



# Position Descriptions

Executive Team and Portfolio Directors

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# Role of the Executive Team and Portfolio Directors

The Executive Team is the decision-making group and manages the affairs on behalf of the members as set out in the Objects within the Southern Stars Constitution. The Executive Team comprises the Management Committee which includes the President, Vice President, Treasurer and Secretary and the key management positions appointed at the Annual General Meeting.

To assist the Executive Team and facilitate the operation of programs, the Executive Team appoints Portfolio Directors.

Volunteers will be required from time to time by the Club to assist with the delivery of programs within the Club. These positions, whether temporary or permanent will be appointed by the respective Directors or Portfolio Directors with ratification required by the Management Committee.

**There is a clear recognition that any position held is as a volunteer unless otherwise stipulated and commitments to the role are to be on a best endeavours basis. Where performance in the role is consistently below the level required to deliver the requirements of the Club the Executive Team reserves the right to terminate the appointment to the role where is appropriate.**

General responsibilities and duties for all members of the Executive Team are listed below.

## **Responsibilities and Duties:**

- Ensure the constitution, objects, aims, rules and regulations of the Club and the decisions and by-laws of the Executive Team are respected and observed at all times
- Monitor the corporate affairs, governance and policies of the Club
- Obtain and maintain a general understanding of the business of the Club
- Attend and participate in meetings of the Club
- Co-operate, support and work with other Executive Team members on strategic planning initiatives for the Club's short and long-term development
- Encourage free and open two-way communication throughout the club
- Uphold a 'duty of care' to the Club and its members, including
  - A duty to act in good faith
  - A duty not to gain advantage by improper use of their position
  - A duty not to misuse information
  - A duty to act with diligence and care
- Support and encourage all Club members to respect and support the Ice Hockey Australia Codes of Conduct
- Be attuned to the interests of members and other interest groups
- Remain a registered financial member (individual or associate) or life member of the Club

**The responsibilities of each respective role are listed below and are subject to change as required to meet the Objects under the Constitution. Changes to the document require approval by the Executive Team.**

# Executive Team

## President

### Role of President:

The President is to provide the principle leadership for the Club and the Executive Team. The President is ultimately responsible for ensuring that the Club operates within its strategic and business plan, Constitution and rules and regulations.

### Responsibilities and Duties:

- Development and implementation of strategy in line with the Constitutions Objects
- Chair management meetings ensuring that they are run efficiently and effectively
- Act as a signatory in all legal and financial purposes
- Regularly focus the Executive Team's attention on matters of governance that relate to its own structure, role and relationship to members
- Periodically consult with members on their role to help them to optimise their contribution
- Ensure that the Club is fulfilling all its responsibilities under the Incorporations Act (Cth) and Constitution
- Ensure the implementation of risk management strategies including relevant insurance cover
- Develop a knowledge and understanding of the Ice Hockey Queensland (IHQ) Constitution and Ice Hockey Australia (IHA) policies
- Communicate regularly with the Presidents of the other clubs, state Clubs and IHA
- Serve as a spokesperson for the Club when required
- Work with the Executive Team to ensure:
  - goals and relevant strategic plans are developed, implemented and reviewed in order to achieve the objectives of the Club
  - the development of partnerships with local government, shared facility users and organisations that are relevant to the objectives of the Club

### Desirable Attributes and Skills:

- Well informed of all Club activities and able to provide oversight
- Be able to develop good relationships internally and externally
- Be forward thinking and committed to meeting the overall goals of the Club
- A good working knowledge of the Constitution, rules and duties of Executive Team members
- Be able to work collaboratively with other Executive Team members
- Highly developed communication skills and be a competent public speaker
- Be a good role model and a positive image for the Club in representing the Executive Team in other forums (e.g. state delegate meetings)

### Appointment, Position Term and Estimated Time Commitment:

The President is appointed for a 1-year term by way of a vote at the Annual General Meeting. The estimated time commitment required as the President is 5-10 hours per week.

## **Vice President**

### **Role of Vice President:**

The Vice President is to assist the President in providing leadership and responsibility for the Club and the Executive Team, and to step into the President's role where needed.

### **Responsibilities and Duties:**

- Assist in the development and implementation of strategy to ensure the continued growth and operation of the Club
- In the event of the President being unable to fulfil their duties, to step into the role of President
- Coordinate Club planning to ensure appropriate project and plans are developed, presented to and reviewed by the Executive Team, and enacted as required
- Represent the Club at meetings and forums as agreed with by the President
- Develop a knowledge and understanding of the Constitution, IHQ and IHA policies and review as necessary
- Other duties as nominated by the President and/or Executive Team

### **Desirable Attributes and Skills:**

- Be well informed of all Club activities and able to provide oversight
- Be able to develop good relationships internally and externally
- Be forward thinking and committed to meeting the overall goals of the Club
- A good working knowledge of the Constitution, rules and duties of Executive Team members
- Be able to work collaboratively with other Executive Team members
- Highly developed communication skills and be a competent public speaker
- Be a good role model and a positive image for the Club in representing the Executive Team in other forums (e.g. state delegate meetings)

### **Appointment, Position Term and Estimated Time Commitment:**

The Vice President is appointed for a 1-year term by way of a vote at the Annual General Meeting.

