

## **CIHA Representative Team Manager Position Description**

**Purpose of Role:** To plan, co-ordinate, and deliver off-ice aspects of the team's program, taking into account the Coach's requirements, and recognising that the goals are player development, team development, and competing at the team's highest potential, while at all times operating in accordance with the objectives and rules of the CIHA and NZIHF

**Compensation:** This role is voluntary and not paid

**Responsible To:** CIHA Committee and CIHA Director of Player & Coach Development

**Primary Relationships:** Team Head Coach and respective NZ League Event Coordinator

### **Key Tasks and Responsibilities**

- The manager is responsible for overall team administration and management.
- The relationship between coach and manager is important, and the ability to work cooperatively is paramount to the team's success.
- Oversee and ensure the proper conduct of players and support personnel connected with the team during practices, exhibitions, games, and other events. The coach has responsibility and control of the team during practice/game times, including off-ice training sessions.
- Oversee the health and welfare of team members and coaching staff.
- Devise a team budget, in coordination with CIHA and other volunteer staff, monitor team expenses, collect and return all receipts to the CIHA Treasurer, and collaborate with the Treasurer in an end-of-season washup.
- Report all disputes or problems involving the representative team to the CIHA through the CIHA Director of Player & Coach Development (or Vice President if the Director of Player & Coach Development is involved in the dispute).
- Acquire sponsorship and/or lead fundraising efforts before and during the playing season in order to minimise player cost.

### **Knowledge, Skill, Experience, & Personal Attributes**

- Excellent organisational skills.
- Strong interpersonal and oral communication skills, including the ability to effectively liaise with players, coaches, and administrators.
- Good written communications skills.
- Leadership qualities.
- Ability to work collaboratively with players, coaches, officials, and other managers.
- Ability to learn the procedures, rules, and regulations of the team's league, including the appropriate NZ league event manual.
- Ability to learn and comply with all CIHA and NZIHF policies and procedures, including the NZIHF Youth Protection Policy.
- Consent to be screened and ability to be cleared by a National police check.
- Driver's licence.
- Previous management of club, regional and/or CIHA teams (desirable).
- Budgetary skills (desirable).
- Current First Aid certificate (desirable).

### **Responsibilities: Season Planning and Ongoing Management**

- Once appointed, recruit additional volunteers to assist in team management, if needed.

- Hold an initial management meeting with all team staff to assign responsibility for key tasks to ensure even workload and timely execution.
- Devise a team budget, in coordination with CIHA and other volunteer staff, and assist in determining player registration fees to ensure the budget is met.
- Assist the coach in recruitment of players, if requested, and liaise with CIHA to ensure candidate players are eligible for the team.
- Establish a selection process with coach(es) and communicate to all eligible players.
- Communicate team selection or otherwise to players who trial for the team. The Coach may choose to be involved in this or not.
- Communicate preliminary information to team members at time of selection (date of competitions, on-ice and off-ice training sessions, and expected cost). Inform players and parents of CIHA's policies and goals for the team, including the fact that participation in a rep teams does not guarantee equal playing time.
- Distribute and collect playing forms (as appropriate)
  - player information forms
  - signed obligation forms including codes of conduct
  - parent/guardian agreement
  - medical inclusive drug forms
- Ensure all team members are aware of our sport's anti-doping policy. A copy of this policy is available from NZIHF and NZ Drug Free Sport website: <http://www.drugfreesport.org.nz> (Therapeutic Use Exemption forms are available)
- Provide timely, ongoing communications to the team and parents (for minors players), including days/times of all practices, games, and other events.
- Prepare a budget for the season and communicate expenses and accepted methods of payment in a timely manner and prior to the first representative event.
- Attend all team practices/games/events where practicable.
- If unable to attend a scheduled training/game/event, assign managerial duties to another volunteer and inform the Coach and other team staff as early as possible.
- Liaise with the appropriate CIHA and NZ league staff as needed (e.g. budgets, travel, funding request correspondence)
- Lead team fundraising activities and work with CIHA on any funding applications.
- Organise and execute team functions.
- Assist with player uniform sizing and secure playing uniforms and any other equipment, including first aid equipment, for the team.
- Co-ordinate team photographs.
- Act as team spokesperson and coordinate media coverage with CIHA, as appropriate; players and team officials should not make any comments to the media unless directed by the manager.
- Adjudicate any problems that may arise amongst players, coaches, officials and supporters in line with policies and procedures of the CIHA.
- Ensure all welfare and safety requirements for the team.
- Collect and save receipts for all expenditures.

### **Responsibilities: Team Travel**

- Arrange travel and accommodations, liaising with the NZ league coordinator where appropriate. Secure and confirm air tickets and/or other modes of transportation.
- Provide travel information to all relevant parties (e.g. travel, accommodation and competition/function details i.e. contact names, numbers, addresses and their roles).
- Provide team list to hotels and all accommodation venues prior to arrival. Assign team members to pairs/groups if sharing rooms.

- Produce daily schedule for the whole tour, prior to departure in conjunction with coach's requirements, and provide to team members (and parents where appropriate).
- Provide all team members with a checklist of what they are required to bring prior to any travel, competitions, or other events.
- Provide school/employer letter supporting leave of absence for players, as needed.
- Communicate team dress code for travel and ensure players conform. At all times, CIHA representative teams should project a professional, positive image.
- Be aware of travel conditions and take actions to ensure safe and timely transport.
- Take 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 are checked in by the appropriate time.
- Confirm details of departure from accommodations and ensure all accounts are paid.

### **Responsibilities: Events**

- Liaise between the organising committee of the event, the coach and the team.
- For a home-ice events, ensure all tasks necessary for the execution of an event are identified in advance and assigned to the appropriate volunteers or team representatives—and ensure smooth and successful execution on the day of the event.
- Ensure equipment such as drink bottles are ready, a first aid kit is properly stocked and available, and all other required equipment is on hand and prepared.
- When the team is traveling, communicate regularly with parents and supporters at home (where appropriate, such as for minors) through an email distribution list or other electronic means.
- Liaise 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.
- Be responsible for team transport and hire vehicles to all events, if required.
- Athletes under 18 years must be supervised at all times. It is extremely important that all team managers are aware of relevant policies including physical and sexual abuse policies and the NZIHF Youth Protection Policy.
- Organise meal arrangements in liaison with the coach or other officials. The Coach may have requirements regarding the team nutrition. Be aware and cater to all player, coach, and staff food allergies and dietary restrictions.
- Liaise with CIHA regarding any athlete's inappropriate behaviour, misconduct, injuries or illness.
- Be responsible for all financial details, including collecting receipts and providing a financial statement of monies expended.
- Keep notes for final report to the CIHA.
- Complete a day planner each evening for next day in conjunction with coach's requirements.

### **Responsibilities: End of Season (within one month)**

- Return all equipment, uniforms, first aid kit and all other CIHA-owned items.
- Provide the CIHA treasurer with all receipts for expenditures as soon as practicable, and advise on any outstanding receivables or expenditures.
- Provide a written report to the CIHA, including a balanced budget and copies of any media exposure.
- Participate in an end-of-season interview, at CIHA's request.

- Assist with communication of refunds to players and other end-of-season communications to finalise the season in a positive manner.

**Terms 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-month notice to the other in writing. The CIHA reserves the right to shorten this term should it deem such action just and appropriate, given the circumstances.