



WEST VANCOUVER MINOR HOCKEY ASSOCIATION

WVMHA Hockey Canada Safety Person Guide

WVMHA has a number of policies designed to ensure player, parent and spectator safety,, and ensure WVMHA provides a productive and positive learning environment for our young hockey players. The following is a guide for the Hockey Canada Safety Person, a critical role on every hockey team.

A Thumbnail Sketch of the Safety Person's Roles and Responsibilities

PLAYER -Preventing Liaising & Looking Assessing Evidence-Gathering Recording & Responding

- For minor injuries like cuts and strains, bandages and ice packs administered by the Safety Person may suffice. If you have a seriously injured player on the ice, but you have no first aid training, it is your job to know before the game where to find a more qualified individual to attend to that player (eg. doctor/nurse in the stands, 9/11, life guard from a neighbouring pool, etc). You are responsible for the emergency action plan that will set in motion the chain of events that will quickly and efficiently bring expert, medical care to an injured player. Likewise, through questioning the injured player, you are responsible for determining if that individual leaves the game and/or if that individual requires a doctor.

First Contact

- At the initial meeting between the coaches and the parents, the Safety Person should introduce him/herself and outline a few basic points to parents. Outline the need for parents to be punctual both in arriving at the rink before a game or practice and picking up children from the rink. Coaches and Safety People are advised not to be left alone with a player -the "two deep" rule -so they cannot provide children with a ride home. Coaches and Safety People must wait at the arena until a guardian arrives. Additionally, the Safety

Person is responsible for setting the appropriate tone with the players and amongst the players. Parents are a part of this tone. Yelling, chastising, and shouting directions hurt and confuse the players. Fun is the objective. Players who intentionally mistreat other players will be reported to the coaches and parents.

- At the initial 'Meet the Coach' meeting that occurs after the teams have been set, the Safety Person will disseminate medical information handouts to the parents. Once completed, these handouts must be stored in the First Aid Kit.

WVMHA First Aid Kit

- Your team's first aid kit is located in the appropriate, labelled locker in the storage room between Changing Room One and Changing Room Two. To open the storage room, turn the handle downwards to a vertical position, release, and type in the code. The lock combination for the individual locker will follow.
- **You must bring the First Aid Kit to every game.** Likewise, you must ensure that the kit is returned to the appropriate locker in the storage room after each game so that the Safety Person attending the following game can easily locate it (TIP: It does not hurt to have all the necessary supplies and documentation in your own kit located in your car so that should an individual forget the WVMHA kit, or you cannot locate the WVMHA kit, one will always be available). Ordinarily, it is the Safety Person's responsibility to gather this information.
- Within the kit you will find the necessary supplies to assist the players (eg. ice packs, tensor bandages, bandages, scissors, etc). Additionally all contact information and medical records on the players should be stored in this kit. Should 9/11 be called, the attendants will need accurate information on the players.
- Arena specifications (address, phone number, access routes, etc) should likewise be in the First Aid Kit to simplify matters for individuals calling 9/11.
- The WVMHA First Aid Kit should be readily available on the bench at all practices.
- The presence of a Safety Person at each practice is ideal.



10.0 FIRST AID KIT

A Safety person must always have a fully stocked First Aid Kit on hand during all games, practices and off-ice training sessions. A fully stocked First Aid Kit ensures that you are prepared to react to any illnesses, accidents or injuries that may occur.

The best First Aid Kit is one which contains only the most important items. There is no reason to carry a wide variety of items, especially if you do not know how or are not qualified to use some items. **Remember, the Safety person should not administer medication of any kind to a player.**

The following is a recommended list of items that you should include in your First Aid Kit. Whenever you use one of these items you should replace it immediately to ensure that your Kit remains fully stocked.

Amount	Item
1	Soft Sturdy First Aid Kit/Box
1 roll	Pre-Wrap
2 rolls	1 1/2" Athletic Tape (low grade)
2	4" Tensor bandages
2	40" cotton triangular (slings)
1 bag	sterile cotton tipped applicators
1 box	knuckle bands
1 box	finger tip bands
2 boxes	elasto stretch strips
10 ea.	4" X 4" gauze pads
1 roll	4" stretch gauze
4	ziploc plastic bags
1 pair	bandage scissors
2 pairs	rubber gloves (waterproof Latex) (note: Beware of latex allergies)
1 bag	ice
1	CPR barrier shield (only use if certified in CPR)
1	note pad/pencil

- It is also recommended that you include several quarters in your First Aid Kit in the event that you must make an emergency telephone call and only a pay phone is available.

