



**ICE HOCKEY AUSTRALIA  
NATIONAL TEAMS OFFICERS  
DUTIES & RESPONSIBILITIES**

## National Team Officers Duties & Responsibilities

### National Team Chef de Mission

#### **Purpose of Position:**

To represent, oversee the management and finances of their respective national team who represents Ice Hockey Australia (IHA) when participating in IIHF World Championships and exhibition games, including ensuring IHA's interests are protected and represented in a manner becoming of Australia and IHA.

#### **Authority:**

The Chef de Mission will have complete authority over the team's players, officials and management as directed by IHA's Board to ensure any actions and/or decisions made by the team are in line with the interests, regulations, rules and policies of IHA and IIHF.

#### **Duties & Responsibilities:**

- Represent IHA at all official functions and championship meetings and act as the 'OFFICIAL SPOKESMAN' for the team;
- With the assistance of the team manager, be totally responsible for the development and management of the team's budget and finances;
- Manage the team's finances in accordance with the approved budget through the IHA's Treasurer and the IHA Office;
- Provide assistance to the IHA Office for booking domestic and international air travel, including proper insurance, to and from the country from where the event is held in accordance to IHA's Travel Policies;
- With the assistance of the IHA Office, coordinate the ordering and purchase of the team's off-ice apparel and ensure all apparel complies with the IIHF's and IHA's Apparel, Merchandise and Logo Policies;
- Ensure all players and team officials are a current registered IHA member;
- Ensure all passports and clearances are in order, including player's acceptance of IHA's National Team Player Agreement and submission to the IHA Office;
- Ensure all team merchandise and sponsor logos are IHA and IIHF approved;
- Initiate and/or respond to gift exchanges, toasts, welcomes, introduction of the official party, itinerary, etc.;
- Provide protocol advice where necessary to players and team officials during the event and in the presence of Foreign Affairs officials, dignitaries and IIHF officials;
- Act as a mediator on issues where resolution is required on matters rising from responsibilities within or of the team;
- Ensure press or promotion issues are not detrimental to IHA; and
- Within 30 days of completion of the trip, prepare and submit a full report to the IHA Office on the team's performance, including a financial report on the Team's income and expenditures, including recommendations on areas for improvement.

**Reports to:** At all times reports to the IHA Board.

## National Team Officers Duties & Responsibilities

### Team Manager

#### Purpose of Position:

- To ensure all requirements pertaining to the team are fully complied with in regards to IHA and IIHF National Team's regulations, rules, policies and Codes of Conduct;
- Team officials and players are fully informed and prepared for the tour;
- Facilitate on the team's behalf to ensure IHA's interests are protected and represented in a manner becoming of Australia and IHA; and
- Manage the team to the best possible result.

#### Authority:

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.

#### Duties & Responsibilities:

- Assist the Team Chef de Mission to develop the team's budget for submission to the IHA Office and approval by the IHA Board;
- Work within the team's budget and obtain approval for all expenditures from the appointed Team Chef de Mission who is also the Financial Controller for the team;
- Not discuss or enter into any contractual obligations with any member of the team or service provider without first obtaining written approval from the Team Chef de Mission;
- Within budget, co-ordinate and be responsible for all activities concerning the team's training camps, which include:
  - a) Domestic and Ground Transport;
  - b) Sports-Medical and Playing Equipment;
  - c) Accommodation and Meals; and
  - d) Ice Times.
- Communicate to the IHA Office and state / territory associations and players all information and activities regarding the team's selection;
- Together with the Team Coach and Assistant Coach, direct and assign all duties to the team's Sports Medicine and Equipment Officers as required for the betterment of the team;
- Forward the names and all pertinent information for all team members to the IHA Office as per IHA's National Team Regulations or as otherwise requested;
- Ensure all passports, player eligibility, clearances, and Therapeutic Use Exemptions (TUE's) are in order;
- Submit monthly progress reports to the Team Chef de Mission and IHA Office;
- With the assistance of the appointed Team's Chef de Mission, be the liaison for the team with the host championship officials on all matters concerning game and training schedules, transport, accommodation, and the health & welfare of the team's players and officials;

