

Botany Swarm Ice Hockey Team

Auckland Ice Hockey Federation

Assistant Team Manager Position Description

Last updated August 2018

Purpose of Role

To assist the Team Manager to organise the day to day running of the Botany Swarm Ice Hockey team in the New Zealand Ice Hockey League (NZIHL).

Scope

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

Relationships

Internal Relationships: <ul style="list-style-type: none">• General Manager• Team Manager• Coach/es• Players• Marketing	Nature of Relationship: <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
External Relationships: <ul style="list-style-type: none">• AIHA• NZIHF• NZIHL Teams• Paradise Ice Skating Ltd• Other organisations associated with the NZIHF/NZIHL	Nature of Relationship: <ul style="list-style-type: none">• Relationship support• Provide information

Experience and Knowledge

	Essential	Desirable
Education		
Experience	Experience of co-managing a sports team A good knowledge of administration	Experience in managing a sports team
Knowledge and Skills	A good understanding of co-managing 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	Basic First Aid and CPR

	Intermediate level of Microsoft applications (Word, Excel, Email)	
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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

In accordance with the policies and procedures of the NZIHF, the AIHA the primary functions of the Assistant Team Manager are to assist the Team Manager with the following:

- Support the coach and liaise with matters relating to the team
- Organise equipment for team practices and games or liaise with Equipment Manager
- Ensure team members know who, when and where they are playing. Organise the distribution and collection of uniforms and ensure they are worn correctly
- Coordinate transport, accommodation and meal arrangements
- Coordinate therapists and medical staff
- Oversee the collection of fees and payments by the players
- Liaise with Rink regarding trainings and games
- Coordinate game day volunteers
- Ensure the results of matches are passed to the coach and entered correctly
- Ensure the welfare and safety requirements of the team are met.

Accountability

The Botany Swarm Assistant Team Manager is accountable to the Team Manager.

Performance Review

Performance evaluations will be given by the Team Manager 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.