



JOB DESCRIPTION – Team Services Manager

22 April 2009

Responsible to: Hockey Director

Functional Relationships With: Administration Manager, National Coaches, Managers & Support staff. National Players/Squad Members, National Selectors, Accounts Manager, NZSDA, NZAS, NZOC, FIH, FIH Member Countries, CEO

Main Objectives

1. To ensure the effective administration of the National Men's and Women's International programmes.
2. To ensure the effective administration of the National Squads and the High Performance Regional Centres

Key Tasks

1. Liaise with the National Coaches and Team Managers with regards to the organisation of their programs.
2. Organisation of the national teams and visiting international team's tour arrangements.
3. Updating player profiles and contact details.
4. Communication with Team members, Team Management, National selectors and other support personnel.
5. Organising Team clothing and other team handouts within agreed budget.
6. Administration of the National Team Carding Athlete Program.
7. Liaison with the NZSDA.
8. Administration of Regional HP Coaching
9. Preparation of International tour budgets
10. Liaise with NZOC
11. Coordinate the return of all reports with the Hockey Director
12. Team records such as results, teams played, international caps and goal scorers are recorded and filed
13. Ensure national team equipment is accounted for.
14. Administration of the PM Scholarships, Carded Athletes and PEGs.

Desired Outcomes

- Meeting requirements and timely communication.
- Accurate arrangements and timely communication. FIH requirements are met.
- Accurate records.
- Develop good working relationships. Timely communication.
- Team outfitted appropriately. FIH and Sponsors requirements met.
- Accurate records.
- Accurate records. Timely communication.
- Coach satisfaction
- Accurate information.
- Develop good working relationships. Timely communication.
- Timely reports