

# Team Safety Person Requirements

**\*\*\*All minor hockey teams in Canada must have a HCSP certified Safety Person\*\*\***

## **1. Hockey Canada Safety Program (HCSP)**

- **The Safety Person** must pass and hold a Hockey Canada Safety Persons Certification (HCSP) prior to December 15<sup>th</sup> of the current season.
- The course is approximately three hours to complete.
- You will be reimbursed once you have completed this clinic and have submit your receipt into the LCDMHA Treasurer at [treasurer@lakecowichanminorhockey.com](mailto:treasurer@lakecowichanminorhockey.com)
- The link below will take you to the online clinic.  
[www.bchockey.net/clinics/clinics.aspx](http://www.bchockey.net/clinics/clinics.aspx)

## **2. Respect in Sport for Leaders**

- **All Safety Persons** must have completed Respect in Sport for Activity Leaders prior to volunteering in the new season. You will be reimbursed once you have completed this clinic and have submitted your receipt into the LCDMHA Treasurer at [treasurer@lakecowichanminorhockey.com](mailto:treasurer@lakecowichanminorhockey.com)
- **Certification is good for five years.** If you are unsure if your certification is still valid, please contact the LCDMHA Registrar at [registrar@lakecowichanminorhockey.com](mailto:registrar@lakecowichanminorhockey.com)
- Please use the link below to complete the online Respect in Sport Clinic.  
[www.bchockey.net/clinics/clinics.aspx](http://www.bchockey.net/clinics/clinics.aspx)

## **3. Criminal Record Check**

- **All Safety Persons** must have a Criminal Record Check (CRC) and Vulnerable Persons Check submitted prior to volunteering in the new season.
- **Once completed these checks are valid for 3 years.** If you are unsure if your checks are still valid, please contact the LCDMHA Registrar at [registrar@lakecowichanminorhockey.com](mailto:registrar@lakecowichanminorhockey.com)
- Please visit your local RCMP Detachment to have your checks completed.

## **4. Concussion Awareness Tool**

- BC Hockey announced June 27, 2016 that all BC Hockey team officials are required to be qualified in the Concussion Awareness Training Tool (CATT) prior to their participation in any practice or game starting for the current season. This includes safety personnel, team managers, and all coaches
- The CATT link is: [www.cattonline.com/](http://www.cattonline.com/)
- The course is approximately 40 minute long, and FREE!
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**\*\*It is a good idea to save a copy of all of your completed certificates\*\***

## This important team staff member is responsible for the following...

- **e-PACT** - Emergency and Medical Information for all players and team official for the Team
- Be present at all games and practices or team events, or have another registered safety or team official (another team's safety that is recorded) at the event with access to the team safety e-PACT profiles.
- **First Aid Kits:** Each team is assigned a First Aid Kit from the LCDMHA Equipment Manager. Please go through it and familiarize yourself with its contents and how they are used. Should any of the supplies need to be replenished throughout the season it is the Safety's Person job. These kits are supplied by LCDMHA, and if lost, it is the team's financial responsibility to replace (\$75).
- Must 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.
- A Team Safety is NOT first aid. They assess and manage the situation. They direct the paramedics to the incident once on scene.

## Injury Reports:

**When an injury takes place it is the 'Safety Person's' job to handle the event, keep in mind the following steps...**

1. If an ambulance is needed it is your job to call for one or assign someone else too.
2. There must be two people in the change room with the player at all times.
3. Inform the parents of what steps are being taken and if they are not at the arena contact them ASAP.
4. Only the injured players parent's or professional medical personal are allowed to administer any type of medication to players, except 'EpiPens' in the case of allergic shock.
5. Older players are not allowed to drive themselves home after any type of injury.
6. If not sure if the player's injury requires medical attention, always error on the side of caution and advise that the player sees a doctor.
7. Provide the parents with the injury report to take with them to be completed by their doctor. Any player that has received medical attention/injured themselves may not return to the ice without a doctor's note allowing them to.
8. Completed medical forms must be submitted to the LCDMHA Head Safety Coordinator within 7 days and to B.C. Hockey within 90 days.

Hockey Canada Injury Forms and more information are available from the BC Hockey Website at: [www.bchockey.net](http://www.bchockey.net)