

**Peninsula Minor Hockey Association**



# **Team Safety Guide**

Last Update: August 2016



## Team Safety Guide

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### Team Safety Person

The Hockey Canada Safety Program utilizes a proactive, preventative, common sense approach to keeping our children safe. The goal of the program is for the safety people to implement effective risk management programs with their own teams where player safety is the first priority at all times, both on and off the ice.

The safety person is a volunteer who has received HCSP accreditation. The HCSP program must be successfully completed every three (3) years in order to be a team's safety person, even if the individual is a medical professional.

### Hockey Canada Safety Program (HCSP) Guidelines

- The minimum age for participants is 19 years of age as of December 31 of the current season
- HCSP expires after three (3) years
- It is mandatory to have at least one (1) certified official on each team
- HCSP must be completed by December 1 of the current season
- All teams intending to participate in BC Hockey Championships, must include an official accredited in the HCSP by December 1 of the current season

Additional information can be found on [Hockey Canada's website](#).

### The safety person:

- Must conduct regular checks of players' equipment.
- Is responsible for promoting proper warm up and conditioning techniques as a form of injury prevention.
- Coordinates plans for road trips, tournaments, etc. and assists in the overall supervision of the team.
- Establishes medical history files on every player and carries these files and the team first aid kit on every outing. PMHA uses the ePACT system for completion of Player's Medical Information, Parent Code of Conduct and Responsibilities and Players Code of Conduct and Responsibilities.
- Implements an Emergency Action Plan for the team and through this is prepared to react in the event of accidents, injuries and medical emergencies.
- Manages all injuries, learns to recognize serious injuries and refers injured players to qualified professionals.
- Must assume a leadership role in promoting the values of safety, fair play and integrity.
- Should be on or near the bench during all games and practices.
- Is responsible to personally carry the first aid kit and player medical information.



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### Player Medical Information – Parent and Player Code of Conduct/Responsibilities Forms

- PMHA uses the ePACT system for completion of Player's Medical Information, Parent Code of Conduct and Responsibilities and Players Code of Conduct and Responsibilities. Please ensure all of your players and parents have completed the required information on this system. A regular review and reminder to parents should be done to ensure the medical information for each player is kept up to date.

### In the Event of an Injury:

- Initially take control and assess the situation when coming into contact with the injured player.
- Instruct the player to lay still.
- Instruct bystanders to leave the injured player alone
- Do not move the athlete and leave all equipment in place.
- Evaluate the injury and situation. This may include anything from an unconscious player to a sprained finger. Once you have determined the severity of injury, decide whether or not an ambulance or medical care is required.
- If the injury is serious and warrants immediate attention that you are not qualified to provide, seek out someone with the highest possible level of first aid experience.
- If an ambulance call has been placed, observe the player carefully for any change in condition, stay calm and reassure the player.
- For all injuries the Hockey Canada Injury Log ([available on the Risk Management Section of our Website](#)) needs to be completed and maintained. Make a note of the time at which the injury occurred and keep track of all other pertinent facts regarding the accident, including time of occurrence, time of ambulance arrival, etc

For additional information please visit the Hockey Canada website: [Hockey Canada Injury Section](#)

### Injury Logs and Claims:

Email Injury Claim Forms Directly to BC Hockey at [injuryclaims@bchockey.net](mailto:injuryclaims@bchockey.net)  
Please CC the Volunteer Records Manager at [volunteerrecords@pmha.bc.ca](mailto:volunteerrecords@pmha.bc.ca)

The Hockey Canada Insurance Program provides **supplemental** assistance to BC Hockey members for injuries incurred during hockey sanctioned activities. Mandatory / Voluntary participation can depend upon your Branch affiliation and level of play.

#### *Making a Claim:*

1. When an injury occurs, a **Hockey Canada Injury Report Form** must be submitted to the BC Hockey office within **90 days of the injury**. The form can be found on the **forms page** of the BC Hockey website or the PDF below. Invoices can be submitted for up to 52 weeks after the injury date. It is highly recommended that this form is completed and forwarded for any injury that occurs.



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2. The claim form must be completed in full. The form has portions that must be completed by the member, a team official and doctor or dentist.
3. If reimbursement is requested and an incomplete claim has been filed, it will be returned to the member for completion before any further processing.
4. If page 2 is submitted separately from page 1, the member's name must be written on the page. It should also include the member's association and injury date.

