



# DIRECTOR JOB DESCRIPTION

## RISK/EQUIPMENT MANAGEMENT DIRECTOR

<b>Job Title:</b>	6. Risk and Equipment Management Director	<b>Revised Date:</b>	April 09, 2018
<b>MHA:</b>	Kerry Park Minor Hockey Association	<b>Term:</b>	One Year

### Description

Manages the Association’s risk management program. Also responsible for the safeguarding, distribution, maintenance, collection and purchase of all necessary equipment and jerseys for the Association.

### Key Accountabilities

- Promotes and leads effective risk management and identifies Association risks and makes recommendations to reduce or manage those risks in alignment with the BC Hockey Risk Management Program.
- Ensures Safety Persons have the correct certifications, Hockey Canada Safety Person (HCSP) course, Concussion Awareness Training Tool (CATT), Criminal Record Check (CRC) and Respect-in-Sport (RIS) in accordance with BC Hockey regulations and reports the completion of certifications to the Registrar/Administrations Director.
- Provides the Treasurer a completed list of all HCSP persons who require reimbursement.
- Works with teams to ensure they have the required medical forms, electronic or paper, for team participants.
- Provides the “Safety in the Stands” course every year and completes the required report.
- Works with teams around all special sanctioning events.
- Collects and maintains injury reports and the return to play forms on behalf of the Association.
- Provides read only access to the Hockey Canada Registry to conduct business related to their role.
- Ensures pucks, pylons, first aid kits, game sheets, and any practice equipment required is ready for the start of the season.
- Liaises with the Treasurer/Finance Director and the Registrar/Administration Director for collection of jersey deposits, key deposits and their disbursement upon return of jerseys and keys.
- Inventories and assigns equipment and team jerseys to teams.
- Manages the purchase of Association equipment and establishes supply arrangements for approved team apparel, including tracksuits.
- Manages the Board of Directors approved Association apparel branding including all team apparel, jackets, vests, and/or tracksuits.
- Manages the supply and distribution of score sheets.
- Attends Director Meetings and prepares monthly Risk and Equipment Management reports for the Director Meetings.

### Experience

Previous experience working in risk management and equipment management are assets.

### Typical Committees

Budgeting Committee, Policies and Procedures Committee