



NEW ZEALAND ICE HOCKEY FEDERATION

National Senior Women's Assistant Team Manager Position Description

LENGTH OF APPOINTMENT

The appointment will be for one year beginning 1st June 2024 and ending 31st May 2025.

ROLE

The National Senior Women's Assistant Team Manager is primarily responsible for assisting the team manager with:

- Administration and management of the team, including head and assistant coaches and
- Welfare of all of the team members and officials during training camps, and from the time the team departs until the return of the team to New Zealand.
- This role is a non-travelling role, unless required to step in, in the event the team manager is unable to travel.

KNOWLEDGE, SKILLS, EXPERIENCE AND REQUIREMENTS

Personal Attributes:

- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators
- Good written communications skills (must be familiar with computer technology to send/receive emails)
- Strong organisational skills
- Be prepared to work as a team with players and officials
- Team leader qualities
- Sound knowledge of the procedures, rules & regulations of the tournament
- Previous management of Club, Regional and NZIHF Teams (desirable)



DUTIES PRIOR TO WORLD CHAMPIONSHIP EVENT

The Assistant Manager shall support the Team Manager, whose duties include:

- Commencing planning and arrangements once the location of the world championship event is confirmed
- Establishing a selection process with coach/s and communicate to all regions
- Prepare preliminary information pack to be given to squad members at time of selection (to include time of trip, duration, preparations in NZ, overseas preparations, expected cost)
- Ongoing newsletters to the team and possibly parents (depending on age group)
- Travel and accommodation arrangements.
- Collection and confirmation of air tickets. Managers should be aware of any conditions of travel.
- All dealings with the IIHF through the NZIHF President (forms, shirts etc)
- All dealings with the NZIHF through the International Portfolio Holder (e.g. budgets, funding request correspondence)
- Uniforms and equipment including first aid equipment
- Providing training and tour information (eg travel, accommodation and competition/function details i.e. contact names, numbers, addresses and their roles)
- Providing all team members with a checklist of what they are required to bring prior to departure
- Collection of completed
 - player information form,
 - signed obligation forms including codes of conduct,
 - parent/guardian agreement
 - medical inclusive drug forms
- Ensuring all team members are aware of their sport's anti-doping policy. A copy of this policy is available from NZIHF and NZ Drug Free Sports website <http://www.drugfreesport.org.nz>
- Provide school/employer letter supporting leave of absence for players
- Co-ordinating team photographs
- Assisting with uniform sizing
- Attending training sessions
- Organisation of team functions
- Ensure players understand and return signed player contract.



DUTIES PRIOR TO IMMEDIATE DEPARTURE FROM NEW ZEALAND

- To assist with confirming departure travel arrangements (flight details, transport details, clothing details, equipment check,)

DUTIES UPON RETURNING TO NEW ZEALAND

To assist as required with:

- Return all equipment, uniforms and first aid kit.
- Provide a written report to the NZIHF.

The successful candidate for the New Zealand National Senior Women's Assistant Team Manager will be eligible to work in New Zealand and have the following credentials.

- Able to travel outside of New Zealand
- Pass a Police Vetting review
- Driver's licence
- Current First Aid certificate (desirable)
- Must reside in New Zealand for at least 9 months of the year.

TERMINATION OF APPOINTMENT

- If for any reason the terms of the contract are not able to be fulfilled, either party may terminate it by giving 28 days' notice to the other in writing.
- The NZIHF will reserve the right to shorten the term should circumstances require.

