



Minnesota District - USA Hockey DESCRIPTION OF RESPONSIBILITIES & EXPECTATIONS

POSITION: USA Hockey District Risk Manager

STATUS: Volunteer – USA Hockey Appointment
REPORTS TO: USAH Executive Director
PREPARED BY: Dave Margenau
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SUMMARY:

The primary role of the USA Hockey District Risk Manager is to communicate information to participants, coaches, officials, spectators and administrators of USA Hockey insurance programs, risk management, injury reporting and claim filing.

ESSENTIAL RESPONSIBILITIES:

1. Become knowledgeable of USA Hockey liability, catastrophic and excess accident insurance programs.
2. Serve as a resource of information for injury reporting, claims filing and risk identification/correction. .
3. Provide claims forms upon request.
4. Process requests for certificate of insurance upon request.
5. Distribute risk management educational materials.
6. Report catastrophic or serious injuries in a timely manner to the USAH national office.
7. Prepare annual budget of reimbursable expenses and maintain financial records of the budget expenditures.
8. Attend USA Hockey annual/semi-annual meetings.
9. Attend Minnesota Hockey Board of Director meetings when possible.
10. Serve on USA Hockey Risk Managers Committee.

QUALIFICATIONS:

- Insurance or legal experience is an asset.
- Should have an interest in the sport of ice hockey together with the willingness and ability to devote the required time to properly discharge the duties and responsibilities of this position.
- Strong written and verbal communication skills.

Volunteer position, without any pay or benefits.