The estimated time commitment required as the Vice President is 5-10 hours per week.

## **Secretary**

### **Role of Secretary:**

The Secretary is responsible to maintain records and documents to ensure the Club is compliant to the relevant legislations. This position will manage correspondence for the Club and is the link between Club members, the Executive Team and outside agencies.

### **Responsibilities and Duties:**

- Receive, collate and respond to all Club correspondence in a timely manner
- Provide administration support to the Executive Team as required such as:
  - prepare the agenda for Club meetings and notify relevant people in a timely manner
  - take the minutes of meetings and distribute in a timely manner
  - call for and receive nominations for positions within the Club
- Establish and maintain proper records concerning all Club transactions, business, meetings and dealings, and ensure these records are available when required for reports, elections, referenda, other votes, etc.
- Maintain the Blue Card Services Organisational Portal
- Maintain a calendar of Club activities and ice time usage
- Ensure the Registrar maintains a current register of Club members
- Maintain legal documentation including leases and titles, incorporation certificate, insurance policies and constitutions
- Ensure Club records are maintained with relevant government and industry bodies, including Office of Fair Trading, Australian Business Register, Ice Hockey Queensland (IHQ) and Ice Hockey Australia (IHA)
- Ensure suitable means of communication is in place for contacting Club members
- Develop a knowledge and understanding of the Club Constitution, Club policies and procedures, IHQ and IHA policies
- May act as the Club's public officer for dissemination of information to members

### **Desirable Attributes and Skills:**

- Can communicate effectively
- Well-developed written and oral communication skills
- Demonstrated organisational skills, time management skills and ability to work to deadlines
- Computer proficient and experienced in using Microsoft Office applications
- Good interpersonal skills and ability to work within a team environment
- Ability to maintain confidentiality on relevant matters
- Good administration skills and working knowledge of meeting procedures

### **Appointment, Position Term and Estimated Time Commitment:**

The Secretary is appointed for a 1-year term by way of a vote at the Annual General Meeting. The estimated time commitment required as the Secretary is 5-10 hours per week.

## **Treasurer**

### **Role of Treasurer:**

The Treasurer is responsible for the management of the Club's accounts including budgeting, collecting and receipting of all monies and overseeing the financial direction of the Club. The Treasurer is required to report to the Executive Team and members regularly on the Club's finances.

### **Responsibilities and Duties:**

- Prepare annual Club budgets in conjunction with the President, and monitor Club budgets closely
- Provide advice to the Executive Team in their management of the Club finances
- Calculate program fees in conjunction with Junior & Senior Directors and maintain records to demonstrate accountability and transparency
- Work with the Junior and Senior Directors to communicate all registration and program fees to members
- Monitor ice time and ensure fully utilised.
- Maintain accurate records of all income and expenditure
- Receive and receipt all payments to the Club
- Issue invoices and statements where required
- Follow up outstanding accounts in a timely manner and liaise with Junior & Senior Directors and Team Managers to assist with fee collection
- Make arrangements for prompt payment of invoices by the due date
- Provide an accurate monthly financial report detailing income and expenditure
- Arrange audit of the Club's books in preparation for the Annual General Meeting
- Maintain compliance with the Club's financial obligations with the Office of Fair Trading, including lodgement of annual return at the end of each financial year
- Maintain compliance with the Club's not-for-profit annual declarations
- Ensure development and Executive Team review of financial policies and procedures

### **Desirable Attributes and Skills:**

- Experience and knowledge in working with budgets and financial records
- Some experience with accounting software
- Demonstrated organisational skills, time management skills and ability to work to deadlines
- Ability to allocate sufficient time to maintain financial records on a regular basis
- Ability to work in a logical orderly manner
- A strong understanding of incorporation requirements including annual auditing
- Well-developed written and oral communication skills
- Computer proficient and experienced in using Microsoft Office applications
- Ability to maintain confidentiality on relevant matters

### **Appointment, Position Term and Estimated Time Commitment:**

The Treasurer is appointed for a 1-year term by way of a vote at the Annual General Meeting. The estimated time commitment required as the Treasurer is 3-5 hours per week.

# Portfolio Directors

## Senior Director

### **Role of Senior Director:**

The Senior Director represents the Club's senior players and is primarily responsible for the running of the senior leagues. This will involve overseeing a team to assist the operations of senior leagues and working with the Clubs team managers/coaches and delegates from other clubs to plan, organise and execute each season.

