

# **Botany Swarm Ice Hockey Team**

Auckland Ice Hockey Federation

## **Assistant Coach Position Description**

Last updated August 2018

### **Purpose of Role**

To support the Head Coach in his task to lead and train 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**

<b>Internal Relationships:</b> <ul style="list-style-type: none"><li>• Head Coach</li><li>• General Manager</li><li>• Players</li><li>• Team Management</li></ul>	<b>Nature of Relationship:</b> <ul style="list-style-type: none"><li>• Receive direction, agree objectives, obtain and provide info</li><li>• Provide support to and receive support from</li><li>• Provide information &amp; support</li><li>• Support and guide</li></ul>
<b>External Relationships:</b> <ul style="list-style-type: none"><li>• AIHA</li><li>• NZIHF</li><li>• NZIHL Teams</li><li>• Paradise Ice Skating Ltd</li><li>• Other organisations associated with the NZIHF/NZIHL</li></ul>	<b>Nature of Relationship:</b> <ul style="list-style-type: none"><li>• Relationship support</li></ul>

### **Experience and Knowledge**

	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>	Experience in coaching an ice hockey team	Level 1 IIHF Coaching Accreditation or equivalent or higher
<b>Experience</b>	Coaching experience	Overseas coaching/playing experience would be ideal
<b>Knowledge and Skills</b>	A good understanding of current ice hockey Proven good knowledge of coaching and leading a team in ice hockey Good leadership and motivational skills Excellent clear and concise verbal and written communication skills Demonstrates a process orientated approach Accurate and detail focused	A tertiary education/degree

## Core Competencies

Competency	Front Line
<ul style="list-style-type: none"> <li>• Descriptors</li> </ul>	
<p><b>Character</b></p> <ul style="list-style-type: none"> <li>• Displays high integrity and honesty</li> </ul>	<p><b>Is</b> open, honest and timely in communications. <b>Practices</b> what is spoken. <b>Shares</b> time and knowledge freely. <b>Values</b> others opinions and credits their contribution. <b>Treats</b> others as equals. <b>Is</b> positive and constructive. <b>Has</b> energy and encourages others. <b>Understands</b> own abilities and weaknesses. <b>Manages</b> own emotions. <b>Gains</b> insight from others and their feedback. <b>Maintains</b> confidentiality. <b>Admits</b> mistakes and does not misrepresent. <b>Honours</b> commitments and keeps promises.</p>
<p><b>Personal Capacity</b></p> <ul style="list-style-type: none"> <li>• Technical/professional expertise</li> <li>• Solves problems and analyses issues</li> <li>• Innovates</li> <li>• Practices self-development</li> </ul>	<p><b>Makes</b> an important contribution to team results. <b>Completes</b> work with minimal supervision. <b>Output</b> can be relied on. Documentation is clear, concise and engaging. <b>Identifies</b> and resolves problems readily. <b>Team</b> trusts and seeks out ideas and opinions.</p>
<p><b>Focus on Results</b></p> <ul style="list-style-type: none"> <li>• Drives for results</li> <li>• Establishes stretch goals</li> <li>• Takes initiative</li> </ul>	<p><b>Achieves</b> agreed goals within time allotted. <b>Meets</b> expectations of internal and external customers. <b>Consistently</b> delivers on commitments. <b>Plans</b> own work schedule in line with team objectives. <b>Manages</b> time to the best effect. <b>Supports</b> new ideas.</p>
<p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Communicates powerfully and prolifically</li> <li>• Inspires and motivates others to high performance</li> <li>• Builds relationships</li> <li>• Develops others</li> <li>• Collaboration and teamwork</li> </ul>	<p><b>Establishes</b> trust and rapport with others including internal and external customers. <b>Willingly</b> collaborates with others. <b>Constructively</b> adds to discussions. <b>Communicates</b> understanding of issues and problems. <b>Stays</b> in touch with issues and concerns of others. <b>Promotes</b> cooperation between all members of the team. Provides coaching and acts as a mentor to others. <b>Gives</b> honest feedback in a helpful way. <b>Has</b> a high level of energy and enthusiasm.</p>
<p><b>Supports Change</b></p> <ul style="list-style-type: none"> <li>• Adaptable to change</li> </ul>	<p><b>Adjusts</b> role requirements to take on new challenges and support new initiatives. <b>Maintains</b> flexibility, energy and focus during periods of uncertainty. <b>Takes</b> personal responsibility for recognising and managing own response to change.</p>
<p><b>Learning Agility</b></p> <ul style="list-style-type: none"> <li>• Has accurate self-insight</li> <li>• Is coachable; accepts feedback</li> <li>• Is resilient and accepts change</li> <li>• Stays current on new advances</li> </ul>	<p><b>Is</b> aware of own personality traits. <b>Develops</b> working relationships with others that compliments own style and/or skills. <b>Reflects</b> on own performance and uses feedback to guide change. <b>Takes</b> opportunity to diverse career. <b>Is</b> positive about giving new systems a go. <b>Learns</b> quickly when faces new problems. <b>Stays</b> abreast of new technical developments where necessary.</p>

## **Length of Appointment**

The appointment will be for three years, but will be reviewed each year after the Season concludes. The appointment period may be shortened, but only under exceptional circumstances.

## **Functions**

In accordance with the policies and procedures of the NZIHF, the AIHA the primary functions of the Assistant Coach are as follows:

- To support, help the Head Coach of the Botany Swarm Senior Team in the NZHL
- To support planning, developing, coordinate and mentor players with the Head Coach
- Be the link between players and Head Coach as required

## **Accountability**

The Botany Swarm Assistant Coach is accountable to the Head Coach.

## **Duties and Responsibilities**

### **(a) Planning and Administration:**

All planning and administration shall be done in writing between Team Management **and** Assistant Coach.

#### **1. Selection:**

Support and help to Identify potential players; be in contact with them in regard to the season plan, availability and possible selection for the team. This should be done ideally during the previous NZIHL season or starting immediately after the previous season. Formulate a selection criteria, including dates, squad size, dates for squad reduction and final team announcement. Include this policy into the training plan, which is to be provided to the GM as requested.

#### **2. Training Planning:**

Support the Head Coach in training planning including dates.

#### **3. Player Development:**

Obtain agreement and sign off each athlete's personal goals and expectations for being involved in the upcoming NZIHL Season as asked by the Head Coach.

Try to liaise with each team member personal as much as possible and provide them with player feedback and goal setting.

Support the Head Coach with establishing a process of regular one on one, coach/player interviews as well as regular team meetings.

**Post Season:** Provide a written feedback to the Head Coach about each athlete of their individual performance evaluation, areas for skill development, strategies and techniques, quantitative measures, expectations, and subjective remarks annually.

### **(b) Team Development:**

Clarify responsibilities and duties as an Assistant Coach with the Head Coach.

Establish and evaluate team goals and objectives on an annual basis, before the regular season starts with the Head Coach.

(c) **Competitions and Training:**

Identify and develop athletes for the Team based on the Vision and Mission of the club. Assist Team Manager with responsibilities for the management of athletes, therapists, and any other Key Stage Holder of the Botany Swarm organisation. Discuss with the Head Coach and/or Team Manager implementing disciplinary action as required, as well as disciplinary reviews.

**Performance Review**

Performance evaluations will be handled between the Assistant Coach and Head Coach/General Manager (GM) of the Botany Swarm, at least once during the season and after the season ends.

League results, annual player evaluations, feedback from players and team management will be used as components of the performance review/evaluation.

