within one week of the game. If the card is mailed late or not at all, the negligent team shall be fined \$5.00.
9. Substitution Rule (as voted by managers 3/88): Unlimited substitution. Substitution halfway through first half, at half time, at mid-point of second half and for injury. Unlimited re-entry.
10. Halves will be 30 minutes, unless 35 minutes is agreed upon prior to the game.
11. Any new club team entering the Phila. Club schedule will enter at the lowest division unless they have a pre-established record. This record must be a minimum of 4 games and these games will be against the division they wish to enter and the division below. The Executive Committee will review the record and establish placement. All new teams must pay all fees (non-refundable) before they will be added to the PFHA schedule. February 1 is the deadline for all applications. Fees (\$55.00 non-refundable entrance fee, \$20.00 Phila. dues) are due prior to the scheduling meeting in February or March.
12. College players are not permitted to play or substitute on PFHA teams.
13. The traditional Saturday Hockey League of the PFHA shall be limited to female participants.
14. All protests must be submitted within 48 hours by phone to the Phila. President (V.P. in her absence), followed by a letter to the President within 1 week of the game in question. All protests shall be handled by the Executive Committee.

IMPORTANT NAMES, ADDRESSES AND TELEPHONE NUMBERS

FOR THE FIELD HOCKEY SEASON

NATIONAL OFFICE

PHILADELPHIA PRESIDENT

PRESIDENT DIVISION ONE

VICE PRESIDENT

PRESIDENT DIVISION TWO

SECRETARY

PRESIDENT DIVISION THREE

TREASURER

PRESIDENT DIVISION FOUR

NEW MEMBERS

PHILADELPHIA COLLEGES