

# Risk Management

[risk@metroeastinferno.ca](mailto:risk@metroeastinferno.ca)





# 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 ensure against the everyday risks in operating an organized hockey program.

Contact information: Amanda Messervey Hall [risk@metroeastinferno.ca](mailto:risk@metroeastinferno.ca)



# Parent and Player Requirements

All **parents** require:

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

All **players** require:

- [Fair Play Contract](#)



# Hockey NS Requirements for U7 and U9

- ❑ All volunteers require a current CRC/VS
- ❑ All volunteers require Respect in Sport for Activity Leaders
- ❑ One volunteer requires HU Online Safety Course
- ❑ One bench staff requires CPR Level C and Emergency First Aid
- ❑ Coaches require HU Online Coach 1/2 and Intro to Coach courses



# Hockey NS Requirements for U11

- ❑ All volunteers require a current CRC/VS
- ❑ All volunteers require Respect in Sport for Activity Leaders
- ❑ All volunteers require HU Online Safety course, except for dressing room chaperones
- ❑ One bench staff requires CPR Level C and Emergency First Aid
- ❑ **U11C** Coaches require HU Online Coach ½ and Intro to Coach courses
- ❑ **U11A** and **U11AA** Coaches require Development 1



# Hockey NS Requirements for U13

- ❑ All volunteers require a current CRC/VS
- ❑ All volunteers require Respect in Sport for Activity Leaders
- ❑ All volunteers require HU Online Safety course, except for dressing room chaperones
- ❑ One bench staff requires CPR Level C and Emergency First Aid
- ❑ **U13C** Coaches require HU Online Coach ½ and Intro to Coach courses
- ❑ **U13A/AA/AAA** Coaches require Development 1



# Hockey NS Requirements for U15 and U18

- All volunteers require a current CRC/VS
- All volunteers require Respect in Sport for Activity Leaders
- All volunteers require HU Online Safety course, except for dressing room chaperones
- One bench staff requires CPR Level C and Emergency First Aid
- Coaches require Development 1



# CRC/VSC Requirements

All volunteers require CRC/VSC. 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](mailto:risk@metroeastinferno.ca)
2. Take the [letter supplied from HNS](#) to a RCMP detachment. Scan and email to [risk@metroeastinferno.ca](mailto:risk@metroeastinferno.ca)
3. Reach out to [risk@metroeastinferno.ca](mailto: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.**





# CPR Level C and Emergency First Aid

During the **2023-24** hockey season, the following will be required:

At least one (1) on-ice team volunteer is required to have CSA Basic First Aid (often called Emergency First Aid by providers), CPR (Level C), and AED certification. This volunteer must be on the ice at all times, and present for all team events and activities.

By the **2025-26 season**, all Minor and Female AA and A team volunteers (excluding Dress Room Supervisors) will be required to have CSA Basic First Aid (often called Emergency First Aid by providers), CPR (Level C), and AED certification.

Email certification to [info@hockeynovascotia.ca](mailto:info@hockeynovascotia.ca) with your full name, DOB and hockey association.



# Coaching Courses

## 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 Courses

## 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.



# Additional Requirements

## ☐ [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 Sept 1). Once expired, one must retake the online course.



# Additional Requirements

- ❑ [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 vs On-Ice Helpers

## 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.**



# Team Manager/Safety Rep Requirements

- ❑ [HU Safety](#)

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# Dressing Room Chaperone Requirements

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.

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# Dressing Room Chaperones

## **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.*



# 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.**

# Insurance and Volunteer Requirement Costs



Description	Who covers cost?	Notes
Insurance	U11 + MEI covers 4 coaches per team U7/U9 MEI covers 6 coaches per team 1 Manager per team 4-6 Chaperones per team  <b>Above and beyond is covered by team budget.</b>	Who requires insurance? <b>All on-ice staff and off-ice staff that are near players</b> *excluded, and not needing insurance are safety reps and any other volunteers that aren't in contact with players
Coaching Courses (basic requirements)	*MEI will pay for a maximum of 2 bench staff	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

- 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](mailto: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](#) (Revised Feb 2023)



# Injuries and Emergencies-Safety Rep

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

[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](#)