

Botany Swarm Ice Hockey Team

Auckland Ice Hockey Federation

General Manager Position Description

Last updated August 2018

Purpose of Role

To assist the Botany Swarm Board to organise the day to day running of the Botany Swarm Ice Hockey team in the New Zealand Ice Hockey League (NZIHL). Under the authority of the Board the General Manager will:

- Develop a positive, successful and enjoyable club environment
- Spearhead innovative strategic thinking
- Manage resources productively
- Direct player and people development
- Build a dynamic organization
- Oversee day-to-day operations.

Scope

The home rink is based in Auckland, Botany and requires some travel in New Zealand during the season.

Relationships

<p>Internal Relationships:</p> <ul style="list-style-type: none">• Botany Swarm Board• Team Coach/es• Team Management• Coach/es• Local Players• Import Players• Treasurer• Medical Staff• Sponsorship/VIP Manager• Marketing• Team Support Staff	<p>Nature of Relationship:</p> <ul style="list-style-type: none">• Receive direction, agree objectives, obtain and provide info• Provide direction, agree objectives, obtain and provide info• Provide support to and receive support from• Provide/receive information and support• Support and guide
<p>External Relationships:</p> <ul style="list-style-type: none">• AIHA• NZIHF• NZIHL Teams• Paradise Ice Skating Ltd• Other organisations associated with the NZIHF/NZIHL• Sponsors	<p>Nature of Relationship:</p> <ul style="list-style-type: none">• Relationship support• Provide information

Experience and Knowledge

	Essential	Desirable
Education		
Experience	Experience of general management of a sports team A good knowledge of administration	Experience in managing a sports team
Knowledge and Skills	A good understanding of general management of a team Positive and enthusiastic Excellent clear and concise verbal and written communication skills Ability to understand and keep to budgets Excellent record keeping Accurate and detail focused Intermediate level of Microsoft applications (Word, Excel, Email)	Basic First Aid and CPR

Length of Appointment

The appointment will be for one ice hockey season, ending at the latest by the 31 October each calendar year.

The appointment period may be shortened, but only under exceptional circumstances

Responsibilities and Duties

(a) Planning and Administration:

In accordance with the policies and procedures of the NZIHF, the AIHA the primary functions of the General Manager are to assist the Botany Swarm Board with the following:

- Monthly reporting to the Board
- Manage budgets and revenues
- Recruitment process for import players
- Assist with player development
- Attract, select, train and motivate team volunteers. Coordinate game day volunteers
- Work alongside Marketing Manager to stimulate ticket and merchandise sales through advertising and promotions.
- Encourage players to promote the team
- Increase season revenue
- Provide a fun fan experience
- Team's chief spokesperson when dealing with:
 - Media
 - Sponsors
 - Funding agencies
 - Paradise Ice Rink
 - Auckland Ice Hockey Association
 - New Zealand Ice Hockey League
 - New Zealand Ice Hockey Federation
- Ensure the welfare and safety requirements of the team are met.

(b) Personnel:

The General Manager will assist the Botany Swarm Board with the following:

- Recommend the Head Coach and Team Manager to the Board for appointment
- In conjunction with the Head Coach, recommend an Assistant Coach to the Board for appointment
- In conjunction with the Team Manager, recommend an Assistant Manager to the Board for appointment.
- In conjunction with the Coaches, recommend import players to the Board for engagement.
- Attract, engage and manage volunteers to perform responsibilities including but not limited to:
 - Equipment Manager
 - Media Staff
 - Treasurer
 - Sponsorship/VIP Manager
 - Marketing Manager
 - Funding Agencies
 - Photographer
 - Livestream Team
 - Fan Cub
 - Paradise Ice Rink for venue liaison
 - Game Day Manager
 - New Zealand Ice Hockey League
 - New Zealand Ice Hockey Federation

Accountability

The Botany Swarm General Manager is accountable to the Botany Swarm Board.

Performance Review

Program and performance evaluations will be handled between the General Manager and the Botany Swarm Board, at least once during the season and after the season ends. Feedback from players and Coaches will be used as components of the performance review/evaluation.

