

Risk Management

risk@metroeastinferno.ca



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What is the role of Risk Management?

Risk Management is the process by which our Association reviews its activities, programs and operating procedures (including buildings and staff) to identify, understand and insure against the everyday risks in operating an organized hockey program.

Contact information: risk@metroeastinferno.ca



Parent and Player requirements

All **parents** require:

- [Respect in Sport](#)
 - [Instructions](#)
- [Fair Play Contract](#)

All **players** require:

- [Fair Play Contract](#)



Coaching Requirements - Hockey NS

Requirements	Head Coach	Assistant Coach	Trainer	Manager	
U7	Intro Coach Program (HU Online)	✓	✓	—	—
U9	HU Safety Program	ONE TEAM STAFF MUST HAVE HU SAFETY PROGRAM			
U11 – C	Criminal Record Check/Vulnerable Sector Check	✓	✓	✓	✓
U13 – C	HU Planning a Safe Return to Hockey Course	✓	✓	✓	✓
U15 – C	Respect In Sport Program	✓	✓	✓	✓
U18 – C					
All Female C					
U21 (Minor Junior)					
U11 – AA, A, B	NCCP Development I	✓	✓	—	—
U13 – AAA, AA, A, B	HU Safety Program	ALL TEAM STAFF EXCLUDING B REQUIRE HU SAFETY PROGRAM			
U15 – AA, A, B	Criminal Record Check/Vulnerable Sector Check	✓	✓	✓	✓
U17 – AAA (Minor)	HU Planning a Safe Return to Hockey Course	✓	✓	✓	✓
U18 – AA, A, B	Respect In Sport Program	✓	✓	✓	✓
Female AA, A, B					

[Link to full matrix on HNS](#)



Coaching Requirements - Coaching Courses (1 of 2)

Hockey NS Coaching Clinic Schedules

- [HNS Coaching Clinics](#)

C Level - Intro/Community Coach

Coach - *HU - ONLINE Coach 1/Coach 2

Part 1: [HU - ONLINE Coach 1/Coach 2](#) - Register online

This ***HU - ONLINE Coach 1/Coach 2** course must be completed prior to registering for any stand-alone ***Coach 1 - Intro to Coach** clinic. Failure to complete the ***HU - ONLINE Coach 1/Coach 2** course prior will NOT allow you to register for this clinic.

Part 2: [Intro to Coach \(HU Online\)](#) - Register online

Coach - *COACH 1 - INTRO TO COACH - -

This is a 1 day course.



Coaching Requirements - Coaching Courses (2 of 2)

Hockey NS Coaching Clinic Schedules

- [HNS Coaching Clinics](#)

A, AA and AAA Level

Coach - *COACH - DEVELOPMENT 1 - -

COACH - DEVELOPMENT 1 - [Register online](#)

This is a 2 day clinic.



Coaching - Additional Requirements (1 of 2)

[HU Safety](#) **Trainer / Safety - *HU - ONLINE Safety**

This four hour online program is an introduction to team safety, injury recognition, fair play code and code of ethics, safety at the rink, injury management and the Emergency Action Plan. The team's Safety Person receives the information and confidence needed to be the go-to person on your team for health, wellness, injury recognition safe and proper recovery, and Return to Play procedures.

This training is **valid for three seasons** from the date of completion (expiring on September 1). Once expired, one must re-take the online course.

[HU Planning a Safe Return to Hockey](#) **General - *HU - Planning a Safe Return to Hockey**

The program is aimed at registered administrators, volunteers, coaches, safety people/trainers, and officials and is approximately 20 minutes long. The program is free of charge to complete. Planning a Safe Return to Hockey looks at some key information you need to know to help to reduce the risk of COVID-19 in the hockey environment and is a requirement under the Return to Hockey Plan. Please ensure you complete the survey at the end of all modules in order to be granted your certification.



Coaching - Additional Requirements (2 of 2)

- ❑ [Respect in Sport for Activity Leaders](#)

The Respect in Sport Activity Leader program is Hockey Canada's official online course for the prevention of abuse, bullying and harassment, creating a safer, more ethical hockey environment.

