



## POSITION DESCRIPTION

---

<b>Vision:</b>	Hockey for Life
<b>Mission:</b>	To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
<b>Position Title:</b>	<b>Chair, Player Safety</b>
<b>Accountable To:</b>	<b>Executive Director (or Designate)</b>
<b>Leads:</b>	Player Safety Committee
<b>Purpose/Summary:</b>	<p>The Chair, Player Safety position plays a significant role in the pursuit of the vision and mission of Hockey Alberta. This position focuses on the education and communication processes involved with providing a safe environment for all participants.</p> <p>This position is appointed for a two (2) year term by the Executive Director and VHR Chair.</p>

---

## RESPONSIBILITIES

### **Lead Player Safety Committee**

- Liaise with Staff regarding the interpretation and application of Regulations
- Liaise with Staff to set agendas and meeting schedule
- Chair meetings of the Committee as necessary
- Ensure the Committee is adhering to the Terms of Reference and complete assigned tasks
- Maintain constant and consistent communication with the Staff and Committee
- Prepare written reports of the actions and progress of the Committee

### **Lead the Development of Risk and Safety Initiatives**

- Lead the establishment of a process to stay current with the trends of safety in sport
- Lead the establishment of an educational plan on risk management
- Lead the establishment of an injury prevention and management plan

### **Lead the Implementation of Risk and Safety Initiatives**

- Coordinate regular communication with MHA's, clients and key stakeholders via phone, e-mail, and mail
- Attend meetings to present / gather feedback as needed
- Represent concerns of participant safety at Hockey Alberta meetings

### **Support and Develop Hockey in Alberta**

- Support the Vision, Mission and Values established by the Hockey Alberta Board
- Support the creation and delivery of the organizational Strategic Plan
- Support the development of Hockey Alberta's Annual Plan



## POSITION DESCRIPTION

---

### REQUIRED TIME COMMITMENT

- ✓ Phone Calls and Emails with Members, Clients and Stakeholders throughout the season
- ✓ Monthly (or as required) Committee Meetings via conference call
- ✓ 1-2 Committee Meetings held in-person (if required)
- ✓ Attend Hockey Alberta Annual General Meeting
- ✓ Attend Hockey Alberta Semi-Annual Meeting
- ✓ Attend Regional or National Meetings as requested
- ✓ Preparation of Written Reports for Semi-Annual and Annual Meetings

### QUALIFICATIONS & COMPETENCIES

- ✓ Familiarity with the Vision, Mission, Values, Bylaws, Regulations, Policies and Procedures of Hockey Alberta
- ✓ Keen interest and experience in hockey, specifically related to risk and safety, is considered an asset
- ✓ The ability to communicate effectively with a diverse set of people
- ✓ The ability to motivate a collective group towards attaining specific goals in a timely manner
- ✓ Attention to detail is an asset
- ✓ Ability to commit to regular attendance at meetings and events
- ✓ Access to a phone and email on a regular basis
- ✓ Successful completion of a Criminal Record Check, as per Policy
- ✓ Declaration of all applicable conflicts of interest, as per Policy