



DESCRIPTION/DUTIES

Team Safety Person

Job Title:	Team Safety Person	Revised Date:	April 10, 2023
MHA:	Kerry Park Minor Hockey Association	Term:	For the current hockey season

Description

The Team Safety Person along with team official are to play a leadership role in consultation with the Team's Head Coach with implementing an effective risk management program for your designated team.

Key Accountabilities

- Each team must roster a team safety that holds a current Hockey Certified Safety Person (HCSP) certificate.
- The team safety, to the best of their ability, must attend all games and practices or have a rostered/qualified replacement.
- Will be the liaison between the team and the Association via the Risk Management Director.
- In accordance with the Hockey Canada Safety Program, each team safety will implement and administer all policies and responsibilities, assume a proactive role to identify and eliminate risks before they happen for all team activities, always error on the side of caution.
- In consultation with parents and team staff, ensure that all players are properly dressed for on-ice and off-ice activities.
- Monitor the ePACT link to the player's medical forms. Access to this site will be provided by the Risk Management Director once the season begins and teams are organized.
- In consultation with parents and team staff, conduct regular checks of players' equipment.
- Implements an 'Emergency Action Plan' for the team and through this is prepared to react in the event of accidents, injuries and medical emergencies.
- Familiarize yourself with the arena's 'Evacuation Protocol' and go over it with the team.
- Ensure that the team's first aid kit is fully stocked for all team activities.
- Maintain a player injury log.
- Be familiar with the KPMHA's website and [Policies and Procedure Manual](#) and the [Hockey Canada Safety Program](#).
- Return to Play:
 - I. In the event of a serious injury or illness, where a player is unable to start and/or finish a practice or game and/or is unable to participate in a scheduled practice or game, it is mandatory that a doctor's note be provided to, and retained by, the team manager and the KPMHA Risk Management Director. This also includes injuries and or illness that have occurred during unsanctioned activities.
 - II. If a player has a cast or splint, they cannot play until the cast or splint is removed and they have a doctor's note stating they can return to the ice. This must be handed in to the KPMHA Risk Management Director 24 hours prior to any ice slot or team activity.
 - III. The safety of the player is the priority. It is imperative that immediate and constant communication between player, parents, coaching and Executive staff take place. If unsure of the extent of an injury, then one should error on the side of caution and seek medical attention.
 - IV. The team safety will ensure that the parent receives a BC Hockey Injury Report and it is properly completed and forwarded to the KPMHA Risk Management Director.

- V. The team safety will follow the KPMHA Injury Report Protocol as follows:
1. The team safety will be responsible for providing the Injury Report to the parent/guardian(s) of the injured player on the day that the injury occurred.
 2. The team safety will be responsible for informing the Risk Management Director within 24 hours of being notified and reporting/ filing the completed Injury Report with the Risk Management Director within the prescribed time limit.
 3. The Risk Management Director will ensure Injury Report completion and forward to BC Hockey.
 4. The Risk Management Director will be responsible for all administration regarding the Injury Report within the prescribed time
- Regard all game officials with respect and understanding.
 - Familiarize and understand Rules regarding Maltreatment “Section 11 of the Hockey Canada Playing Rules”

Experience

- Team Safety Person- see link for certification requirements [team-safety-person](#)
- Good communication skills.
- Organized with good time management skills.