### **Responsibilities and Duties:**

The Senior Director shall report directly to the Club's Executive Team and liaise with other roles, the senior leagues team and Team Managers on all matters relating to the senior leagues to fulfilling the following tasks:

- Development of the season schedule in collaboration with the Juniors Director and recommendation of costs and fees for inclusion in the budget by the Treasurer
- Distribution of Club information by liaising directly with the Registrar, team managers, coaches, scorekeepers and officials as required.
- Liaise with Executive Team regarding ice time usage
- Management of player eligibility, registration and collection of league fees
- Development and maintenance of in-house schedule and rosters
- Maintaining sound knowledge and understanding of the rules and regulations of the Club, Ice Hockey Queensland and Ice Hockey Australia
- Engage with internal and external stakeholders and be an active part of the senior ice hockey community
- Report activities, results and recommendations to the Executive Team through the attendance at Club or Executive Team meetings

### **Desirable Attributes and Skills:**

- Well-developed written and oral communication skills
- Reply to enquiries within a timely and professional manner
- Demonstrated organisational skills, time management skills and ability to work to deadlines
- Computer proficient
- Good interpersonal skills and ability to work within a team environment
- Ability to maintain confidentiality on relevant matters

### **Appointment, Position Term and Estimated Time Commitment:**

The estimated time commitment required as the Senior Director is 5-10 hours per week. The Senior Director is generally appointed for a 2-year term by way of a vote at the Annual General Meeting.

## **Junior Director**

### **Role of Junior Director:**

The Junior Director represents the Club's junior players on the Executive Team and is primarily responsible for the running of the junior leagues. This will involve working with the Clubs Team Managers/Coaches and delegates from other clubs to plan, organise and execute each season.

### **Responsibilities and Duties:**

The Junior Director shall report directly to the Club's Executive Team and liaise with the Team Managers/Coaches on all matters relating to the junior leagues. This includes, but is not limited to, fulfilling the following tasks:

- Work with coordinators from other clubs to develop season schedule and games
- Develop the season schedule in collaboration with the Senior Director and prepare a recommendation of costs and fees for inclusion in the budget by the Treasurer
- Distribution of Executive Team information by liaising directly with the Registrar, team managers, coaches, scorekeepers and officials as required
- Liaise with Executive Team regarding ice time usage
- Management of player eligibility, registration and league fees
- On and off-ice officials communications and availability
- Development and maintenance of schedule, digital score record and rosters
- Coordination of the protective barrier nets before and after the games
- Communications Strategy is followed when corresponding to internal and external stakeholders
- Maintaining sound knowledge and understanding of the rules and regulations of the Club, Ice Hockey Queensland and Ice Hockey Australia
- Engage with internal and external stakeholders and be an active part of the junior ice hockey community
- Report activities, results and recommendations to the Executive Team through the attendance at Club or Executive Team meetings

### **Desirable Attributes and Skills:**

- Well-developed written and oral communication skills
- Demonstrated organisational skills, time management skills and ability to work to deadlines
- Computer proficient
- Good interpersonal skills and ability to work within a team environment
- Ability to maintain confidentiality on relevant matters

### **Appointment, Position Term and Estimated Time Commitment:**

The estimated time commitment required as the Junior Director is 5-10 hours per week. The Junior Director is generally appointed for a 2-year term by way of a vote at the Annual General Meeting.

## **Junior Coaching Director**

### **Role of Junior Coaching Director:**

The Junior Coaching Director is responsible for the development of training strategies for implementation by the Head Coaches of each junior division. This includes ensuring suitably qualified coaches are assigned to each team and their performance is monitored with development and feedback provided where required.

The Junior Coaching Director reports directly to the Executive Team and works in conjunction with the Senior Coaching Director to ensure consistent training strategies are used at both senior and junior levels.

### **Responsibilities and Duties:**

- Identifies and nurtures player potential through teaching the most updated versions of IIHF curriculum
- Develop and present strategies for player development including on/off ice programs and team play guidelines to assist the Head Coaches in development of the coaching plan
- Coordinate with the State Coach on development programs for members in State teams
- Recruit, appoint and manage coaches to teams who are qualified and suitable to coach at the required level and hold regular meetings to manage and coordinate the coaching function
- Report activities, results and recommendations to the Executive Team through the attendance at Club or Executive Team meetings
- Regular evaluation of the Team and Junior Assistant Coaches to ensure quality of delivery of the coaching plan and provide feedback and support to ensure development
- Deliver Ice Hockey Australia (IHA) accredited coaching courses and clinics as required or recommend Team/Junior Assistant Coaches to the Executive Team for externally sourced programmes
- Work with Head Coaches and league coordinators to ensure the development needs of the players are addressed
- Assist with player evaluation and team selection where required
- Liaise with and provide advice to the Executive Team on coaching matters on behalf of the Head Coaches
- Deliver presentations to Club members as required

