

Ice Hockey Queensland Inc Policy Document

Role and Responsibilities

Position: **State Team Manager**

Reporting to: IHQ's Executive Committee

Responsible for: the management and finances of a state team

Duties:

- Responsible for the development and management of the team's budget and finances.
- Assist with the selection of other team personnel for approval by the IHQ Executive Committee.
- Instruct team state team coaches and team personnel on their duties and responsibilities and assist them where necessary.
- Ensure that all coaches and team personnel of state teams are aware and conform to IHQ's policies and procedures.
- To ensure any actions and/or decisions made by the team are in line with the interests, regulations, rules and policies of IHQ and IHA.
- Act as a mediator on issues where resolution is required on matters rising from responsibilities within the team.
- Manage the team's finances in accordance with the approved budget through the IHQ's Treasurer and the IHQ office.
- Provide assistance to the IHQ office for booking domestic air travel, including proper insurance, to and from the state where the championship is held, in accordance with IHQ's Travel Policies.
- With the assistance of the IHQ office, coordinate the ordering and purchase of the team's off-ice apparel and ensure all apparel complies with IHA and IHQ Apparel, Merchandise and Logo Policies.
- Ensure all players and officials are current registered IHA members.
- Ensure all clearances are in order.
- Ensure that all players, coaches, and parents are made aware of Executive Committee direction and decisions in a timely manner
- Assist with disciplinary issues that are beyond the purview of state team coaches.
- Represent IHQ at all official functions and championship meetings and act as the official spokesman for the team.
- Ensure press or promotional issues are not detrimental to IHQ.
- On return, and no less than 30 days after the completion of the championship, provide the IHQ office with a complete report on the team's performance, including a financial report on the team's income and expenditures, including recommendations for improvement.
- Must a registered member of IHQ