

Chapter- 16



Duties of Officials

Chapter- 14

Duties of a Coach

Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that all coaches, including assistants and volunteers, know and understand the following duties. This is the general duties for Coaches/Manager & Head Of Delegation who are going for the National or International championships in India or abroad, all have to follow some duties & responsibilities which are given to them by the Kung Fu federation of India.

1. Duty to Plan

– A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.

2. Duty to Supervise

– A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviours. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches competently.

3. Duty to Assess Athletes Readiness for Practice and Competition

– Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.

4. Duty to Maintain Safe Playing Conditions

– Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.

5. Duty to Provide Safe Equipment

– Courts have held athletic supervisors responsible to improve unsafe environments repair or remove defective equipment or disallow athlete access.

6. Duty to Instruct Properly

– Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.

7. Duty to Match Athletes

– Athletes should be matched with consideration for maturity skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.

8. Duty to Condition Properly

– Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.

9. Duty to Warn

– Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.

10. Duty to Ensure Athletes are Covered by Injury Insurance

– Athletics administrators and coaches must screen athletes to ensure that family insurance provides basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.

11. Duty to Provide Emergency Care

– Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.

12. Duty to Design a Proper Emergency Response Plan

– Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.

13. Duty to Provide Proper Transportation

– In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members.

14. Duty to Select, Train, and Supervise Coaches

– Administrators have responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and well being among athletes.

Duties of Team Manager

1. Introduction

The role of the sports team manager can be very diverse but it does not need to be difficult or over complicated. The Manager is part of a team that may comprise the coach and other personnel such as an assistant coach, (possibly a physiotherapist and trainer etc). The importance of interaction between these people cannot be stressed enough. The coach is always in charge of the team. Mutual consent between the manager and coach will often decide who takes the responsibilities for set tasks for team management. Personnel preferences and strengths need to be considered. Communication and organization are the keys to being a good team manager. You must always be prepared to put the team first and your own interests last. The ideas in this resource are only guidelines. Not all will be appropriate to every manager's situation. Considerations as to whether you manage a team, individual or team of individuals must be taken into account and also the playing level of the team. A summary of the important roles of the manager

1. Support the coach and liaise with matters relating to the team.
2. Organize equipment for team practices and games.
3. Ensure team members know who, when and where they are playing.
4. Organize the distribution and collection of uniforms and ensure they are worn correctly.
5. Coordinate transport arrangements.
6. Ensure the results of matches are passed to the school or club convener.

2. Preseason

A managers pre season activities will often start before the team begins training

Team List

Compile a list of players names, addresses, phone numbers and emails if have them. Make it available to the coach and other team members.

Activities

Find out dates and times for training, selection and in season and any pre season practice times and advise players. Often best to give printed copy of these to players, especially young players to give to parents.

Finance

If in charge of this set out player subs and outline what it covers and doesn't cover e.g playing uniform and equipment .

Uniform

Let players know if uniform provided or if they have to provide themselves. If provided – distribute to players and check they have correct sizes etc. Keep a record of who is given what.

Competition

Find out details of when the competition starts including date and venue and advise players. If a seasonal draw is available, print off and give to each player. Also check competition rules and restrictions with emphasis on areas such as player eligibility.

Code of Conduct

What is required of players both on and off the field? What is considered an appropriate standard of dress and behaviour?

Medical

Have a knowledge of medical first aid (attend a course if possible). Ensure there is a well stocked first aid kit available at each practice and game. Have a designated first aid person if not you.

Equipment

Check equipment supplies such as weapons/safety equipment's, training aids, first aid kit etc are available for the season. Ensure equipment used is in good order .

3. During Season

Draw

Obtain a full season draw if one is available check it, understand it and make copies available to all team members etc . Any duty requirements should also include a roster of players responsibilities if appropriate.

Cancellations

Know when and where cancellations will be broadcast and ensure all team members also know. Organise a contact system for last-minute changes so everyone can be contacted easily. You could use texting. Store mobile numbers of parents or players on your phone and text information to them. (Group contacts are good for this as you only need to type text one time.) Other social media options are face book and teamer.net websites .

Liaison

You are in intermediary between the club, school, the player and the coach. Ensure you are aware of what is expected of players with regards to their responsibility to the club/school and that this is communicated to the players. Be careful not to become involved in coach/player disputes. Do not take sides where it relates to team selection policy or similar matters. You may find yourself also handling PR matter with a concerned parent or supporter who has lots of good advice for the coach!!!

Practice

Advise everyone of practice and game times and reconfirm when appropriate. Establish a routine with the coach for when you get a chance to speak to the players during practice (often before or after are good times). If you have any important message for the team, everybody must get the same message at the same time. If the situation warrants it, written notices are also appropriate.

