



**NEW ZEALAND ICE HOCKEY FEDERATION**  
**National Under 20 Men's Team Assistant Coach**  
**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.

**FUNCTIONS**

In accordance with the policies and procedures of NZIHF, the primary functions of the National Under 20 Men's Assistant Coach are as follows:

- To assist and support the Head Coach of the National Under 20 Men's Team.
- To be available for NZIHF development camps
- To assist the Head Coach in the planning, development, and coordinate the National Under 20 Men's Team program in conjunction with the NZIHF / Director of Coaching.



## **DUTIES AND RESPONSIBILITIES**

The primary duties and responsibilities are to assist the Head Coach with:

### **Planning & Administration:**

- All planning and administration shall be done in conjunction with the NZIHF International Portfolio holder, Director of Coaching and with the Team Manager and other team staff.

### **Team Selection:**

- Identify potential players; be in contact with them in regard to team plans for World Championships, availability and possible selection for the team. This must follow the NZIHF selection process.

### **Training Planning:**

- Design a training plan (including dates) sufficient to prepare the team for their expected competitions prior to the World Championships.

### **Team Development:**

- Identify key areas of improvement for the squad, and provide a vision for the program both short and long term, including youth development and participation in national training camps.

## **PERSONAL ATTRIBUTES**

- Represent the team in a professional manner at all times.
- Project an exemplary model of conduct and sportsmanship to all athletes and staff.
- Demonstrate sensitivity to athlete's mental and physical well being.
- Develop teamwork, morale, sportsmanship, courtesy, fair play, and strict adherence to rules of training and conduct.
- Treat all athletes with respect, communicating in a positive and constructive manner.
- Guarantee a safe, equitable, positive, and encouraging environment for all athletes to excel.
- Attend and assist the Head Coach at all training camps wherever possible.
- Attend coaching clinics and other professional development coaching sessions, to improve personal coaching skills.
- Attend and assist the Head Coach for the New Zealand Under 20 Men's Ice Hockey Team to identified international competitions and championships.
- Agree and adhere to the NZIHF Coach's Code of Conduct.



## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Knowledge and understanding the required direction for the team, in relation to the teams World rankings and competitor countries.
- Ability to foster a cooperative work environment.
- Ability to communicate effectively, both orally and in writing.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Demonstrate sound knowledge of the current rules and regulations, ie IIHF & NZIHF.
- Knowledge of athletic recruitment and retention methods and techniques.
- Knowledge of NZIHF and IIHF regulations and guidelines governing the recruitment and qualification criteria of athletes.
- Ability to make administrative / procedural decisions and judgments.
- Identify and forecast future potential squad members
- Understand and follow all coaching, safety and NZIHF protection policies

## **REPORTING STRUCTURE**

- The Assistant Coach reports directly to the Head Coach

## **QUALIFICATIONS**

The successful candidate for the New Zealand National Under 20 Men's Team Assistant Coach will be eligible to work in New Zealand and have the following credentials.

- Coaching education and certification proof
- Coaching experience
- Able to travel outside of New Zealand
- Pass a Police Vetting review
- 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.

