



# ENGLISH ICE HOCKEY ASSOCIATION

## Limited by Guarantee

### OPPORTUNITIES WITH THE ENGLAND NATIONAL TEAM PROGRAMME

#### England U13 Team Manager

The EIHA's England National Team Programme (ENTP) has a vacancies for a Team Manager for the U13 England team for the coming year 2016/17, applications are invited for the above position the full details of the requirements are attached.

All applicants should identify the position they are applying for in a covering letter.

Please ensure you include a full and up to date ice hockey CV plus letter of support from either a senior person at club level or senior EIHA Conference official.

Your application to be submitted by email to [EnglandGM@eiha.co.uk](mailto:EnglandGM@eiha.co.uk) no later than 9am Friday 14<sup>th</sup> October 2016.

Applicants who meet the criteria will be short listed and will be invited to interview and attend at their own cost, on either 22<sup>nd</sup> or 23<sup>rd</sup> October 2016 (subject to confirmation) at a location to be notified in due course.

Applicants invited to interview will be asked to give a short presentation (no more than 5 minutes) on the way forward for the England National Team Programme and the interaction with the Conference

Please find attached all of the details you require to complete your application.

Yours sincerely

*Geoff Hemmerman*

Geoff Hemmerman  
Programme Director  
EIHA England National Team Programme

2<sup>nd</sup> October 2016



# ENGLISH ICE HOCKEY ASSOCIATION

## Limited by Guarantee

### Job Description

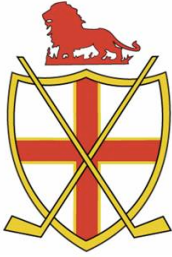
Job Title	Team Manager EIHA's England National Team Programme
Line Management	General Manager for the EIHA's England National Team Programme
Responsible to	Director Responsible for the EIHA's England National Team Programme - EIHA Board of Directors
Tenure	Minimum 2 years reviewed annually

#### Purpose of the Job

- To support the mission statement and policies and procedures of the EIHA to carry out the organisation of on and off ice training of the members of the EIHA National Programme to comply with his/her identified roles and responsibilities as manager of a team in the EIHA National Programme. To assist the coaching team and with the development of the EIHA National Programme, to administer the teams of the EIHA National Programme and to promote the sport of Ice Hockey for boys and girls within the English Ice Hockey Association.

#### Main Duties and Responsibilities

- To be the U13 Team Manager to the EIHA National Programme developing the squad, playing standards and support mechanisms to achieve a high standard of performance.
- To review all players progress on a regular with the coaching & management teams, culminating in the attendance and participation in the conference finals and the submission of a yearly player development report.
- To assist in the development of the EIHA England National Team development & recruitment programmes.
- To manage team budget and spreadsheet and produce yearly accounts with relevant documentation
- To liaise closely with the Team Head Coach with regard to training activities, trips and finance to ensure a co-ordinated and structured annual programme is delivered.
- To undertake and assist with performance analysis of England National squad members.
- To undertake the duties of a team manager within the EIHA National Programme as directed by General Manager and Head Coach of the EIHA National Programme



# ENGLISH ICE HOCKEY ASSOCIATION

## Limited by Guarantee

- Any other duties considered appropriate by the Director of England & Head Coaches
- Attend practices as part of the EIHA National Programme where necessary.

### Working Relationships

- General Manager of the EIHA National Programme
- Head Coach of the EIHA National Programme
- EIHA Director responsible for the National Programme
- EIHA Finance Director
- EIHA Education Programme
- Great Britain Team Managers
- ALL parties involved with the development of EIHA trained athletes

### Remuneration

- Travel Expenses
- Associated out of pocket etc



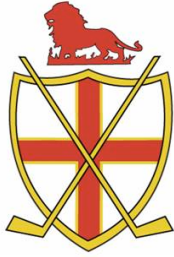
# ENGLISH ICE HOCKEY ASSOCIATION

## Limited by Guarantee

### Person Specification

Job Title	Team Manager EIHA's England National Team Programme
Line Management	General Manager for the EIHA's England National Team Programme
Responsible to	Director Responsible for the EIHA's England National Team Programme - EIHA Board of Directors

Key Criteria	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> <li>• EIHA Qualified Team Manager</li> <li>• Must hold a current and up to date DBS check/number</li> <li>• Must have experience at managing at various age group levels</li> <li>• Must have a letter of recommendation from the applicants club [Chairperson] or Conference Official</li> <li>• Must have up-to-date knowledge of legislation and procedures</li> <li>• Able to organise, lead and develop administrative procedures.</li> <li>• Ability to communicate well with players, coaches, parents, clubs and conference officials</li> </ul>	<ul style="list-style-type: none"> <li>• Experience at Conference level.</li> <li>• Experience in mentoring/supervision of managers.</li> <li>• Performing monitoring and evaluation</li> <li>• Experience as Club Chair/Secretary or other post that requires leadership and management of people.</li> </ul>



# ENGLISH ICE HOCKEY ASSOCIATION

## Limited by Guarantee

<p>Competence Summary Knowledge, abilities, skills</p>	<ul style="list-style-type: none"> <li>• Be current with knowledge of up to date legislation and procedures.</li> <li>• In depth knowledge of the implications of travelling abroad with minors.</li> <li>• Excellent planning and organisational skills.</li> <li>• Be IT literate in Word – Excel - Powerpoint</li> <li>• Ability to show personal continued and ongoing education development.</li> <li>• Produce and manage scheduling of camps and training sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to produce well documented evidence of systems already developed and used.</li> <li>• Carry out risk assessment and thorough planning for travelling and taking part in foreign events.</li> </ul>
<p>Personal Attributes</p>	<ul style="list-style-type: none"> <li>• Willingness to drive the programme forward.</li> <li>• Ability to make difficult decisions and stand by them.</li> <li>• Attention to detail.</li> <li>• Seeing problems and issues before they arise.</li> <li>• Ability to motivate</li> <li>• Good communication skills.</li> <li>• Ability to take account of a wide range of views from various stakeholders.</li> <li>• Be able to commit sufficient time to support the programme fully.</li> </ul>	