



# Nottingham Ice Hockey Club

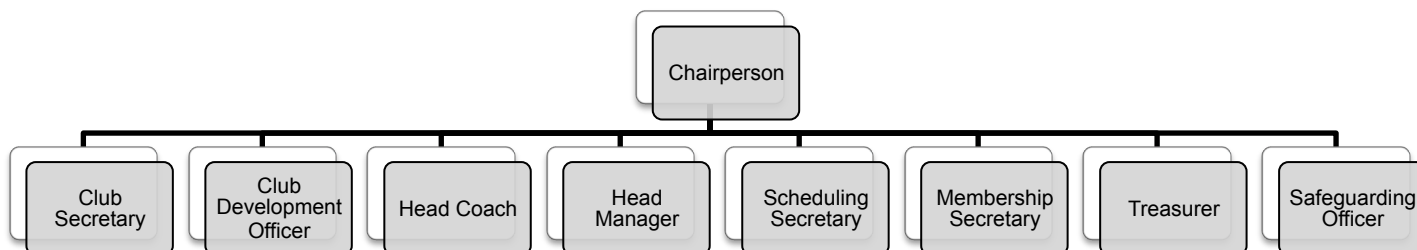
National Ice Centre

## Club Structure & Job Descriptions

Nottingham Ice Hockey Club is an unincorporated association – a collection of members with a common aim. As a result, it has no legal standing.

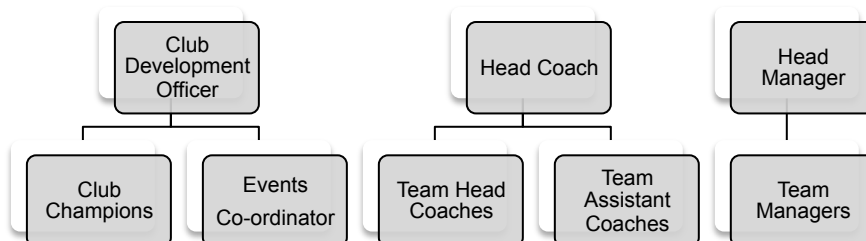
The executive committee are tasked with making decisions that are in the interests of the Club's overall aims. They give considerable amounts of time on a voluntary basis and in taking on their roles, they accept higher levels of responsibility and risk for the Club's actions.

### Executive Committee Structure:



### Sub Committees:

The day to day running of the club requires a large number of volunteers, the Executive committee has established sub-committees that hold a responsibility to deliver and implement tasks as assigned by the executive committee.



Job Descriptions for all club officials can be found within this document.



## Chairperson

|                         |   |
|-------------------------|---|
| <b>ROLE:</b>            | Chairperson   |
| <b>WORKING WITH:</b>    | The Club Executive Committee  |
| <b>SKILLS REQUIRED:</b> | <ul style="list-style-type: none"> <li>• Approachable and a good listener</li> <li>• Well organized</li> <li>• Able to delegate</li> <li>• Confident and effective communicator</li> <li>• Enthusiastic and a good motivator</li> <li>• Tactful and discrete</li> <li>• Prepared to make a regular time commitment</li> </ul> |

As the Chairperson, you will have opportunity to drive the direction of Nottingham Ice Hockey Club. The role will provide a vital link between all executive committee members, in order to develop a shared, positive vision for the Club.

### MAIN ACTIVITIES & RESPONSIBILITIES

- 1 Support the efficient running of Nottingham Ice Hockey Club.
- 2 Chair regular committee meetings, Annual General Meetings (AGM) and Extraordinary General Meetings (EGM).
- 3 Help others to understand their roles and responsibilities.
- 4 Recruit, train and develop new committee members, taking into consideration skills, experience and diversity.
- 5 Play an active role in the development and delivery of Nottingham Ice Hockey Club development plan.
- 6 Represent Nottingham Ice Hockey club at local and regional events.
- 7 Overseeing the Club fulfill its responsibility to safeguard children and vulnerable adults
- 8 Understanding of the Club's legal responsibilities and ensuring compliance.
- 9 Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.

### KEY WORKING RELATIONSHIPS:

The club chairperson will work closely with external parties including; Ice Hockey UK, English Ice Hockey Association, The National Ice Centre. The club chairperson is also responsible for working with the club committee, club volunteers and all members.