### **Desirable Attributes and Skills:**

- Strong interest in and personal commitment to coaching
- Appropriate coaching qualifications
- Extensive coaching experience with the ability to design and implement training programs including the interface with IHA and Ice Hockey Queensland (IHQ) programs
- Core understanding of Club policies, IHA and IHQ rules, regulations and procedures
- Strong communication skills including the ability to present to coaches, members or at public relations events
- Demonstrated organisational skills, time management skills and ability to work to deadlines

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**Appointment, Position Term and Estimated Time Commitment:**

The estimated time commitment required as the Junior Coaching Director is 5-10 hours per week. The Junior Coaching Director is appointed for a 1-year term by way of a vote at the Annual General Meeting.

## **Senior Coaching Director**

### **Role of Senior Coaching Director:**

The Senior Coaching Director is responsible for the development of training strategies and game plans for senior players. The Senior Coaching Director reports directly to the Executive Team and works in conjunction with the Junior Coaching Director to ensure consistent training strategies are used at both senior and junior levels.

### **Responsibilities and Duties:**

- Identifies and nurtures player potential through teaching the most updated versions of IIHF curriculum
- Evaluates player performance and provides feedback based on current IIHF coaching practices and Curriculum
- Lead and manage teams during club practices
- Coordinate player selection and line-up decisions when required
- Acts as a mentor and role model for all players within the club
- Works with club coaches to ensure player safety and well-being
- Ensures adherence to safety guidelines and standards during practices and games
- Provide an update at general meetings for senior coaching matters for noting or decisions
- Regular evaluation of the Team and Junior Assistant Coaches to ensure quality of delivery of the coaching plan and provide feedback and support to ensure development
- Deliver IHA accredited coaching courses as required or recommend Team/Junior Assistant Coaches to the Executive for externally sourced programmes
- Recruit players from the Association to assist in coaching roles
- Deliver coaching clinics as required
- Work with Head Coaches and league coordinators to ensure the development needs of the players are addressed

### **Desirable Attributes and Skills:**

- Strong interest in and personal commitment to coaching
- Appropriate coaching qualifications
- Extensive coaching experience with the ability to design and implement training programs including the interface with IHA and Ice Hockey Queensland (IHQ) programs
- Core understanding of IHA and IHQ rules, regulations and procedures
- Strong communication skills including the ability to present to coaches, members or at public relations events
- Demonstrated organisational skills, time management skills and ability to work to deadlines

### **Appointment, Position Term and Estimated Time Commitment:**

The estimated time commitment required as the Senior Coaching Director is 5-10 hours per week. The Senior Coaching Director is appointed for a 1-year term by way of a vote at the Annual General Meeting.

# **Digital Marketing Director**

## **Role of Digital Marketing Director:**

The Digital Marketing Director is responsible for managing the public image of the Club by using digital marketing tools to publicise events and activities. Tools include the website, social media platforms, streaming and local media resources.

The Digital Marketing Director reports directly to the Executive Team, develop and implement relevant strategy to assist in the coordination and promotion of activities including:

- League activities and results (Junior and Senior)
- Fundraising
- Tournaments
- Development programs
- Merchandising
- Sponsorship

## **Responsibilities and Duties:**

- Investigate opportunities and develop strategies to improve communication both within the Club and externally with interfaces including the community, Iceworld, Ice Hockey Queensland and Ice Hockey Australia
- Write and edit media material for website content, social media and email marketing
- Utilse marketing and promotional tools to promote the events and activities, including web, social media, app and SMS
- Manage the timely creation of new content as requested by the Executive Team
- Assist in design and drafting of messages and announcements for the media under the direction of the Executive Team or Junior/Senior Directors or directly with Team/Tournament managers
- Cultivate a good working relationship with the members and parents
- Report activities, results and recommendations to the Executive Team through the attendance at Club or Executive Team meetings

## **Desirable Attributes and Skills:**

- Excellent communication and writing skills
- Good networking and interpersonal skills
- Ability to meet deadlines
- Graphic design skills
- Some technical knowledge, especially in digital communications or news media, would be advantageous
- Good organisational skills and ability to multitask
- An understanding of the diverse aspects of media and creativity
- A team player who coordinates well with others

**Position Term and Estimated Time Commitment:**

The position is an appointment made by the Executive Team with a maximum period of appointment of a 1-year term. Successive terms can be applied for at the discretion of the Executive Team.

The estimated time commitment required is 1-4 hours per week.

