



DIRECTOR JOB DESCRIPTION

RISK/EQUIPMENT MANAGEMENT DIRECTOR

Job Title:	6. Risk and Equipment Management Director	Revised Date:	April 8, 2019
MHA:	Kerry Park Minor Hockey Association	Term:	One Year

Description

Responsible for the safeguarding, distribution, maintenance, collection and purchase of all necessary equipment and jerseys for the Association. Manages the non-voting risk management assistant and performs his/her duties if unable.

Key Accountabilities

- 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.
- Sends all approval of team apparel including photos to the Administrator/Secretary for website uploading.
- Manages the supply and distribution of electronic tablets and collection of damage deposit cheques for said tablets.
- Attends Director Meetings and prepares monthly Risk and Equipment Management reports for the Director Meetings.

Non-Voting volunteer assistant for Risk Management

- 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.
- 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 before November.
- Works with teams 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