



**NEW ZEALAND ICE HOCKEY FEDERATION**  
**National U18 Men's Team Assistant Coach**  
**Position Description**

**LENGTH OF APPOINTMENT**

The appointment will be for two years (negotiable) reviewed annually, beginning 1st August 2021 and ending 31st May 2022

**PERFORMANCE REVIEWS**

Program and performance evaluations will be handled between the coach and the President or his/her designate on an annual basis after the World U18 Men's Championship.

Event results, annual player evaluations, and ongoing feedback will be used as components of the performance evaluation.

**FUNCTIONS**

In accordance with the policies and procedures of NZIHF, the primary functions of the National U18 Men's Assistant Coach are as follows:

- To assist and support the Head Coach of the National U18 Men's Team.
- To be available for NZIHF development camps
- To assist the Head Coach in the planning, development, and coordinate the National U18's Team program in conjunction with the NZIHF / National Coaching Coordinator (NCC). A template is to be provided by the National Coaching Coordinator.
- To assist in planning, coordinating and creating direction in the training programs for other age group teams in conjunction with the relevant National Team Coaches and the NZIHF / National Coaching Coordinator.



## **DUTIES AND RESPONSIBILITIES**

### **Planning & Administration:**

- All planning and administration shall be done in conjunction with the NZIHF /National Coaching Coordinator/ NZIHF Portfolio Holder and with the Team Manager and other team staff.

### **Team Selection:**

- Assist in Identifying potential players; be in contact with them in regard to team plans for World Championships, availability and possible selection for the team. This should be done during the previous NZIHL season.

### **Training Planning:**

- Assist in designing a training plan (including dates) sufficient to prepare the team for their expected competitions prior to the World Championships.

### **Team Development:**

- Assist in Identifying key areas of improvement for the squad, and provide a vision for the program both short and long term, including youth development and participation in national training camps.

## **PERSONAL ATTRIBUTES**

- Represent the team in a professional manner at all times.
- Project an exemplary model of conduct and sportsmanship to all athletes and staff.
- Demonstrate sensitivity to athlete's mental and physical well being.
- Develop teamwork, morale, sportsmanship, courtesy, fair play, and strict adherence to rules of training and conduct.
- Treat all athletes with respect, communicating in a positive and constructive manner.
- Guarantee a safe, equitable, positive, and encouraging environment for all athletes to excel.
- Attend and assist the Head Coach at all training camps wherever possible.
- Attend coaching clinics and other professional development coaching sessions, to improve personal coaching skills.
- Attend and assist the Head Coach for the New Zealand U18 Men's Ice Hockey Team to identified international competitions and championships.
- Agree and adhere to the NZIHF Coach's Code of Conduct.



## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Knowledge and understanding the required direction for the team, in relation to the teams World rankings and competitor countries.
- Ability to foster a cooperative work environment.
- Ability to communicate effectively, both orally and in writing.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Demonstrate sound knowledge of the current rules and regulations, ie IIHF & NZIHF.
- Knowledge of athletic recruitment and retention methods and techniques.
- Knowledge of NZIHF and IIHF regulations and guidelines governing the recruitment and qualification criteria of athletes.
- Ability to make administrative / procedural decisions and judgments.
- Identify and forecast future potential squad members
- Understand and follow all coaching, safety and NZIHF protection policies

## **REPORTING STRUCTURE**

- The NZIHF Coaching Staff is directly accountable to the NZIHF Portfolio Holder and the National Coaching Coordinator.
- The Assistant Coach is responsible to reporting directly to the Head Coach all things that pertain to the national team program.
- The accountability to the NZIHF Portfolio Holder and National Coaching Coordinator includes the return of regularly scheduled reports and ongoing input into long term athlete and coach development when required which the Assistant Coach will help the Head Coach with.

## **QUALIFICATIONS**

The successful candidate for the New Zealand National U18 Men's Team Assistant Coach will be eligible to work in New Zealand and have the following credentials.

- Coaching education and certification proof
- Playing experience
- Coaching experience
- Able to travel outside of New Zealand and pass a Police Vetting review
- CV to be supplied
- Must reside in New Zealand for at least 9 months of the year

## **TERMINATION OF APPOINTMENT**



- If for any reason the terms of the contract are not able to be fulfilled, either party may terminate it by giving 28 days notice to the other in writing.
- The NZIHF will reserve the right to shorten the term should circumstances require.

