

## AUSTRALIAN NATIONAL TEAM

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|---|--------------|--------------------------|--------|
| <b>Job Description:</b>   | Team Manager | <b>Date Posted:</b>      | <Date> |
| <b>National Team:</b>   | <Team>       | <b>Appointment Date:</b> | <Date> |
| <b>Appointment Period:</b>  | 2 Years      | <b>Extension Option:</b> | 1 Year |
| <b>Position Type:</b>   | Volunteer    |                          |        |
| <b>Reports to:</b>  | IHA Board    |                          |        |
| <b>Scope</b>  |              |                          |        |
| <p>The role of Team Manager is to ensure the efficient and effective operation of Team Australia during the lead up to and at the IIHF World Championship.</p> <p>The Team Manager has an extremely important role ensuring the successful management of the team and welfare of the players and team staff in their care.</p>  |              |                          |        |
| <b>Purpose</b>  |              |                          |        |
| <p>The Team Manager ensures a productive and positive team experience for players, coaches and team staff. The Team Manager is required to;</p> <ul style="list-style-type: none"> <li>➤ Compile and submit team for IHA Board approval</li> <li>➤ Arrange all ground and air transport to and from the IIHF World Championships</li> <li>➤ Organise all Training Camp logistics in conjunction with Head Coach requirements prior to attending the IIHF World Championships.</li> </ul>  |              |                          |        |
| <b>Accountabilities</b>   |              |                          |        |
| <p>The Team Leader is a volunteer position directly accountable to the Team Leader and Ice Hockey Australia Board of Directors.</p> <p>The Team Manager will have complete authority and responsibility over the team's players, and officials during training camps, exhibition games and the World Championships to ensure any actions and/or decisions made by the team are in line with the interests, regulations, policies and rules of IHA and IIHF.</p>   |              |                          |        |
| <b>Responsibilities</b>   |              |                          |        |
| <p><b>Pre-Championship, Championship, Post Championship</b></p> <ul style="list-style-type: none"> <li>• Supports the Team Leader in their role as the teams Member Protection Officer and ensure all team activity is conducted within the guidelines of the IHA Member Protection Policy.</li> <li>• Actively participate in the Team Leader/ Team Manager planning session(s).</li> <li>• Provide administrative and supervisory support to Team Australia, including but not limited to; <ul style="list-style-type: none"> <li>➤ Team logistics leading up to and during the IIHF World Championships.</li> <li>➤ Gathering of registration and eligibility information and submitting in a timely manner.</li> <li>➤ Team uniforms and protocol</li> <li>➤ Liaise with family members</li> <li>➤ Coordinate international based players.</li> </ul> </li> <li>• Actively participates and executes the plans of the Head Coach in Championship planning and ensures the effective resolution of human resource and related issues</li> <li>• Supports IHA in developing and maintaining effective partnerships with various stakeholders namely: <ul style="list-style-type: none"> <li>➤ Players, coaches and other performance staff</li> </ul> </li> </ul> |              |                          |        |

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➤ International – Host Organizing Committee, the International Ice Hockey Federation and member country team leadership

- Ensures support, with Team Leader, in dealing with any problems during the Championship
- Read and be familiar with and execute, where required all IHA policies and procedures such as, but not limited to alcohol, bullying, hazing and harassment.
- Maintains a positive relationship with the media and represents (with the Team Leader) the Australian Team in the event of any incidents
- Assists Head Coach in the coordination of all team events, including training camp, briefing sessions with Team Leader, and team staff, etc.
- Supports and contributes to the development and implementation of the broader IHA Mission Statement
- Performs other duties as required from time to time throughout the duration of the organization of the Championship and Team
- Within 30 days of completion of the trip, compile team report and submit to the Team Leader on the team's performance, including a financial report on the team's income and expenditures, and recommendations on areas for improvement.

### Qualifications:

- Demonstrated commitment to players and coaches, and to creating an environment within which players and coaches can perform to the best of their abilities
- Commitment to significant time and travel associated with the role
- Proven leader, high energy, inspirational and relatable figure for players and coaches to look up to
- Demonstrated ability to build and motivate high performance teams, effectively exercise sound judgment, plan and organize, communicate in all capacities of the role, perform with poise and confidence in challenging (possibly crisis) situations, and work well in a team environment.
- MUST Complete the MPIO online course at <https://www.playbytherules.net.au/online-courses/mpio-online-course>
- Other essential skills include resilience, diplomacy, problem solving, managing in an ambiguous environment, handling stress and frustration, positivity, creativity, finding the right channels to get things done
- Basic bookkeeping/ budgeting skills.
- A strong understanding and fundamental belief in the mission of Ice Hockey in Australia and the goals of the National Team Program.

### Time Commitment (may be subject to change):

- Preparation of budgets and travel requirements
- Team Training Camp(s)
- IIHF World Championships (inclusive of travel and Camp Program)
- On-going assistance to Head Coach with team / planning responsibilities

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|------------------|------------------------------------|------------|------------------|
| Reviewed By:     | National Teams Operations Director | Date:      | 29/05/2019       |
| Approved By:     | Ice Hockey Australia Board         | Date:      | 29/05/2019       |
| Last Updated By: | Paul Kelly                         | Date/Time: | 29/05/2019 18:00 |