



# **HOCKEY CANADA**

*Minor Hockey Development Guide*

**MODULE: *Safety / Risk Mgmt***



## **Minor Hockey Development Guide**

### **Safety & Risk Management**



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#### **Hockey Canada Safety Program**

#### **PROGRAM BACKGROUND**

The Hockey Canada Safety Program was introduced in 1995 with the emphasis on injury prevention and safety through risk management and education. Today every team is required to have a qualified safety person.

The Safety Program is designed to play an important role in improving the quality of play for all hockey participants.

In Ontario, the Hockey Development Center for Ontario runs the Hockey Trainers Certification Program. This program offers three levels of education, the level 1 containing the same curriculum as the Hockey Canada Safety Program.

#### **RESOURCE MATERIALS**

The following resource materials are available through your Branch office:

- Promotional Brochure**
- Promotional Poster**
- Participants Manual**
- Equipment Fitting Guide (Part of the Safety Requires Teamwork book)**
- Equipment Fitting Video**
- Stretching Video**
- Emergency Action Plan Video**
- Program Implementation Manual**
- Course Conductor Guide and Overheads**

#### **CLINIC STRUCTURE**

The Safety Program is an 8-hour adult education session hosted by Branches and their associations. The program emphasizes topics such as

- Risk Management**
- Injury Management**
- Harassment and Abuse**
- Emergency Action Plan**
- Protective Equipment**
- Injury Prevention**
- Medical History Files**
- First Aid Kit**

Clinic Fees - Set annually by the Branch, for information contact your Branch office.

Minimum Age - The minimum age for a clinic participant is 16



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Completion -	All participants must successfully complete a written examination at the end of the session.
Re-qualification -	Please contact your Branch office to determine requalification requirements within your jurisdiction.
Equivalency -	Due to the sport specific nature of this program and its emphasis on hockey safety and risk management, no equivalency will be provided regardless of background and credentials. The CHA Board of Directors approved this policy in February 1997.

### **MASTER COURSE CONDUCTORS**

The Master Course Conductor provides support and assistance to the Branch in the implementation of the Hockey Canada Safety Program and provides leadership to program Course Conductors. The Master Course Conductor's duties within the Branch include:

- **Promotion of the Safety Program and its components**
- **To lead Course Conductor training sessions**
- **To offer program support such as course supervision and evaluation**
- **To organize clinics in the Branch and assign Course Conductors**
- **To attend Hockey Canada Master Course Conductor Training as necessary**
- **To serve as a member of the Hockey Canada Safety Program Working Group as available**

More information on the program Master Course Conductor can be found in the document entitled "The Hockey Canada Safety Program Implementation Manual".

### **COURSE CONDUCTORS**

It is the responsibility of the Master Course Conductor and the Branch Technical Director to guide the recruitment and training of Program Course Conductors.

**The Course Conductor must be committed to:**

- **Promoting the Safety Program including its philosophies and recommendations**
- **Presenting courses on a regular basis**
- **Attending re-qualification seminars as required**
- **Sharing knowledge with their peers**

More information on becoming a Course Conductor can be found in the document entitled "The Hockey Canada Safety Program Implementation Manual."



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### **PROGRAM POLICY**

The document entitled Hockey Canada Safety Program Implementation Manual is attached. This document contains the policies around the Hockey Canada Safety Program.

### **HOCKEY CANADA SAFETY PROGRAM WEB-SITE**

For more information on the Hockey Canada Safety Program visit [www.hockeycanada.ca](http://www.hockeycanada.ca). Information includes:

- **Program Background**
- **Concussion Information**
- **Equipment Fitting Guide**
- **Information on Becoming a Course Conductor**
- **Safety Downloads**
  - Player medical form
  - Stretching
  - Emergency Action Plan
- **Clinic Content**
- **Equivalency Rationale**

### **Risk and Safety Management**

Risk management is the process by which an organization identifies, assesses, controls and minimizes the risk of bodily injury or financial loss arising from its activities.

