



NEW ZEALAND ICE HOCKEY FEDERATION
National Under 18 Women's Team Assistant Coach
Position Description

LENGTH OF APPOINTMENT

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

FUNCTIONS

In accordance with the policies and procedures of NZIHF, the primary functions of the National Under 18 Women's Assistant Coach are as follows:

- To assist and support the Head Coach of the National Under 18 Women's Team.
- To be available for NZIHF development camps
- To assist the Head Coach in the planning, development, and coordinate the National Under 18 Women'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 18 Women'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 18 Women'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.

