



WEST VANCOUVER MINOR HOCKEY ASSOCIATION

WVMHA Hockey Canada Safety Person Guide

WVMHA has several 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 high-level guide for the WVMHA Safety Person, a critical role on every hockey team. The safety needs to be at every sanctioned hockey event which includes games, practises, dry land sessions and tournaments

All safety officials need to complete (and use as a reference tool) the BC Hockey safety online training modules as well as the Concussion Awareness Training Tool (CATT) prior to the start of the Hockey season.

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

Overview of the role:

- Role includes - Assessing the situation, prevention of injuries, liaising, gathering evidence, Recording & Responding
- Through assessing the injured player, you are responsible for determining if that individual leaves the game and/or if that individual requires a doctor.
- 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 limited first aid training, it is your job to know before the game where to find a more qualified individual to attend to that player or official (e.g. doctor/nurse in the stands, 9/11, life guard from a neighboring 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.

Initial parent and player meeting

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 as follows:

- 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.
- Parents in the locker room shall comply with the "two deep" rule.
- 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 orientation between the coach(es) and the parents, a Safety Person will disseminate blank medical forms for parents (does not apply if parents have completed medical information into ePACT - see next item) 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.
- If parents have elected to use the ePACT system, then the medical information of their child is available to team officials (Coaches, Safety Person and Manager) online and offline. Please note that it is strongly recommended that each team official download the ePACT app to his/her smartphone and also download any updates to the medical information of the team at a convenient time before any ice time or team activity. The downloaded information is then retrievable without the need for an internet or cellular connection in case of an incident. The team officials will be notified by email of any changes in ePACT made by parents and the app will notify the team official that updates are available for downloading. A player may not take the ice or participate in team activities unless the completed paper medical form has been given to the Safety Person or the ePACT medical information has been uploaded/updated by the parent.

WVMHA First Aid Kit (add first contents list)

- Your team's first aid kit is in the appropriate, labelled locker in the storage room between Changing Room One and Changing Room Two.
- **You must bring the First Aid Kit to every game, practice, dry land sessions and tournaments.** Ideally, you must ensure that the kit is returned to the appropriate locker in the storage room after each event 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 equipment.
- Within the kit, you will find the necessary supplies to assist the players (e.g. ice packs, tensor bandages, bandages, scissors, etc.). Additionally, all contact information and medical records on the players should be stored in this kit or available via ePACT app on your phone. 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.

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 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 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 information

- 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 (e.g. 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 and AED machine 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; players, officials, 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 helmet, 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 several questions and looking for symptoms (e.g. 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. 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 apprised 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.
- For any time that a doctor is seen for any hockey related injury, the Safety Person must 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 submitted directly to BC hockey within ninety days. This is to protect player's right to medical insurance.
- 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 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 to the Risk Manager 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, verbal and/or/physical abuse will not be tolerated. Parents and other players are urged not to yell directions to the players 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.