Risk management consists of four (4) basic steps

1. **Identify the risks connected with an activity whether it is on the ice or off the ice.**
2. **Assess the relative significance of the identified risks.**
3. **Eliminate or minimize the on-ice and off-ice risks.**
4. **Provide protection in the form of insurance against unavoidable risks.**

Remember that risk management is our first line of defense. When it comes to identifying and minimizing risks within the game we all play a role.



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#### EXAMPLES OF ON-ICE RISK MANAGEMENT

- Ice surface free from debris, bare spots and ruts
- Rink gates securely closed during play
- No protrusions from glass, boards, or nets
- Proper lighting
- Adequate supervision
- Monitoring of air quality by arena management
- No one on the ice surface until re-surfacing machine has left the surface
- Be aware of player's special needs and illnesses
- Regular inspections of player's protective equipment
- Proper hydration of players
- Education around dangerous play such as checking from behind

#### EXAMPLES OF OFF-ICE RISK MANAGEMENT

- Strict rules against horseplay in the dressing rooms
- Never consume alcohol before hockey related activities
- Never have alcohol in your possession while traveling to and from the arena
- Before traveling monitor road conditions carefully and never take chances
- When planning over night trips ensure:
  - **To book all team rooms in the same area of the hotel**
  - **Players are supervised at all times**
  - **Players know the locations of all the fire exits**
  - **To have a plan in place in case of a fire alarm**
- Ensure proper guidelines and ground rules are in place if players are staying with billets including proper screening of billets.
- If conducting off-ice training ensure the activities are appropriate for the age group and that the activities take place in a safe environment ( running near traffic is not a safe environment)
- Know the location of all fire exits within the arena facility

#### SAFETY REQUIRES TEAMWORK

The "Safety Requires Teamwork" book is a valuable tool for administrators, coaches, safety people/trainers, and parents. The document puts valuable information at your fingertips including:

- **Risk Management**
- **The Hockey Canada Insurance Program**
- **Concussion Information**
- **Emergency Action Plan**



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- **Equipment Fitting Tips**
- **The Parent's Guide to Understanding Abuse and Harassment**

Safety Requires Teamwork can be obtained by contacting your local association or Branch office. The document can also be downloaded off the Hockey Canada web-site at [www.hockeycanada.ca](http://www.hockeycanada.ca) under the insurance section.

### **Speak Out Program**

#### **Program Background**

In 1997 the Canadian Hockey Association Board of Directors created a Committee to address the entire spectrum of harassment and abuse prevention in the game of hockey.

It was quickly discovered that there are many places in the game where harassment and abuse can occur and as an organization we have a responsibility to prevent these situations.

In May of 1997 a presentation on the findings was made to the Board of Directors as well as recommendations for action. Recommended initiatives included:

- **Posters**
- **Brochures**
- **Bag Tags**
- **Criminal Records Checks**
- **Volunteer Application Forms**
- **Parents Guide**
- **Speak Out "It's More Than Just a Game" education for coaches**
- **Partnerships with Red Cross and Kid's Help Phone**
- **CHA Policies on Harassment and Abuse**

Hockey Canada was also retained by Sport Canada to write Speak Out...Act Now, a guide aimed at the prevention of harassment and abuse for all sporting organizations.

**On recommendation of the Hockey Canada Coaching Committee all coaches are required to participate in the Speak Out "It's More Than Just a Game" workshop.**

#### **Program Partners**

Knowing the scope of the material within this program the Speak Out Committee realized the importance of creating a working relationship with organizations who are professionals in dealing with these issues.

Canadian Red Cross - Specifically Judi Fairholm has been key in the development of the coaches program, resource material, and facilitator training program for Hockey Canada.



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Kid's Help Phone - Displays their phone number on many of our resource materials providing young people with a confidential reporting mechanism 24 hours a day.