Subs

Generally subs should be paid prior to the first game of the season. If this has not been done, overdue subs will need to be followed up. Club or school requirements will need to be considered because non-financial members may not be eligible for team selection or representative honours.

Judicial

If players are involved in judicial hearings, ensure they are aware of the time, date and venue. Also establish who is able to support them at the hearing and the procedure that will be followed.

Transport

Establish who has a vehicle that can be used regularly for away fixtures. A routine also needs to be established for covering running costs.

4. Post-Season

Uniform/Equipment

Gather in all uniforms and check them against the original allocation. Also collect all other equipment such as the first aid kit, playing equipment and return it to the authorities.

Photo

If appropriate, organise the team photo. Check when it will be ready with the photographer and how much each one will cost. Organise the distribution of the photos and collecting payment. Ensure that you receive extra copies that may be required (ie for records).

Report's

Furnish reports to the Associations if required for permanent records, newsletters, etc. Trip/Function Assist in organizing the end-of-season

trip or function

If required. Check associations requirements for sanctioning any travel away .

Thanks

Send letters/visit to thank sponsors and others who have assisted you. The local referees /umpires association would probably also appreciate the gesture if it is appropriate to do so.

5. Games

Pre-Game Assembly

What times and where do players need to assemble? Set a routine from the start of the season. This may be determined by the reporting time for sports that have this. Players will also need to know what to wear for assembling.

Coaching Requirement s

Different coaches have different requirements with regard to dressing room procedure. Some prefer a time just with them and their players, others prefer to leave the players alone for a short time. The manager needs to be aware of this and help keep others out.

Player Requirement's

Every player has a separate ritual or requirement. Some require strapping, others some form of massage and other may wish to be left alone. The manager needs to be aware of these and respect or assist with them where appropriate.

Local Conditions

All playing arenas have their own peculiarities (egSanda area; multiple Taolucourt markings, etc). The players should have an opportunity to identify these before the game begins.

Water

Have plenty of water containers filled before warm-up. Know what grounds don't have easily accessible water as you may need to take your own. Other supplements of food/drink requirements such as oranges or fluid replacement may need to be organised. This is determined by the event or game conditions and the players' regular pattern. Ensure players have their own drink bottles and these are well marked. The manger also needs to know if certain individuals need other supplements.

Team Sheet / Registration List

This generally needs to be completed or handed to the officials well before the start of the match/event. Check the requirements for your sport.

Security

Players' valuables need to be secure during the match and the changing room should be locked. Valuables should be removed even if the room is locked, or you look after valuables.

During Game

First Aid

If the manager is not personally responsible for first-aid, they need to know who is and that they are available at all times. To complete a basic first-aid course, or at least CPR, would be of immense value. Know the quickest route to the hospital and proximity of the closest telephone. Ensure the first-aid kit is well stocked and on hand – it's not good locked in someone's car!!

Water

Keep containers/drink bottles as full as possible, particularly leading up to half time. Re-hydrate players whenever the request it within the rules of your game. Every 15- 20 minutes is recommended as being appropriate.

Rest - Time

Know the requirements of your event and the procedure preferred by your coach. Some players may have specific requirements (eg asthma inhaler) that the manager needs to address. Ensure all players have plenty to drink (this should also be the case at training).

Substitutions

For sports that allow substitutions, the manager should be aware of local requirements. Ensure you are in harmony with the coach when communicating with the players – this is generally the domain of the coach but he/she may request assistance from the manager.

Score

Keep your own score card or check regularly that it is being done correctly. You may be required to record statistics. Communicate with the coach regarding this.

Post – Game

Officials

Thank the match officials and the opposition team management. Sign the score card if required.

Equipment/Uniforms

Gather in the uniforms and organise for them to be cleaned if this is required. Also collect all equipment such as first-aid kit, ice bucket, water bottles, towels, etc and replenish as appropriate ready for the next game.

Protest/Disputes

Know the correct procedure for lodging these and work within the set parameters if the situation warrants it.

After- match function

Ensure all players know when and where any function is, particularly if it's away from home. They should also know what is expected of them as representatives of their club/association with regard to attending these types of functions. Be punctual and appropriately dressed.

Results

Get the results to those who require them as soon as possible. This could include club or school ..

Injuries

Follow up any injured players to ensure they receive the correct follow-up treatment where necessary. This may need to be done a day or so after the game. If they are in hospital, make sure their team-mates and coach are aware of where they are and when they can be visited.

Appendix 2

Sample Team Rules

It is a good idea to involve the players when setting the team rules and get their feedback.

