

Botany Swarm Ice Hockey Team

Auckland Ice Hockey Federation

Head Coach Position Description

Last updated August 2018

Purpose of Role

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

Internal Relationships: <ul style="list-style-type: none">• General Manager• Assistant Coach/es• Players• Team Management	Nature of Relationship: <ul style="list-style-type: none">• Receive direction, agree objectives, obtain and provide info• Provide support to and receive support from• Provide 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

Experience and Knowledge

	Essential	Desirable
Education	Experience in coaching an ice hockey team	Level 3 IIHF Coaching Accreditation or equivalent or higher
Experience	Coaching experience	Overseas coaching/playing experience would be ideal
Knowledge and Skills	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"> • Descriptors 	
<p>Character</p> <ul style="list-style-type: none"> • Displays high integrity and honesty 	<p>Is open, honest and timely in communications. Practices what is spoken. Shares time and knowledge freely. Values others opinions and credits their contribution. Treats others as equals. Is positive and constructive. Has energy and encourages others. Understands own abilities and weaknesses. Manages own emotions. Gains insight from others and their feedback. Maintains confidentiality. Admits mistakes and does not misrepresent. Honours commitments and keeps promises.</p>
<p>Personal Capacity</p> <ul style="list-style-type: none"> • Technical/professional expertise • Solves problems and analyses issues • Innovates • Practices self-development 	<p>Makes an important contribution to team results. Completes work with minimal supervision. Output can be relied on. Documentation is clear, concise and engaging. Identifies and resolves problems readily. Team trusts and seeks out ideas and opinions.</p>
<p>Focus on Results</p> <ul style="list-style-type: none"> • Drives for results • Establishes stretch goals • Takes initiative 	<p>Achieves agreed goals within time allotted. Meets expectations of internal and external customers. Consistently delivers on commitments. Plans own work schedule in line with team objectives. Manages time to the best effect. Supports new ideas.</p>
<p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Communicates powerfully and prolifically • Inspires and motivates others to high performance • Builds relationships • Develops others • Collaboration and teamwork 	<p>Establishes trust and rapport with others including internal and external customers. Willingly collaborates with others. Constructively adds to discussions. Communicates understanding of issues and problems. Stays in touch with issues and concerns of others. Promotes cooperation between all members of the team. Provides coaching and acts as a mentor to others. Gives honest feedback in a helpful way. Has a high level of energy and enthusiasm.</p>
<p>Supports Change</p> <ul style="list-style-type: none"> • Adaptable to change 	<p>Adjusts role requirements to take on new challenges and support new initiatives. Maintains flexibility, energy and focus during periods of uncertainty. Takes personal responsibility for recognising and managing own response to change.</p>
<p>Learning Agility</p> <ul style="list-style-type: none"> • Has accurate self-insight • Is coachable; accepts feedback • Is resilient and accepts change • Stays current on new advances 	<p>Is aware of own personality traits. Develops working relationships with others that compliments own style and/or skills. Reflects on own performance and uses feedback to guide change. Takes opportunity to diverse career. Is positive about giving new systems a go. Learns quickly when faces new problems. Stays 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 concluded. 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 Head Coach are as follows:

- To coach the Botany Swarm Senior Team in the NZHL
- To plan, develop, coordinate and mentor players and assistant coach/s in line with the NZIHF National Coaching standards.

Accountability

The Botany Swarm Head Coach is accountable to the General Manager (GM).

Duties and Responsibilities

(a) Planning and Administration:

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

1. Selection:

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:

Design a training plan including dates sufficient to prepare the team for their expected competitions in the NZIHL.

3. Player Development:

Obtain agreement and sign off each athlete's personal goals and expectations for being involved in the upcoming NZIHL season.

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

Establish a process of regular one on one, coach/player interviews as well as regular team meetings.

Post Season: Provide every athlete with written feedback of their individual performance evaluation, areas for skill development, strategies and techniques, quantitative measures, expectations, and subjective remarks annually. This is part of the Coach's Report.

(b) Team Development:

Delegate and clarify responsibilities and duties to Assistant Coach/s.

With your Assistant Coach/s establish and evaluate team goals and objectives on an annual basis, before the regular season starts.

(c) Competitions and Training:

Identify and develop athletes for the team based on the Vision and Mission of the club.

Monitor the delegation of responsibilities to Assistant Coach/es and liaise with the Manager on non-coaching responsibilities.

With Team Manager arrange and supervise guest/specialist coaches where appropriate at training camps.

Assist Team Manager with responsibilities for the management of athletes, assistant coaches, therapists, and any other Key Stage Holder of the Botany Swarm organisation.

With Assistant Coaches and/or Team Manager, discuss any implementing disciplinary action as required, as well as disciplinary reviews.

Performance Review

Program and performance evaluations will be handled between the Head Coach and the 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.

