

## Safety Officer

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

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### Job Description:

The Safety Officer for the Lacombe Minor Softball Association (LMSA) is responsible for overseeing all aspects of player, coach, and volunteer safety. This includes implementing safety protocols, ensuring compliance with health and safety regulations, managing injury reports, and addressing potential risks during practices, games, and events. The Safety Officer plays a vital role in maintaining a safe and positive environment for all participants, working closely with the board, coaches, and parents to mitigate risks and handle emergency situations effectively.

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### Key Responsibilities:

#### Safety Protocols and Compliance:

- Develop and maintain health and safety policies for LMSA, ensuring that all members, coaches, and volunteers are aware of these guidelines.
- Ensure that all teams adhere to provincial and local safety regulations, including player injury protocols and emergency action plans.
- Stay updated on any changes in provincial safety guidelines, including Alberta's sport-specific regulations.

#### Injury Prevention & Management:

- Implement and manage injury prevention programs, including warm-up and stretching protocols to reduce injury risk.
- Ensure that all coaches and assistant coaches have resources regarding first aid training, including CPR and concussion management.
- Maintain and update first aid kits for all teams, ensuring they are accessible and fully stocked at practices and games. These will be distributed at the beginning of each year and stocked as needed.

#### Injury Reporting:

- Manage the reporting and documentation of all injuries that occur during games, practices, and other LMSA-related activities.

- Coordinate with parents, coaches, and medical professionals to ensure injured players follow proper return-to-play protocols.
- Keep records of all injury reports and submit them to the Board of Directors for review.

**Concussion Protocols:**

- Ensure that all coaches, players, and parents understand the LMSA concussion policy.
- Educate teams on recognizing concussion symptoms and enforce strict return-to-play procedures for players who experience head injuries.

**Facility and Equipment Safety:**

- Work with the Director of Fields and the Director of Equipment to ensure that all fields and equipment meet safety standards.
- Perform regular safety checks on fields, dugouts, and other facilities to identify and address hazards such as uneven playing surfaces, broken equipment, or unsafe structures.

**Emergency Action Plans:**

- Develop and implement Emergency Action Plans (EAPs) for all venues where LMSA activities take place. This includes providing coaches with clear instructions on handling emergencies during games and practices.
- Ensure that emergency contacts and procedures are clearly communicated to all teams.

**Communication and Education:**

- Act as the point of contact for safety-related questions and concerns from parents, coaches, and players.
- Provide educational materials and resources to teams on topics such as injury prevention, concussion awareness, hydration, and heat safety.
- Collaborate with other board members to communicate safety policies and updates to the LMSA community.

**Insurance and Risk Management:**

- Ensure that all LMSA members are properly covered under the association's insurance policies.
- Liaise with insurance providers to ensure that LMSA is compliant with all necessary liability and accident coverage.
- Identify potential safety risks within the association and develop plans to mitigate them.

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**Authority:**

- The Safety Officer has the authority to enforce safety protocols and stop any practice or game if unsafe conditions exist.
  - Can make recommendations to the Board of Directors regarding policy changes, improvements, or additional safety measures.
  - Authorized to manage injury reports and make recommendations on player return-to-play decisions, in coordination with medical professionals.
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**Commitment:**

- The Safety Officer is expected to attend board meetings to provide updates on safety concerns and protocols.
  - Availability during the season to respond to safety issues and assist with injuries at games and practices.
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**Term:**

This position runs for a two-year term with the possibility of reappointment by the Board of Directors.