

Women and Men IIHF Div IIB World Championships Organising Committee

World Women | 14 Apr – 20 April

World Men | 27 Apr – 3 May

Executive Committee

- NZIHF Executive

Organising Committee

	WW Lead	WW Assistant	WM Lead	WM Assistant	Regulation Responsibilities
Event Manager					2.1 Project Plan 2.6 Meeting & Minutes 5.2 Letter of Invitation 15.3 Final Documentation 15.5 Evaluation of the Championships
Operations Manager					5.4 Game Services 5.5 Ceremonies 9. Accreditation 17. Security
Volunteer Manager					
Venue Manager					4. Venue and Facilities
Marketing and Comms					10. Ticketing and Reservation 12. Licensing and Merchandising Rights
Accommodation Manager					7. Accommodation and Board
Transport Manager					8. Transport
Fan Experience Manager					
Broadcast					13. Broadcasting 15.2 Game Footage Distribution 0. Photography
Advertising & Sponsorships Manager					11. Advertising Rights 12. Licensing and Merchandising Rights
Team Host Manager					5.3 Team Hosts
Officials Manager					
Score Box/Statistics Manager					15. Statistics and Championship Documentation IIHF also provide lead

Position Description

Chair	Error! Bookmark not defined.
Finance Manager	Error! Bookmark not defined.
Event Manager	2
Operations Manager.....	3
Fan Experience Manager	3
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Event Roles.....	Error! Bookmark not defined.

Event Manager

Tasks

1. Develop a project plan, including organisational chart, monitoring work flow, assignments, deadlines etc.
2. Act as committee secretary, forming agenda's, in consultation with the committee chair, and taking meeting minutes.
3. Build an event manual, pulling together material from all managers, for future events.
4. Prepare the tournament programme.
5. Collate documentation for the IIHF at the conclusion of the event.

Regulations

- 2.1 Project Plan
 - 2.6 Meeting & Minutes
 - 15.3 Final Documentation
 - 15.5 Evaluation of the Championships
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Operations Manager

Tasks

1. Ensures the smooth running of the event within the Arena, including opening and closing ceremonies, practices and games.
2. Work with Venue Manager to meet the needs of the Organising Committee, officials and teams at the Arena.
3. Work with the Volunteer Manager to ensure that all tasks that need to be completed for the successful running of the event within the venue are filled by volunteers.
4. Create an accreditation system for teams, officials, volunteers.

Regulations

- 5.4 Game Services
 - 5.5 Ceremonies
 - 9. Accreditation
 - 17. Security
-

Fan Experience Manager

Tasks

1. Manage the entire fan experience finding way to increase fan engagement during the event.
 2. Oversee promotional activities and activations.
 3. Organise and manage corporate/VIP hosting during games.
 4. Engage local community groups and schools to attend games.
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Volunteer Manager

Tasks

1. Recruit volunteers to help with delivery of the tournament.
 2. Maintain a volunteer database of tasks needing to be completed in conjunction with other members of the Organising Committee, and volunteers and the work they can and do complete.
 3. Design a volunteer recognition system in conjunction with the Event Manager and Organising Committee Chair.
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Venue Manager

Tasks

1. Work with Dunedin Ice Stadium staff to meet the needs of the event and teams including changing rooms, additional ice bookings, skate sharpening, pro shop equipment.
2. Hire or buy equipment as needed in the Dunedin Ice Stadium to ensure the smooth running of the tournament.
3. Coordinate with the NZIHF and suitable agencies to ensure there is suitable medical staff available for all games during the event.

Regulations

- 4. Venue and Facilities
-

Marketing and Communications

Tasks

1. Establish a marketing plan to maximise attendance and following of the event.
2. Oversee all public communication across all platforms.
3. Manage the event branding and promotion.
4. Coordinate merchandising opportunities.
5. Establish and manage event ticketing.

Regulations

- 10. Ticketing and Reservation
 - 12. Licensing and Merchandising Rights (in conjunction with Advertising & Sponsorship Manager)
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Accommodation Manager

Tasks

1. Responsible for appropriate accommodation for teams and officials.
2. Work with accommodation supplier in the build up to, and during the Event.
3. Ensure team and tournament official needs are met.
4. Be available to teams during the tournament if issues arise.

Regulations

- 7. Accommodation and Board
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Transport Manager

Tasks

1. Work with transport supplier in the build up to, and during the Event.
2. Responsible for all transport schedules of teams and officials, including team travel on off days

Regulations

- 8. Transportation
-

Broadcast Manager

Tasks

1. Secure broadcast partners to maximise the reach and exposure of the event.
2. Attract partners/sponsors for the event.
3. Sell advertising space during the event.
4. Explore and apply for grants to support event operating expenses.
5. Comply with IIHF regulations on broadcasting

Regulations

- 13. Broadcasting
 - 15.2 Game Footage Distribution
 - 0. Photography
-

Advertising and Sponsorship Manager

Tasks

1. Attract partners and sponsors for the event.
2. Sell advertising opportunities.
3. Promote the event as a corporate hosting opportunity.

Regulations

- 11. Advertising Rights
 - 12. Licensing and Merchandising Rights
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Team Host Manager

Tasks

1. Identify and approach appropriate people in the Dunedin community to act as local team liaisons during the event.
2. Support local team liaisons during the Event.

Regulations

- 5.3 Team Hosting
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Officials Manager

Tasks

1. Be a local point of contact for the IIHF and all officials appointed to the tournament as required
2. Work with the Volunteer Manager to ensure that there are suitably qualified people for game operations such as penalty boxes, goal judging as required for all games.

Regulations

- 4.2.4 Game Officials Area (in conjunction with Operations Manager)
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Scorebox/Statistics

Tasks

1. Work with the Volunteer Manager to ensure that there are suitably qualified people in the scorebox and for recording of statistics as required for all games.
2. Liaise with the IIHF Statistical Manager to ensure scorebox and statistics are of required standards.
3. Oversee the recording of statistics as per IIHF regulations

Regulations

- Statistics and Championship Documentation (15)