### ADDITIONAL NOTES

The role is a senior executive role and previous experience of chairing organizations would be advantageous though not essential.

## Club Secretary

|                         |   |
|-------------------------|---|
| <b>ROLE:</b>            | Club Secretary  |
| <b>WORKING WITH:</b>    | The Club Executive Committee  |
| <b>SKILLS REQUIRED:</b> | <ul style="list-style-type: none"> <li>• Approachable and a good listener</li> <li>• Well organized</li> <li>• Able to delegate</li> <li>• Confident, effective communicator and minute taker</li> <li>• Enthusiastic and a good motivator</li> <li>• Tactful, discrete and able to maintain confidences</li> <li>• Prepared to make a regular time commitment</li> </ul> |

As Club Secretary, you will provide crucial administration and organizational support to the NIHC. You will be the first point of contact and will influence how NIHC corresponds with members and external stakeholders.

### MAIN ACTIVITIES & RESPONSIBILITIES

1. Being the first point of contact for all club enquiries.
2. Organising and attending key meetings (including Annual General Meetings).
3. Booking of meeting rooms.
4. Ensuring accurate and comprehensive minutes are taken and distributed accordingly.
5. Dealing with all correspondence.
6. Attending to affiliations.
7. Ensuring committee insurance is up to date and relevant.
8. Ensuring all club documentation is up to date and reviewed periodically.
9. Ensure all members undertake a club induction.
10. Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

### KEY WORKING RELATIONSHIPS:

The Club Secretary will liaise with the Executive committee on a regular basis. They will also have contact with all members of NIHC. They should also form strong working relationships with external stakeholders including IHUK & EIHA and the National Ice Centre.

### ADDITIONAL NOTES

The role requires high levels of organization and communication and prompt dealing with all correspondence.

## Club Development Officer

|                         |   |
|-------------------------|---|
| <b>ROLE:</b>            | Club Development Officer  |
| <b>WORKING WITH:</b>    | The Club Executive Committee  |
| <b>SKILLS REQUIRED:</b> | <ul style="list-style-type: none"> <li>• Approachable and a good listener</li> <li>• Well organized</li> <li>• Confident and effective communicator</li> <li>• Enthusiastic and a good motivator</li> <li>• Tactful, discrete and work to high levels of confidentiality</li> <li>• Prepared to make a regular time commitment</li> </ul> |

As the Club Development Officer, you are responsible for the development and direct of the club. You will take the lead in creating the club development plan and will be responsible for overseeing its implementation.

### MAIN ACTIVITIES & RESPONSIBILITIES

1. Write, develop and maintain the club development plan
2. Create and implement an action plan based on the club development plan liaising with the executive committee
3. Assist in the recruitment of junior players and recruitment of coaches / managers for junior sessions and teams
4. Oversee, coordinate and provide direction to the club champions
5. Oversee, coordinate and provide direction to the events coordinators
6. Take a lead role in developing the clubs policies and procedures working with the club secretary.
7. Actively look to promote and move Nottingham Ice Hockey Club forward.
8. Compile and submit the monthly club development officer report to the executive committee
9. Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.

### KEY WORKING RELATIONSHIPS:

As club development officer you are required to work closely with the executive committee, club officials and members. You should also have a strong working relationship with the governing bodies, the National Ice Centre and any other relevant organistaions.

### ADDITIONAL NOTES

The role requires strong organisation skills and a strong desire to move the club forward.

## Club Head Coach

|                         |  |
|-------------------------|--|
| <b>ROLE:</b>            | Head Coach   |
| <b>WORKING WITH:</b>    | The Club Executive Committee   |
| <b>SKILLS REQUIRED:</b> | <ul style="list-style-type: none"> <li>• Approachable and a good listener</li> <li>• Well organized</li> <li>• Able to delegate</li> <li>• Confident and effective communicator</li> <li>• Enthusiastic and a good motivator</li> <li>• Tactful and discrete</li> <li>• Prepared to make a substantial, regular time commitment</li> </ul> |

As a Head Coach, you will have overall responsibility for all coaching within Nottingham Ice Hockey Club. The role will provide a vital support for all club coaches and act as link between club volunteers and the executive committee.