Concordia University - Sally Spilhaus was also a key resource in the area of harassment and in the creation of the resource materials for Hockey Canada.

### **Resource Materials**

The following are a list of materials available through your Branch or association office:

- **Speak Out Poster aimed at players aged 10 - 13**
- **Panel Brochure aimed at players aged 14-20**
- **Speak Out Poster aimed at players 14-20**
- **Harassment and Abuse Parents Guide**
- **Interactive Workbook for training in the prevention of harassment and abuse**
- **Speak Out Video for training in the prevention of harassment and abuse**
- **Speak Out...Act Now, a guide to the prevention of harassment and abuse for all sporting organizations.**

### **Speak Out "Its More Than Just a Game" Workshop**

Speak Out "It's More Than Just a Game" is a four-hour interactive workshop focused on the prevention of harassment and abuse in the game of hockey. Topics include:

- **Definitions of abuse and harassment**
- **Responding to disclosures**
- **Prevention guidelines for coaches**
- **Showers and locker rooms**
- **Dressing for sports**
- **Transporting of participants**
- **Injured and ill children**
- **Road trips**
- **Integrated teams**
- **Prevention guidelines for playing**
- **Prevention of harassment and abuse during competition**
- **Fair Play Codes**

*Although directed towards the coach this workshop is an effective educational tool for administrators, trainers, safety people, and officials.*



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#### **Facilitator Training**

Currently the Coach's workshop can be facilitated using two options:

**OPTION 1** One facilitator who is a Course Conductor in the Coaching Program and one professional resource person in the area of harassment and abuse.

**OPTION 2** One facilitator who has completed the 32-hour training program offered through the Branch and facilitated by the Canadian Red Cross

The Red Cross Facilitator training session allows the Branch to train a large number of facilitators to teach the Speak Out Program.

Candidates for the training session **MUST** complete the process laid out in the Red Cross Recruitment Package. This package is available to the Branches by contacting Todd Jackson at the Hockey Canada Ottawa office.

#### **Coordinators Program**

The Speak Out Co-ordinators Program was created in 1998 with the goal of having two (2) individuals in each Branch with the expertise, experience and training to provide leadership and support required for Branches to be successful at running the Speak Out Program. Responsibilities within the Branch include:

- **To assist Branches in the delivery of the Speak Out initiative**
- **The ability to answer Branch questions around the implementation of the program**
- **To reduce the workload within the Branch**
- **To assist Branches and associations in developing policies and procedures**
- **To identify local resources for reporting of abuse allegations, and reporting and investigating harassment allegations as well as other support in the area of harassment and abuse.**

#### **Policies and Procedures**

Policies provide a roadmap for an organization. Apart from providing continuity to the activities of an organization as members come and go it also ensures matters are dealt with in a consistent fashion. A harassment policy and an abuse policy are simply additions to the policy foundation already in place in most organizations. Well-written harassment and abuse policies act as an organizations best friend by:

- **Ensuring that individuals respect the process because it is viewed as objective, fair and effective.**
- **Ensuring that individuals are dealt with fairly and responsibly.**





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- **Simplifying an already complicated process by clearly outlining how the issue should be dealt with.**
- **Protecting your organization by clearly outlining what is not acceptable behavior.**

**For more information on building a policy within your Branch see the Speak Out ...Act Now Manual available through your Branch office or on our web-site at [www.hockeycanada.ca](http://www.hockeycanada.ca).**

### **SCREENING**

The screening process is made up of steps taken over time, designed to identify any person; paid or unpaid, volunteer or staff; who poses a risk to children, youth or other vulnerable persons.

