



## RISK MANAGER (DIRECTOR)

### SUMMARY:

The Risk Manager Director position is an elected two-year board position (Director) under RMMHA Bylaws. Director positions are elected as general positions and then the Board of Directors as a group decide what role each person will be assigned.

### KEY ROLE/RESPONSIBILITIES:

- Assess concerns from board members pertaining to safety, policy, bylaws
- Chair of the Disciplinary Committee
- Works with members on safety issues on or off the ice
- Review back to play doctors' notes
- Work with GM, Admin, and Coaching Director to ensure coaches, team officials have proper accreditation
- Review Criminal Record Checks
- Ensure E-Pact is renewed and properly implemented each season
- Ensure proof of insurance for ice has been ordered through BC Hockey and provide to Ice Coordinator to forward to Arena operators and Cities
- Ensure First aid kits are ordered in the off season and distributed to coaches at beginning of season
- Attend PCAHA Risk Manager meetings
- Speak to policy at meetings if necessary
- Liaise with governing bodies about emerging risk issues, including management of pandemics
- Follow up with team HCSP's that player equipment checks have been completed
- Risk Manager should sit on at least one committee outside of Risk. For example, finance and special projects.