

Email: contact@floorball.org.nz

Web: www.floorball.org.nz



**FLOORBALL
NEW ZEALAND**

Position title: Team Manager, Men's Team

Reports to: Floorball New Zealand National Teams Manager

Work with: Floorball New Zealand Head Coach, Coaching Team and Athletes for the National Men's Team

Location: Wellington, New Zealand (pre-tournament) and Pasig, Philippines (host-country)

Position Type: Volunteer. Temporary

About us

We are seeking expressions of interest for a super-organised Team Manager for our National Men's Team who are competing in the World Floorball Championship Qualifier AOFC 2024 in the Philippines from 21 May 2024 to 25 May 2024.

Successful applicants must be willing to dedicate significant time to managing our National Men's Team for this upcoming tournament and will work closely with our men's team and Floorball New Zealand.

Main responsibilities

- Support the National Teams Manager and the coaching team in organising the training weekends and other training plans in the lead-up to the tournament.
- Attend all pre-tournament training weekends.
- Facilitate communications between Floorball New Zealand and the Men's Team.
- Liaise and coordinate with Floorball New Zealand for sponsorship or fundraising events.
- Liaise and coordinate with Floorball New Zealand for all financial matters.
- Coordinate with Floorball New Zealand and oversee all travel and other logistical arrangements.
- Organise the team's administration to prepare the team for their departure to the Philippines.
- Ensure all paperwork necessary for the tournament is completed and submitted in a timely manner to IFF.
- Upon arrival at the tournament, attend meetings and complete all other necessary duties required by IFF prior to the start of the tournament.
- Manage team schedules and support the coaching team to ensure the physical and mental well-being of the players during the tournament.
- Liaise and coordinate with Floorball New Zealand about media enquiries during the tournament.
- Work with the coaching team to ensure team's compliance with IFF rules and policies.
- Stay informed about any updates or changes in tournament guidelines.

- Support the National Teams Manager and Head Coach to address any disciplinary matters.
- Settle all post-tournament financial matters prior to departure from the Philippines.
- Facilitate and support the development of a positive team culture and align with IFF's code of conduct for athletes.

Position requirements

- Preferred experience as a Team Manager or similar role in floorball.
- Demonstrate leadership skills with the ability to inspire and motivate a diverse team.
- Excellent organisational and logistical management abilities.
- Effective communication skills, both within the team and with other stakeholders.
- Ability to handle pressure situations and make strategic contributions to the team.
- Must be able to attend all meetings and monthly pre-tournament training weekends.
- Must be able to travel to the Philippines from 12 May to 27 May. (Dates to be confirmed.)

Please note that this is not a remunerated position and the selected candidate is acting in capacity as a volunteer to Floorball New Zealand National Men's Team for this tournament. Floorball New Zealand will cover the cost of airfare, accommodation, meals and other pre-approved tournament expenses.

Next steps

If you are passionate about floorball, possess the necessary leadership and organisational skills in managing a sport team, we invite you to apply. Please submit a one-page resume, cover letter, and any relevant references to contact@floorball.org.nz

Application closes on Monday, 29 January 2024. Shortlisted candidates will be contacted for interviews.

If you have any queries, please email contact@floorball.org.nz for further information.

More information about the tournament is available here.

(<https://app.floorball.sport/leagueorganizer/Magazine/151#/leagueorganizersite/151/schedule>)

More information about IFF's Guide for Team Managers is available here.

(<http://www.floorball.org/Liitetiedostot/CB/CB%202018%20October/Appex%2029d%20-%20IFF%20Guidelines%20for%20Team%20Managers%202018.pdf>)