

Operational Support

- **Be the main point of contact between Central Hockey, NZH and Associations in the Central Region**

National Hockey League and U21 Teams

Participation Agreement

- Monitor key deadlines and requirements within the NHL Participation Agreement to ensure they are met and complied with

Team Administration

- Liaise with the officially appointed team managers and/or coaches to outline the budget allocated for their team and to work with them to manage the appropriate items within that budget
- Work with the officially appointed team managers and/or coaches to make the bookings for pre-season and tournament travel, venue and accommodation requirements within the specified budget. (In situations where managers and coaches are not appointed at the time when bookings need to be made the bookings will be made in conjunction with the Central Hockey Chairperson)
- Work with the officially appointed team managers and/or coaches to arrange the physio requirements within the specified budget
- Work with the officially appointed team managers and /or coaches of the teams to ensure the teams comply with all the requirements and meet all deadlines within the tournament rules
- Work with the officially appointed team managers and/or coaches to confirm the uniform (sizes) and equipment requirements for the teams and make the appropriate orders with suppliers

Central Hockey Competitions

Central Hockey League

- In conjunction with the Central Hockey Board set dates for the Central Hockey League
- Monitor key deadlines and requirements to ensure they are met and complied with.
- Liaise with participating associations to allocate venues and produce a suitable competition draw
- Work with the appointed Umpire Manager to appoint umpires and technical officials to each CHL game
- Monitor and update competition points table, goal scorers and carded player and advise associations accordingly

Mini Tournaments (U18, U15 & U13)

- In conjunction with the Central Hockey Board, set dates & venues for which Mini Tournaments will be run
- Distribute entry forms to Associations
- Monitor key deadlines and requirements to ensure they are met and complied with. These include entry due date, payment due date and reimbursement due date
- Upon receipt of entry forms forward to appropriate association

Regional Development Clinics

- Work with Head Coach and Associations to advise of Central Hockey Regional Development Clinics
- Liaise with Head Coach and Associations with regards to player registrations & payments
- Liaise with host association in regards to venue requirements

General Administration Duties

- All 'general' duties, (such as; correspondence, filing, insurance etc) are systematically maintained through standardised processes.

Reporting to Central Hockey Board

- Liaise regularly with the Central Hockey Chairperson/Board of Directors as the conduit between the Central Hockey Board and/or Board of Directors
- Provide updates at each Central Hockey Board Meeting on key areas of agreement;
 - Operational Support
 - Financial Management
 - Community and gaming Trusts
 - Marketing & Promotion
 - Human Resource Management

Financial Management

Annual Budget

- Assist Central Hockey Board with the preparation of a detailed annual budget
- Discuss and agree on sponsorship targets with Central Hockey as part of the preparation of the annual budget
- Discuss and agree on community and gaming trust grant funding targets with Central Hockey as part of the preparation of the annual budget

Reporting

- Maintain financial records on behalf of Central Hockey
- Prepare monthly financial reports for the Central Hockey Board
- Prepare monthly forecasts for the Central Hockey Board
- Identify significant creditors and debtors

Banking, Invoicing and Payments

- Prompt and accurate processing of money, invoices and payments
- GST return filed and paid by the due date

Audit Process

- Provide accurate information to the Auditor at year end
- Provide timely response to Auditor's requests

Community and Gaming Trusts

- Identify budget items that are able to be funded by community and gaming trust grants and develop an overall community and gaming trust grants plan with timing of submissions and possible funders to target
- Prepare grant funding applications in line with the annual plan, with required quotes and with approved funding resolutions from the Central Hockey Board
- Complete grant funding returns within designated timeframes

Marketing and Promotion

- Develop marketing and promotional plans to increase the Central Hockey brand awareness
- In conjunction with the Central Hockey Board create and implement a stakeholder communications plan
- Provide quality control on all communications accessed by or circulated to stakeholders e.g. websites, newsletters, media releases etc

Human Resource Management

Support Central Hockey Board

- Provide guidance on effective governance practices for example:
 - Board meeting schedule and work plans
 - Agendas set with Chairperson and circulated with appropriate papers prior to meetings
 - Induction of new board members
 - Annual Board performance evaluations
- Work with Central Hockey Board to develop and review strategic and business plans
- Promote opportunities for up skilling of board members

Central Hockey Personnel

- Work in conjunction with the Central Hockey Board (Appointments Committee)/Board of Directors to set and implement the recruitment process for the required personnel for the Senior NHL Teams and the Under 21 Teams: i.e. Coaches, Assistant Coaches, Managers
- Manage identified Central Hockey personnel

Regular meetings
Two way communication

End of season reviews

- Provide the opportunity for all people in paid and volunteer positions to provide feedback at the end of season or campaign
- Collate all the end of season or campaign feedback and provide a full report to the Central Hockey Board

Additional Services (to this agreement)

Additional sport management services should be negotiated separately. For example;

- Set up and operation of academies
- Providing similar services for any teams in addition to the main franchise and under 21 teams
- Organisation of tours (internal or overseas)
- Competing in additional leagues or competitions
- Added value activities around home game event promotion
- Other services as identified by Central Hockey