## National Team Officers Duties & Responsibilities

- Accompany the appointed Team's Chef de Mission at meetings regarding activities and issues concerning the team and communicate the results to the team's coaching staff and other officials;
- Prior to lodging a complaint at the Championship Directorates Meeting, advise and obtain approval from the Team's Chef de Mission for any protests on matters that may arise from games or the responsibilities of the host country to the IIHF Championship Supervisor for discussion. If applicable to a particular game, the complaint must be lodged with the IIHF's Championship Supervisor within one hour after the completion of such game;
- Report to the Team's Chef de Mission and IHA Office any matters arising from activities or issues concerning the team;
- Within 30 days of completion of the trip:
  - a) prepare and submit a full report to the Team's Chef de Mission on all matters arising from activities or issues concerning the team, including the team's performance and conduct and recommendations for improvement;
  - b) Collect, clean and return all team jerseys, socks & cover pants and training jerseys to the IHA's National Team Equipment Manager for reconciliation and storage.

**Reports to:** At all times reports to the Team Chef de Mission.

## National Team Officers Duties & Responsibilities

### National Team Coach

#### **Purpose of Position:**

To select and prepare the team physically and mentally for competition at IIHF World Championships and/or Exhibition Games and coach the team to the best possible result.

#### **Authority:**

The Team Coach has complete authority over the team's conduct and performance at all times. This includes both off-ice and on-ice activities and programs.

#### **Duties & Responsibilities:**

- Have input on the selection and appointment of the assistant coach as approved by IHA and to assign all duties required of the assistant coach for the betterment of the team;
- Design and submit to the Team Manager a pre-selection program outlining in detail the criteria by which players will be selected;
- Have input and provide suggestions and recommendations on all activities affecting the team;
- Assist the Team Chef de Mission to develop the team's budget for submission to the IHA Office and approval by the IHA Board;
- Work within the team's budget and obtain approval for all expenditures from the appointed Team Chef de Mission;
- Not discuss or enter into any contractual obligations with any member of the team or service provider without first obtaining written approval from the IHA President or as approved by the IHA Board.
- Communicate to the players all information and activities regarding the team's selection;
- Be responsible and in control of the team's players and the assistant coach from the time of departure from Australia to the conclusion of the World Championship;
- Ensure all players, the assistant coach, sports-med and equipment officers follow all directives and protocol as directed by the Team Chef de Mission, Team Manager and IHA's and the IIHF's regulations, rules and policies;
- Manage and be the liaison on any matters concerning a player, the assistant coach, team officers or the team, and report these matters and/or issues to the Team Chef de Mission and Team Manager;
- Ensure players who are not participating in a competition have full explanation as to the reasons why and for what duration;
- Has authority to allocate tasks to players who are not competing or are injured. Tasks allocated to injured players are to be consulted with and approved by the Team's Medical Officer; and
- Within 30 days of completion of the trip, prepare and submit a full report to the Team's Chef de Mission covering the team's performance and include any recommendations for improvement

**Reports to:** The Team Chef de Mission and Team Manager at all times.

## National Team Officers Duties & Responsibilities

### National Assistant Team Coach

#### **Purpose of Position:**

To assist the Team Coach to prepare the team physically and mentally for competition in the World Championships or International Tour and assist with the coaching duties of the team to the best possible result.

#### **Authority:**

The Assistant Coach has authority over the team's performance and actions as directed by the Team Coach. In the absence of the Team Coach, the Assistant Coach will assume all responsibilities of the Team Coach, including off-ice and on-ice activities and programs.