## **Member Protection Information Officer**

### **Role of Member Protection Information Officer:**

The Member Protection Information Officer (MPIO) can act as the first point of call for any enquiries, concerns or complaints of harassment or abuse. The MPIO provides support to members with concerns or complaints and provides information about local complaint resolution options available to address the individual's concern. The MPIO reports directly to the Club's Executive Team.

### **Responsibilities and Duties:**

- Be accessible and approachable to all Club members
- Provide support and listen to member's complaints and concerns
- Provide information and options for member where appropriate
- Keep up to date with information on harassment, discrimination and other forms of inappropriate behaviour
- Understand and follow Club policies, Ice Hockey Australia and Ice Hockey Queensland policies and procedures in relation to Member Protection
- Maintain strict confidentiality
- Support and provide information to the Executive Team as required
- Complete an accredited MPIO course and maintain its currency
- Report activities, results and recommendations to the Executive Team through the attendance at Club or Executive Team meetings

### **Desirable Attributes and Skills:**

- Ability to provide support but not take over
- Good communication skills
- Excellent listening skills
- Conflict resolution skills (preferred)
- Ability to work independently and as a team
- Ability to maintain confidentiality on relevant matters

### **Appointment, Position Term and Estimated Time Commitment:**

The estimated time commitment required as the MPIO is 1-2 hours per week. The MPIO is appointed for a 1-year term by way of a vote at the Annual General Meeting.

## **Registrar**

### **Role of Registrar:**

The Registrar is responsible to ensure that all players are correctly registered. The Registrar is responsible for establishing registration guidelines and maintaining a list of all registered members. The Registrar reports directly to the Club's Executive Team.

### **Responsibilities and Duties:**

- Maintain a register of Club members including life members, players, volunteers and accredited officials
- Maintain coaching certification register and first aid register
- Remain up to date with the registration process being adopted by Ice Hockey Queensland (IHQ) and Ice Hockey Australia (IHA)
- Maintain knowledge and understanding of IHQ/IHA policies relating to player registrations
- Attend workshops relating to the registration process conducted by IHQ/IHA
- Provide guidelines and instructions for members on how to register in coordination with Junior and Senior Directors
- Provide reports as requested to Executive Team members and relevant coaches or league coordinators with details of registered players

### **Desirable Attributes and Skills:**

- Written and oral communication skills
- Demonstrated organisational skills, time management skills and ability to work to deadlines
- Computer literate, and willingness to learn new applications
- Good interpersonal skills and ability to work independently and within a team environment
- Ability to maintain confidentiality
- Good administration skills

### **Appointment, Position Term and Estimated Time Commitment:**

The estimated time commitment required as the Registrar is 2-5 hours per week. The Registrar is appointed for a 1-year term by the Executive Team. Successive terms can be applied for at the discretion of the Executive Team.

## **Equipment Manager**

### **Role of Equipment Manager:**

The Equipment Manager is responsible for the coordination and management of the Club's physical equipment to ensure a high standard of safety and presentation for games, training, events and other activities. The Equipment Manager reports directly to the Club's Executive Team.

### **Responsibilities and Duties:**

- Develop and manage the Equipment Register
- Regular inventory review and account to ensure existence and viability of inventory
- Undertake the responsible care of all equipment to ensure safe working condition
- Recommend repair or replacement as required to the Executive Team
- Provide a report on equipment including inventory and loans to the Executive Team as requested
- Undertake equipment management tasks at the request of the Executive Team
- Arrange for collection of loaned equipment when due
- Check state and organisation of the equipment room on a weekly basis
- Check weekly that all equipment is stored appropriately
- Organise airing, spraying and stowing of the equipment

### **Desirable Attributes and Skills:**

- Ability to liaise with work independently and in a team
- Extensive knowledge in ice hockey equipment
- Good organisational and record keeping skills

### **Appointment, Position Term and Estimated Time Commitment:**

The estimated time commitment required as the Equipment Manager is 1-3 hours per week. The Equipment Manager is appointed for a 1-year term by the Executive Team.

## Team Manager

### Role of the Team Manager:

The Team Manager represents the team on behalf of the Southern Stars and is responsible for the administrative coordination of the team. This role serves as the primary point of contact for players and junior parents and supports adherence to all policies and Codes of Conduct.

The Team Manager reports to the Senior or Junior Director and works closely with the Head Coach, who is responsible for on-ice player management.

