



# DIRECTOR JOB DESCRIPTION

## RISK MANAGEMENT DIRECTOR

<b>Job Title:</b>	Risk Management Director	<b>Revised Date:</b>	March 10, 2023
<b>MHA:</b>	Kerry Park Minor Hockey Association	<b>Term:</b>	Two Years

### Description

Responsible for risk management aspects of the Association, including Hockey Canada Safety Person oversight and ensures necessary medical information is obtained. Oversees all KPMHA game sheet administration, activities, and training.

### Key Accountabilities

- 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.
- Hosts a risk management meeting with all HCSP personnel at the beginning of the season.
- Attends Director Meetings and prepares monthly Risk 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.
- Organize, collect and distribute KPMHA tablets to all managers U11-U18.
- Is the KPMHA liaison with VIAHA in regards to all E-game sheet information and updates.
- Assist, trouble shoot with managers on E-game sheets.
- Trains new managers on how to use e-game sheets.
- Collect and organize the modified paper game sheets for the U7-U9 groups, make sure only insured are participating.
- Follows up with Junior Division Managers to make sure all game sheets have been submitted.
- Keeping copies of U7-U9 paper sheets for insurance purposes.
- Provides paper game sheets for U11-U18 Managers at the start of the season for their backup incase tablets go done.
- Review E-games sheets weekly to identify penalty issues and alert HC and VP of any issues.
- Attends Manager's meeting.
- Recommends policy to the Board regarding E-game sheet Policies and procedures
- Works with teams, Divisional Directors and VP Admin 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 is an asset.  
Experienced with paper game sheets and HiSports e-game sheets.  
Good communications is an asset.

### Typical Committees

Policies and Procedures Committee and Awards Committee.