

Managers' Responsibilities

Role guidance for team managers participating in UKIHF leagues, tournaments and events

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Applicable To	UKIHF Team Managers	Status	Controlled Document
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1. Purpose

This document sets out the core responsibilities of a UKIHF Team Manager. The role covers the administrative and organisational duties required to enable a team to participate in UKIHF leagues, tournaments and other events with minimal disruption and with appropriate attention to player welfare and safety.

Not every task must be carried out personally by the Team Manager. Where a duty may be delegated, the Team Manager remains responsible for ensuring that it has been completed correctly and on time.

2. Scope

This guidance applies to Team Managers responsible for teams participating in UKIHF activity, including league fixtures, tournaments and championship events. It should be read alongside the current UKIHF rules, addendums, safeguarding requirements and registration procedures.

3. Key Principles of the Role

- Act as the principal administrative point of contact between the team and the relevant UKIHF league or tournament administrator.
- Ensure player, coach, assistant and bench staff registrations are complete and compliant before participation.
- Maintain timely and accurate team information, including availability, team sheets and any relevant special circumstances.
- Ensure the team understands and follows the current rules, UKIHF addendums and event requirements.
- Support safe participation by checking that safeguarding, kit and game-day requirements are met.

4. Responsibilities

The table below summarises the principal duties attached to the Team Manager role. "Delegation" indicates whether the practical task may be assigned to another suitable person; accountability remains with the Team Manager unless stated otherwise.

Responsibility	Requirements	Frequency / Notes	Delegation
Team Registration	- Register the team for relevant leagues, tournaments and other events, and understand the participation requirements, rules and any applicable penalties. - Confirm the appropriate level for the team. Where a team is considered borderline between levels, the final placement may be determined by the relevant league administrator or UKIHF committee. - For UKIHF events, ensure that all players and team staff (including coaches and assistants) are correctly linked/registered to the team in Sportily once the team has been entered into the event. - Raise registration or eligibility issues with the relevant league or tournament administrator as soon as possible.	League registration: generally annually. Tournaments/events: as required.	No - the Team Manager should remain the sole administrative point of contact.
Member Registration	- Use Sportily to verify member details and registration status, including name, address, email address, date of birth, health information, photography consent status and payment status. - Ensure members with unpaid fees, including outstanding fees from previous seasons, do not participate until the matter has been resolved. - Where UKIHF has recorded an outstanding debt to another team or organisation, ensure the member does not participate until cleared. - For any member under 18, ensure the relevant parental consent has been completed and accepted before participation. - For a player taking part above their normal age group, ensure the relevant playing-up consent has been completed and that the Manager and Coach are satisfied the player is suitable for the increased level of physicality. Referees cannot apply different rules because of a player's age or size.	On registration and whenever member details or circumstances change. Re-check where a player is participating above their normal age level.	No.
Member Availability & Team Sheets	- Maintain an adequate number of available players for fixtures and events, particularly where teams or players are involved in multiple leagues. - Plan availability in advance. Fixture administrators are not responsible for rearranging fixtures to compensate for avoidable availability conflicts or the prioritisation of another league. - Submit team sheets by the deadline set by the relevant administrator. Include names, numbers, netminder, captain, assistant captain(s) and bench staff. - Identify any special circumstances that the administrator needs to know about, such as playing-up status, non-photography consent or relevant medical information. - Ensure any player serving a suspension or a ban arising from penalty thresholds does not participate. - Where a game-count ban is carried over from a previous season, ensure the player registers before the team's first game so the ban can be taken into account. - Ensure they have the emergency contacts and any medical information for their team members.	Before each game/event and whenever availability changes.	Yes.
Rules & Rule Changes	- Ensure that the Team Manager, players and team staff are familiar with the current rules and any changes. - Relevant documents include the UKIHF Addendums, UKIHF Rule Book and World Skate Rule Book.	At least once each season and whenever amendments are issued.	No.

Responsibility	Requirements	Frequency / Notes	Delegation
Safeguarding & DBS	- Team Managers should complete the required safeguarding course. - Where a team includes under-18 or vulnerable members, the Manager and relevant registered assistants, coaches and other team staff must complete the required safeguarding course and comply with UKIHF DBS requirements. - Where an individual has an existing DBS certificate on the Update Service, provide the necessary details so that UKIHF can complete the appropriate check. - Ensure the team knows the relevant Regional Safeguarding contact. - Ensure junior teams or with a significant number of junior players have adequate supervision for both onsite and offsite activity.	On registration of the Manager and, where applicable, on registration of assistants, coaches and other team staff. Supervision may include parents and other qualified members.	No - the Team Manager is responsible for ensuring compliance. Yes
Kit & Equipment	- Ensure player kit is complete, suitable and well maintained. Damaged equipment, particularly helmets, should be repaired or replaced before use. - Under-18 players, and players aged 18 who also play at under-18 level, must wear the age-appropriate protective equipment required for their lower age group under the current rule book. - Keep a record of damaged kit and the action taken to repair or replace it.	Weekly and before competition.	Yes.
Game Day - League	- Confirm the final team list and player numbers with the administrator/timekeeper, highlighting any changes, vulnerable members, non-photography members and anyone playing up. - Confirm that all relevant game, player and bond fees have been paid. - Check that playing kit is compliant and that jewellery has been removed or safely taped where permitted by the rules. - Ensure players are fit and capable of taking part and are not impaired by alcohol/drug use or affected by a serious injury. - Ensure a basic toolkit and common spare items are available on the bench, including an Allen key. - Ensure Junior supervision levels.	Each league game/day.	Yes.
Game Day - Tournament	- Confirm the final team list and player numbers with the administrator/timekeeper, highlighting any changes, vulnerable members, non-photography members and anyone playing up. - Confirm that all relevant tournament and player fees have been paid. - Check that playing kit is compliant and that jewellery has been removed or safely taped where permitted by the rules. - Ensure players are fit and capable of taking part and are not impaired by alcohol/drug use or affected by a serious injury. - Ensure a basic toolkit and common spare items are available on the bench. - Ensure Junior supervision levels.	Each tournament and before each game as required.	Yes.

5. Delegation and Accountability

Where a task can be delegated, the Team Manager may assign the practical activity to another suitable team official. The Team Manager should nevertheless check that the duty has been completed and remains the primary administrative contact with UKIHF unless the relevant administrator has agreed otherwise.

6. Related Documents

- UKIHF Addendums
- UKIHF Rule Book
- World Skate Rule Book
- UKIHF safeguarding requirements, photography & filming policy, and regional safeguarding contacts
- Sportily registration procedures and event requirements

7. Document Control

This document should be reviewed when UKIHF registration processes, safeguarding requirements, rule books or competition administration procedures change, and otherwise as part of the normal document review cycle.

Version	Date	Summary of Change	Approved By
1.0	To be confirmed	Reformatted and clarified managers' responsibilities guidance.	To be confirmed