**While doing a police records check can be an important element of effective screening, it is by no means the only step.**

**The ten steps of screening are:**

**Risk assessment - Assess the risk in each type of position**

**Position Description - Write position descriptions that include screening required**

**Recruitment Process - Have a formal recruitment process**

**Application Form - Develop an application form**

**Interviews - Important in the selection process**

**Reference Checks - Confirm the background and skills of a person**

**Police Records Checks - Include a police records check**

**Orientation and Training - Have a probation period**

**Supervision and Evaluation - Depending on the level of risk in the position**

**Participant Follow-up - Talk to the children and youth about their experience in your organization.**

The goal of screening is safe programs, safe participants, safe staff, and a safe community. Contact your Branch or association for local screening policies.



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#### **Support and Networking**

In dealing with harassment and abuse it is important that you build strong support mechanisms. This includes establishing a network of people you can rely on when questions need answering.

Each association or league will have different requirements, and resources available. Ensure that your list of resources fit into the group you are dealing with and the group's requirements.

#### *Examples of National Resources*

Volunteer Canada	<a href="mailto:volunteer.canada@sympatico.ca">volunteer.canada@sympatico.ca</a>
Canadian Red Cross	<a href="mailto:judi.fairholm@redcross.ca">judi.fairholm@redcross.ca</a>
Center for Sport and Law	<a href="mailto:rmc@sportlaw.ca">rmc@sportlaw.ca</a>
Canadian Centre for Ethics in Sport	<a href="mailto:info@cces.ca">info@cces.ca</a>
Coaching Association of Canada	<a href="mailto:coach@coach.ca">coach@coach.ca</a>
Hockey Canada	<a href="mailto:tjackson@hockeycanada.ca">tjackson@hockeycanada.ca</a>

#### **Examples of Provincial Resources**

- Provincial Ministries
- Human Rights Commission
- Provincial offices of the Canadian Red Cross
- Provincial offices of Volunteer Canada

#### **Examples of Local Resources**

- Local Social Services (CAS)
- Local police agencies
- Local Red Cross offices
- Other organizations such as Scouts Canada
- Local Boards of Education
- Local Parks and Recreation

#### **PROGRAM WEB-SITE**

For more information on the Speak Out Program visit our web-site at [www.hockeycanada.ca](http://www.hockeycanada.ca)

- Program Information
- Resource Materials
- Newsletter
- Hockey Canada Harassment and Abuse Policies
- Screening tools
- Parents Guide
- Speak Out...Act Now
- Links to Red Cross RespectED: Abuse Prevention Services and Kid's Help Phone



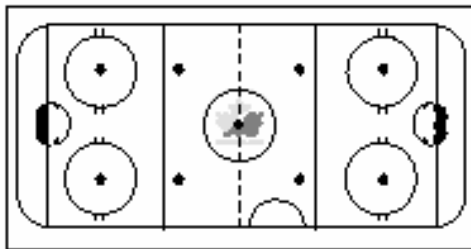
CANADIAN HOCKEY ASSOCIATION



# SAFETY REQUIRES TEAMWORK!

## AN EMERGENCY ACTION PLAN FOR HOCKEY

### Equipment Locations



Please locate and identify areas on above map. (i.e., first aid room, route for ambulance crew, telephone)

### Emergency Telephone Numbers

Emergency \_\_\_\_\_ Ambulance \_\_\_\_\_  
Fire Dept. \_\_\_\_\_ Hospital \_\_\_\_\_  
Police \_\_\_\_\_ General \_\_\_\_\_

#### 1. Person In Charge

- Most qualified person available with training in first aid and emergency control
- Familiarize yourself with arena emergency equipment
- Take control of an emergency situation until a medical authority arrives
- Assess injury status of player

#### 2. Call Person

- Location of emergency telephone
- List of emergency telephone numbers
- Directions to arena
- Best route in and out of arena for ambulance crew

#### 3. Control Person

- Ensure proper room to work for person in charge and ambulance crew
- Discuss emergency action plan with:
  - Arena staff
  - Officials
  - Opponents
- Ensure that the route for the ambulance crew is clear and available
- Seek highly trained medical personnel (i.e., MD, nurse) if requested by person in charge

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