



TEAM MANAGER JOB DESCRIPTION

POSITION – TEAM MANAGER (GB NATIONAL TEAM)

OBJECTIVE: Under the guidance of the British Para Ice Hockey Association, perform the Manager duties for the Great Britain National Team

QUALIFICATIONS

- Strong hockey background in playing, coaching, evaluating.
- Strong background in working with disabled athletes.
- Strong interest and commitment to athlete development.
- Ability to work with fellow coaching personnel.
- Ability to communicate on and off-ice requirements to players and parents.
- Available to meet time requirements.
- Conversant on rules and regulations

JOB RESPONSIBILITIES

- Act on direction of the team head coach and report directly to the team head coach.
- Coordinate travel, accommodation, meals and facility rental for the team.
- Assist with team communication regarding events.
- Obtain necessary equipment and supplies for the team.
- Submit a year-end evaluation report containing observations on team performance and recommendations on the program.
- Generate a team address list and circulate.
- Attend scheduled meetings and produce a team schedule in conjunction with the coaching staff.
- Coordinate all pre and post game paperwork and distribute to appropriate parties (i.e. game sheets, etc.).
- Serve as Risk Management liaison for the team. This includes the reporting of injuries and return to play guidelines in conjunction with the team Safety person/trainer.

TIME COMMITMENT

- Monthly practices and/or games; approximately 1–2 days in duration.
- Tournaments (home and away).
- Attend team/association meetings as required.
- Check emails and answer any enquires in a timely fashion, approximately 2 hours a week.