### *Submitting Receipts and Invoices:*

1. Invoices can be submitted for up to 365 days after the injury date.
2. If the member has another insurance plan (other than provincial)
  - If the injured individual has insurance through another source, a claim must be filed with the other insurance provider first because the Hockey Canada Insurance Program is a secondary provider
  - Once an individual's primary insurance has made payment on treatment, the original statement of coverage from the primary insurer as well as copies of the receipts / invoices should be sent to the BC Hockey office. All documents must clearly list the injured member's name and should also include the member's association and injury date.
3. If the member has NO other insurance (apart from provincial) – Original receipts / invoices should be submitted to the BC Hockey office. All documents must clearly list the injured member's name and should also include the member's association and injury date.
4. Because processing a claim can take several weeks, it is recommended that the member pay the medical / dental bill and then be reimbursed.

**Tip:** Please refer to the PMHA Safety Persons Section or our website for full details and the required forms: <http://www.pmha.bc.ca/organizations/2988/pages/112263>

### **Player/Goalie Equipment Checks:**

This probably sounds simple, but it is a fact of life that we all have growing kids. Unfortunately, that rate of growth is not consistent and can, at certain times, be in large spurts every 3-6 months depending on age. It is for this reason that we recommend parents and players go through their equipment at least twice each season. Most parents look at their kids equipment in August before the season begins, but they should also check it again in November/December and again in February. The easiest thing to do is ask the players if their equipment is still fitting OK. A regular inspection of your players equipment should be completed. We have put together a checklist and a description of what to look for. [Equipment Checklist](#)



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### Head Contact/Concussions:

#### WHAT IS A CONCUSSION?

A concussion is a brain injury that cannot be seen on routine x-rays, CT scans, or MRIs. It affects the way a person may think and remember things for a short time, and can cause a variety of symptoms.

#### WHAT CAUSES A CONCUSSION?

Any blow to the head, face or neck, or a blow to the body which causes a sudden jarring of the head may cause a concussion (i.e.: a ball to the head, being checked into the boards in hockey).

#### WHAT SHOULD YOU DO IF AN ATHLETE GETS A CONCUSSION?

**The athlete should stop playing the sport right away.**

They should not be left alone and should be seen by a doctor as soon as possible that day. If an athlete is knocked out, call an ambulance to take them to a hospital immediately. Do not move the athlete or remove athletic equipment like a helmet as there may also be a cervical spine injury; wait for paramedics to arrive. Review and complete the Concussion Response Tool.

#### WHEN CAN AN ATHLETE WITH A CONCUSSION RETURN TO SPORT?

It is very important that an athlete not play any sports if they have any signs or symptoms of concussion. The athlete must rest until he/she is completely back to normal. When he/she is back to normal and has been seen by a doctor, he/she can then go through the steps of increasing activity described in the return to learn/play protocols. When the athlete has progressed through these steps with no symptoms or problems, and has received clearance from a doctor, he/she may return to play. If you are unsure if an athlete should play, remember...

*When in doubt, sit them out!*

The following websites include the return to play protocol and more details on concussion awareness:

[Hockey Canada Concussions](#)

<http://www.cattonline.com/>

### First Aid Kits:

A complete first aid kit will be distributed by your divisional manager at the beginning of each season. It is the safety person's responsibility to carry this first aid kit to all practices and games and ensure it is adequately stocked. Extra first aid kit supplies are kept in locker 4, which your Divisional Manager, Equipment Manager and several members of the executive have a key for.



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If you need any safety supplies please contact your divisional manager first and if unable to contact them then the Equipment Manager. At the end of each season you are responsible to returning this kit to the Equipment Manager, drop off times will be arranged.

### **Emergency Action Plans:**

Each team must establish an Emergency Action Plan (EAP) to deal with accidents or medical emergencies. The EAP generally requires three individuals to each fill specific roles in the event of an emergency. The team Safety Person should review the facility prior to the game or practice and work with other volunteers to ensure an EAP is in place.

Layout maps for all arenas on Vancouver Island are available on the VIAHA site at <http://www.viaha.org/riskManagement/index.php>

For More Safety and Risk Management Resources Visit BC Hockey at [BC Hockey - Risk Management](#)