



# RECRUITMENT OF TEAM OFFICIALS FOR WOMEN'S TEAM HONG KONG, CHINA

*Posted on 17 February 2025*

Established in 1980, Hong Kong, China Ice Hockey Association Limited (**HKIHA**) is the national sports association for ice hockey in Hong Kong. HKIHA is a registered full member with International Ice Hockey Federation (IIHF) and the associate member of Sports Federation & Olympic Committee of Hong Kong, China.

HKIHA is responsible for the Hong Kong Senior Men's Team, the Hong Kong Women's Team and the Hong Kong U18 Men's Team, all of which currently compete in the IIHF World Championship program.

## OVERVIEW

For the purpose of implementing a fair and transparent recruit process, allowing us to uphold the integrity of our Women's Team Officials selection, we now call for applications to fill the following positions:-

**TEAM MANAGER / TEAM LEADER  
TEAM DOCTOR / TEAM PHYSIOTHERAPIST  
COACH(ES)  
EQUIPMENT MANAGER**

We are seeking passionate and dedicated Women's Team Officials to join our team for the upcoming 2025 IIHF Ice Hockey Women's World Championship.

## DETAILS

**Event** : **2025 IIHF ICE HOCKEY WOMEN'S WORLD CHAMPIONSHIP**  
**Division IIB**  
**New Zealand, Dunedin**  
9 April 2025 – 21 April 2025 including travel days and pre-tournament overseas camp (*departure / return dates may vary*)

<https://www.iihf.com/en/events/2025/wwiib>

**Positions** : **TEAM MANAGER / TEAM LEADER**  
**TEAM DOCTOR / TEAM PHYSIOTHERAPIST**  
**COACH(ES)**  
**EQUIPMENT MANAGER**

**Hourly Rate** : **Positions are voluntary**  
Local training sessions are voluntary unless otherwise granted/approved by LCSD  
For overseas travel, ~HK\$1,300/day for travel subject to LCSD approval for each respective position

**Reports to** : **Executive Committee of HKIHA (EC)**



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## RESPONSIBILITIES

Duties include but are not limited to:-

### ***Team Manager / Team Leader***

- Provide direction and support to the Team
- Serve as the main point of contact
- Communicate effectively with players, parents, Team Officials and EC Members.
- Resolve any conflicts or issues relating to the Event
- Promote teamwork and collaboration
- Handle National Anthem & Regional Flag properly
- Post Event evaluation/assessment report to EC
- Perform any other appropriate duties as assigned by EC or required by IIHF

### ***Team Doctor / Team Physiotherapist***

- Conduct medical assessments
- Manage injuries and provide emergency care
- Accompany team
- Maintain accurate medical records of each player
- Document injuries, treatment and recovery progress
- Health Education if needed
- Perform any other appropriate duties as assigned by EC or required by IIHF

### ***Coach(es)***

- Provide training programme for the Women's Team
- Manage practices / games / off ice sessions / classroom sessions
- Consider / Plan pre-tournament overseas camp (possibly days leading to Event)
- Communicate effectively with players, parents and EC Members.
- Promote sportsmanship, teamwork and personal development.
- Post Event Player evaluation/assessment
- Be a role model, exemplifying professionalism, integrity and sportsmanship at all times, both on and off the ice, to serve as a positive role model for the players
- Perform any other appropriate duties as assigned by EC or required by IIHF

### ***Equipment Manager***

- Inspect and repair equipment to ensure safety and functionality
- Prepare and set up equipment for practices and games
- Assist players / coaches
- Provide on-site support for any equipment related issues during games / practices
- Work closely with coaches and Team Officials
- Perform any other appropriate duties as assigned by EC or required by IIHF



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## REQUIREMENTS

- Currently lives in Hong Kong is preferred, holding HKID card with Valid passport with at least 6 months remaining
- University degree or its equivalent (preferred) or relevant professional degree
- Relevant experience
- Relevant (professional) certifications / qualifications
- Strong leadership and communication skills
- Excellent communication and interpersonal skills
- Good command of written and spoken English or Chinese
- Attend / manage all scheduled practices / games / off ice sessions / classroom sessions (if any) in Hong Kong is preferred

## APPLICATION METHOD

HKIHA is an equal opportunity employer and welcome applications from all qualified candidates. Interested candidates should submit:-

1. Cover letter (please include any relevant experience)
2. Full resume with photo
3. References and supporting documentation if any

to Hong Kong, China Ice Hockey Association by email [hkiha@icehockeyhongkong.org](mailto:hkiha@icehockeyhongkong.org) on or before 23 February 2025. Selected candidates will be invited for an interview in person / zoom. Only short-listed candidates will be contacted directly for interview.

*\* All information received will be kept in strict confidence and only used for recruitment and other employment-related purposes only. Candidates who are not invited for interview within 3 weeks may consider their applications unsuccessful.*

*\*\* HKIHA reserves the right to appoint the most appropriate candidate to fill each position including inviting qualified individuals to hold the positions if they remain unfilled or candidates do not meet the necessary qualifications.*

## DECLARATION OF CONFLICT OF INTEREST

Candidates are required to disclose any potential conflicts of interest that may arise during their coaching tenure. This includes, but is not limited, current/prior relationship with players, parents, or other coaches that could influence impartiality or decision-making.

Thank you for considering this opportunity. We look forward to hearing from you soon.