



HOCKEY BURLEIGH
INCORPORATED



VOLUNTEERS HANDBOOK 2007

HOCKEY BURLEIGH VOLUNTEERS HANDBOOK

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HOCKEY BURLEIGH COMMITTEE MEETING PROCEDURES

The Chair of meetings will implement standard meeting procedures at all meetings and in particular will follow the guidelines below. As a result of these procedures, there should be a greater willingness amongst members to be involved in the running of the Club because of the knowledge that meetings will not last "all night" and will "get on with the job". Such guidelines should ensure:

- more effective and efficient use of meeting times.
- shorter meeting times i.e. 1 (one) hour meetings should be the "norm".
- greater direction in debate or discussion that needs to occur.
- that sub-committee tasks are continued/completed between Management Committee meetings.
- time for Committee members to digest information and make more informed decisions at meetings.
- meetings are principally for making decisions on future directions, not chatting about matters that should be thought about between meetings!

Meeting Procedures

- Whenever possible, all papers/reports should be circulated by the Management Committee member responsible for the task to all other Committee members at least 24 hours prior to the meeting at which they will be discussed. This includes regular reports such as sub-committee reports to the Management Committee, as well as any "one-off" reports or papers that may come to the Club at any stage. Fax and e-mail should be used for this wherever possible.
- An Agenda and Minutes will be circulated for each meeting at least two days in advance.
- Each main item on the Agenda will be limited to ten minutes discussion, unless the Committee votes to lengthen debate on any particularly difficult issue.
- A vote will be taken as and when required at the end of discussion in order that a decision can be made by the Management Committee and business can continue.
- All debate/discussion must go through the Chair.
- It must be clearly understood that all Management Committee discussion is strictly confidential and that members have access to the official Minutes of all Club meetings, but not to "inside information" on debate/discussion.
- No member of either the Management Committee or of the Club is to work against the GCHA by word or action at any time. Such members will be subject to dismissal from the Club. Hockey Burleigh will have an appointed delegate to the GCHA with authority to put the Club's case on any matter affecting the Club.
- The Club Executive will communicate as required, usually fortnightly, to maintain direction for the Club. The Committee as a whole will meet monthly (as per the Constitution).

<p style="text-align: center;">Hockey Burleigh Job Description :: President</p>

Primary Responsibility

Hockey Burleigh President is responsible for the management of the club and its operations.

Key Roles

- To be well informed of all club activities including, financial position, programs run by the club, who is charge of the programs and the number of teams/players.
- Be aware of the future directions and plans of club members.
- Have a good working knowledge of the club constitution, club rules and the duties of all office holders and sub-committees.
- Manage committees and or executive meetings. The President should ensure that all club matters are discussed and the best decisions are made, without the meeting lasting ten hours.
- Manage the club's annual general meeting. The President must see that the agenda is followed, all business is completed, awards or presentations made and the guest speaker is welcomed and introduced.
- Represent the club at local, regional and national levels.
- Be the supportive leader for all club members. The President should listen to other people's suggestions (not just the committee members) and act on them.
- Act as a facilitator for club activities such as a gala fundraiser.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the club members.

Helpful Hints Hockey Burleigh President

- Be unbiased and impartial on all issues - if a situation arises where there is a possible conflict of interest, the chair should temporarily step down.
- Be well informed about the purpose of the meetings and items to be covered.
- Be a good listener who will be able to summarise the main points of discussion.
- Avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Be well versed in the rules or procedure for the particular type of meeting being held allow for relevant debate.
- Delegate.
- Make decisions.
- Work effectively as a team.
- Be a motivator, who encourages and recognises the work of the Executive Committee and all club volunteers.

<p style="text-align: center;">Hockey Burleigh Job Description :: Vice President</p>
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Primary Responsibility

Hockey Burleigh Vice President is to assist the President in the management of the club and its operations.

Key Roles

- Work with President in all of the President's roles & chair meetings in his/her absence.
- Participate in sub-committees/task groups as appropriate.
- To be well informed of all club activities including, financial position, programs run by the club, who is charge of the programs and the number of teams/players.
- Have a good working knowledge of the club constitution, club rules and the duties of all office holders and sub-committees.
- Act as a facilitator for club activities.
- Be supportive of the committee members, in particular, the President.
- Be supportive of all club members.

