



DIRECTOR JOB DESCRIPTION

RISK/EQUIPMENT MANAGEMENT DIRECTOR

Job Title:	Risk and Equipment Management Director	Revised Date:	Feb 1, 2022
MHA:	Kerry Park Minor Hockey Association	Term:	Two Years

Description

Responsible for the safeguarding, distribution, maintenance, collection and purchase of all necessary equipment and jerseys for the Association. Responsible for risk management aspects of the Association, including Hockey Canada Safety Person oversight and necessary medical information is obtained.

Key Accountabilities

- Ensures pucks, pylons and game sheets for U7 and U9 Managers (as required) and any practice equipment required is ready for the start of the season.
- Maintain E-Pact system; including liaising with Registrar for list of players, providing all parents with link for E-Pact, ensure all players have a completed E-Pact, and provides Safety People and Managers with team access.
- Maintains working relationship with Arena facility Managers ensuring risk management requirements are being met which will include completing regular safety checks on all facilities used by KPMHA and communicate any issues to arena staff.
- Promotes and leads effective risk management and identifies Association risks. Makes recommendations to reduce or manage those risks in alignment with the BC Hockey Risk Management Program.
- Liaises with Registrar once teams are formed to ensure all teams have a required Hockey Canada Safety Person.
- Supplies paper game sheets to U7 and U9 Managers, as they do not use electronic game sheets.
- Ensures all safety kits are replenished at start of season and returned at the end of the season and order supplies as needed.
- Hosts a risk management meeting with all HCSP personnel at the beginning of the season.
- Liaises with the VP Admin and Finance and the Registrar for collection of jersey deposits, key deposits and their disbursement upon return of jerseys, keys and tablets.
- 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.
- Sends all approval of team apparel including photos to the VP Admin and Finance for website uploading.
- Attends Director Meetings and prepares monthly Risk and Equipment Management reports for the Director Meetings.
- Provides the "Safety in the Stands" course every year and completes the required report before November to BC Hockey.
- Works with teams and VP Admin and Finance around all special sanctioning events.
- Collects and maintains injury reports and the return to play forms on behalf of the Association.

Experience

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

Typical Committees

Budgeting Committee, Policies and Procedures Committee and Awards Committee.