### MAIN ACTIVITIES & RESPONSIBILITIES

1. Recruit, train and develop coaches to meet the needs of the club.
2. Provide mentorship for all coaches as required.
3. Take overall responsibility for all team coaches.
4. Work with team coaches to set season goals and targets.
5. Ensure all training sessions and games have relevant coach cover.
6. Chair and oversee monthly coaching meetings.
7. Offer support and guidance to coaches where needed on a day-to-day basis.
8. Develop, maintain and share the NIHC coaches' guide.
9. To maintain high ethical standards in coaching/instructing; ensuring up-to-date knowledge, skills and qualifications and prepare all sessions in advance.
10. To undertake training appropriate to the role e.g. child protection training.
11. Complete and share the monthly coaching report to all NIHC executive committee members.
12. To assist in the selection of teams
13. Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

### KEY WORKING RELATIONSHIPS:

The Head Coach will liaise with the Executive committee on a regular basis. They will also have contact with team coaches, team managers and club volunteers. They should also build a strong working relationship with the Ice Hockey UK education program

### ADDITIONAL NOTES

This position requires the post holder to have a minimum of an EIHA level 2 coaching qualification. The role can be expected to involve a substantial time commitment.

## Club Head Manager

|                         |  |
|-------------------------|--|
| <b>ROLE:</b>            | Head Manager   |
| <b>WORKING WITH:</b>    | The Club Executive Committee   |
| <b>SKILLS REQUIRED:</b> | <ul style="list-style-type: none"> <li>• Approachable and a good listener</li> <li>• Well organized</li> <li>• Able to delegate</li> <li>• Confident and effective communicator</li> <li>• Enthusiastic and a good motivator</li> <li>• Tactful and discrete</li> <li>• Prepared to make a substantial, regular time commitment</li> </ul> |

As Head Manager, you will have overall responsibility for all team managers within Nottingham Ice Hockey Club. The role will provide a vital support for all team managers and act as link between club volunteers and the executive committee.

### MAIN ACTIVITIES & RESPONSIBILITIES

1. Recruit, train and develop team managers to meet the needs of the club.
2. Provide mentorship for all team managers as required.
3. Take overall responsibility for all team managers.
4. Provide training and support to team managers as required.
5. Chair and oversee monthly team manager meetings.
6. Offer support and guidance to team managers where needed on a day-to-day basis.
7. Ensure all games can run by booking coach travel; arranging Man of Match trophies and ensuring the game day locker is fully stocked.
8. Develop, maintain and share the NIHC team managers' guide.
9. To undertake training appropriate to the role e.g. child protection training.
10. Complete and share the monthly head managers report to all NIHC executive committee members.
11. Banking on behalf of team managers when requested.
12. Providing analysis of team bankings to the Treasurer.
13. Supporting team managers to satisfactorily resolve disputes that may arise regarding the running of the team.
14. Distributing Club merchandise to relevant teams when received from suppliers (eg.shirts)
15. Overseeing the recording of a list of monies taken at general sessions (e.g. Lions' Academy)

### KEY WORKING RELATIONSHIPS:

The Head Manager will liaise with the Executive committee on a regular basis. They will also have contact with team coaches, team managers and club volunteers and Treasurer. They should also build a strong working relationship with the Ice Hockey UK education program

### ADDITIONAL NOTES

This position requires the post holder to have a minimum of an EIHA Level 1 Manager qualification. Strong interpersonal skills are essential; financially literate and able to commit a substantial amount of time.



**Nottingham**  
Ice Hockey Club

# Nottingham Ice Hockey Club

National Ice Centre

## Scheduling Secretary

|                         |  |
|-------------------------|--|
| <b>ROLE:</b>            | Scheduling Secretary   |
| <b>WORKING WITH:</b>    | The Club Executive Committee   |
| <b>SKILLS REQUIRED:</b> | <ul style="list-style-type: none"><li>• Approachable and a good listener</li><li>• Well organized</li><li>• Confident and effective communicator</li><li>• Enthusiastic and a good motivator</li><li>• Tactful, discrete and work to high levels of confidentiality</li><li>• Prepared to make a regular time commitment</li></ul> |

As the Scheduling Secretary, you are responsible for all ice booking and fixtures for Nottingham Ice Hockey Club.