Possible Rules

- Be on time to all games, practices and associated events.
- Turn up the game with correct gear.
- Respect the game and its rules.
- Congratulate team mates on good play while game is in progress – be positive.
- Keep negative comments to yourself.
- Enjoy your team mates' company.
- Recognize the different jobs your team mates have and give credit when these are done well, .
- Set yourself goals eg. Speed of take off; rate of turnover, make sure these are realistic! Constantly reassess and change these.
- Be happy with your performance but never satisfied – always aim to do better next time.
- Don't brood on mistakes once they are over.
- Beware of developing the losers limp ie. getting "injured" after making a mistake or in a heavy defeat.
- Be prepared to accept criticism in the right way.
- Give everything you attempt your best effort – not just in sport. Attitude in sports shows up the individual's attitude to all things.
- Don't shout about what you are going to do before the match. Do most of your talking on the court – "deeds not words".
- Listen to all advice but don't accept it all.
- Ignore any remarks made by spectators or the other team.
- Appreciate the efforts of your team mates, parents and supporters. Realize some of the things they have given up so you can play.
- Try to learn from everyone, even if you learn what not to do.
- If you can't practice, phone – you should turn up even when injured.

Duties of Head of Delegation

- (1) The list of selected players should be handed over after obtaining order from the team manager.
- (2) Railway reservation/Flights Tickets of all the players should be obtained.
- (3) Uniform should be distributed to all the participants before the competitions.
- (4) Before proceeding for competitions, the players should be informed of their Lodging and fooding arrangement so that they does not roam here and there. This is not an any way acceptable that since this is the first day hence arrangements have not been properly made. Head of Delegation may send one or two players to the Venue to get acquainted with the arrangements.
- (5) Eligibility Certificate/Passports of all players should be handed over to the Organising Secretary by the Head of Delegation. If in any case the player is not permitted to participate in any game in the absence of the Eligibility Certificate/Passport, then Head of delegation will be taken to task and disciplinary action may be taken against him.
- (6) To ensure that all the players participate in different competitions. No player should be deprived from participating in any game/competition.
- (7) No player should be allowed to accompany the team, who has not be selected for the team.
- (8) HOD/Manager must participate in all the meetings and if there is any complaint regarding, accommodation, fooding or regarding matches, he should report and lodge complaint to the organiser.
- (9) Ensure that no illegal officials or parents accompany the team.
- (10) Also it is urgent to check that two flags of the Country/State has been handed over to the team manager. If the Flags are not available, It should be provided to the team Manager before participating in the competition. In any case the Head of Delegation should not proceed without flag of the Country/State.
- (11) Also ensure that during inauguration and Closing Ceremony all the players of the team participate in their proper kit. Officials should also participate in these functions and also in the march past.

Responsibilities of athletes

This is the general responsibilities of athletes who are going for the National or International championships in India or abroad, not only coac, manager as well as Head of Delegation athletes also have to follow some duties & responsibilities which are given to them by their Coaches & Managers .The athletes of the Nation will be committed to follow the following rules

- Attend a victory ceremony
- Compete in further events
- Finish a training session
- Receive necessary medical attention
- Locating a representative and/or interpreter
- Fulfill media commitment, and
- Warm Down
- Any other exceptional circumstances which can be justify, and which shall be documented.

- Follow proper guidelines lay down by coaches & manager.
- Without Coaches/Manager/HoD written permission you are not allowed to go anywhere around.
- Athletes also have to submit written consent to Coaches/Manager/HoD for going anywhere with his/her parents or friends during the championships.
- Athletes must properly care of their eligibility certificate/passport & make available to Coaches/Manager when asked.

Athletes have the responsibility to:

- Be aware of, and comply with, the WADA Code and Anti-Doping Organization Rules.
- Be aware of which substances are prohibited by your sport and WADA.
- Comply with requirements for Therapeutic Use Exemptions (TUE).
- Provide accurate and up-to-date whereabouts information to relevant authorities.
- Report to the Doping Control facility immediately or within the required time (considering competition requirements).
- Control their sample until it is sealed in the sample collection kit.
- Ensure the sealed sample collection kit is secure and identified; and,
- Ensure all appropriate documentation is accurate

Appointment of Coach and team Manager

Following are the directions regarding appointment of Coach and team Manager:-

- (1) Team Manager and Coach should be appointed as K.F.I. team composition norms.
- (2) Different Coach for different age group should be appointed.
- (3) Similarly a team Manager for different game and different age group should be appointed.
- (4) The appointed coach should be specialist of that Game.
- (5) Such Coach should not be appointed who has not proficiency in that game.
- (6) For girls team there should be Lady team manager.
- (7) The coach and other officials will have to stay at the place where players have been accommodated. In any case Coach and team Manager shall not stay in private Hotel away from the players. They are also not permitted to stay in private Hotel along with the players. Disciplinary action shall be taken against the Coach and team Manager if he stays in any private hotel.

