



**RIDGE MEADOWS MINOR HOCKEY
ASSOCIATION**

**RISK MANAGEMENT
COACH/MANAGER RESOURCE**

RESPECT DESIRE PRIDE

Table of Contents

Mandatory Processes – Volunteers & Team Officials.....	3
Mandatory Processes – Safety	4
Mandatory Processes – Insurance.....	5
Mandatory Processes – General.....	5
Important Things To Know And / Or Do	6

“The goal is for all members to implement effective risk management programs at the local hockey level, exercising a proactive teamwork oriented approach to safety; where safety is the first priority at all times, on and off the ice. Risk Management is an ongoing process, not a one-time activity.”

This is a condensed version of Hockey Canada Risk Management rules. It is important that you take the time to familiarize yourself with these rules and ensure that they are implemented.

MANDATORY PROCESSES – VOLUNTEERS & TEAM OFFICIALS

1. You **MUST** have a team safety person (HCSP) in place before you are allowed to play even one game. Having an HCSP is not optional and there are **NO** exceptions.
2. Failure to have a **qualified** HCSP before December 1st may result in fines and / or removal of your team from the ice, so please contact your Division Manager ASAP with the name of your team's Safety Person.
3. The HCSP is a **recognized team official** and is to be treated as such. They can be in the dressing room at any time as long as each player is fully clothed, and on the bench where ever possible. They are not required to have coaching certification. Choose someone who can be at as many practices and games as possible.
4. **YOU ARE NOT ALLOWED TO HAVE A GAME WITHOUT AT LEAST 1 SAFETY PERSON IN ATTENDANCE!** If your Team Safety Person is not going to be in attendance, your Manager must ensure that a Safety Person from another team is there.
5. ALL team officials and volunteers over the age of 16 who have access to the bench, players or the dressing room must:
 - a. complete Volunteer Applications & Criminal Record & Vulnerable Sector before any team functions that they are attending
 - b. complete the Respect in Sport (RiS) curriculum before any team practices or games (offered online through BC Hockey). Failure to do so will result in the matter being brought before the board and may keep your team off the ice. (Previous Speak Out! certification is no longer valid)
6. Players under the age of 16, currently insured with RMMHA, may not help out on the bench, but they may help out on the ice on an occasional basis. They must wear, at a minimum, helmet, face mask, throat protector and gloves. Full gear is recommended.
7. Coaches and assistants must have their appropriate coaching level completed by the following dates;
 - Dev 1 to be completed by December 1, 2016 & post task completed by March 31, 2017.
 - Hybrid to be completed by December 15, 2016 & post task completed by March 31, 2017.
 - You will be reimbursed by your team; these expenses will need to be worked into each individual team's budget.
8. The team manager shall not be related to the head coach. (RMMHA policy)
The 2 individuals signing cheques for team bank account should not be related.
9. Safety Person training (HCSP) is now offered online. All participants must register online @ <http://www.bchockey.net/RiskManagement/riskmanagement.aspx>. You will have to pay for your course at the time you register. These expenses will need to be worked into each individual team's budget. Hockey officials will be reimbursed from their individual team.
10. Respect in Sport (RiS) will be offered online through BC Hockey. All participants must register online @ www.bchockey.net. You will have to pay for your course at the time you register. These expenses will need to be worked into each individual team's budget. Hockey officials will be reimbursed from their individual team.



MANDATORY PROCESSES – SAFETY

1. Respect the difficulties associated with being the HCSP and respect their decisions. It is not their goal to keep anyone off the ice; it is their mandate to keep participants and spectators safe.
2. There is a rule of **"two deep" supervision** that we stress. That means that there **should never be one adult alone with players... for your protection as much as theirs.**
3. **You should not be** physically standing **in the room if players are showering** but you can, for that short time, **remove yourself to just outside the door and knock every couple of minutes, stick your head in and see how things are going...** trouble happens when there is no supervision.
4. Do not allow pictures to be taken in the dressing room - be aware of cell phones as almost all of them now have cameras. Anyone taking a call should step outside of the dressing room to do so.
5. **Medical Information Forms** should be completed as soon as possible and held by the HCSP. If anyone refuses to complete these forms, please refer the matter to your Division Manager. These forms are to be at all practices and games. **If your HCSP will not be there, they must go with another screened and registered volunteer to ensure compliance with privacy concerns.**
6. It is mandatory that all teams purchase a Fist Aid Kits from the Association.
7. The Hockey Canada Injury Report Form MUST be completed for anything other than very minor incidents. Two copies must be made. One is to be forwarded to the association Risk Manager and one is to be kept with the individual's Medical Information Form. The original is to be submitted to BC Hockey within 90 days by the injured party or their guardian.
8. If someone has been injured and unable to play hockey or if they are removed for the remainder of a game or practice due to injury, they must have a **"Return to Play"** form completed by their own family physician and kept with their Medical Information Form. If it is a player that has been injured, where possible, they should participate in a practice and be observed before being allowed to play in a game. **CLEARLY COMMUNICATE THE NECESSITY OF MEDICAL PERMISSION FROM THE PLAYERS FAMILY PHYSICIAN TO THE PLAYER'S PARENTS OR GUARDIANS.**
9. Familiarize yourself with Concussion Awareness and NEVER underestimate the damage they can do. They do not always include loss of consciousness.
10. Ensure that butt ends of hockey sticks are taped sufficiently that they cannot enter wire face cages.
11. If there is blood involved in an injury, every effort must be made to ensure that no one comes into contact with the blood. People / items with blood on them must be removed from the area and the blood must be removed from the ice. To avoid contact, use the gloves from your 1st Aid Kit.
12. At the end of the season, after ensuring that the association Risk Manager has copies, injury reports are to be returned to the players or their guardian in order to protect their privacy. Medical Information Forms will also be returned to players or their guardians.