Helpful Hints Hockey Burleigh Vice President

- Be unbiased and impartial on all issues - if a situation arises where there is a possible conflict of interest for the President, the Vice President should take the chair.
- Be well informed about the purpose of the meetings and items to be covered.
- Be a good listener who will be able to summarise the main points of discussion.
- Avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Be well versed in the rules or procedure for the particular type of meeting being held allow for relevant debate.
- Delegate.
- Make decisions.
- Work effectively as a team.
- Be a motivator, who encourages and recognises the work of the Executive Committee and all club volunteers.

Hockey Burleigh Job Description :: Secretary

Primary Responsibility

Hockey Burleigh Secretary is responsible for administration of the club and may be expected to carry out the following duties.

Key Roles

- Provides a link between members, the Executive Committee and other clubs/associations.
- Often the first point of contact in the club for information or details about activities.
- Manage and supervise others (in relation to secretarial duties).
- Organise and delegate tasks.
- Receive, distribute and keep a record of all correspondence. Reply promptly where necessary.
- Maintain club administration files e.g. correspondence, financial records, minutes, competition details/results etc.
- Maintain membership records.
- Prepare meeting agenda, (in consultation with the President).
- Organise meeting details, notify and distribute documentation to relevant personnel.
- Distribute minutes promptly and follow up “action” lists.
- Compile the Annual Report.
- Ensure local rules/training schedules/code of behaviour (i.e. all communication) are made available to team managers.

Equipment

- Notebook for recording initial meeting notes.
- Diary for the schedule of events, meetings, activities, fundraising, etc.
- Minute book where typed copies of the meetings and decisions can be stored.
- Stationery (club letterhead).
- Files for records.
- Phone, fax, email contact if possible.
- Access to computer.

Helpful Hints Hockey Burleigh Secretary

- Be well organised & use checklists.
- Develop a club procedures manual.
- Communicate effectively.
- Think clearly and positively.
- Maintain confidentiality on relevant matters.
- Write up minutes as soon as possible after meetings.

<p style="text-align: center;">Hockey Burleigh Job Description :: Treasurer</p>
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Primary Responsibility

Hockey Burleigh Treasurer is responsible for the financial management of the club and is expected to carry out the following duties.

Key Roles

- Maintain a working level of petty cash.
- Ensure money received is banked promptly.
- Invoice groups/members for rentals, e.g. Building, equipment, uniforms, fees etc.
- Prepare budgets for the forthcoming year describing all sources of income and expenditure.
- Maintain accurate records of current income and expenditure.
- Prepare annual financial accounts for auditing and provide the auditor with information as required.
- Be the signatory on club cheques (with at least one other person).
- Ensure annual returns are filed with the Commission for Corporate Affairs office of your state if required.
- Manage club investment programs.
- Prepare and present regular financial statements to management committee meetings.
- Acquit funds received from government grants where applicable.
- Ensure team managers are advised of all requirements from club members in regard to all due monies, fees by members.

Equipment

- Ledger for inward and outward money.
- Calculator.
- Receipt book for monies received.
- Index filing system for invoices and statements paid.
- Club deposit books and cheque books.
- Petty cash tin.
- Copies of previous financial records (from predecessors).

Helpful Hints for Hockey Burleigh Treasurer

- Be well organised.
- Allocate regular time periods to maintain the books.
- Keep good records.
- Carefully handle money and cheques.
- Work in a logical orderly manner.
- Be aware of information needing to be kept for the annual audit.

<p style="text-align: center;">Hockey Burleigh Job Description :: Registrar</p>
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Primary Responsibility

Hockey Burleigh Registrar is responsible for maintaining the membership database and registrations and for assisting the treasurer in their role.

Key Roles

- At all times maintain up to date club electronic database, liaising closely with the Secretary. Database to remain with the secretary.
- Maintain up to date registration details of every club member and provide GCHA with team lists and player registration details when requested.
- Maintain up to date team lists and provide each coach and manager with each team member's contact details.
- Prepare reports for each Committee meeting.
- Assist treasurer in maintaining all accounts of the Club in good order.

Equipment

- Notebook for recording initial meeting notes.
- Diary for the schedule of events, meetings, activities, fundraising, etc.
- Minute book where typed copies of the meetings and decisions can be stored.
- Stationery (club letterhead).
- Files for records.
- Phone, fax, email contact if possible.
- Access to computer.