Player/Coach Documentation

- At the initial orientation between the coach(es) and the parents, a Safety Person will disseminate blank medical forms for parents to fill in and return to the Safety Person so that this information can be stored in the WVMHA First Aid Kit. All contact information will appear on these forms as well. This information is confidential and will only be used for the purposes of assisting 9/11 personnel and contacting absent parents if a player is either injured or not picked up after a game/practice

Tools and Hockey Gear

- Although it is not mandatory, it is very useful if the Safety Person carries a rivet/screw repair kit (located at any hockey store) to tighten loose screws and rivets on the players' helmets. Likewise, having spare water bottles, neck-guards, elbow pads, and jerseys on hand can simplify problems when players forget their equipment at home. Players cannot go on the ice without all of their equipment on.

Know Your Players

- Know which players have allergies. Know which players have asthma. Know where a player's epi-pen (allergies) or ventilator (asthma) is kept. (Epi-pens do not pose any harm to if administered unnecessarily – refer to Sabrina's Law for more information on epi-pens). Know if a player has suffered an injury from another sport and watch for any changes in his/her play due to that injury. Be sure that players have filled water bottles that they are responsible for both in the locker room and at the bench.

Arena Specifications

- Should a serious injury occur that requires the assistance of 9/11, it is the Safety Person's responsibility to know the name, the address, the phone number, and most easily accessed route for an ambulance to both the arena and the rink. Some arenas, such as the West Van Arena, have neighbouring pools with qualified medical personnel able to assist before the paramedics arrive. Know where the fire exits are as well. Other arenas (eg. Harry Jerome) have easier access routes to the ice rink by way of secondary roads and back parking lots. Knowing the location of the arena and the general layout and resources available at the arena is the Safety Person's responsibility. Blank wallet cards for recording all this information will be given out at the orientation, but these details should also be kept in the WVMHA First Aid Kit. Knowing where the first aid room is in each arena is a good idea.

Locker Room Protocols and Pick Up

- At the Atom level, players are encouraged to be more independent by putting on their gear and transporting their gear. Having said that, parents are still needed from time to time and from player to player to assist with tightening

skates and pulling the jersey over those tricky shoulder pads. Parents who are in the locker room must be aware that **cell phone use is prohibited**. Despite one's innocent intentions, the presence of a cell phone camera in a changing room is absolutely forbidden.

- The Safety Person is responsible for supporting the coaches and in so doing should accompany a coach if he/she is alone in the locker room with a player. Sometimes parents are late in their pick up and players are left alone at the arena. These players are the joint responsibility of the Safety Person and the Coaches. Under no circumstances should either a Safety Person or a Coach undertake to drive the player home (alone). Parents must be responsible for ensuring that they arrive in a timely manner to all games and all practices. It is the Safety Person's responsibility to communicate this to parents both at the initial meeting between parents and coaches and throughout the season if problems of this nature arise.

Water Bottles and Germ Control

- Players need regular hydration, so having extra water/water bottles on hand for players who forget theirs is a good idea. That said, players must know not to share water bottles amongst themselves. Limiting the spread of germs is the objective. Players who cough need to cough into their elbows and wash their hands regularly. Likewise, hockey equipment should be stored in a warm, airy environment & disinfected regularly (Febreze). Common sense prevails in the efforts to keep germs under control, but if a Safety Person sees players sharing water bottles, openly coughing beside other players, etc. he/she must remind the kids to keep their germs contained.

Heading Out to the Ice

- The Safety Person must check to see that **every player is wearing all their gear before skating**. Neck guards, elbow pads, properly fitting helmets, etc must be checked before every game. Ask the players if they have their water bottles, and be sure to check that their laces are not dragging, their pants are not too short, their pony-tails are tucked under their, their gloves do not have holes, and their sticks have their caps at the ends. Likewise, ensure that the bench is free from litter, and gates to the ice are functioning properly. Injury prevention is key.
- Players must warm up before engaging in more strenuous exercise.