### Responsibilities and duties

- Uphold and promote the Club's values, Code of Conduct, and expectations of behaviour, including respect for teammates, coaches, opponents, officials, and volunteers.
- Foster respect, participation, equity, and a strong team culture among players and families.
- Coordinate and manage all off-ice aspects of the team, including presentation, punctuality, safety, sportsmanship, and behaviour.
- Manage the behaviour of players and junior parents in the dressing room before and after games (note that no parents permitted in dressing rooms in junior Division A-D).
- Ensure respect is shown for rink property and equipment leaving locker rooms clean and tidy.
- Assist with team communications regarding games, events, and availability to ensure a competitive team is present (including confirming goalie availability for each game).
- Maintain clear, consistent communication with the Senior or Junior Director.
- Follow up on unpaid team or Club fees, as required.
- Ensure any substitute players are added to eSportsdesk no later than 5:00 PM on Friday otherwise, the player will not be permitted to participate in the Sunday game.
- Ensure substitute players have the appropriate approval to play up or play down in the relevant games.
- Ensure all players are correctly attired and wearing appropriate safety equipment.
- Provide a clear and legible team sheet to off-ice officials at least 15 minutes prior to each game, with players listed by jersey number.
- Ensure game start and finish times align with the published schedule.
- Organise and coordinate volunteers for game day roles such as live streaming and photography.
- Manage access to game equipment (e.g. pucks, nets) and ensure all equipment is returned at the completion of games.
- Manage the setup and timely removal of protective barrier nets before and after games.
- Report all injuries to the Medic on duty (or to the Senior or Junior Director for other activities), including injuries that will result in an extended absence.
- Work with the Senior or Junior Director and Head Coach to ensure compliance with return-to-play guidelines.
- Assist with end-of-season presentation events and relevant Club activities (e.g. photo day, mini tournaments, special events).

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**Desired Attributes & Skills:**

- Strong organisational and communication skills.
- Calm, fair, and respectful approach to managing players and junior parents.
- Ability to work collaboratively with coaches and officials.
- Commitment to child safety, positive sport values, and good sportsmanship.
- Reliability and willingness to volunteer time for the benefit of player development.
- Some understanding of Ice Hockey Australia/Ice Hockey Queensland rules and regulations.
- Blue Card eligible.

**Position Term and Estimated Time Commitment:**

The position is an appointment made by the Executive Team with a maximum period of appointment of a 1-year term. Successive terms can be applied for at the discretion of the Executive Team. The estimated time commitment required is 1-4 hours per week.

## **Junior Head Coach**

### **Role of Junior Head Coach:**

The Junior Head Coach is responsible for the coaching, evaluation, direction and supervision of the individual members within their appointed team. The Junior Head Coach is supported by the Junior Assistant Coach and the Team Manager for the completion of appropriate administrative and supervision duties. The Junior Head Coach reports to the Junior Coaching Director.

### **Responsibilities and Duties:**

- Act on direction and report to the Junior Coaching Director
- Represent the Club in team, tournament and general meetings when required
- Coordinating the delegation of responsibilities of the Junior Assistant Coach and liaises with the Team Manager to ensure the efficient and effective operation of team activities
- Planning and execution of
  - The Head Coaching plan preparation including on and off ice activities within the framework provided by the Senior Coaching Director
  - Player evaluation and the player selection process
  - Team practices
  - Supervision of players both on and off the ice
  - Formulation of the game plan and direction of the team during the game
  - Preparation and delivery of the post-game evaluation through oral or written feedback
- Submit a preseason and year-end evaluation containing observations on player and team performance to make general recommendations on the program
- Coordination of the team including presentation, punctuality, off-ice behaviour and sportsmanship as required by the Code of Conduct including:
  - Fostering respect, participation, equity and the importance of acting as a team
  - Managing the behaviour of junior players and parents in the dressing room pre and post game and assist the Head Coach on the bench
  - Ensuring all players are properly attired and with the correct safety equipment
  - Ensuring respect is shown for property and equipment including leaving a clean locker room
  - Ensure players adhere to Code of Conduct at all times
- Assist with team communication regarding events to ensure a competitive team is available for the respective games (i.e. player availabilities)
- Report results and recommendations to the Executive Team through the Junior Coaching Director

### **Desirable Attributes and Skills:**

- Strong hockey background in playing, coaching and evaluation
- Strong interest and commitment to player development
- Understanding of Ice Hockey Australia (IHA)/Ice Hockey Queensland rules and regulations
- Good communication skills and can work with children
- Good networking and interpersonal skills and a team player

- IIHF Coaching Certification and Blue Card eligible

**Position Term and Estimated Time Commitment:**

The position is an appointment made by the Junior Coaching Director with a period of a 1-year term. The estimated time commitment required is 2-6 hours per week.

## **Junior Assistant Coach**

### **Role of Junior Assistant Coach:**

The Junior Assistant Coach provides support to the Junior Head Coach on all coaching matters and assists the Team Manager in completion of appropriate administrative and supervision duties. The Junior Assistant Coach reports to the Junior Head Coach.