Helpful Hints for Hockey Burleigh Registrar

- Regularly up date database records electronically.
- Be well organised.
- Use checklists.
- Communicate effectively.
- Think clearly and positively.
- Work in a logical orderly manner.
- Communicate regularly with Club Secretary/Treasurer/Team Managers.

<p style="text-align: center;">Hockey Burleigh Job Description :: Volunteer Coordinator</p>

Primary Responsibility

To essentially manage hockey volunteers in the club and provide the link between the Executive Committee and other volunteers.

Key Roles

- Assist in the planning, implementation and evaluation of the volunteer management program.
- Assist in the development of a policy on volunteering in conjunction with the management committee.
- Plan & develop a recruitment strategy in alignment with the club planning process.
- Assess the human resource needs of the club for general running and special events & determine where the volunteers are needed.
- Seek out, recruit, select, appoint and deploy volunteers.
- Provide job descriptions for all tasks and revise volunteer duties regularly.
- Organise orientation and training of volunteers where appropriate.
- Maintain regular meetings with volunteers.
- Ensure appropriate recognition of the volunteers & make volunteers feel "special" by public and personal acknowledgments.
- Keep up-to-date record of volunteers.
- Ensure that the right person is found for the particular job and that where there is a mismatch that the volunteer's feelings are considered and valued.

Helpful Hints for Hockey Burleigh Volunteer Coordinator

- Be aware of the nature of volunteering and be able to keep volunteers motivated and enthusiastic.
- Produce written material for posters, newsletters etc.
- Supervise, evaluate and make necessary changes to the volunteer programs as appropriate.
- Assist volunteers work together as a team.
- Create a social and friendly environment.
- Have an understanding of the organisations goals and structure of the club.

<p style="text-align: center;">Hockey Burleigh Job Description :: Junior Development Coordinator</p>
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Responsibility

- To increase junior player numbers.
- Improve club/school liaison and recruitment.
- Involve more members in tasks.

Key roles

- Liaise and work in conjunction with Regional Development Officers.
- Compile data of contacts at schools/Regional Departments of Sport & Recreation Officers and Regional education people.
- Seek feedback from club people on coaching availability in school hours and compile a data list of helpers and hours per day that they are available to assist.
- Approach club executives for incentives to assist schools run development programs to encourage children to join a local club e.g. reduce fees by X \$ for teachers or children joining clubs from targeted schools.
- Seek local community support through Council, Members of Parliament, Businesses, Police Clubs or Service Clubs e.g. to advertise your club and development programs.
- Keep parents and schools informed and involved where ever possible.
- Ensure contact details are up to date and correct for all handouts.
- Promote junior hockey where possible through flyers, newsletters, media etc.
- Ensure that all schools are aware of visiting coaches or teams e.g. the State or Australia team playing matches in the local area.
- Ensure that schools have access to hockey programs and promotional material such as "*Lets Play Hockey*" and to local club contact details.
- Coordinate senior club players to get involved occasionally with development coaching sessions to provide role models.
- Liaise with club equipment officer to ensure equipment availability for development sessions.
- Seek coaching help to upgrade teachers at school in their hockey skills and levels e.g. Level 0 or 1.
- Seek assistance with the Junior Coaching Coordinator to access coaches for juniors and school children.
- Be positive and enthusiastic and learn to co-opt and delegate the spread of work to as many as possible.

Helpful Hints for Hockey Burleigh Junior Development Coordinator

- List names of people to contact e.g. Regional Development Coach, School Sport Director, Local Councilor, Local Dept of Sport & Recreation.
- List schools in the region to be targeted e.g. State, private and prioritise any hockey player teacher or contacts.
- Establish a Development Plan

- identify geographical area
- design letters of introduction
- set time, dates and targets
- arrange volunteer meetings to assist with development sessions
- invite Regional Development Officers, teachers and umpires to be involved
- contact the media to promote development sessions.
- Keep accurate records of numbers in attendance at development clinics, number recruited and potential players.
- Clearly establish club monetary guidelines and budget including costs for advertising, equipment, coaching fees and dress codes for coaches.
- Arrange facilities such as school grounds, club and/or association grounds including availability, bookings and fees.
- Delegate authority by setting up simple guidelines, establishing team leaders, keeping coaches and development officers etc. informed including club teams and executives.
- Set clear objectives that are in accordance with the club/Assoc. plan and that are realistic, achievable and measurable..

