

Mission Minor Hockey Association



Team Volunteer Manual

Updated for the 2011 – 2012 Season

Table of Contents

[Code of Conduct](#)

[Purpose of Manual](#)

[General Information](#)

[Duties of Volunteers](#)

[Job Duties and Descriptions](#)

- [Practices](#)
- [Games](#)
- [Game Reports](#)
- [Referees](#)
- [Tournaments](#)

[Volunteers](#)

[Parent Contracts](#)

[Player Medical Information Sheet](#)

[Player Injury Log](#)

[Sample Team Roster](#)

[Sample Cheat Sheet](#)

[Sample Team Schedule](#)

[Sample Game Report Sheet](#)

[Sample 50/50 Record Sheet](#)

[Executive Contact List](#)

[Player Injury Log](#)

[HCSP Letter](#)

[Player Medical Form \(Click on link below\)](#)

http://www.hockeycanada.ca/index.cfm/ci_id/18416/la_id/1/document/1/re_id/0

[Hockey Canada Injury Report \(Click on link below\)](#)

[Hockey Canada Injury Report](#)

Code of Conduct

All individuals affiliated with MMHA shall:

- a) Refrain from using foul or negative language
- b) Refrain from verbally or physically abusing any game official, participant or spectator, regardless of association or circumstance
- c) Demonstrate courtesy, respect and good sportsmanship towards all game officials, participants and spectators, regardless of association or circumstance
- d) Attempt to develop community spirit and pride in our association, while representing MMHA and hockey in the best possible light
- e) Respect all facilities utilized by our Association, as well as any staff of those facilities
- f) Emphasize sportsmanship and fair play while trying to keep the word "FUN" in hockey
- g) Treat the game of hockey with the respect that it deserves
- h) Take the necessary steps to report, in writing, any incidents that may shed bad light on our great game to ensure that they are not repeated

Purpose of This Manual

The purpose of this manual is to provide the team volunteer's with guidelines to be followed when performing their job and to provide instruction on how to perform some of their duties.

You should consult with your coaches to see what they would prefer. Some coaches like to do some of these duties themselves. However, it is our opinion that the coach is there to coach, not to worry about anything else. The coach should be consulted on which tournaments he/she would like the team entered into.

Your Vice-President will always be available to answer any of your questions. For Hockey 1 – 4 and Atom divisions, call Spencer Jack at 604-820-9156 or e-mail him at teamjack@telus.net. For the PeeWee, Bantam and Midget divisions, call Rick Senft at 604-820-4980 or e-mail him at rsenft@sunprovince.com.

REMEMBER...the only stupid question is the one that is not asked!

General Information for Team Volunteers

Emergencies:

Check with your Coaches and team parents to see if anyone has a cell phone that they carry at all times that can be used to call 911. Designate this parent as one of the first aid parents and set up a signal for the coaching staff to use if a call must be made.

In the event of an injury, **do not hesitate to call 911 at any time!**

Communication:

It is essential to the smooth operation of your team that you are in constant communication with the coach, parents and players. You should also touch base with the Divisional Coordinator once in awhile to make sure you are up-to-date on everything that is happening with MMHA. This will help lead to a constructive, successful and fun season for all concerned.

Set up a **Parent Information Meeting** once the teams are finalized. At this meeting, explain all the positions that need to be filled, explain the job descriptions and make sure you have someone signed up for **EVERY** position before you adjourn the meeting.

It is common practice in minor sports for the team manager to poll the parents of the players to see if they would like to provide gifts for the coaches at the end of the season. Funds for these gifts could come from your 50/50 money and/or by collection.

Any team wishing to put the MMHA logo onto items must put their request into writing and submit to the MMHA Executive for approval.

Duties of the Team Volunteers

The Team Manager coordinates team functions and acts as a Liaison between the Coach and team parents and between the Divisional Coordinator.

Some of the functions coordinated by the Team Manager are:

Team Information	Volunteer positions within the team
Practices	Team Social Functions
Games	Fundraising
Tournaments	Referee Payment
Parent Contracts	Player Medical Forms

By being responsible for the above, the Team Manager allows the Coaches the freedom to spend their time teaching the players the game of hockey.

Job Duties and Descriptions

Team Information:

As soon as possible, the following information should be printed and distributed to all members of your team:

- Players list-Complete with player's name, jersey #, parent's names, phone number, cell number, and e-mail address. Remember to include coaches, managers and other volunteers-See sample #1-**A copy of this must go to your Divisional Coordinator**
- Wallet Roster (cheat sheets)-See Sample #2
- Game Schedule-Complete with game number, opponent, arena, date and starting time-See Sample #3
- Practice Schedule-Complete with day, time and location (can be part of your game schedule)
- Team Rules-Coordinate with the Coaches to find out what their expectations are for arrival times for games and practices and any expectations they may have regarding behavior, etc.
- Arena maps and or directions for parents and coaches. Arena addresses and directions are on the PCAHA website <http://www.pcaha.bc.ca/maps/> or on "Arena Maps" on the Internet. (http://www.arenamaps.com/search.php?position=0&state=BC&arena_name=&city=&sort_field2=city_sorter&sort_field=arena_name)

Practices:

If your team is unable to make a scheduled practice, please contact your Divisional Coordinator so they can see if they can trade practice times with another division. You must give the Divisional Coordinator 1 week's notice.

