



**NEW ZEALAND ICE HOCKEY FEDERATION**  
**National Senior Women's Team Manager**  
**Position Description**

**LENGTH OF APPOINTMENT**

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

**ROLE**

National Senior Women's Team Manager is responsible for the:

- 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.

**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 Manager will be responsible for:



- 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**

- Confirm departure travel arrangements (flight details, transport details, clothing details, equipment check,)
- Take charge of the athletes, coaches and officials at the airport, ensuring all boarding passes and documentation are on hand and that all members of the party and their luggage is checked in by the appropriate time.

### **DUTIES DURING WORLD CHAMPIONSHIP EVENT**

- Liaise with all team members, coaches and officials to ensure the needs of athletes are met and the tour party are appropriately dressed, disciplined and informed of schedules, especially for training and meals, competition and official functions
- Act as liaison officer between the organising committee of the event, the coach and the team
- Adjudicate any problems that may arise amongst athletes, coaches, officials and supporters
- Ensure all welfare and safety requirements for the team.
- Athletes under 18 years must be supervised at all times. It is extremely important that all Team Managers are aware of relevant policies including harassment, physical and sexual abuse policies.
- Liaise with NZIHF (International Portfolio holder/Chef de Mission) regarding any athlete's inappropriate behaviour, misconduct, injuries or illness.
- Be responsible for all financial details, including collection of receipts and providing a financial statement of monies expended
- Being responsible for team transport and hire vehicles if required
- Organise meal arrangements in liaison with the coach or other officials
- Ensuring all equipment (including drink bottles) is ready for use
- Co-ordinating team photos
- Acting as a spokesperson for the team and for the NZIHF at official functions, receptions, press conferences unless otherwise directed by NZIHF
- Keep notes for final report to the NZIHF.
- Ensure communication with parents and supporters at home (if possible)
- Set up a group email list of parents and supporters prior to departure and try to keep in contact during the tour
- If possible, take a laptop and keep a diary – this will then become your report following the tour.
- Also ensure your budget is on the laptop and keep a daily record of expenditure.
- Update First Aid kit
- Provide team list to hotels and all accommodation venues prior to arrival. Sort team into pairs/groups if sharing rooms. Check if they also require copies of players and management passports. Provide this prior to arrival to avoid long delays at check in.
- Produce daily schedule for the whole tour, prior to departure
- Take two NZ flags and a CD with the National Anthem of NZ to the tournament host country.



#### **DUTIES UPON RETURNING TO NEW ZEALAND**

- Return all equipment, uniforms and first aid kit.
- Provide a written report to the NZIHF including a balanced budget and copies of any media exposure.

The successful candidate for the New Zealand National Senior Women's 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.