During the Game

- The Safety Person should sit near the bench with the first aid kit and close to the players and coaches at all times. This facilitates monitoring the players both on and off the ice, accessing fallen players, and maintaining 100% concentration on the game.

A Player is Down on the Ice

If a player takes a hard fall he/she could suffer a life-threatening injury, a spinal injury, and/or a concussion. Treat these issues in this order.

1. Get to the player quickly, clear the ice, remain calm, and instruct everyone not to touch the player. Do not straddle the player but sit alongside him/her.
2. Assess the level of consciousness. Calmly ask the player questions and do not shake. If the player is unconscious, assume a spinal cord injury. Do not move the head and neck area. Stabilize (hold) the neck in the position found. Do NOT remove the helmet but rather hold the sides of the helmet steady. Activate your Emergency Action Plan. Assess and monitor the A,B,C's (Airway, Breathing, Circulation). Only flip back the face mask if there is no breathing - cut the straps with your scissors.
3. If the player is conscious, treat any neck or back pain as a spinal injury (look for radiating pain, tingling, neck/back pain, loss of feeling or strength).
4. Do NO harm, and know how to recognize exceptional injuries. Once the potential of a spinal injury is ruled out, continue to assess for other injuries (remaining calm). If you are unsure as to the extent of an injury, ask for assistance from the stands from a medical professional or someone with first aid. If assistance is not available and you are not sure, initiate your Emergency Action Plan.
5. If the player does not move, do not move him/her. If the player is conscious, he/she could be concussed. It is important to make a diagnosis by asking a number of questions and looking for symptoms (eg. Does the player suffer from a headache, drowsiness, feelings of nausea, blurred vision? Does the player show signs of a concussion like unsteadiness, dilated pupils, amnesia, seizures, abnormal behaviour, confusion? Ask the player his mom's first name or the date of his birthday or the current month to assess cognitive function). Ensure that you monitor the player once he/she has been removed from the ice before allowing him/her to return to the ice. Err on the side of caution. A concussed player must leave the game, see a doctor, and follow the directives of the doctor. Refer to the SCAT2 test (Sport Concussion Assessment Tool for more information). A player who visits a doctor after a hockey injury must return to play with a doctor's note for the Safety Person.

Emergency Action Plan

- Have pre-selected individuals in place (either parents or coaches) who know that they are responsible for calling 9/11 and providing information about the player's injury as well as the location of the rink. Before the game even starts, know where expert medical advice can be located immediately (eg. a parent, a parent on the neighbouring team, a life guard at a neighbouring pool, etc).

Logs, Records, Injury Reports, and Doctor's Notes.

- Parents must be fully apprized of injuries involving their children. A clear and accurate explanation of the injury to the parent is the Safety Person's Responsibility. Additionally, tell the parent what you did to assist the injured player. With more serious injuries, the Safety Person must also provide the parent with a Hockey Canada Injury Report that is partially completed by the Safety Person at the time of the accident and provides room for a physician's statement/dentist's statement, and player statistics that the parent provides. This form must be completed and returned to the Safety Person within ninety days. The Safety Person must likewise fill in his/her Team Injury Log. Whether one log is shared by all the Safety People on one team or each Safety Person keeps his/her own log is for the individuals involved to determine. Ideally, all the information from various logs will be gathered and submitted as one log to the WVMHA Risk Manager at the end of the season. Players who are removed from play and visit a doctor must have a doctor's note in order to return to play. This note must be submitted with the Team Injury Log at the end of the season. It is the Safety Person's responsibility to store and submit these records at the end of the season.

Emotional Health

- It is the Safety Person's responsibility to ensure that players enjoy their hockey experiences free from bullying from other players, coaches, and parents. Having fun is the objective. Not all players will be equally experienced thus newer players need to be supported in their development and teasing, taunting, and/or verbal abuse will not be tolerated. Parents and other players are urged not to yell directions to the skaters as this confuses them and makes it tougher for the coaches to do their jobs. Communication between the coaches and Safety Person regarding mistreatment of this nature will help reduce and prevent such outcomes.