

Floorball New Zealand  
1 Earn Place  
Island Bay  
Wellington, New Zealand



## U19 Women's National team manager 2020 – Job description

Floorball New Zealand has had the U19 women's team compete at the Under 19 Women's World Floorball Championship in 2018. This was the first time any NZ team had competed at the World Championships.

The New Zealand team will play again in the 2020 U19 Women's World championships which is to be held in Uppsala Sweden from 6<sup>th</sup> – 10<sup>th</sup> May, 2020. The team will be in a training camp immediately prior to the tournament in Sweden from the 24<sup>th</sup> of April.

Floorball New Zealand is committed to further improve and strengthen the Floorball performance of the New Zealand National teams. Therefore, Floorball New Zealand is looking for a National Team manager for the U19 Women's National team for the campaign of the 2020 World Floorball Championships. The team manager will work closely with Jane Bertschinger who is the head coach. Jane will lead, train and coach the team until the end of the world championships in May 2020.

### The successful applicant will have:

- A real passion for Floorball and the development of individual players as well as a positive team culture and spirit
- A strong dedication to work with young and developing players and help them become a strong part of future National teams
- Very good organisation and communication skills to work effectively with the head coach and to liaise with players, parents, IFF, other countries and local organisers.
- A positive and supportive attitude to inspire and encourage all players

Due to the fact that a large part of the players for the New Zealand National team is based in the lower North Island, the main training location will be in Wellington. Trainings will be in the form of weekend training camps and individual training days spread over several months.

**Job title:** National team manager  
**Reports to:** Head Coach: Jane Bertschinger  
**Works with:** Floorball New Zealand committee, General Secretary, FBNZ liaison, and Treasurer  
Other coaching and team staff  
Players and parents of players

#### **MAIN DUTIES & RESPONSIBILITIES:**

- send out regular team emails and communication
- liaise with Floorball NZ and with Head Coach to organise the training schedules and bookings for training weekends and training games, etc.
- organisation of other team activities, team building, etc. as requested by Head Coach
- liaise with Floorball NZ on the team uniforms, and gear, including gifts for other countries.
- liaise with IFF and local organisers, complete team lists, etc.
- organisation and co-ordination of team accommodation, local transport and food
- liaise with additional team staff and team support (e.g. medical staff, fitness coach, nutritionist, etc.).
- put together a budget for the campaign, establish team costs and liaise with treasurer of Floorball NZ who will check and approve the budget
- monitor payments of players and sponsors and put final accounts together for the campaign and report back to the treasurer of Floorball NZ to sign off final account
- coordinate team fundraising activities as agreed by the team
- liaise with Floorball NZ about grant applications
- manage sponsorship proposal, send out to team and potential sponsors and coordinate responses
- liaise with all sponsors to ensure sponsorship agreements are followed and team/Floorball NZ obligations are met, regular contact to sponsors and updates from team are provided, and a good relationship is maintained
- organise media coverage of team in coordination with event organisers and Floorball NZ
- Organise/co-ordinate/provide social media updates through Floorball NZ and other platforms

#### **POSITION REQUIREMENTS:**

- Very good organisation skill and preferably experience at organising and administering sports teams or organisations in New Zealand.
- Good communication skills with the ability to communicate effectively verbally and in writing to players, team, head coach and a wide range of stakeholders
- Sound interpersonal skills with the ability to tailor interactions to achieve desired outcomes
- Strong passion and commitment to develop a strong and positive team culture
- Ability to work independently and as a team member and cope within a changing environment while achieving goals
- Commitment to meet players and head coach's needs
- Commitment to continuous quality improvement.



Floorball New Zealand is currently assessing its position to offer compensation towards expenses incurred for travel expenses, accommodation, food, etc. in connection with the role as team manager. Any applicant for this role will still be considered in a volunteer capacity.

**REGISTRATION OF INTEREST:**

Applicants interested in the role of New Zealand U19 Women's Floorball National team manager are to submit their application and resume to:

Rob Campbell, President of Floorball NZ, [robz\\_campbell@hotmail.com](mailto:robz_campbell@hotmail.com) via email.

Registration of interest closes on Saturday 9<sup>th</sup> November

Floorball New Zealand endeavors to appoint a National team manager as soon as possible.

At least one reference should be indicated who can be contacted by Floorball NZ as required.

For any further questions, please contact either:

Floorball New Zealand President  
Rob Campbell  
[robz\\_campbell@hotmail.com](mailto:robz_campbell@hotmail.com)

U19 Women's team Head Coach  
Jane Bertschinger  
[janebertschinger17@gmail.com](mailto:janebertschinger17@gmail.com)