### MAIN ACTIVITIES & RESPONSIBILITIES

1. Be the single point of contact for all ice bookings and fixture allocations.
2. Coordinate and communicate fixtures for all teams within the club
3. Support team managers and team coaches in scheduling friendly fixtures in line with the clubs procedures
4. Arrange and confirm fixtures with league(s)
5. Deal with match cancellations
6. Handle any fixture queries throughout the season
7. Liaise with the NIC on all ice bookings
8. Compile and submit the monthly scheduling report to the executive committee
9. Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.

### KEY WORKING RELATIONSHIPS:

The scheduling secretary will form a strong working relationship with the National Ice Centre as well as the governing body fixture secretaries. The scheduling secretary should also work closely with team managers and team coaches.

### ADDITIONAL NOTES

The role requires strong organization skills and effective recording of the Club's actions in relation to Safeguarding matters.



## Membership Secretary

|                         |  |
|-------------------------|--|
| <b>ROLE:</b>            | Membership Secretary   |
| <b>WORKING WITH:</b>    | The Club Executive Committee   |
| <b>SKILLS REQUIRED:</b> | <ul style="list-style-type: none"> <li>• Approachable and a good listener</li> <li>• Well organised</li> <li>• Computer literate</li> <li>• Confident and effective communicator</li> <li>• Enthusiastic and a good motivator</li> <li>• Tactful and discrete</li> <li>• Prepared to make a regular time commitment</li> </ul> |

As Membership Secretary, you will have overall responsibility for ensuring all members within Nottingham Ice Hockey Club are appropriate registered and insured.

### MAIN ACTIVITIES & RESPONSIBILITIES

1. Produce documentation as necessary to invite subscription renewals annually from members.
2. Ensure all active members are registered and affiliated to the governing body.
3. Maintain an up-to-date list of all club members, recording status in respect of subscription.
4. To liaise with any member who opts not to renew, in order to understand why and to identify any significant trends in changing membership.
5. Report any significant trends to the executive committee as appropriate and recommend any actions that should be considered.
6. Liaise with the Treasurer over current membership numbers and jointly develop proposals for annual renewal rates.
7. Within the confines of the Data Protection Act, provide the executive committee and club officials with any data held on the membership database.
8. Develop, maintain and share the NIHC registration guides.
9. To undertake training appropriate to the role e.g. child protection training.
10. Complete and share the monthly membership secretary report to all NIHC executive committee members.
11. Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

### KEY WORKING RELATIONSHIPS:

The Membership Secretary will liaise with the Executive committee on a regular basis. They will also have contact with prospective and existing members of the club. They should also build a strong working relationship with the governing body officials responsible for registrations.

### ADDITIONAL NOTES

The most important thing is that you have a "can-do" attitude and come equipped with enthusiasm!



## Treasurer

|                         |  |
|-------------------------|--|
| <b>ROLE:</b>            | Treasurer  |
| <b>WORKING WITH:</b>    | The Club Executive Committee   |
| <b>SKILLS REQUIRED:</b> | <ul style="list-style-type: none"> <li>• Approachable and a good listener</li> <li>• Well organized and financially literate</li> <li>• Able to delegate</li> <li>• Confident and effective communicator</li> <li>• Enthusiastic and a good motivator</li> <li>• Tactful, discrete and work to high levels of confidentiality</li> <li>• Prepared to make a regular time commitment</li> </ul> |

As Club Treasurer, you will have overall responsibility for the clubs' finances, management of the clubs' bank accounts, preparation of income and expenditure accounts and budgeting for the future.

### MAIN ACTIVITIES & RESPONSIBILITIES

1. Take overall responsibility for the clubs finances.
2. Produces monthly reports for the NIHC executive committee.
3. Managing the club's income and expenditure.
4. Producing an end of year financial report.
5. Identifying a suitable individual to independently review the annual accounts.
6. Ensure efficient payment of invoices and bills.
7. Track member subscription payments and chase overdue amounts.
8. Produce yearly forecasts and budgets.
9. Ensure all monthly payments are up-to-date.
10. Track all individual team budgets.
11. Proposing amendments to annual and weekly subscriptions as appropriate
12. Depositing cash and cheques that the club receives
13. Keeping up to date financial records
14. Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately

### KEY WORKING RELATIONSHIPS:

- The executive committee
- Team Managers
- National Ice Centre
- EIHA

### ADDITIONAL NOTES

Due to the nature of the role, a sound level of financial literacy is required. Experience of working in a financial capacity would be advantageous.

