



Your Role as HCSP (“safety person”) for Vancouver Thunderbirds Minor Hockey Association (“VTMHA”) for 2023/24 season

Overview

Responsibilities:

- Understand and follow the VTMHA *COVID-19 Impact Policy* (effective September 2022).
- Understand and follow the VTMHA *Dressing Room & Two Deep Policy*.
- Familiarize yourself with VTMHA *Communication and Social Media Policy*.
- Familiarize yourself with the VTMHA *Codes of Conduct*.
- Ensure the protection/safety of your players upon arrival to rink until they leave the rink (off and on ice).
- Ensure only rostered individuals or approved skill providers are on the bench and ice.
- Ensure you have easy access to parent contact information for each ice time/team event.
- Ensure all players are wearing properly fitted equipment and not missing any equipment. This is something the coaches should also watch for.
- Be aware of any players in your group or team who have medical conditions (i.e. Asthma, allergies). Check e-Pact!
- Familiarize yourself with all rinks prior to arrival and the emergency contacts at each rink. Do you know where the fire exits are in the rink? Where is the AED station?
- While at the rink, maintain visual contact of your team or group (dryland or on the ice).
- Respond to any safety issues on or off the ice (i.e. broken bench; gate doesn't close, debris on ice etc.).



- Ensure your team has a fully-stocked first aid kit and bring to all team activities. Contact Risk Manager if you need additional supplies.
- Implement an effective Emergency Action Plan (EAP) with your team and practice it regularly to ensure all involved understand their roles and are prepared to act promptly when an incident occurs.
- Manage minor injuries according to basic injury-management principles.
- Maintain a player injury log. The form can be found at the Hockey Canada and VTMHA websites. The Risk Manager can also send you a copy
- Recognize injuries that require a player to be removed from action. Follow “return to play protocol.” Speak to player’s family about seeing their family doctor when necessary. Provide family with *Return to Play* form and send Risk Manager a copy of the injury report. Also send a copy of the Return to Play form to the Risk Manager once received from family.
- Recognize life-threatening and significant injuries and be prepared to implement your Emergency Action Plan (EAP).
- For home games, if an on-ice official gets injured during a game, you are responsible for attending to the official.
- Make sure your team roster on the game sheet is correct because if there is an on-ice injury, the league may require a copy of the game sheet for insurance purposes.
- If your team is attending a tournament, make sure your team has permission from the Association to participate.

Additional information re: Injured Player on Ice:

In a situation where a player is injured on the ice, the following are the responsibilities of the safety person:

- Take control and assess the situation when coming into contact with the injured player.
- Instruct the player to lay still.



- Instruct other players to return to the bench.
- Do not move the player 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 the injury, take appropriate action.

Additional Resources:

- Hockey Canada Safety Person Program:
<https://www.hockeycanada.ca/en-ca/hockey-programs/safety/essentials/safety-program>
- BC Hockey & Hockey Canada - Maltreatment, Bullying and Harassment Protection and Prevention Policy:
<https://www.bchockey.net/member-info/safety-maltreatment>

If you have any questions or concerns please contact Nancy Lis, Vancouver Thunderbirds' Risk Manager, at nlis@vancouverbirds.ca or 604.506.8731 (cell).