### **Responsibilities and Duties:**

- Act on direction and report to the Junior Head Coach
- Represent the Club in team, tournament and general meetings on behalf of Junior Head Coach
- Assist with player evaluation and the player selection process
- Assist with planning, organizing and conducting practices
- Assist with pre-game preparation and the operation of the team during the game
- Assist with post-game evaluation
- Assist with the supervision of players both on and off the ice
- Assist with the formulation of the overall game plan, as well as the game-to-game adjustments
- Work with the Junior Head Coach to submit a year-end evaluation containing observations on player and team performance to make general recommendations on the program
- Assist with the coordination of the team including presentation, punctuality, off-ice behaviour and sportsmanship as required by the Code of Conduct including:
  - fostering respect, participation, equity and the importance of acting as a team
  - managing the behaviour of junior players and parents in the dressing room pre and post game and assist the Junior Head Coach on the bench
  - ensuring all players are properly attired and with the correct safety equipment
  - ensuring respect is shown for property and equipment including leaving a clean locker room
  - ensure players adhere to Code of Conduct pre, during and post game including no swearing/trash talk, bullying, roughing and that teams show respect and appreciation for officials and the competing team
- Obtain or coordinate the necessary equipment and supplies for the team

### **Desirable Attributes and Skills:**

- Strong hockey background in playing, coaching and evaluation
- Strong interest and commitment to player development
- Understanding of Ice Hockey Australia (IHA)/Ice Hockey Queensland rules and regulations
- Good communication skills and can work with children
- Good networking and interpersonal skills and a team player
- IIHF Coaching Certification is desirable and Blue Card eligible

### **Position Term and Estimated Time Commitment:**

The position is an appointment made by the Junior Coaching Director with a period of a 1-year term. The estimated time commitment required is 1-3 hours per week.

## **Tournament Director**

### **Role of Tournament Director:**

The Tournament Director is responsible for the development, management and reporting on tournaments applicable to the Club. Tournament activities include junior and senior domestic and international opportunities but exclude league activities as managed by the Junior and Senior Directors. The Tournament Director will also assist in development programs or league activities where required.

The Tournament Director reports directly to the Executive Team for strategy development and reporting. For specific tournament activities reporting is directly to the relevant Junior or Senior Director (or as delegated) for each specific tournament.

### **Responsibilities and Duties:**

- Develop strategies and investigate opportunities to increase the exposure of members to domestic and international tournaments with the focus on relevance, value and development opportunities
- Manage the coordination of players, parents and supporters including budget, marketing and communication as requested by the Executive Team
- Report on tournament results including financial, performance, development outcomes and recommendations on administrative and other improvement opportunities
- Attend scheduled meetings and communicate requirements and results to respective parties (Coordinators, team managers, Executive Team and tournament organisers)
- Cultivate a good working relationship with the members and parents

### **Tournament**

To assist the respective Team Manager and/or Coach and League Directors with:

- Coordinate pre- and post-game paperwork to facilitate the teams attendance at the tournament
- Assist with team administration including team list, ensuring all players are financial, communication of the event and results
- Development of a budget and coordinating and reporting on the financial summary of the team including fees, sponsorships, advertising, grants and costs
- Coordinate equipment, travel, accommodation, meals and facility rental for the team

### **Desirable Attributes and Skills:**

- Good organisational skills and ability to multitask
- Good networking and interpersonal skills and can work as a team
- Ability to meet deadlines
- Strong ice hockey administrative background and good understanding of rules and regulations
- Strong interest in member development

### **Position Term and Estimated Time Commitment:**

The position is an appointment made by the Executive Team with a maximum period of a 1-year term. Successive terms can be applied for at the discretion of the Executive Team.

Tournament management and reporting is dependent upon the requirements of each tournament and the size of the team appointed.

## **Merchandise Director**

### **Role of Merchandise Director:**

The Merchandise Director is responsible for sourcing and managing all Club merchandise including uniforms, apparel, equipment and promotional materials. The Merchandise Director reports to the Executive Team.

### **Responsibilities and Duties:**

- Investigate opportunities and develop strategies to ethically source merchandise to support Club activities
- Develop efficient methodologies for collating and managing orders and payments
- Coordinate merchandise and uniform orders with the Junior Director or Team Managers to ensure Junior teams are appropriately presented
- Determine an appropriate markup for merchandise sales.
- Report on orders and pricing for merchandise and follow up on payments required from members for merchandise ordered
- Cultivate a good working relationship with the members and parents

### **Desirable Attributes and Skills:**

- Excellent IT software skills preferably database/Excel and website knowledge to manage orders and inventory
- Ability to meet deadlines
- Good organisational skills and ability to multitask
- A team player who coordinates well with others

### **Position Term and Estimated Time Commitment:**

The position is an appointment made by the Executive Team with a maximum period of appointment of a 1-year term. Successive terms can be applied for at the discretion of the Executive Team.

The estimated time commitment required is 1-4 hours per week.

