

Botany Swarm Ice Hockey Team

Auckland Ice Hockey Federation

Equipment Manager Position Description

Last updated August 2018

Purpose of Role

To assist the Botany Swarm Team Manager to organise the day to day running of the Botany Swarm Ice Hockey team's equipment in the New Zealand Ice Hockey League (NZIHL). To assist team management, coaches and players with any equipment-related requirements.

Scope

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

Relationships

Internal Relationships: <ul style="list-style-type: none">• General Manager• Team Manager• Assistant Manager• Coach/es• Players	Nature of Relationship: <ul style="list-style-type: none">• Provide support to and receive support from• Provide/receive information and support
External Relationships: <ul style="list-style-type: none">• AIHA• NZIHF• NZIHL Teams• 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 in managing ice hockey equipment	Experience in managing sports equipment
Knowledge and Skills	Knowledge of ice hockey equipment	
Desirable Attributes	A love of ice hockey A good role model A positive attitude A sense of humour A good team person Is enthusiastic Is calm Has good organising skills	

	Is capable of handling several tasks at the same time Is fair Is willing to learn Is trustworthy Is thorough Is hard-working Able to cooperate with multi parties	
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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 Equipment Manger are to assist with the following:

- Assisting team management, coaches and players with all equipment-related requirements
- Being present at all team practices and games during the season
- Being responsible for the team dressing room and players bench
- Ensuring pucks, cones, etc. are available for practices and games during the season
- Sharpening players' skates
- Repairing players' equipment
- Instructing players on how to take care of equipment
- Maintaining an up-to-date knowledge of hockey equipment
- Filling water bottles
- Assisting Team Medical Staff
- Establishing positive relationships with the ice rink and equipment suppliers.

Accountability

The Botany Swarm Equipment 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.