



UNIVERSITY & TERTIARY SPORT
NEW ZEALAND



JOB TITLE: NZ Universities Hockey Team Manager – HNZ Affiliates Tournament 1-7 April, 2017

REPORTS TO:

UTSNZ Executive Director

BACKGROUND:

In September 2016, University and Tertiary Sport New Zealand (UTSNZ) in partnership with Hockey New Zealand (HNZ) delivered the inaugural UTSNZ National Tertiary Hockey Championships. This tournament was played at the national hockey stadium in Wellington and involved NZ university teams from across the country.

HNZ selectors were present at the event and both a [men's and women's tournament team](#) was selected and named following the event - these teams to play at the [HNZ Affiliates Tournament](#) in Napier 1-7 April, 2017.

UTSNZ is now seeking Team Managers for both the Men's and Women's Teams.

PURPOSE OF THE POSITION:

To assist the team coach with the overall responsibility of the NZ Universities Hockey team's participation at the HNZ Affiliates tournament in Napier, 1-7 April 2017 and the creation of a successful team environment.

KEY TASKS:

- Help build a positive, supportive and inclusive team environment that provides for athlete enjoyment, success and challenge at the Hockey NZ Affiliates Tournament
- Assist UTSNZ with administration, preparatory & tour organisation such as travel, transport, accommodation & uniforms relating to the HNZ Affiliates Tournament
- Managerial role during team assemblies & tournaments to ensure the team & management are well organised & informed
- Assist the coach to ensure team communications & overall team unity
- Report match results in a timely manner to the UTSNZ, and facilitate media updates as and when necessary
- Ensure UTSNZ is not brought into disrepute & athletes are aware of and behave within the UTSNZ Code of Conduct
- Ensure that the team maintains an appropriate standard of discipline both on and off the field
- Attend any meetings, seminars and/or briefing sessions as may be arranged at which your attendance is required
- To provide a manager's campaign report to UTSNZ within 4 weeks of the end of the tournament.

RESPONSIBILITIES:

- Ensure each team members data is up to date (DOB, Player contacts, medical conditions)
- Ensure players have appropriate travel arrangements to and from the tournament
- Ensure players are aware of financial obligations for the tournament
- Ensure players are correctly fitted in approved HNZ playing and uniform (provided)
- Liaise with coach as necessary around clear and early communications with players
- Co-ordinate training session requirements in consultation with coach (agreed that teams will meet 2 days prior to tournament start)
- Ensure adequate first aid and medical facilities are available to players
- Attend team managers briefing held before tournament
- Perform required management duties e.g. team cards etc to tournament director before each match, signing of match card having ensured all details are correct
- Comply with requirements of technical officials during tournaments
- Ensure behaviour of team bench and team during games does not bring UTSNZ into disrepute
- Liaise with coach on any additional requirements

REMUNERATION:

- The NZ Universities Hockey Team Manager role is a **voluntary role**.
- Costs associated with travel to and from the event, accommodation during the event, and team uniform however is covered.

APPLICATIONS:

- If interested in applying for this role, please supply a covering letter and your CV to:

Sarah Anderson
UTSNZ Executive Director
sport@students.org.nz

- **If you would like to discuss the role further please feel free to contact either:**

Sarah Anderson, UTSNZ Executive Director
sport@students.org.nz 027 3598807

Aidan O'Connor, Hockey New Zealand Competitions Manager
aidan.oconnor@hockeynz.co.nz 022 098 2425

Applications and registration of interest close 20 January 2017.