- ❑ [Criminal Record Check \(with the Vulnerable Sector Check\)](#)

Instructions are [here](#).



On-Ice Volunteers

On-Ice Volunteer

- Someone who only assists on-ice during practices.
- **Require all the same qualifications** as any other coach on the team.
- It is recommended to list them as an **assistant coach** in case they are required on the bench at some time.

On-Ice Helper

- [Policy](#)
- **Registered players** that help with younger age groups on the ice.
- Not required to be on the team list of the team they help out with.
- Not permitted on the bench during games.



Manager Requirements (1 of 2)

❑ [HU Safety](#) **Trainer / Safety - *HU - ONLINE Safety**

This four hour online program is an introduction to team safety, injury recognition, fair play code and code of ethics, safety at the rink, injury management and the Emergency Action Plan. The team's Safety Person receives the information and confidence needed to be the go-to person on your team for health, wellness, injury recognition safe and proper recovery, and Return to Play procedures.

This training is valid for three seasons from the date of completion (expiring on September 1). Once expired, one must re-take the online course.

❑ [HU Planning a Safe Return to Hockey](#) **General - *HU - Planning a Safe Return to Hockey**

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Manager Requirements (2 of 2)

- ❑ [Respect in Sport for Activity Leaders](#)

The Respect in Sport Activity Leader program is Hockey Canada's official online course for the prevention of abuse, bullying and harassment, creating a safer, more ethical hockey environment.

- ❑ [Criminal Record Check \(with the Vulnerable Sector Check\)](#)

Instructions are outlined [here](#).



Dressing Room Chaperone Requirements (1 of 2)

Also known as **Parent Helper**.

Listed on the official team roster and is used for assistance with the Two Deep/Rule of 2 Policy in the dressing room before and after games.

- ❑ [Respect in Sport for Activity Leaders](#)

The Respect in Sport Activity Leader program is Hockey Canada's official online course for the prevention of abuse, bullying and harassment, creating a safer, more ethical hockey environment.

- ❑ [HU Planning a Safe Return to Hockey](#)

General - *HU - Planning a Safe Return to Hockey

The program is aimed at registered administrators, volunteers, coaches, safety people/trainers, and officials and is approximately 20 minutes long. The program is free of charge to complete. Planning a Safe Return to Hockey looks at some key information you need to know to help to reduce the risk of COVID-19 in the hockey environment and is a requirement under the Return to Hockey Plan. Please ensure you complete the survey at the end of all modules in order to be granted your certification.

- ❑ [Criminal Record Check \(with the Vulnerable Sector Check\)](#)

Instructions are [here](#).



Dressing Room Chaperones (2 of 2)

Female Dressing Room Chaperones as per [Policy #16.0 - Dressing Room Supervision](#)

Supervise players in the dressing room as outlined by Hockey Canada.

“A lone personnel member should never be in the dressing room with players at any time, especially when players are showering or changing: two adults should be present together, this is called the “Two Deep Method” of supervision. Supervising personnel must be members of the team staff or adults who have completed either “Speak Out” or the “Respect In Sport” for volunteers and have submitted their record checks (CRC) to their MHA. Parents of all players should be made aware of the “Two Deep Method” and avoid letting their children into unsupervised dressing rooms.”

No photos in the Dressing Room as per Team Rule #1 in [Policy #14.0 - Social Media Policy](#)

Under no circumstances is picture taking within the dressing room permitted at any time. Failure to comply with this policy could result in the offenders’ expulsion from MEIFHA.



Safety Rep Requirements

❑ [HU Planning a Safe Return to Hockey](#)

General - *HU - Planning a Safe Return to Hockey

The program is aimed at registered administrators, volunteers, coaches, safety people/trainers, and officials and is approximately 20 minutes long. The program is free of charge to complete. Planning a Safe Return to Hockey looks at some key information you need to know to help to reduce the risk of COVID-19 in the hockey environment and is a requirement under the Return to Hockey Plan. Please ensure you complete the survey at the end of all modules in order to be granted your certification.

