



Canadian Deaf Ice Hockey Federation
La Federation D'Hockey Canadian Des Sourds

**POSITION: ASSISTANT GENERAL MANAGER
CANADA DEAFLYMPICS HOCKEY TEAM**

DUTIES:

- Manage tasks daily by overseeing all aspects of off-ice operations
- Guaranteeing the construction of a well-built team
- Will to take over the responsibility of the future Canada National Deaf Hockey Team after the completion of the 18th Winter Deaflympics Games commence effective May 1st 2015. (the boards of Canadian Deaf Ice Hockey Federation (CDIHF) will review criteria; must not be involved with other Deaf Hockey Teams during of the terms)

QUALIFICATIONS:

- Acts as a liaison to the Deaf Community is essential
- Prior experience managing and coaching a Junior or higher level hockey team
- Experience working with the Deaf community (not essential)
- Knowledge of hockey is required, including knowledge of the Hockey Canada, IIHF and ICDS.
- Organization skills
- Communication skills in ASL & written
- Post Secondary Education in Business or Sports Administration is an asset
- Conflict management skills
- Thorough business & financial knowledge

RESPONSIBILITIES:

- Communication with the team and ensure conflicts and concerns between players, coaches, and managerial staff is addressed.
- Must participate in all recruitment and selection of all team personnel and must present all duties and responsibilities to each team member.
- Coaches should be selected by a committee within the team personnel that is then mediated by the General Manager.
- Must ensure that all Rules and Regulations that govern the recruitment of players will be followed as to the Canada Deaf Sports Association CDSA and CDIHF policies. All players must be a member of the Provincial Deaf Sports Association
- Recruiting and Selection Staff members such as equipment manager and team trainers
- CDSA Code of Conduct must be ensured by the General Manager that all team members are familiar and will adhere to the Code of Conduct
- General Manager must develop a team Code of Conduct that ensures that the team is acting in a way to represent itself and the CDIHF in a professional manner.
- General Manager must ensure that their team follows the sanctioning guidelines.
- Risk Management must occur, which includes identifying, assessing and eliminating or minimizing risks in operation of a team.
- Responsible for their team's finances and must ensure that they adhere to all of the policies and procedure.
- Must coordinate all travel arrangements through CDSA-approved service providers.
- Must coordinate monthly meeting with the Head Coach and others as well planning fund raising for the Canada National Deaf Hockey team either World Championships & Winter Deaflympic Games.

MEDIA AND MARKETING:

The General Manager will serve as the point of contact for media and marketing- related issues surrounding the team. Media and marketing includes the General Managers responsibility to promotion of games and community involvement that their team participates in national and locally.