NEW ZEALAND ICE HOCKEY FEDERATION

National Senior Women's Team Assistant Coach

Position Description

LENGTH OF APPOINTMENT

The appointment will be for two years (negotiable) reviewed annually, beginning 1st June - ending 31st May.

The two-year period is designed to provide continuity for the players and the coach unless otherwise stated in the terms of the Contract.

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

PERFORMANCE REVIEWS

Program and performance evaluations will be handled between the coach and the President or his\her designate on an annual basis after the World Senior Women's Championship.

Event results, 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 National Senior Women's Assistant Coach are as follows:

- To assist the Coach of the National Senior Women's Team.
- To work with the National Senior Women's Team Coach; To plan, develop, and coordinate the National Senior Women's Team program in conjunction with the NZIHF / National Coaching Coordinator (NCC). A template is to be provided by the NCC.
- To work with the National Senior Women's Team Coach; To be involved in planning, coordinating and creating direction in the training programs for other age group teams in conjunction with the relevant National Team Coaches and the NZIHF / NCC.

ACCOUNTABILITY

The National Senior Women's Assistant Coach is accountable to the NZIHF through the

National Senior Women's Team Coach to the Portfolio Holder (PH).

DUTIES AND RESPONSIBILITIES

The Assistant Coach is to work with the National Senior Women's Team Coach to assist him or her to achieve the following;

(a) Planning & Administration:

All planning and administration shall be done in conjunction with the NZIHF / NCC / Ice Fernz PH and with the Team Manager and other team staff.

1. 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 should be done during the previous NZWIHL season.

Formulate a selection criteria, including dates, squad size, dates for squad reduction and final team announcement in line with NZIHF policy. Include this policy into the training plan, which is to be provided to the NCC as requested.

2. Training Planning:

Design a training plan (including dates) sufficient to prepare the team for their expected competitions 6 months prior to the World Championships.

Provide that plan to the Team Managers and assist with the preparation of budgets to achieve those goals 6 months prior to the World Championships as well as a copy to NCC.

Provide the NZIHF and Ice Fernz PH with a completed copy of this plan and attached budgets 5 months prior to the World Championships.

National Team Coaches will have a direct responsibility to the NCC for the content of their training programs. **See Appendix #1.**

3. Player Development:

Pre - tournament. Obtain agreement and sign off each athlete's personal goals and expectations for being involved in the National Team Program.

Liaise with each team member's personal coach / personal trainer to provide an optimum training environment if required.

Establish a process of regular one on one, coach / player interviews.

Post - tournament. Provide every athlete with written feedback of their individual performance evaluation, areas for skill development, strategies and techniques, quantitative measures, expectations, and subjective remarks annually. This is part of the Coach's Report. A template is available from the NCC. Copy of completed Coach's Report to PH and NCC.

4. **Team Development:**

All players will sign individual Player Contracts. All players are to be made aware of the content and consequences of that contract.

Delegate and clarify responsibilities and duties to Assistant Coach(es).

With Team Manager establish and evaluate team goals and objectives on an annual basis.

Help develop potential National Team players by working within the Regional Team Coaches within National Team player development guidelines. Establish norms or expectations and player evaluations for: individual player skills, aerobic fitness, strength, mental understanding and general discipline as necessary to provide the direction required along side NCC.

(b) Competitions & Training Camps:

Identify and select athletes for the National Senior Squad / Team before and during National Championship Tournaments.

Monitor the delegation of responsibilities to Assistant Coach(es) and liaise with the Manager on non-coaching responsibilities.

With Team Manager arrange and supervise guest / specialist coaches where appropriate at training camps.

With Team Manager provide necessary information for organization of training camps to NZIHF/ PH and NCC.

Assist Team Manager with responsibilities for the management of athletes, assistant coaches, therapists, and any other National Senior Team member when representing New Zealand.

Regularly liaise with Team Manager on financial and budgeting targets, making amendments to team program if required.

With Team Manager responsible for implementing disciplinary action as required, as well as disciplinary reviews.

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 lead all training camps wherever possible.

Attend coaching clinics and other professional development coaching sessions, to improve personal coaching skills.

Attend and lead the New Zealand Senior 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 read, understand, follow, and enforce safety procedures.

An understanding of budget preparation and management.

Ability to make administrative / procedural decisions and judgments.

Monitor the necessary training programs of National Senior Team members.

Record and chart individual performances as required. Make these performance records available to the players, NZIHF/PH and NCC annually.

Complete a performance review on the Assistant Coach(es) and submit to the NZIHF PH and NCC as part of your annual Coach's Report.

COMMUNICATION & LIASION

Ensure through the Team Manager that each athlete is aware of the time and place of the events both in training and during actual competition.

Copy all correspondence related to the National Senior Team to the NZIHF through the PH.

REPORTING STRUCTURE

The NZIHF Coaching Staff is directly accountable to the NZIHF PH and the NCC.

The Head Coach is responsible for delegation of coaching tasks to the Assistant Coach(es).

DEVELOPMENT

Contribute to the NZIHF National Coaching Accreditation Program and long-term athlete development plan.

The job description listed is meant as a guideline and, in absence of specific direction, the Coaching Staff understands that they must make responsible decisions and must act on those decisions to ensure that NZIHF goals are met.

REPRESENTATION

Act as an ambassador for the NZIHF on technical matters relating to the National Senior Women's Ice Hockey Team.

Represent the NZIHF where possible at National Championships, coaching seminars, and other promotional functions including media events upon reasonable request.

Act at all times in a manner that will enhance the reputation, image, character and presence of NZIHF and the team/s.

QUALIFICATIONS

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

- Coaching education and Certification proof
- Playing experience preferable
- Coaching experience
- 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 NZIHF National Coaching Coordinator, 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.

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APPENDIX # 1

NATIONAL TEAM COACHES RESPONSIBILITIES

National Team Coaches are required to submit to the National Coaching Coordinator the content of their training programs. A template will be provided by the NCC. The NCC will create and evolve a connection between the age-group teams, and the pinnacle of our teams, the Ice Blacks. The goal of this is to have each level of national team players, being prepared towards their ultimate step into the Ice Blacks should they get the opportunity. The individual flair and talents of NT age-group coaches need not be limited by this arrangement.

The Ice Blacks coaching staff will have a direct responsibility to the NCC and the other age-group coaches, to "set the path" required. This pathway may include improvement of certain basic skills, offensive options, defensive systems, breakouts, fore-checks and regroups. It may also include off-ice fitness and strength improvement expectations, personal habit and behavioral expectations and development of leadership qualities.

To achieve this, all National Team Coaches and their staff, will produce a written plan of what they will be doing with their team for the NCC. As stated above, a template will be provided by the NCC to help achieve this.

The plan will include:

- A Year Plan showing training dates and venues
- a plan of their anticipated on-ice training program (including timeline) including general and specific objectives
- team fitness expectations and how this will be achieved
- individual fitness expectations
- dry-land and off-ice team activities
- theory topics and delivery program
- team goals and expectations
- squad selection and reduction dates
- final team selection date
- budget plan to be completed by Team Manager