## Safeguarding Officer

|                         |   |
|-------------------------|---|
| <b>ROLE:</b>            | Safeguarding Officer  |
| <b>WORKING WITH:</b>    | The Club Executive Committee  |
| <b>SKILLS REQUIRED:</b> | <ul style="list-style-type: none"> <li>• Approachable and a good listener</li> <li>• Well organized</li> <li>• Able to delegate</li> <li>• Confident and effective communicator</li> <li>• Enthusiastic and a good motivator</li> <li>• Tactful, discrete and work to high levels of confidentiality</li> <li>• Prepared to make a regular time commitment</li> </ul> |

As a Safeguarding Officer, you are responsible for assisting the club in ensuring it fulfills its responsibility to safeguard children and vulnerable adults at club level.

### MAIN ACTIVITIES & RESPONSIBILITIES

1. Assist the club to fulfill its responsibilities to safeguard children and vulnerable adults at club level
2. Assist the club to implement its safeguarding children and vulnerable adults plan at club level
3. The first point of contact for everyone where concerns about a children's or vulnerable adults welfare, poor practice or abuse are identified
4. Implement the club's reporting and recording procedures
5. Maintain contact details for the local children's social care department, the police and local safeguarding children board
6. Promote the club's best practice guidance/code of conducts within the club
7. Promote and support the EIHA's policies and best practice guidance at club level.
8. Represent welfare on the club's management committee
9. Ensure adherence to the club's safeguarding children training
10. Ensure appropriate confidentiality is maintained
11. Promote anti-discriminatory practice

### KEY WORKING RELATIONSHIPS:

The Safeguarding Officer will be open and approachable to all club members, team officials and parents.

### ADDITIONAL NOTES

The role requires strong organization skills and effective recording of the Club's actions in relation to Safeguarding matters.

## Club Champion

|                         |   |
|-------------------------|---|
| <b>ROLE:</b>            | Club Champion   |
| <b>WORKING WITH:</b>    | The Club Executive Committee  |
| <b>SKILLS REQUIRED:</b> | <ul style="list-style-type: none"> <li>• Approachable and a good listener</li> <li>• Well organized</li> <li>• Able to delegate</li> <li>• Confident and effective communicator</li> <li>• Enthusiastic and a good motivator</li> <li>• Tactful and discrete</li> <li>• Prepared to make a regular time commitment</li> </ul> |

As a Club Champion, you will have opportunity to help shape the future of Nottingham Ice Hockey Club. The role will provide a vital link between the Club's members and the Executive Committee, in order to develop a shared, positive vision for the Club.

### MAIN ACTIVITIES & RESPONSIBILITIES

- 1 Be an ambassador for Nottingham Ice Hockey Club projects, events and programs, positively promoting them and the range of opportunities available to members.
- 2 Work with the Executive committee to effectively meet the needs of the stages of the club development plan.
- 3 Assist in the recruitment and retention of participants to the club.
- 4 Help develop, promote and run off-ice activities and events to ensure high levels of engagement.
- 5 Be receptive to new opportunities and ideas for increasing participation.
- 6 Collect project data including participant numbers and details, feedback, comments and photographs.
- 7 Provide regular updates to the Nottingham Ice Hockey Club Executive Committee.
- 8 Update social media e.g. Facebook and Twitter, and information for the website as required
- 9 Attend training and supervision sessions as and when required

### KEY WORKING RELATIONSHIPS:

The Club Champions will liaise with the Executive committee on a regular basis. They will also have contact with the coaches, team managers and club volunteers.

### ADDITIONAL NOTES

It is not necessary to already know all about how the Club works. Explanation and assistance will be available for any tasks that you undertake.

The most important thing is that you have a "can-do" attitude and come equipped with enthusiasm!