<p style="text-align: center;">Hockey Burleigh Job Description :: Minkey Coordinator</p>
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Primary Responsibility

- To encourage and support junior hockey participation.
- To promote and involve school sporting coordinators in establishing the hockey program.
- To provide sufficient support materials/resources/information on hockey programs for teachers or junior supervisors.
- To encourage local clubs to establish links with local schools to promote a junior hockey program.

Key Roles

- Visit headmasters or sports coordinators of each school in person (if possible) in order to sell your modified rules hockey program.
- Encourage the use of parents, current or past hockey players and other family members who play hockey to coordinate a Minkey or half-field hockey team.
- Take sample packs of junior sticks and balls, a copy of the rules, diagram of the field set-up and field positions and other coaching books.
- Utilise local clubs to provide promotional sessions of hockey within schools.
- Encourage local clubs to link with schools and run a Minkey or half field program at the club. School teams in the coaching program may need to be moved into different divisions according to their level/progression of development.
- Establish and maintain sufficient umpires for the duration of the Minkey/modified hockey program.
- Organise payment of umpires.
- Provide yearly updates on current rules and proposed playing dates for individual schools.

Helpful Hints f or Hockey Burleigh Minkey Coordinator

- Be enthusiastic in promoting, establishing, recruiting and supporting junior hockey participation.
- Possess an enjoyment for hockey and being involved with junior participation.
- Share the workload and encourage parents and other family members to be in charge of Minkey teams.
- If necessary, offer to go to a school and introduce any interested players to a practice hockey session.
- Consider running lunchtime “*come and try*” hockey sessions at a school.
- Consider asking players to pay a small fee to players of local clubs to come to the school and give coaching sessions and coordinate Minkey teams.
- Assist and support the initial setting up of the hockey program in schools.

- When necessary assist with marking and setting up the playing fields/areas.
- There are usually a few teething problems during the first few weeks, but it soon settles down.
- It is sometimes necessary to swap teams across into different divisions once you have seen them play for the first time.
- Sufficient umpires need to be supplied, and older juniors who already play club hockey are a good option.
- In some instances, umpires receive payment through the players paying just under \$2 per game, keep a record of umpiring duties and pay umpires by cheque at the end of the season.
- It is not difficult to “sell” hockey to schools, just be enthusiastic and offer to help with initial set-up if necessary. Once Minkey gets going parents gain more confidence to take over.

<p style="text-align: center;">Hockey Burleigh Job Description :: Umpires Coordinator</p>

Primary Responsibility

To manage hockey umpires in the club/association by providing training, support and encouragement.

Key Roles

- Report regularly to monthly association meetings.
- Receive any correspondence relating to umpiring matters, circulate to umpires in your club/association and act upon it if necessary.
- Ensure that all umpires, players and coaches are conversant with rule changes or updates in interpretations.
- Provide practical coaching and lectures for umpires.
- Appoint a junior umpires' coordinator to develop the theory and practical skills of junior umpires if necessary.
- Arrange for coaching of umpires including on-field assistance and directions regarding current interpretations of new and existing rules.
- Arrange for theory and practical testing of umpires where appropriate and maintain a register of badges awarded and theory passes gained.
- Nominate suitable umpires for talent camps, where possible.
- Select and nominate umpires for district teams when they attend state championships.
- Arrange for an umpires' coach to attend state championships, wherever possible.
- Seek guidance and support through the regional, state and national associations.

Helpful Hints for Hockey Burleigh Umpires Coordinator

- Undertake your role with enthusiasm and generate enthusiasm in others.
- Work together as a team with your committee to plan the year ahead.
- Enjoy the role; talk with your committee and umpires and work together to enhance the standard of umpiring.
- Don't dwell on mistakes, we all make them! Call your regional or state association umpires convenor if a problem is too great for you to resolve.
- Try out new ideas and share them with others.
- Take pride in your umpires and your contribution in improving the standard of umpiring in your club and encourage umpires to take pride in how they present themselves to umpire.
- Encourage your club to actively support umpires.
- Always be prepared to learn from others.

<p style="text-align: center;">Hockey Burleigh Job Description :: Selectors (Junior & Senior)</p>

Responsibility

To ensure at all times that the club is competitive and players are enjoying the game. Must be impartial of friends and family members at all times. To ensure the effective growth of the club and its players.

