

# Ice Hockey Queensland Inc Policy Document

## Role and Responsibilities

**Position:** State Team Coach

Reporting to: IHQ Executive Committee

Responsible for: To select and prepare the team physically and mentally for competition at IHA National Championships and/or exhibition games and coach the team to the best possible result

**Duties:**

- Have input on the team selection and appointment of the assistant coach as approved by IHQ and to assign all duties of the assistant coach for the betterment of the team
- Design and submit to the Team Manager a pre-selection program outlining in detail the criteria by which players will be selected
- Have input and provide suggestions and recommendations on all activities affecting the team
- Assist the Team Manager to develop the team's budget for submission to the IHQ office and approval by the Board
- Work within the team's budget and obtain approval for all expenditures from the appointed Team Manager
- Not discuss or enter into any contractual obligations with any team member or service provider without the written approval of IHQ President or as approved by the IHQ Board
- Communicate to the players all information and activities regarding the teams selection
- Has complete authority over the team's conduct and performance at all times. This includes both off-ice and on-ice activities.
- Be responsible and in control of the team's players and the Assistant Coach from the time of departure and return to Queensland
- Ensure all players, the Assistant Coach, Sports Medicine and Equipment Officers follow all directives and protocol as directed by the Team Manager and IHQ and IHA regulations, rules and policies
- Manage and be the liaison on any matters concerning a player, the Assistant Coach, team officers or the team, and report these matters and/or issues to the Team Manager and Assistant Manager
- Ensure players who are not participating in a game have full explanation as to the reasons why and for what duration
- By 20 days after the completion of the National Championship, prepare and submit a written report to the Team Manager covering the team's performance and include any recommendations for improvement
- Must a registered member of IHQ