



## Job Description -Director of Discipline and Risk Management (Voting Position)

**Area of Responsibility:** Risk and safety; Ensure that the Risk and Safety policies of the CPGHA, ODWHA, OWHA, and Hockey Canada are upheld by all CPGHA members.

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings
- To collect all required certifications from CPGHA volunteers and keep records of these certification
- Ensure all Police Checks are completed by all CPGHA volunteers, including all team officials, (All Coaches, Trainers, and Managers), minor officials including: timekeepers and scorekeepers and all on-ice volunteers, and all Executive members
- To support the house and competitive Directors on discipline issues
- Act in all bullying, harassment and abuse issues
- To liaise and coordinate with other minor sports associations on matters of risk and safety
- Submit insurance registration to OWHA
- Work with the Equipment Manager to ensure that all trainer Equipment is adequate
- Provide all members of the Executive with advice and guidance on Risk and Safety management issues
- Be the first point of contact for all Trainers, at all divisions, within the CPGHA
- Carry out other duties as assigned by Executive Committee or the President
- Work in conjunction with the Competitive and House Director to ensure all volunteers have met their certifications within the CPGHA.

### Time Commitments

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	5-8 hours per week
Answer emails or phone messages	6-10 hours per month