Key roles

- Attend training or make arrangements for one of the Selection Panel to be represented at appropriate training sessions each week.
- Attend games on a regular basis and at different levels to assess progress of players within the Club (Senior/Junior as appropriate).
- Ensure lower grades and juniors see your interest and presence.
- Attend selection meetings.
- Determine criteria for selection that is based on performance, talent identification, attendance at training and matches, attitude on and off the field, work ethic, financial position with the Club. . . etc.
- Encourage youth and junior players in accordance with the HB policy of being a “family” Club and one that promotes a “youth policy” by blending youth with experience (mainly in Senior grades).
- Follow Management Committee Policy by not selecting non-financial players without prior approval of the Treasurer and President.
- Consult with Club Coaches on selections, keeping in mind that the Club Selectors have the final decision.
- Be impartial at all times.
- Ensure that decisions on selection are communicated to all concerned, including players, coaches and/or managers, parents ... etc.
Communication is important in selection.
- Be aware of conflict of interest. A selector is not to be involved if there is a family member or relation being considered for selection.
- The chairperson of the selection panel is to report to the executive on a monthly basis to the general meeting. Also they are to report any issues or concerns regarding selections.
- Selection of team captains is to be done in consultation with the team coach.
- Selectors are to ensure that players who are not attending a match are aware of procedures to follow (which is to advise their availability with sufficient time to allow selectors to fill their position).
- All! teams are to be displayed at training each week including reserve players.

Hockey Burleigh Job Description :: Team Coach
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Responsibility

- To be effective mentor with your players, Team manager, Club Selectors and Executive committee members.
- Be able to work towards the vision of the club and offer positive support.

Key roles

- Operate within the FIH rules and GCHA local rules, and the spirit of the game and encourage your players to do the same.
- Demonstrate the management and communication skills to carry out the duties defined by the Club and to clearly set the standards expected by HB.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of your players.
- Ensure a safe, enjoyable and rewarding environment for all players.
- Be totally impartial in dealings with all Club players as well as with players in their own squad.
- Understand that all final decisions re. selection of any kind will be made by the Selection Panel, not by individual coaches.
- Offer a well-planned and varied training session each and every week, following the directions set by the Coaching Convenors.
- Attend all meetings that may be called for Coaches and/or Managers.
- Aim to improve both their ability as a coach and the ability of each member of their team, as well as to stimulate all players regularly with new skill ideas.
- Arrange specialised coaching from qualified staff in areas such as goal-keeping....etc.
- Be available via phone to all team members.
- Ask for help from other coaches and Committee members on any issues that may arise.
- Be aware of the needs of each player i.e. reassurance, confidence boost, performance standards etc.
- Be observant of “*Duty of Care*”. Show concern and caution toward sick and injured players. Follow the advice of a physician and/or First Aid Officer on Duty, when determining whether an injured player is ready to recommence training or competition.
- Be responsible for Club equipment, in liaison with the Team Manager.
- Submit a report to the Executive Committee as requested, either during the course of the season or prior to Presentation Night or AGM.
- Be totally loyal to HB and promote the Club at all times in a positive way.
- Any physical contact with a player should be appropriate to the situation and necessary for the player's skill development.

<p style="text-align: center;">Hockey Burleigh Job Description :: Team Manger</p>

Responsibility

To act as the liaison person within the team and between the club administration and the team by keeping accurate records, communicating information effectively and providing positive support.

Key roles

- Collect and keep a record of and collect registration fees/team levies.
- Work with the coach to maintain team harmony and develop team unity.
- Discuss with the coach any specific requirements he/she may have.
- Put together an "odds & ends" container, including such items as safety pings, hair clips, hole punch, scissors, shoe laces, pencil, spare uniforms etc.
- Liaise with players on team matters, including information being passed on regarding details of practices and matches for any who may be absent when information is originally given out.
- Keep an attendance role of players at training, including record of those who have explained absence.
- Keep an availability list and have contact details of all players and officials involved with the team.
- Ensure that a first aid kit is available.
- Check with selectors/coach which players have been selected in the team.
- Distribute any information to relevant individuals.
- Write up match cards, according to selection and making sure all names are spelt correctly.
- Have set-up the following; groundsheet (particularly in wet when there is no cover available), drink containers, first aid kit, ice, tissues, Vaseline etc.
- Organise any interchanges as required by the coach.
- Make sure all drink bottles/cups are filled up.
- Check match card is filled out correctly at conclusion of match and get the Captain to check the score card before signing.
- Control any players/coaching staff who may require pacifying.
- Make sure that the dug out is kept neat and tidy during and on completion of the match.
- Assist with injured players where needed, by knowing where assistance can be obtained and arrange transportation as required.
- Assist with reaching club fund raising targets; assist organise fund raising and social activities.
- Assist the Treasurer by collecting fees owed and issuing receipts in accordance with Club policy.
- Assist the Club with the distribution of information for players, where appropriate e.g. training times, social activities, Presentation Nights, duty day rosters, sponsor commitments etc.