MANDATORY PROCESSES – INSURANCE

1. Coaches, volunteers and safety people are **ONLY** insured **WHILE ACTING WITHIN THE SCOPE OF THEIR DUTIES**. The team manager is not an on-bench position and they are not insured to be there. With the exception of the HCSP, any person on the bench during games must be registered as a team official and have the **proper coaching certification**. They must also have completed their Criminal Record & Vulnerable Sector check and Respect in Sport certification. No parent or sibling will be permitted behind the bench without these qualifications, even if only to open the gate doors.
2. It is **NOT** a small thing to have anyone on the ice or the bench without insurance; it's a huge liability for the association. If they're not specifically insured, do not allow it!
3. Association, team & league scheduled practices, games, evaluations/tryouts and related activities all fall within the scope of regular day to day operations and do not require specific sanctioning authority. However, **before conducting anything other than regular games and practices, please ensure that you have the event sanctioned OR THERE WILL BE NO INSURANCE IN PLACE**. **Dry land training and team functions** are events that **must be sanctioned**. Complete the Sanctioning application & forward to BC Hockey. It takes 7 – 10 business days to go through the approval process.
4. **In the event of a serious injury or death, notify your Division Manager immediately**. It is considered a serious injury if the individual is unable to return to play or if they require medical attention.
5. If the individual was not removed from the game or practice and medical attention was sought after the game or practice, notify your Division Manager at your earliest convenience.
6. Encourage parents to download and read the “Safety Requires Teamwork” booklet, which is posted online www.bchockey.net. It contains important information re: insurance coverage, rights and responsibilities.
7. Inform facility manager(s) and the association Risk Manager (via email) of any injuries which may arise as a result of facility hazards or deficiencies.
8. Individuals doing the clock or scorekeeping should be listed on the game sheet before they enter the box or cross the ice. They will then be insured for that game and that game only.
9. Original copies of injury reports **must be forwarded to BC Hockey within 90 days of the date of the accident** or there is no insurance coverage. It is up to the player or their guardian to submit the report and, if applicable, any related expenses to be reimbursed.
10. If you have anyone on the ice or the bench who is not registered as an official with your specific team, your Division Manager should be made aware. Please make every effort to do this beforehand.
11. Parent-Child or Player-Coach Games will only be sanctioned if the organizers of the event and the parents involved fully understand and place in writing to the BC Hockey Branch that the only individuals insured are the players not the parents.

MANDATORY PROCESSES – GENERAL

1. Children grow quickly. Conduct periodic equipment checks.
2. Conduct a quick on-ice inspection every time before your team goes on the ice.



IMPORTANT THINGS TO KNOW AND / OR DO

1. **All coaches participating on-ice with their players are now required to wear a CSA approved helmet. Failure to wear a helmet by a coach at practice will result in the revoking of BC Hockey's sanction of the practice. Unsanctioned activities are not covered by the Association's insurance policy. This policy also applies to contracted instructors that are using our ice. If there is anyone on the ice that is not wearing a helmet, the sanctioning will be void and THERE IS NO INSURANCE IN PLACE!! (That Means The Children As Well!!!)**
2. BC Hockey has a Zero Tolerance Policy with regards to controlled substances, drugs and alcohol. It may be found on the BC Hockey website.
3. A general guide to what is and is not acceptable is to ask yourself, "What if it was a school teacher who did this? Would it be acceptable?" If it is not acceptable in a classroom, it is not acceptable in the rink.
4. Discourage gossip. Encourage positive, pro-active communication, at both the team and association levels. If you or your manager cannot solve a problem, take it to your Division Manager as soon as possible.
5. You may remove problem spectators or participants from the rink and dressing rooms but not from other areas of the building (for example, the foyer) as it is a public building. If they continue to cause problems, facility staff has the authority to remove them or you may call 9-1-1.
6. Ideally, team officials should not all be related or best friends. Parents need to have someone they are comfortable going to if they have any concerns.
7. If you travel outside of the county, you should have passports and purchase additional Health Insurance. Hockey Canada Insurance limit of \$5000.00 only applies to hockey related accidents. Therefore, for example, a coach who has a heart attack in the U.S. in his/her hotel would not have access to coverage. Make sure your parents know this before traveling.
8. Before signing any contracts for facility rental, read the Safety / Risk Management Manual (found on the BC Hockey website), Section 2.03, Facility Use Agreements – "Arena Contracts and Contract Liability." There are often items in these contracts that you do not have the authority to sign on behalf of the association and failure to have it approved could result in your being held personally liable in the event of an accident.
9. Hockey Canada does not want children to share water bottles. They recommend putting player's numbers on the bottles with cling-on stickers.
10. Stickers and tape should not be placed on helmets as they may void the manufacturer's warranty.
11. Insurance forms and bulletins may be found on the RMMHA website under "Resources." The "Hockey Canada Links" page will get you to most of what you will need for the season.

Thank you for taking the time to volunteer with RMMHA. We truly appreciate your contribution.

"Remember, no amount of money, no matter how large, can restore the physical health, remove the scars, or erase the pain of an injured person."

"Safety is like electricity... it will be present for as long as we are prepared to generate it."