



## **NEW ZEALAND ICE HOCKEY FEDERATION**

### **National Team Equipment Manager**

### **Position Description**

#### **LENGTH OF APPOINTMENT**

The appointment will normally be for two years, but may be shorter or longer depending on the needs of the NZIHF.

The appointment period may be shortened, but only under exceptional circumstances. (see Termination of Appointment).

#### **PERFORMANCE REVIEWS**

Program and performance evaluations will be handled between the Equipment Manager and the Team Manager or his/her designate on an annual basis after the World Championship.

Annual player evaluations, and ongoing feedback will be used as components of the performance evaluation.

#### **FUNCTIONS**

In accordance with the policies and procedures of NZIHF the primary functions of the Equipment Manager are as follows:

- Support the team through maintenance of the team changing room and assisting players with the preparation and maintenance of their personal equipment.
- Assisting Team Managers with other tasks as required.

#### **ACCOUNTABILITY**

The Equipment Manager is accountable to the NZIHF through the Manager.

#### **DUTIES AND RESPONSIBILITIES**

Be a member of the management team.

Work with the management and coach to provide a safe environment for the players to change, play and practice.

Be present at the team's practices and games.

Help, guide and foster players.

Be a contact link between the players and the coaches.

Establishing rules for dressing room and team bench safety.

Maintaining players personal equipment including skate sharpening.

Preparing and maintaining team equipment.

Supporting players and coaches on the bench as required.

Providing basic first aid.

Being aware of the team budget and the cost of the supplies.

Advising players and parents on equipment, sizing and fitting and equipment care.

Repairing equipment.

Having an up-to-date knowledge of equipment available locally and internationally.

### **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 clinics and other professional development sessions, to improve personal skills.

Attention to detail.

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

Technical skills suitable for supporting an ice hockey team and their equipment.

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.

Ability to read, understand, follow, and enforce safety procedures.

### **REPORTING STRUCTURE**

The Equipment Manager is directly accountable to the Team Manager.

### **QUALIFICATIONS**

The successful candidate for the position will be eligible to work in New Zealand and have the following credentials.

- A background in ice hockey.
- Experience supporting an ice hockey team's equipment needs.
- Able to travel outside of New Zealand
- CV to be supplied
- Must reside in New Zealand for at least 9 months of the year

#### **Other skills**

- Strong team work skills
- Excellent interpersonal communication skills

### **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 one months notice to the other in writing.

The NZIHF will reserve the right to shorten the term should circumstances require.

In exceptional circumstances, an appointed Team Official may resign early after only one year by written notice to the Team Manager, prior to May 31st of the second year of term. This is to allow time for the position to be advertised and filled for the following year.