

### **Quick Reference Guide**

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#### 4.01 BC HOCKEY SAFETY AND RISK MANAGEMENT COMMITTEE

The BC Hockey Safety and Risk Management Committee shall consist of:

- a) Chairperson appointed by the President
- b) SRM Provincial Coordinator
- c) SRM Appointees
  - i. 2 – Lower Mainland
  - ii. 1 – All other Districts
- d) Harassment and Abuse Advisor
- e) Staff Resource Person

It is the duty of the Safety and Risk Management Committee to review the BC Hockey Safety and Risk Management Manual annually and to propose revisions of and amendments to the Policy and Regulations of the society relating to Risk Management matters.

It shall be the responsibility of the SRM Committee to organize the delivery of the HCSP and Speak Out Program clinics within the branch and further to ensure all clinics meet or exceed Hockey Canada requirements.

**The committee shall make recommendations to the BC Hockey Executive regarding Risk and Safety Management issues as they may arise.**

Any meetings required of the Safety and Risk Management Committee shall be at the pleasure of the Chairperson and the society's president. The Chairperson shall provide a written report annually of the committees' activities.

#### 4.02 JOB DESCRIPTIONS

- a) BC HOCKEY BRANCH SAFETY AND RISK MANAGEMENT COORDINATOR
  - i) Job Description
    - Serve on the BC Hockey Safety and Risk Management Committee
    - Assist the Chair and Staff Resource in the preparation of meeting agendas
    - Assist the BC Hockey Staff Resource Person, District HCSP Coordinators, and Speak Out Coordinators in the delivery of safety and risk management programs
    - Be knowledgeable of the SRM program delivery in the districts within the branch.
    - Assist in the promotion and delivery of Team First
    - Conduct seminars/workshops on safety and risk management
    - Act as a liaison between the safety risk management community and the BC Hockey Executive Committee
    - Attend Executive Committee meetings, as requested
    - Present SRM, HCSP, Speak Out, and Team First plans to District Executives, BC Hockey Executive Committee, BC Hockey Annual General Meeting and Government as requested
    - Attend the BC Hockey Annual General Meeting and Semi-Annual Meeting as requested
    - Attend Provincial/National seminars on request (subject to funding being available)
    - Assist the chair in the completion of the SRM Committee Annual Report to the AGM
  - ii) Qualifications
    - Strong interest and personal commitment to safety and risk management areas:
      - BC Hockey Team First Program

- Speak Out!
- Hockey Canada Safety Program
- National Insurance Programs
- Hockey Canada / BC Hockey Harassment and Abuse Policies
- Strong knowledge of Hockey Canada Rules and Regulations
- Strong organizational and communication skills
- Ability to present workshops
- Ability to work in conjunction with BC Hockey Development staff, BC Hockey Executive and Minor Hockey Association representatives to design and implement programs aimed at the local, district, and provincial levels
- HCSP Certification
- Speak Out / Respect in Sport certification

iii) Selection

Appointed at the Annual General Meeting by the Society's Executive Committee based on the recommendation of a Selection Committee composed of the Chairperson of the Safety and Risk Management Committee, who shall be Chairperson, a Safety and Risk Management Committee Member selected by that Committee, the Staff Resource Person as a resource person, and the Officers of the Society.

b) BC HOCKEY SAFETY AND RISK MANAGEMENT COMMITTEE MEMBER

i) Job Description

- Serve on the BC Hockey Safety and Risk Management Committee
- Assist District with Safety and Risk Management issues
- Where necessary assist / support District HCSP Coordinators, and Speak Out Coordinators in the delivery of BC Hockey and Hockey Canada SRM Programming and Clinics
- Responsible for administration of Hockey Canada Safety Program and Speak Out clinics in the district.
- Responsible for the development of district HCSP and Speak Out clinic delivery schedule/plans with the associations.
- Approve all HCSP and Speak Out clinics within the district.
- Schedule instructors for all district HCSP and Speak Out clinics.
- Recommendation and recruitment of individuals to become Safety Program Course Instructors
- Assist in the development of HCSP Instructors
- Assist in the promotion and delivery of BC Hockey Game Management Program Team First
- Conduct seminars/workshops on safety and risk management
- Act as the district advisor for the BC Hockey Harassment and Abuse Policy and Procedures

ii) Qualifications

- Strong commitment to the BC Hockey Team First Hockey Canada Safety and Speak Out Program
- Must have strong administrative and communication skills and be computer literate
- Strong hockey training background is desirable

c) HOCKEY CANADA SAFETY PROGRAM DISTRICT COORDINATOR

i) Job Description

- Administration of Hockey Canada Safety Program clinics in the district
- Recommendation of individuals to become Safety Program Course Instructors

- Provide training materials to executives, team personnel, and association risk managers
  - Promote safety, risk management programs and assist
  - Assist in the promotion and selection of trainers to district and provincial teams
- ii) Qualifications
- Strong commitment to the Hockey Canada Safety Program
  - Must be a qualified instructor or have had a lengthy association with the Hockey Canada Safety Program
  - Must have strong administrative and communication skills
  - Strong hockey training background
- iii) Selection
- Selected on recommendation by the Staff Resource Person, Provincial SRM Coordinator and the District Director(s) to the Officer responsible for Safety and Risk Management to BC Hockey Officers
- d) HOCKEY CANADA SAFETY PROGRAM COURSE CONDUCTOR
- i) Job Description
- Conduct Hockey Canada Safety Program Clinics as requested. Fulfill all administrative duties for assigned clinics
  - Attend Provincial Instructor's Seminar and / or Refresher training when required
  - Promote and assist the Hockey Canada Safety Program
- ii) Qualifications
- HCSP qualified
  - Strong communication skills
  - Availability for time commitment
  - Strong commitment to Hockey Canada Safety Program
- iii) Selection
- Selected by the District SRM Coordinator. Through the respective District Director, the Provincial SRM Coordinator and recommended by the Staff Resource Person to the officer responsible for SRM
  - Approved by BC Hockey Officers
- e) SPEAK OUT PROGRAM COURSE CONDUCTOR
- i) Job Description
- Conduct Hockey Canada Speak Out Clinics as requested. Fulfill all administrative duties for assigned clinics
  - Attend Provincial Instructor's Seminar and / or Refresher training when required
  - Promote and assist the Hockey Canada Speak Out program
- ii) Qualifications
- Speak Out qualified
  - Strong communication skills
  - Availability for time commitment
  - Strong commitment to Hockey Canada Speak Out Program

iii) Selection

- Selected by the District SRM Coordinator. Through the respective District Director, the Provincial SRM Coordinator and recommended by the Staff Resource Person to the officer responsible for SRM
- Approved by BC Hockey Officers

**4.03 HCSP Specific Policy**

Hockey Canada Safety Program

- The minimum age for a Hockey Canada Safety Program (HCSP) participant is nineteen (19).

4.04 ORGANIZATIONAL CHART

SAFETY AND RISK MANAGEMENT COMMITTEE  
ORGANIZATIONAL CHART

