



# Role & Responsibility

**Position:** Communication Officer

## **Description**

This is a new role that has been created in response to the COVID-19 pandemic at the recommendation of Hockey Manitoba as part of their Return to Play Plan. The role of the Communications Officer is to ensure members of the hockey association understand what controls and guidelines are in place. This information must be passed along to administrators, officials, team staff, volunteers, parents and players in advance to ensure the return to hockey and facility use is safe and enjoyable.

## **Qualifications**

- Complete the Hockey Canada online course *Planning a Safe Return to Hockey*
- Respect in Sport for Activity Leaders certification

## **Responsibilities**

- Monitoring all relevant updates from the public health authority
- Monitoring all relevant updates from Lorette Minor Hockey and Hockey Manitoba
- Complete the Hockey Canada course "Planning a Safe Return to Hockey"
- Escalating questions and concerns with COVID-19 protocols to the Lorette Minor Hockey Communications Officer for clarification or follow-up
- Communicating with coaches, players and parents on guidelines and updates
- Communicate during parent meeting before the team starts practicing and parent meetings throughout the season as needed if changes occur
- Ensuring teams are following the prevention guidelines set by Hockey Manitoba and Lorette Minor Hockey

<b>Original Date</b>	September 28, 2020
<b>Revision #</b>	
<b>Revision Date</b>	
<b>Revised by</b>	Dan Gilbertson