



Minnesota Hockey
DESCRIPTION OF JOB RESPONSIBILITIES & EXPECTATIONS

POSITION: USAH/MN Hockey Player Safety Coordinator

STATUS: Volunteer – Appointed
REPORTS TO: USAH Executive Director
USAH Director of Player Safety and USAH SPEC
PREPARED BY: Steve Oleheiser
DATE: June, 2019

SUMMARY:

- (1) There shall be one player safety coordinator for Minnesota Hockey
- (2) He/She shall be appointed by the USAH Executive Director, subject to the approval of the USAH Executive Committee. Affiliate associations and SPEC may submit recommendations (at least three).
- (3) It is strongly recommended that he/she not be a member of a review board that has the authority to suspend a player, team or league official or spectator. His/Her opinion may be expressed, but he/she shall not have a vote on the action to be taken.
- (4) The district player safety coordinator shall not hold any other position within Minnesota Hockey without the knowledge and consent of the USAH Executive Director.
- (5) The district player safety coordinator shall not be a voting member of Minnesota Hockey

ESSENTIAL RESPONSIBILITIES:

His/Her duties shall be:

- a. Implement the player safety initiatives of USAH throughout Minnesota Hockey and local associations.
 - (i) Concussion Management Program/Return to Play Forms
 - (ii) Create a process within Minnesota Hockey to collect Return to Play forms monthly and report de-identified data for injury reporting to the national office.
- b. Serve as a conduit that distributes educational player safety information from the national office and SPEC to the membership within Minnesota Hockey (nutrition, hydration, sleep, CPR/AED training, facility emergency action plans, etc.)
- c. Provide information annually on proper equipment selection and fitting.
- d. Trial special programs (pilot programs) to test new safety technology, equipment, etc. at the request of the national office or SPEC.

e. **Annual Budget:** Player Safety Coordinators must prepare and submit an annual budget for review by the USAH Executive Committee and approval at the Annual Congress. Approved expenses included on the budget will be reimbursed to the player safety coordinator during the year on a monthly basis. The player safety coordinators are required to submit a monthly expense reimbursement application and only those budgeted expenses will be reimbursed. Any expenses not included in the district's approved budget will have to be approved by the USAH Executive Director or USAH Manager of Player Safety, before they are paid to the player safety coordinator.

Expense Reimbursement Applications: Player safety coordinators must submit monthly expense reimbursement applications to the USA Hockey national office for reimbursement of expenses incurred. Those expenses eligible for reimbursement must be itemized and be part of the current, approved budget. Travel expenses must include purpose of travel, location of travel and date of travel.

f. Will attend, or designate a representative to attend, two scheduled USA Hockey meetings (Winter Meeting and Annual Congress) and participate on conference calls conducted throughout the year.

g. Attend the scheduled meetings of Minnesota Hockey BOD. (4 per year)

h. Serve as Minnesota Hockey Safety Committee Chairman

h. Prepare two annual reports of his/her activities: a semi-annual report to be submitted to the national office at least 14 days prior to USAH Winter Meeting and an annual report to be submitted to the national office at least 14 days prior to USAH Annual Congress.

i. Assist in the development of educational materials and serve as a resource in the development of such materials.