## Events Coordinator

|                         |   |
|-------------------------|---|
| <b>ROLE:</b>            | Events Coordinator  |
| <b>WORKING WITH:</b>    | Development Officer   |
| <b>SKILLS REQUIRED:</b> | <ul style="list-style-type: none"> <li>• Approachable and a good listener</li> <li>• Well organized</li> <li>• Able to delegate</li> <li>• Confident and effective communicator</li> <li>• Enthusiastic and a good motivator</li> <li>• Tactful and discrete</li> <li>• Prepared to make a regular time commitment</li> </ul> |

As an events coordinator, you will work to help grow and develop NIHC on-ice events including but not limited to tournaments, camps and clinics. The role will provide a vital administration and organisational knowledge in planning, delivering and reviewing events for NIHC.

### MAIN ACTIVITIES & RESPONSIBILITIES

- 1 Plan, Deliver and Review NIHC tournaments at the National Ice Centre.
- 2 Plan, Deliver and Review NIHC camps and clinics throughout the season.
- 3 Provide operational support to teams looking to entre tournaments or travel abroad.
- 4 Produce event plans, budgets and necessary risk assessments for all on-ice events.
- 5 Plan
- 6 Work with the Executive committee to effectively meet the needs of the stages of the club development plan.
- 7 Help develop, promote and run on-ice activities and events to ensure high levels of engagement.
- 8 Be receptive to new opportunities and ideas for increasing participation.
- 9 Collect project data including participant numbers and details, feedback, comments and photographs.
- 10 Provide regular updates to the Nottingham Ice Hockey Club Executive Committee.
- 11 Attend training and supervision sessions as and when required

### KEY WORKING RELATIONSHIPS:

The Club Champions will liaise with the Executive committee on a regular basis. They will also have contact with the National Ice Centre, club coaches, team managers and club volunteers. They will also need to be build a strong relationship with external stakeholders such as the EIHA and other clubs.

### ADDITIONAL NOTES

It is not necessary to already know all about how the Club works. Explanation and assistance will be available for any tasks that you undertake. However, an understanding an experience in running ice hockey event is essential.

The most important thing is that you have a “can-do” attitude and come equipped with enthusiasm!



**Nottingham**  
Ice Hockey Club

# Nottingham Ice Hockey Club

National Ice Centre

## Team Head Coach

|                         |   |
|-------------------------|---|
| <b>ROLE:</b>            | Team Head Coach   |
| <b>WORKING WITH:</b>    | Head Coach  |
| <b>SKILLS REQUIRED:</b> | <ul style="list-style-type: none"><li>• Approachable and a good listener</li><li>• Well organized</li><li>• Able to delegate</li><li>• Confident and effective communicator</li><li>• Enthusiastic and a good motivator</li><li>• Tactful and discrete</li><li>• Prepared to make a regular time commitment</li></ul> |

As a Team Head Coach you will be responsible for all on-ice activities of your team. All coaches should have the ability to motivate players, communicate effectively, make things fun, use time efficiently and effectively, forward plan and evaluate all coaching sessions.

### MAIN ACTIVITIES & RESPONSIBILITIES

1. Work with club head coach about the aims of the season.
2. To plan, prepare and deliver sessions.
3. To evaluate the sessions delivered.
4. Brief all helpers, assistant coaches and players on the aims of the session and the purpose of each activity. Involve all helpers and ensure they are aware of the value of their input.
5. Select a team for league/cup competitions.
6. Attend a monthly coaching meeting with fellow coaches.
7. Attend meetings with individual players where required
8. Ensure players are aware of their progress, if requested.
9. Abide by and promote sound ethics, club policy, fair play and equal opportunities to all members.
10. Develop your own skills by attending additional coach education courses, Sports Coach UK courses as well as any in-service training that is organised by the club.
11. Be aware of the club's risk assessment and emergency procedures as well as accept responsibility for health and safety aspects during activities.
12. Be aware of and follow the procedures for recording accidents.
13. Ensure that there is an accessible, well-stocked first aid kit at the venue and a telephone nearby.