DUTIES OF OBSERVER APPOINTED BY K.F.I.

In the perspective the decision taken in the General Council Meeting of K.F.I. and Observer is expected to perform the jobs as given below :

1. Reach the venue two days before the event and observe all the necessary arrangements e.g. stay arrangement of the players, playground, transportation arrangement and security arrangement etc. and suggest the organizers for rectification if any error is found.
2. The Officer would inspect the playground on the previous day of the event and affirm that it should fulfil national level standard.
3. Fixtures should be drawn one day earlier before all the team managers, organising secretary and technical committee. Results of the previous years should be kept in view while drawing the fixtures.

4. Have a glance at the list of the officials appointed by the organiser for the matches. The job of umpire ship should be done by qualified and trained referee. It is observer responsibility that injustice may not be done with any team. Therefore, be sure to conduct the matches with the help of organising secretary taking the whole schedule in observer own supervision.
5. The Jury of appeal committee would be organised before two days of the competition and observer will preside it.
6. Observer will be the head of the Jury of Appeal. All the matters of protest will be solved same day evening.
7. The National team will be selected by KFI during National School Games competition. To serve this purpose, a selection committee will be formed by K.F.I. The president of the committee will be the officer appointed by K.F.I. As observer it is your responsibility to make a policy for the selection one day before the competition with the consent of concerning selection committee members. Following the directions for the selection, the lists should be prepared confidentially by every selector separately after the matches and will be handed over to you for compilation. After compilation the list should be sent in a sealed envelope alongwith the report to the Secretary General, K.F.I. In the selection committee, members will be of National level famous personalities, State level players & awardees of that particular game.
8. All the teams should be informed about the rules & regulations before the event take place. It will be better to provide the informative folders to the General Managers of the teams at the time of reception.
9. It is also an important responsibility of the officer to check the eligibility certificates of the players through the eligibility test committee appointed by the organising committee specially the eligibility certificates and documents of age verification of merit certificate holder should be crossed checked by Observer. One register should be maintained for merit certificate issued. Merit certificate should be counter signed by Observer below the seal of Secretary, K.F.I.
10. According to K.F.I. calendar, observer shall take exam of referees according to games during the National School tournament.
11. On the base of online official entry form the observer shall take attendance of all the players will help & coordination of organising secretary.
12. Send the observation report on the prescribed proforma within seven days after the competition to the Secretary General by registered post.
13. T.A. & D.A. observer as per K.F.I. norms will be paid by the organizer as mentioned in chapter XXI.

Duties of Referee / Technical Officer/ Officials Appointed By K.F.I.:

1. The appointed referees shall reach & report the organizer at the venue of tournament two days before the tournament and shall get registered.
2. Referee / technical officers/officials shall attend the training programme conducted by the organizer and get fully aware by the rules & regulations, games and rules of K.F.I.
3. In this clinic the updated rules shall be discussed. The referees / technical officers shall exchanged their point of view/ suggestions so that later there may not be any dispute.
4. After registration of referees, a physical fitness test shall be conducted and only those who are found physically fit shall be eligible to participate in tournament.
5. The referee shall have the kit & equipments of specific discipline with him, which is mandatory.
6. Referee shall collect the match schedules every day and accordingly reach the play ground on time.
7. The appointed referee shall attend every day meeting and produce the match results, fouls and discuss if any incident occurred during the tournament.

8. The appointed referee shall check the following :

- a) Identity Cards of Players.
- b) Kit of players.
- c) Nails of players.
- d) Any sharp things with players.
- e) Whether the play ground is ready for the match as per the National Level norms.
- f) First aid facility at ground.
- g) Each players shall be numbered in the front & at the back of his T-Shirt with plain number of solid colour.
- h) The persons to be contacted in emergency situation.

9. The referee shall conduct the matches in a impartial manner and according to K.F.I. norms.

10. If during the tournament any protest application is received along with fees Rs. 1000/- then after the match the referee shall provide the receipt to the concern and immediately forward the application to organizer. In any case during protest the match shall not be stopped. If due to any natural obstacle or misconduct by players is occurred, in such case the referee shall note the incident and after the match submit his report to the technical committee.

11. In any situation if any team leaves the ground then the referee shall call that team to come to ground by whistling 3 times. Even after this if that team does not come to the ground then the referee shall declare as loser to that team and winner to the other team.

12. In case of dispute, violence, misconduct with referee during the tournaments then the referees shall report such case to technical committee. The technical committee shall forward the case to organizing committee and recommend the penalty against defaulter.

13. After end tournament referee shall send his tournament report to K.F.I. office.

14. TA/DA & remuneration of referee/technical officer/official deputed by K.F.I. as per K.F.I. norms will be paid by the organizer as mentioned in chapter XXI.