



NEW ZEALAND ICE HOCKEY FEDERATION

NZIHf Team Assistant Manager

Job Description

ROLE

NZIHf Team Assistant Manager is responsible to the NZIHf 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.

RESPONSIBLE TO

NZIHf Team Assistant Manager is responsible to the NZIHf Team Manager and the NZIHf Portfolio Holder/ Chef de Mission

Set up a meeting or conference call once management has been confirmed, and delegate key tasks to ensure even workload

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.
- Able to be screened and cleared by NZ Police.
- Driver's licence
- Current First Aid certificate (desirable).
- Previous management of Club, Regional and NZIHf Teams (desirable)

An NZIHf Team Assistant Manager has many varied duties and responsibilities. They will assist the NZIHf Team Manager with the following:

PRIOR TO THE EVENT

The Manager's duties commence well before the departure date. The Manager will be responsible for:

- Establishing 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 Portfolio Holder (e.g. budgets, funding request correspondence)
- Uniforms and equipment including first aid equipment
- Budget for the event and methods of payment – credit cards, petty cash and accounts.
- 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>
- Assisting with funding applications
- Provide school/employer letter supporting leave of absence for players
- Co-ordinating team photographs
- Assisting with uniform sizing
- Attending training sessions
- Assisting with team fundraising
- Organisation of team functions
- It should be emphasised that athletes and team officials should not make any comments to the media unless directed by the Team Manager. Coordinate media coverage.

PRIOR TO DEPARTURE FROM NEW ZEALAND

- Confirming departure travel arrangements (flight details, transport details, clothing details, equipment check, what else to bring etc)
- Confirming details of departure from accommodation and ensure all team members accounts are paid.

- Taking 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.

DURING THE EVENT

- Liaising 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
- Acting as liaison officer between the organising committee of the event, the coach and the team
- Adjudicating any problems that may arise amongst athletes, coaches, officials and supporters
- Ensuring 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. (see NZIHF Events Manual)
- Liaising with NZIHF (Portfolio holder/Chef de Mission) regarding any athlete's inappropriate behaviour, misconduct, injuries or illness.
- Being responsible for all financial details, including collecting receipts and providing a financial statement of monies expended
- Being responsible for team transport and hire vehicles if required
- Organising 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 supports 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.

AFTER THE EVENT

- Returning all equipment, uniforms and first aid kit.
- Providing a written report to the NZIHF including a balanced budget and copies of any media exposure within four months of return.
- Assisting with refunds to players within four months of return