❑ [Criminal Record Check](#)

Instructions are [here](#).

NOTE: Vulnerable Sector Check (VSC) not required for Safety Reps **UNLESS** you will also be a Dressing Room Chaperone.



IMPORTANT

Any team staff that does not have their required certification completed by DECEMBER 1 will be automatically suspended by Hockey Nova Scotia. This means that you cannot be on the ice or fulfill your duties until all certifications are completed.



CRC/VSC Requirements

All volunteers require CRC/VSC (exception is Safety Rep who requires CRC only). This is valid for 3 years expiring in August.

There are 3 ways to complete:

1. Submit an existing CRC/VSC completed within the last 6 months. Scan and email to risk@metroeastinferno.ca
2. Take the [letter supplied from HNS](#) to a RCMP detachment. Scan and email to risk@metroeastinferno.ca
3. Reach out to risk@metroeastinferno.ca and an invitation will be sent to complete online. When the VSC portion is complete select to share with MEI. **DO NOT SHARE WITH HNS DIRECTLY.**

Insurance and volunteer requirement costs



Description	Who covers cost?	Notes
Insurance	U11 + MEI covers 4 coaches per team U9 MEI covers 6 coaches per team 1 Manager per team 4-6 Chaperones per team Above and beyond is covered by team budget.	Who requires insurance? All on-ice staff and off-ice staff that are near players *excluded, and not needing insurance are safety reps and any other volunteers that aren't in contact with players
Coaching Courses (basic requirements)	MEI	MEI is directly billed when a coach registers.
CRC/VSC	This is paid by the volunteer	Up to team if they would like to build into team budget
Additional courses	These are paid by the volunteer	Up to team if they would like to build into team budget



Additional Notes re Requirements

- Each team will receive an **initial email by October 27th** indicating what qualifications are outstanding.
- If you receive a message from the Risk Management Coordinator that your or one of your volunteers requires a **Critical Waiver Signed** or **Requires HC Profile Updated** the volunteer will need to log into their [HCR account](#) to complete.
- If you have **volunteers doing 'double duty'** such as Treasurer AND Dressing Room Chaperone, please let the Registrar and Risk Management Coordinator know when submitting your roster. Their qualifications will fall under the role that requires more.
- Reminder that some requirements take time so encourage your volunteers to complete their qualifications as soon as possible.
- **All teams require a Safety Rep.**



Suspensions

For a suspension during any game, contact risk@metroeastinferno.ca immediately following the game

- Include Division, Team Name, Game Time, Opposing Team and Location, (game number if you know it)
- The MEIFHA Risk Management Coordinator will then advise you about how to proceed
- [HNS Code of Discipline 2021-22](#)



Injuries and Emergencies (1 of 2)

Be aware of **emergency procedures at the home and away rinks**, keeping handy the phone numbers for ambulances and other emergency service. Your team **MUST** have a **first aid kit**.

[Hockey Canada Emergency Action Plan](#)

[NCCP EAP Form](#)

In the event that an injured player is **transported to the hospital** without the presence of his/her parent, the Manager must ensure a responsible adult accompanies the player, with the necessary [player medical information](#) form and an [injury report form](#) available for completion by the attending physician.

Ensure the [injury report form](#) is filled out and delivered to the Treasurer as soon as possible anytime a player/coach sustains an injury. This should be done in conjunction with the coaches as necessary.

Complete the [HC Team Injury Log](#).

[Hockey Nova Scotia IMPORTANT Guidelines for injured/inactive players](#) who wish to be on the bench during games.



Injuries and Emergencies - Concussions (2 of 2)

[Hockey Canada concussion policy](#)

[Hockey Canada concussion information](#)

[CAC Concussion Awareness](#)

[Hockey Canada concussion awareness app](#)



Additional Resource Links

[HNS Safety Policies](#)

[MEI Policies and Procedures](#)

[Hockey Canada Safety](#)

[Hockey Canada Safety Requires Teamwork](#)

[Emergency Action Plan info](#)

[Arena Safety Checklist](#)

[Safe Sport](#)