### KEY WORKING RELATIONSHIPS:

- Club Head Coach
- Team Assistant Coaches
- Team Managers
- Players
- Parents

### ADDITIONAL NOTES

All team head coaches must be suitably qualified and registered in line with the IHUK Coaching protocols



OfficialNIHC



WWW.NIHC.CO.UK



OfficialNIHC

## Team Assistant Coach

|                         |   |
|-------------------------|---|
| <b>ROLE:</b>            | Team Assistant Coach  |
| <b>WORKING WITH:</b>    | Team Head Coach   |
| <b>SKILLS REQUIRED:</b> | <ul style="list-style-type: none"> <li>• Approachable and a good listener</li> <li>• Well organized</li> <li>• Able to delegate</li> <li>• Confident and effective communicator</li> <li>• Enthusiastic and a good motivator</li> <li>• Tactful and discrete</li> <li>• Prepared to make a regular time commitment</li> </ul> |

As a Team Assistant Coach you will be responsible for all on-ice activities of your team. All coaches should have the ability to motivate players, communicate effectively, make things fun, use time efficiently and effectively, forward plan and evaluate all coaching sessions.

### MAIN ACTIVITIES & RESPONSIBILITIES

1. Work with the team head coach about the aims of the sessions.
2. To assist with planning, preparation and delivery of sessions
3. To assist in the evaluation of the sessions delivered.
4. Assist with team selection for league/cup competitions.
5. Attend a monthly coaching meeting with fellow coaches.
6. Attend meetings with individual players where required
7. Make players aware of their progress, if requested.
8. Abide by and promote sound ethics, club policy, fair play and equal opportunities to all members.
9. Develop your own skills by attending additional coach education courses, Sports Coach UK courses as well as any in-service training that is organised by the club.
10. Be aware of and promote the clubs codes of conduct for coaches and players at all times.
11. Be aware of and follow the procedures for recording accidents.
12. Be aware of the club's risk assessment and emergency procedures as well as accept responsibility for health and safety aspects during activities.
13. Ensure that there is an accessible, well-stocked first aid kit at the venue and a telephone / radio nearby.

### KEY WORKING RELATIONSHIPS:

- Team Head Coach
- Club Head Coach
- Team Managers
- Players
- Parents

### ADDITIONAL NOTES

All team assistant coaches must be suitably qualified and registered in line with the IHUK Coaching protocols.

## Team Manager

|                         |   |
|-------------------------|---|
| <b>ROLE:</b>            | Team Manager  |
| <b>WORKING WITH:</b>    | Head Manager  |
| <b>SKILLS REQUIRED:</b> | <ul style="list-style-type: none"> <li>• Approachable and a good listener</li> <li>• Well organized</li> <li>• Able to delegate</li> <li>• Confident and effective communicator</li> <li>• Enthusiastic and a good motivator</li> <li>• Tactful and discrete</li> <li>• Prepared to make a regular time commitment</li> </ul> |

As a Team Manager you will be responsible for all off-ice and management activities of your team. Team Managers should be well organised, have good communication skills and be approachable by all.

### MAIN ACTIVITIES & RESPONSIBILITIES

1. Attend monthly team manager meetings.
2. Ensure team lists are produced through fixtures live for both home and away games.
3. Ensure all Game Day roles are filled with suitably trained volunteers.
4. Complete weekly training register and upload onto the Google sheet.
5. Ensure the teams financial records are up to date and uploaded to the team Google sheet.
6. Chair regular parents meetings
7. Ensure effective communication between parents, players and team management groups (Head Coach, Assistant Coach and Team Managers).
8. Liaise with the Head Manager to book transport for away games
9. Liaise with opposition team managers to confirm face-off times and game day information.
10. Work with the membership secretary to ensure all contact details are kept up to date.
11. To undertake training appropriate to the role e.g. child protection training.
12. Distributing Club merchandise within your team when received from suppliers (eg.shirts)
13. Ensure a volunteer is recruited to write and submit match reports for any games played
14. Record and report any discipline issues to the clubs discipline committee
15. To ensure all accidents, incidents and near misses are reported correctly.

### KEY WORKING RELATIONSHIPS:

- Team Head Coach
- Team Assistant Coaches
- Club Head Manager
- Team Managers
- Players
- Parents

### ADDITIONAL NOTES

All team Managers must be suitably qualified and registered in line with the IHUK Coaching protocols.