

Below is an example of the letter that team managers would give to players and prospective players to outline how the season will work. Note that costs are as per 2019 and may change

Important Information for Spitfire players

To: All ACT Capital League 1 Players

From: Manager

Date:



PLEASE ALL READ, UNDERSTAND & REMEMBER.

Introduction

These brief notes provide you with some key information about a range of Spitfire matters including coaching, training, sponsorship and playing, team management, code of conduct and medical information for this season. If you have any questions about any of this please ask me, the coach or a senior player.

Coaching

NAME has been appointed by the Board of HAW as the head coach of Spitfires this year. You are fortunate to have NAME as they are very knowledgeable and committed coach helping you and the team achieve the best possible results. Please give them your full support. They are keen to help you improve and play your best hockey.

Training & Fitness

Until otherwise advised training is under lights on Tuesday from 7.30 to 9pm and Thursday from 6.30-8pm. Players are expected to warm up from half an hour beforehand and be ready to commence on field training on time.

All players are expected to take responsibility for their own fitness and need to do additional training and injury prevention and management to get through the hockey season. Please talk to the coach about any injury or fitness concerns you may have.

As a member of the Spitfires, you are representing HAW at a higher level of competition. Your attitude towards and management of rest, recovery, diet and alcohol consumption will impact on your individual and the team's performance. Developing good habits in these areas is vital for success both on and off the field.

Attendance

If you are not available for games or training due to prior commitments or injury or some other reason, it is expected you communicate this to your manager/coach as early as possible.

Sponsorship and Playing Fees

HAW has indicated a core squad of 16 is to be nominated to the Board of Management for the season. Each player named in the 16-man squad will be required to either:

- **Organise a full sponsor** and have a signed sponsorship agreement (form on the web) submitted to the HAW office. Game fees are included in this sponsorship.
- **Organise a sponsor** and have a signed sponsorship agreement (form on the web) submitted to the HAW office. Your game fee is \$15 per game payable to the Team Manager on game day.
- **If you cannot obtain a sponsor** – you are required to pay an upfront fee of \$400. Your game fee is \$20 per game payable to the Team Manager on the day of the game

Players additional to the squad of 16 will be deemed to be training or development players and will be required to pay a fee of \$100 plus \$20 per game.

If any player fails to comply with these financial requirements, they will not be permitted to take the field. Players must also be a financial member of Hockey ACT.

Please also note that if you are not financial with your club or HAW you are not be eligible to play.

Game Day

It is very tedious chasing \$ from each player on game day. Please come prepared to pay your game fee on the day of the game.

What Is the Money Used For?

It is important that we are financially accountable and try to offset expenses for costs such as affiliation, game fees, insurance, bus hire and fuel, uniforms, balls, medical and field rental and lights for pre-season and the season proper. In simple terms it costs over \$1,000 to field each Capital League player for a season.

Code of Conduct and Medical Information

To play Spitfires you must fill in the form on the web and agree to the Code of Conduct. Please ensure you read and understand the conduct that is required of you. You are signing up to represent HAW in the Capital League competition. You will also be asked to fill in personal and medical details. This information is given to the coach and manager.

Capital League Fixture

The fixture is on the HACT website.

Communication

The main method of communication to the team about training, selection, playing, travel and other player and general team issues will be via announcements at training on either Tuesday or Thursday nights or on game day. We will also use social media and text messaging.

Best & Fairest Votes

3-2-1 B&F voting slips will be handed out after each game and should be completed and returned to the team manager who will collate the details for end of year events.

Milestone games

The team manager maintains a spreadsheet of games played and will update this on a weekly basis to track any upcoming milestone games eg. 50, 100, 150 and 200 games, over the course of the season.

Bus and Trailer

On Saturday away games the bus will depart the Albury Hockey Centre car park. Any changes to this arrangement will be advised during the previous week. There may be some overnight stays if there is a double header away. Costs for an overnight stay will be minimised as much as possible.

Uniforms

TO BE CLARIFIED but playing uniform is supplied by HAW.

Capital League Presentation Evening

Always a fun evening the Spitfires presentation night will most likely be held on **Friday XXXXX** at our Sponsor's venue.

Good luck and we hope you have an enjoyable and rewarding season.