



Ice Hockey WA

(Trading name of the Western Australian Ice Hockey Association Inc)

Web Site: www.icewa.com

ABN 43 408 149 325

STATE TEAM DUTIES and RESPONSIBILITIES

Position Title: Team Manager

Purpose of Position:

To ensure the team is fully informed and prepared for the trip and facilitate on the team's behalf to ensure IHWA's interests are protected and represented in a manner becoming of IHWA and IHA.

Duties:

1. Formation of the team's budget for submission to the council of IHWA
2. Co-ordinate and secure a suitable means of travel, including all bookings to and from the state from where the event is held.
3. Ensuring all State players eligibility and clearances are in order.
4. Completion of player's code of conducts and medical forms.
5. Work within the teams budget and present invoices covering all costs.
6. Communicate all information and activities regarding the team post selection.
7. Submit monthly progress reports to IHWA council.
8. Co-ordinate and be responsible for all activities concerning the team, prior to and during the national championships, in particular: off-ice and on-ice uniforms, domestic and ground transport, sports medical equipment, accommodation and meals.
9. Be the liaison for the team, with the assistance of the head coach at all meetings regarding activities and issues concerning the team and communicate the results to the team and other officials.
10. Prepare lodgement (s) to any protests that may arise from games or the responsibilities of the host for approval.
11. Report to the IHWA council any matters arising from activities or issues concerning the team :
12. On completion of the trip, formulate and submit a complete report on the team's performance and conduct, including a financial breakdown of the team's expenses and any recommendations for improvement. The report is to be submitted to the IHWA Secretary for distribution to the IHWA council no less than 30 days after the completion of the trip.

Reports to: At all times reports to the IHWA Executive

