HOCKEY CANADA

JOB POSTING

POSITION: MANAGER, SLEDGE HOCKEY

EMPLOYEE: VACANT

REPORTS TO: SENIOR MANAGER, HOCKEY OPERATIONS/NATIONAL TEAMS

LOCATION: CALGARY

STATUS: FULLTIME

DATE: 2014

THE ORGANIZATION:
World sports leaders, Hockey Canada is the governing body for hockey in Canada and a member of the International Ice Hockey Federation (IIHF), with a membership through its 13 provincial branch associations of over 700,000 players, coaches and officials. Hockey Canada is a not-for-profit organization that creates leading-edge hockey development programs for its members to deliver in communities across Canada, provides consistent rules and regulations and various other membership services from coast to coast, manages numerous regional, national and international hockey championships and events, and leads the operation of all teams that represent Canada in international hockey competition. Hockey Canada's mission is to "lead, develop and promote positive hockey experiences".

GENERAL RESPONSIBILITIES:

- Manage Canada's Sledge Hockey Program including the following areas:
    - National Senior Sledge Hockey Team
    - National Development Sledge Hockey Team
    - Promotion and Awareness activities
    - Sport growth and development in partnership with Hockey Canada's branches
- With the Head Coach, National Sledge Hockey Program, Hockey Canada, Hockey Operations / National Teams staff, team Coaching staff and IST staff, develop a detailed technical plan for the 2014-15 season and the 2014-18 quadrennial including, but not limited to, the following areas:
    - Fitness Programs and Monitoring Systems
    - Technical/Tactical Play
    - Team Building/Mental Preparation
    - Pre-Game Preparation
    - Team Discipline
    - Video Analysis and Usage
    - Post-Game Analysis Plan
    - Tactical Play
- Lead, direct, and administer National Sledge Hockey Team activities, including planning

and execution of camps and events in consultation with the Head Coach, National Sledge Hockey Program.
    - Responsible for Senior and Development Sledge Hockey Teams
- Develop and facilitate the promotion and sport development of sledge hockey in Canada – awareness and participation.
- Responsible for all Sledge Hockey program budgets and finances, once approved
- Serve as Sledge Hockey High Performance Director for Own the Podium (OTP) and attend meetings and events as required.
    - Present sledge hockey budget request and plan on an annual and quadrennial basis on behalf of Hockey Canada.
- Serve as Sledge Hockey representative for Hockey Canada's interactions and requirements with Sport Canada.
    - Prepare all sledge hockey-related documentation and reporting for Sport Canada as required.
    - Lead sledge hockey Athlete Assistance Program (carding) requirements with Sport Canada.
- Manage duties required of Team Services for the operations of Canada's National Sledge Hockey Teams (Senior and Development) including but not limited to:
    - Team transportation
    - Team accommodations
    - Team meals
    - Team practice schedules
    - Communicate with Team assigned host and host committee officials
    - Maintain frequent communication with Senior Manager, Hockey Operations/National Teams and Vice-President, Hockey Operations/National Teams.
    - Prepare event summary reports as required and requested by Hockey Canada or other partners and groups.
    - Lead family/guest program operations at major events and liaise with families and guests as required whenever present at competitions.
    - Ensure appropriate standards of accessibility within all areas of team servicing whenever possible.
        - Communicate with athletes to ensure specific needs are met
- Ensuring the standards of team servicing are upheld, under supervision of Senior Manager, Hockey Operations/National Teams.
- Ensuring consistent communication with the Canadian Paralympic Committee (CPC), International Paralympic Committee (IPC), Pyeongchang Organizing Committee, etc. regarding Paralympic program operations from start to finish.
- Act as Hockey Canada representative for CPC, IPC and other groups related to sledge hockey and attend meetings as assigned.
- Work with Hockey Canada's Branches and various related opportunities to promote sledge hockey development, involvement and registration
- Other projects and duties as assigned by Vice-President, Hockey Operations/National Teams and Senior Manager, Hockey Operations/National Teams.

ESSENTIAL SKILLS:

- Critical thinker who possesses strong interpersonal, organizational, and analytical skills
- A degree in Sports Administration or a related discipline
- A minimum of three years related Team and Hockey Program management experience or

an equivalent combination of training and experience
- Playing experience and understanding of team operations is an asset
- Proven ability to effectively manage time and the commitment necessary to successfully complete a variety of projects within specific deadlines is essential
- Competence in both French and English will be considered an asset
- Computer literacy is essential

Qualified applicants are invited to submit their resume and salary expectations
by October 31, 2014 by 9:00 am (MDT) to:

Manager, Human Resources
Hockey Canada
E-mail: jobs@hockeycanada.ca