If your team wishes to purchase extra ice for their team over and above their scheduled practice times, please contact your Divisional Coordinator and they'll be able to assist you with this.

Games:

Game Times: All games must end on time. MMHA has a very rigid time frame that we must operate within. Please make sure the visiting coaches and managers are aware of the game ending time prior to the game start.

Game Schedule: Rep teams will receive your game league schedule from your League Manager. Please ensure the Referee Assignor and the Ice Coordinator get a copy. Also notify your Vice-President and President of MMHA of your games as they also like to come and watch. House teams will receive your game/practice schedule from your Divisional Coordinator

Game Sheets for home games are provided to the teams by MMHA. It is the responsibility of the manager to ensure that a game sheet complete with the game number, division, game date and each player's name and number be prepared for each home game. The positions of Captain, Assistant Captain(s) and Goalies(s) must be indicated on the game sheet beside the player's name. You may fill out the game sheets in advance, but remember to cross out any players that are absent for that game.

When the away team arrives, the home team manager must get the game sheet to the away team manager to be completed and returned so that it can be handed to the referees prior to game time.

Game sheets must be signed as "verified" by the Coach or Team Manager. The referee's in attendance should be clearly marked on the game sheets. This will provide a back up record for reconciliation of the referee funds.

The **HOME** team is responsible for distributing the completed game sheets as follows:

- White and Yellow copies to the League Manager

- Pink copy to the Home team

- Blue copy to the Away team

The Home team must fax the game sheet to the PCAHA League Manager within 24 hours and mail the original copies within 48 hours. (See PCAHA Rule Book for League Manager's contact info)

Cancelled Games or To Be Rescheduled (TBR) Games: Cancelled or TBR games are to be rescheduled by the **HOME** team in conjunction with the Ice Scheduler, the Referee Assignor and the Divisional Coordinator.

First Contact the Divisional Coordinator to see if they can switch with other teams or another division. The Divisional Coordinator will then do the following below or ask the Team Manager to do it.

1. Contact the Ice Coordinator to determine available times to reschedule
2. Contact the opposing Coach or Manager to confirm dates
3. Contact the Ice Coordinator to confirm dates
4. Contact the Referee Assignor to advise of date change
5. Contact Divisional Coordinator to advise date change
6. Contact League Manager to advise of date change

Exhibition Games: If your team wants to schedule an exhibition game against another team on your scheduled ice time, contact the opposing team (you can usually find contact numbers in the PCAHA Rule Book of different associations) and then contact your Divisional Coordinator so they can get you a game number from the League Manager. The team is responsible for paying for the referees for all exhibition games excluding inner association balancing games.

You must have a game number to play a game.

Referees: For all divisions the home teams are responsible for payment to referees. Referees are to be paid cash, in full, which should be broken out in the exact amount per official. Payment should be in separate envelopes and be waiting in the timekeeper's bench **prior to the start of the game**. The MMHA treasurer will issue a cheque to each team manager prior to the beginning of the regular season to cover referee payment. You should cash the cheque as soon as possible making sure you get bills and/or coins for the exact amount you will need to pay each referee for each game. It is a good idea to put the money in individual envelopes marked with the game number and date of game so they are ready for each game.

Referee Fees are as follows (subject to change by PCAHA):

Division	Referee/Linesman Expenses
Hockey 1 – 4	\$13.00/\$13.00
Atom (2-person)	\$18.00/\$18.00
Atom (3-person)	\$18.00/\$13.00/\$13.00
Peewee	\$25.00/\$15.00/\$15.00
Bantam	\$32.00/\$24.00/\$24.00
Midget	\$38.00/\$27.00/\$27.00
Juvenile	\$45.00/\$30.00/\$30.00

\$5 extra for each official for time of 2 hours or greater

Fees are still payable for cancelled games unless the referee assignor is given 72 hours notice of the cancellation.

Any problems concerning referees should be reported to the MMHA Referee-in-Chief immediately:

Mike Palmer

Home# 604-755-7844

Email: [Mike Palmer - referee@xscient.com](mailto:Mike.Palmer-referee@xscient.com).

Please do NOT take the problems directly to the referees.

Tournaments

It is the Team Manager's responsibility in consultation with the coach, parents and players to schedule tournament entry for the team.

A tournament schedule will be provided PCAHA and can be found on PCAHA's website:

<http://www.pcaha.bc.ca/tournaments/>

Consult with the Coaches, parents and players as to how many tournaments they would like to enter

Book tournaments as soon as you possibly can, they fill up very quickly

Reschedule any games that conflict with your tournament dates

Teams are responsible for funding their own tournament entry fees, travel costs, etc

Home Tournament-It is the Team Manager's responsibility to find two parent volunteers to attend MMHA tournament meetings and have them bring forward any information to the team.