## **Grants & Sponsorship Director**

### **Role of Grants & Sponsorship Director:**

The Grants & Sponsorship Director is responsible for searching for available and relevant grants and leading the submission process. The purpose of the grants is (but not limited) to:

- Support the promotion and growth of ice hockey
- Complement existing ice hockey programs
- Enable skill development of players of all ages and skill levels
- Contribute to equipment and training aids renewal
- Increase affordability and accessibility of ice hockey participation
- Help reducing the cost of an ice hockey event such as a tournament
- Improve Club structure
- Develop volunteer capacity and skills

### **Responsibilities and Duties:**

- Investigate suitable grant application opportunities
- Liaise with the Committee and relevant stakeholders to discuss for the best approach to opportunities and respond to any queries regarding applications.
- Develop strategies for grant submission such as seeking one or more quotes from reputable sources and joint application opportunities
- Declare any perceived, potential and actual conflict of interest
- Lead and/or write grant applications
- Acquit grants if required by the terms and conditions
- Ensure compliance to grant terms and conditions and retain all supporting documentation
- Manage the timely submission process and keep the Committee informed of progression and outcomes
- Keep the Grant Registration up to date

### **Desirable Attributes and Skills:**

- A team player
- Excellent communication and writing skills
- Good networking and interpersonal skills
- Ability to meet deadlines
- Good organisational skills
- An understanding of the diverse aspects and needs of the ice hockey community
- Sound computer skills

### **Position Term and Estimated Time Commitment:**

The position is an appointment made by the Management Team with a maximum period of appointment of a 1-year term. At the discretion of the Management Team, the Grants & Sponsorship Director may apply for successive terms. The estimated time commitment required is 1-4 hours per week.

# **Assistant Roles**

## **Senior Assistant**

### **Role of Senior Assistant:**

The Senior Assistant provides administrative support to Senior Director, who represents the Club's senior players and the operations of senior leagues. The role will work with the Club's team managers, coaches and other relevant roles to assist in operations of the senior leagues.

### **Responsibilities and Duties:**

The Senior Assistant shall report directly to the Senior Director and liaise with other roles, the senior leagues team and Team Managers on all matters relating to the senior leagues to fulfilling some of the following tasks that keep the seniors leagues functional:

- Development of the season schedule in collaboration with the Juniors Director and recommendation of costs and fees for inclusion in the budget by the Treasurer
- Assist with distribution of Management Team information by liaising directly with the Registrar, team managers, coaches, scorekeepers and officials as required.
- Assist with management of player eligibility, registration and league/program fees.
- Assist with organisation of Club activities such as development program, training and drop-ins including communication to members and instructions to pay associated fees.
- Maintain a sound knowledge and understanding of the rules and regulations of the Club, Ice Hockey Queensland and Ice Hockey Australia.
- Assist with engagement with internal and external stakeholders and be an active part of the senior ice hockey community

### **Desirable Attributes and Skills:**

- Well-developed written and oral communication skills
- Demonstrated organisational skills, time management skills and ability to work to deadlines
- Computer proficient
- Good interpersonal skills and ability to work within a team environment
- Ability to maintain confidentiality on relevant matters

### **Appointment, Position Term and Estimated Time Commitment:**

The estimated time commitment required as the Senior Assistant is 2-5 hours per week. The Senior Assistant is generally appointed for a 1-year term by way of direct appointment through a recruitment process.

## **Juniors Assistant**

### **Role of Juniors Assistant:**

The Juniors Assistant provides administrative support to Junior Director, who represents the Club's Junior players and the operations of Junior leagues. The role will work with the Club's team managers, coaches and other relevant roles to assist in operations of the Junior leagues.

### **Responsibilities and Duties:**

The Juniors Assistant shall report directly to the Juniors Director and liaise with other roles, the Junior leagues team and Team Managers on all matters relating to the junior leagues to fulfilling some of the following tasks that keep the juniors leagues functional:

- Assist with distribution of Management Team information by liaising directly with the Registrar, team managers, coaches, scorekeepers and officials as required
- Assist with the management of player eligibility, registration and league/program fees
- Assist with organisation of Club activities such as development program, training and other activities including communication to members and instructions to pay associated fees.
- Maintain a sound knowledge and understanding of the rules and regulations of the Club, Ice Hockey Queensland and Ice Hockey Australia
- Assist with engagement with internal and external stakeholders and be an active part of the junior ice hockey community

### **Desirable Attributes and Skills:**

- Well-developed written and oral communication skills
- Demonstrated organisational skills, time management skills and ability to work to deadlines
- Computer proficient
- Good interpersonal skills and ability to work within a team environment
- Ability to maintain confidentiality on relevant matters

### **Appointment, Position Term and Estimated Time Commitment:**

The estimated time commitment required as the Junior Assistant is 2-5 hours per week. The Junior Assistant is generally appointed for a 1-year term by way of direct appointment through a recruitment process.