- Liaise with the Coach, Uniform Officer, Equipment Officer and so on, regarding equipment for the team e.g. Club uniforms, balls, markers, training aids etc.
- Identify potential problems and work with the Coach/Selectors Executive Committee as appropriate to resolve them.
- Collect shirts (Club owned) after each game and wash them.
- Liaise with GCHA Technical Bench prior to, during and after a game.

Helpful Hints for Hockey Burleigh Team Manager

- Make sure all team members are registered.
- Collect all registration fees.
- Write up a list of players details, including a checklist.
- Prepare an availability/non-availability sheet.
- Organise a First Aid Kit.
- Liaise with the coach regarding specific requirements he/she may require.
- Liaise with Club Secretary regarding where to collect information.
- Obtain sufficient match cards for matches during the season.
- Organise an "odds & ends" container.
- Organise a groundsheet for matches.
- Organise ice and a container for ice for matches.
- Organise how players will have drinks at practice and matches.
- Prepare an information sheet to outline requirements of players by you and/or the coach.
- Check and posted/passed on the match card.
- Pass on any notices/newsletter to all Players.
- Fill in attendance and recorded any reasons for absence.
- Notify all players of team selection.
- Check that the team achieved any club fundraising targets and assist with club fundraising and social functions as required.
- Have knowledge with GCHA Local rules.

HOCKEY BURLEIGH CLUB INC INTERNAL CODE OF CONDUCT GUIDELINES

Your conduct as a member/official/administrator/coach of the club is to be exemplary and in a responsible manner at all times. You are asked to display control and show respect to all involved in our sport. Do not insult or abuse teammates, opposition, officials or umpires at any time.

1. Conduct abided by in all circumstances:
 - Before, during and after games
 - Spectating
 - Training
 - Representative and Club Trips
 - Social events.

2. Co-operate with Chain of Command:
 - President
 - Executive Committee Members
 - Management Committee
 - Team Manager
 - Coach
 - Captain (or in the instance of a Junior Team...Junior Coordinator).

3. Manager/Coach to handle any Minor difficulties within team BUT any major problems should be referred to the Executive Committee.

4. Club Executive Committee to deal with any serious problems. This will either be dealt with by the entire committee or by an elected sub-committee as appropriate. All matters will be noted in the hockey clubs files and any letters will be responded to and taken to the committee for a reply.

5. Discipline (lacking team spirit, rudeness, swearing, violence etc.)
 - 1st warning
 - Before committee (either entire committee or elected sub-committee as appropriate)
 - Appropriate action taken (e.g. Change of attitude, apology, suspension).

6. Players Problems.

7. Volunteer in a capacity to suit your abilities and assist with all club fundraising, club duties to GCHA, social events etc.

8. Respect and care for all Club equipment.

9. Respect the rights, dignity and worth of every member and/or person involved with our club regardless of their gender, ability, cultural background or religion.

10. Show loyalty and “*be true blue*” to Hockey Burleigh at all times.

I the undersigned accept the above Code of Conduct Guidelines.

Player/Official/Volunteer Date

Committee Member Date

ACKNOWLEDGMENT OF HANDBOOK, POLICIES AND PROCEDURES

I acknowledge that I have received and understood Hockey Burleigh policies and procedures and the information provided in the Hockey Burleigh Hand Book.

I agree to fully comply and abide by all the rules and regulations set forth in this hand book.

I agree to take responsibility for informing the committee of any concern or query I have in obtaining the information I need to perform my role.

Name: _____

Signature: _____

Date: ____/____/____