#### **Duties & Responsibilities:**

- Under the authority of the Team Coach, the Assistant Coach will have input and assist with the selection of players as approved by IHA and to carry out all duties required of the assistant coach as directed by the Team Coach for the betterment of the team;
- Have input and assist the Team Coach with the development of the pre-selection program by which players are to be selected;
- Have input and provide suggestions and recommendations on all matters and activities affecting the team;
- Be in control of the team's players as directed by the Team Coach from the time of departure from Australia to the conclusion of the World Championships or International Tour;
- Ensure all players follow the directives and protocol as defined by the Team Chef de Mission, Team Manager or Team Coach;
- Manage and be the liaison on any matters concerning a player (s) and report such matters and/or issues to the Team Coach;
- Has authority to allocate tasks to players who are not competing or are injured as directed by the Team Coach. Tasks allocated to injured players are to be consulted with and approved by the Team Coach and the Team's Medical Officer; and

**Reports to:** The Team Chef de Mission, Team Manager and Team Coach at all times.

## National Team Officers Duties & Responsibilities

### National Team Medical Officer

#### **Purpose of Position:**

To coordinate and perform medical treatment as is required by the team from the time of departure and the team's return to Australia from the Championship.

#### **Authority:**

The Sports-Medicine Officer has complete authority over the team's health and welfare as approved by the Team's Chef de Mission and Team Manager.

#### **Duties & Responsibilities:**

- Prepare and submit to the Team Manager all health information required to prepare the team for competition in the World Championship or International Tour taking into consideration the host country's customs and environment;
- Assist the team's coaches with their proposed fitness programs for the players and ensure and monitor the health of the team's players and officials;
- Obtain medical records of each team member to ascertain and confirm that all players requiring Therapeutic Use Exemptions (TUE's) are in order, including acting on any medical conditions a team member may have and that such forms have been lodged with the IHA Office for processing;
- Maintain a record on the health and injuries of any player and/or team official using IHA's World Championship Injury Reporting Form and Register and submit such record to the Team's Chef de Mission;
- Approve and administer all medication in accordance to the World Anti-Doping Agency's (WADA) Policy;
- Hold and administer all medical prescriptions;
- Coordinate a "Drugs in Sport" education and training program for team members as per WADA's Policy and Regulations and provide documentation for the means by which this was communicated;
- Be fully aware and provide the team with a list of prohibited substances and ensure all medications taken by team members comply with WADA Anti-Doping Regulations;
- Ensure players are informed and provided advice on WADA Anti-Doping Testing Procedures;
- Liaise with the host country's medical officer and IIHF Championship Doctor;
- Maintain confidentiality and be the primary communicator on all health issues concerning any member of the team; and
- Within 30 days of completion of the trip, prepare and submit a full report to the Team's Chef de Mission detailing the health status and types of injuries of the players and team, including recommendations for improvement.

**Reports to:** At all times reports to the Team Chef de Mission and Team Manager

## National Team Officers Duties & Responsibilities

### National Team Equipment Officer

#### **Purpose of Position:**

To service and maintain all playing equipment needs associated with the team and players from the time of appointment to the conclusion of all exhibition games and the IIHF World Championship.

#### **Authority:**

The Equipment Officer has complete authority over the team's equipment at all times, and is responsible for the security of the equipment as directed by the Team Manager, coaches and/or IHA Policies.

#### **Duties & Responsibilities:**

- In consultation with the Team Manager and Team Coach compile a list of necessary equipment the team and players will require taking into consideration the host country's climate and culture;
- Ensure all players and assistants follow all directives and protocol as defined by the Team Chef de Mission and Team Manager;
- Control the team's equipment from the time of departure from Australia to the conclusion of the World Championship;
- Ensure all baggage associated with the team is properly checked and tagged on all air and ground transport;
- Have in readiness at all times all equipment as is required by the team and players;
- Liaise on any matters concerning a player's equipment and report these matters and/or issues to the Team Manager and Team Coach;
- Has authority to allocate tasks to players who are not competing or are injured. Tasks allocated to injured players are to be consulted with and approved by the Team Coach and the Team's Sports Medicine Officer;
- At the completion of the final game ensure all team jerseys, training jerseys are cleaned, and cover pants and socks are collected and returned to the Team Manager for reconciliation and returned to IHA's National Team Equipment Officer and storage; and
- Within 30 days of completion of the trip, prepare and submit a full report to the Team's Chef de Mission covering the team's equipment including any recommendations for improvement.

**Reports to:** The Team Chef de Mission and Team Manager at all times.