



# **SOUTH AUSTRALIAN ICE HOCKEY** **ASSOCIATION**

## **State Team Coach and Manager** **Appointment Policy**

Adopted by the South Australian Ice Hockey  
Association Inc. at the Board meeting on February 1<sup>st</sup>  
2012

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Annually, the South Australian Ice Hockey Association incorporated (IHSA) may have the opportunity to enter teams in different age divisions to compete in National Jamboree/Championship Tournaments sanctioned by IHA. In order to do so, each team requires the appointment of a State Team Coach and Team Manager. Appointments to these positions can only be made according to the IHSA State Team Coach and Manager Appointment Policy as detailed below.

## **1. Policy**

- 1.1. The fundamental objective of the State Team Coach and Manager Appointment Policy is to ensure that a fair and equitable process is available to make appointments to the positions of State Team Coach and Team Manager and that all IHSA members are fully informed of the process whereby appointments are made.
- 1.2. All Subject to having a sufficient number of eligible players and to accepting a formal invitation to participate, IHSA will commit to send a team to each of the IHA National Jamboree/Championships each year.
- 1.3. Each team representing South Australia at IHA National Jamboree/Championships must have a State Coach and a Team Manager whom act as representatives of IHSA. These appointments will be made by the IHSA Board following a review of applications and recommendations by the Coaching Director (see below for further details).
- 1.4. To be appointed to any official position, a person must be a registered and financial member of IHSA and must undertake a Police Clearance which must be cited by the IHSA Secretary if any players on the team are under the age of 18 years.
- 1.5. In addition, to be appointed to the position of Coach, a person must hold at least Level 1 Ice Hockey Australia Coaching accreditation.
- 1.6. A Coach will only be appointed to one age group per appointment term.
- 1.7. Where a person is appointed to the position of State Team Coach or Manager but is unable to fulfil their commitment to the position IHSA will take the actions listed in 3.8 below to fill the vacated position.
- 1.8. Where a person is appointed to the position of State Team Coach or Manager but is deemed by IHSA to be acting in a manner which is not in the best interests of IHSA and its members and/or which does not comply with IHSA policies pertaining to State Teams, IHSA reserve the right to remove the appointed person from the position and will take the actions listed in 3.9 below to fill the vacated position.
- 1.9. The team entry fee will be paid by IHSA, provided that there are adequate funds to pay for such expenses. In the event that there are insufficient funds, the team entry fee will be shared equally by the players on the team.

- 1.10. The State Coach and Manager must travel to and from the event with the team and assume responsibility for supervising team members unless in the case of junior players they have been formally handed over to their parents at the end of the event (and the parents have signed the appropriate form to take responsibility).
- 1.11. The State Team Coach and Manager shall each sign the relevant job specification contained in the State Team Coach's Manual and State Team Manager's Manual. A copy shall be retained by IHSA and by the State Team Coach and Manager.

## **2. Principles**

- 2.1. These principles apply to all people who wish to be considered for appointment as a State Team Coach or State Team Manager.

## **3. Procedures**

- 3.1. The IHSA Board will call for formal written applications for State Team Coach and Manager for each age group competing in IHA National Jamboree/Championships. Written applications must address the criteria as stated in the IHSA State Team Coach Application Criteria Form or IHSA State Team Manager Application Criteria Form.
- 3.2. Applicants must agree to abide by the contents of the State Team Coach's Manual or the State Team Manager's Manual. These documents provide specific information about the Job Description and Responsibilities of each position.
- 3.3. Applicants must agree to abide by the contents of the South Australian Ice Hockey Association State Team Player Selection Policy. This policy provides specific information about the eligibility of players for State team selection.
- 3.4. Those whom wish to be considered for either a State Team Coach or Team Manager position must complete the appropriate application form and submit it to the IHSA Secretary prior to the closing date. Applications received after the closing date WILL NOT be eligible to be considered.
- 3.5. Applications for State Team Coach will be forwarded to the Coaching Director for review and evaluation. The Coaching Director will make recommendations to the IHSA Board in regards to the applications received for each age group competing in IHA National Jamboree/Championships.
- 3.6. Applications and the recommendations of the Coaching Director will be discussed at the next IHSA Board meeting after the closing date for applications. The IHSA Board will make a decision about whom should be appointed to the State Team Coach and Team Manager positions for each age group competing in IHA National Jamboree/Championships. Both successful and unsuccessful applicants will be advised about the outcome of their application.
- 3.7. Appointments to the positions of State Team Coach and Team Manager will be 2 year appointments, subject to review during and after the first year. Those appointed have the right to decline the second year of appointment. Additionally, IHSA have the right to refuse a person's second year

of appointment and to instead vacate either or both positions for each age group competing in IHA National Jamboree/Championships and to call for new applications.

- 3.8. Where a person is appointed to the position of State Team Coach or Manager but is unable to fulfil their commitment to the position IHSA will take the following actions. In the first instance, if there were other applicants for the position their applications will be re-evaluated and if it is deemed that amongst the other applicants a suitable candidate exists, that person shall be appointed. In the event that there were no other applicants or upon re-evaluation none of the other applicants were deemed suitable to be appointed, IHSA will call for new applications from any eligible IHSA member.
- 3.9. Where a person is appointed to the position of State Team Coach or Manager but is deemed by IHSA to be acting in a manner which is not in the best interests of IHSA and its members and/or which does not comply with IHSA policies pertaining to State Teams, IHSA reserve the right to remove the appointed person from the position and will take the following actions. In the first instance, if there were other applicants for the position their applications will be re-evaluated and if it is deemed that amongst the other applicants a suitable candidate exists, that person shall be appointed. In the event that there were no other applicants or upon re-evaluation none of the other applicants were deemed suitable to be appointed, IHSA will call for new applications from any eligible IHSA member.
- 3.10. The reasonable airfare and accommodation expenses for the State Team Coach and Team Manager will be shared equally by the players on the team; IHSA may contribute to these costs where there are adequate funds to pay for such expenses, with the remainder to be covered by members of the team.

#### **4. Right of Appeal/Complaints**

- 4.1 Applicants only have the right of complaint where it can be shown that IHSA did not adhere to correct policy and procedures when making the appointments.
- 4.2 Any applicant who wishes clarification about the process may submit their query or complaint in writing to be tabled at the next IHSA Board meeting.