



## Bloomington Youth Soccer Club Job Description

### Position: Risk Manager

**Purpose:** The Risk Manager will be responsible for the management and development of the organization's business insurance programs, identifying exposures and making assessments, recommending solutions, claims and loss control activities, safety and environmental management, and support for the business operation, in a cost effective manner. The position will interact with a variety of club personnel and volunteers as well as outside counsel, brokers and insurance carriers to ensure that all risk management needs are being addressed in a timely and appropriate manner. This position will also interact with Minnesota Youth Soccer Association (MYSA) personnel and ensure that BYSC is following their policies with regard to the MYSA Player/Adult Protection Policy.

**Date Approved:** 10/13/13

### Time Frame

### Job Duties and Tasks

July	- Annual review of club insurance policy with vendor, update if necessary.
August	- Ensure all background checks are done for BYSC Board members, fall traveling coaches and managers prior to fall league play per MYSA guidelines. Registrar will administer, but Risk Manager ensures these have been completed and are on file.
September	- Communicate player code of conduct/parent code of conduct information to all traveling families prior to start of season.
November	- Ensure all winter training facilities have proper insurance, risk management records in order prior to program start.
December	- Ensure all background checks are done for training staff prior to start of winter training programs.
February	- Ensure team managers for newly formed U9-U10 traveling teams have completed their background checks.
March	- Participate in club tournament meetings or preparation activities as requested by Tournament Director.
April	- Complete inventory of all club equipment for insurance purposes prior its distribution and/or use for the spring/summer traveling season.
May	- Attend club Tournament as needed.

### Special Knowledge and Skills

- Ability to provide direction to others
- Experience with risk as it pertains to insurance, liability or financial issues
- Attention to detail and ability to organize

### Commitment

Generally 2-3 hours per month with potential increase near fiscal end of year and club tournament.