

Ice Hockey Queensland Inc Policy Document

Role and Responsibilities

Position: **State Assistant Team Manager**

Reporting to: IHQ's Executive Committee

Responsible for: to assist the State Team Manager

Duties:

- Assist the Team Manager to develop the team's budget for submission to the IHQ office and approval by the IHQ Board
- Work within the team's budget and obtain approval for all expenditures from the appointed Team Manager who is also the Financial Controller for the team
- Not discuss or enter into any contractual obligations with any member of the team or service provider without first obtaining written approval from the Team Manager
- Within budget, co-ordinate and be responsible for all activities concerning the team's training camp or training sessions, which include ground transport, sports-medical and playing equipment, accommodation and meals, and ice time.
- Communicate to the IHQ office, clubs and players all information and activities regarding the team's selection
- Together with the Team Coach and Assistant Coach, direct and assign duties to the team's Sports Medicine and Equipment Officers as required for the betterment of the team
- Forward the names and all pertinent information for all team members to the IHQ office as per IHQ's State Team Regulations or as otherwise requested
- Ensure all player eligibility, clearances, Abbreviated Therapeutic Use Exemptions (ATUE's) and Therapeutic Use Exemptions (TUE's) are in order
- Submit progress reports to the Team Manager and the IHQ office
- Accompany the Team Manager at meetings regarding activities and issues concerning the team and communicate the results to the team's coaching staff and other officials
- Report to the Team Manager and IHQ office any matters arising from activities or issues concerning the team
- On completion of the championship complete and submit a written report to the Team Manager within 20 days on all matters arising from activities or issues concerning the team, including the team's performance and conduct, plus any recommendations for improvement
- Must a registered member of IHQ