Volunteers

Along with the Team Manager, the following volunteer positions must be filled to maintain the smooth operation of the team:

Phone Parent

50/50 Sales

Jersey Parent

Treasurer

Team Pictures

Scorekeeping

Water Parent

Fundraising Parent

A rotation schedule should be set up for some of the above positions. See Sample #5. When scheduling, do not schedule the manager-you have enough to do already. Rotation should be done alphabetically and just rotate through the team until all dates are full.

If a family is unable to fulfill their position at a specific game, it is their responsibility to trade with someone else on the team to ensure that all positions are covered for all home games.

Phone Parent: Get one or two volunteers from your team to be the "Phone Parents". These people will be responsible for phoning out to the team any messages that need to be passed along from the coach or team manager. This may include: game time and/or place changes, practice time and/or place changes or reminders of upcoming activities.

50/50 Sales: You are able to sell 50/50 raffle tickets at all of your home games. Funds raised are split between the winner and the team with the team keeping their share in their own account. As 50/50 raffle tickets are considered gambling, they may **only be sold by an adult**. Purchase a roll of 50/50 tickets and get an ice cream bucket to keep everything in. You can pay yourself back for the tickets out of your 50/50 profits. Remember to have a parent from the visiting team pick the winning ticket and notify everyone when a winner has been found.

Each team must now record their 50/50 and submit this sheet to their Divisional Coordinator who in turn, submits it to the Executive. (See Sample) We have a “blanket” license that covers all teams in MMHA to sell 50/50, but we must ensure that accurate records are kept as they are submitted to BC Gaming.

Jersey Parent: Your team will receive jerseys on hangers, please ensure they are returned on hangers. Uniforms are expensive and need to be treated that way. They are **NOT** to be worn at practices. All players and parents need to be impressed upon that these jerseys need to be well looked after and not left rolled up in a wet ball in an equipment bag. The jersey parent is responsible for bringing the team jerseys to each game, collecting the team jerseys after each game and washing the team jerseys. You can purchase laundry soap for the Jersey Parent out of your 50/50 money.

Sponsorship banner Parent: Your team will receive a banner with your sponsor's logo which should be put up behind the player's bench during all home games. This parent is responsible to take care of this banner and make sure it is up displayed for the sponsors. These sponsors assist in keeping the cost of hockey down for all of our members.

Treasurer: This person should open a bank account under the team name and deposit all team monies. A bank statement should be given to any team member's parent that requests it. 50/50 monies should be deposited weekly. This person must keep track of all monies going in and out of the account. There should be two or three people that have signing authority. A template needs to be filled out which can be requested by the MMHA Treasurer.

Scorekeeping: The home team is responsible for providing two adults for the time box during games. One is needed to run the “game clock” and one is needed to complete the game sheet. Training can be provided.

Team Picture Coordinator: You will receive enough envelopes for your team given to you by the MMHA Executive. These envelopes must be given to the players and/or their parents to be completed and returned to you by Picture Day (**Dec 3, 2011**). Make sure players and parents are advised to meet in a specific place at least 10 minutes prior to your scheduled picture time. The picture coordinator will return all pictures for your team to you for distribution to your team. Should there be any problems with any pictures, please notify the MMHA Executive as soon as possible.

Fundraising Parent: This person will be responsible for lining up fundraising ideas and planning the team fundraising events. All monies will be turned into the team treasurer. This person will be the person that contacts the team when money is due. All fundraising events **MUST** be approved by the MMHA Executive Fundraising Director **BEFORE** they occur.

Parent Contracts

The Team Manager is responsible for ensuring that each parent has signed and submitted the Parent Contract in the MMHA Policy Manual. After the team has completed this, the Team Manager will submit them in an envelope to their Vice-President.

Player Medical Information Sheet

The Team Manager is responsible for ensuring each player fills out a “Player Medical Information” sheet. These forms must be kept with the Team Manager at all hockey events. In case of an emergency, give the medical information sheet to the person taking the player to the hospital. It saves time. Please ensure that they know to get the form back and return it to you for your records. See Sample #6

Player Injury Log

The Team Manager is responsible for filling out the Player Injury Log when there has been an injury. This form should follow the player through their hockey career. At the end of the season, turn all forms into the Risk Manager of MMHA. See Sample #7

Sample Team Schedule

Sample #1-Team Roster

MMHA Bantam Team Roster

#	Player	Phone	Parents	Cell	E-mail
2	Shane Adams	123-4567	Corena & John	890-1234	hockey@telus.net
3	Jeff Askew	123-4567	Bev & Steve	890-1234	hockey@telus.net
4	Paul Audette	123-4567	Barb & Don	890-1234	hockey@telus.net
5	Tyler Backs	123-4567	Cari & Robert	890-1234	hockey@telus.net
6	Tim Bradley	123-4567	Karen & Luigi	890-1234	hockey@telus.net
7	Ben Franske	123-4567	Shelly & Barry	890-1234	hockey@telus.net
8	Scott Johnson	123-4567	Mary & Doug	890-1234	hockey@telus.net
9	Randy Jones	123-4567	Joy & Jim	890-1234	hockey@telus.net
10	Curtis Obal	123-4567	Jackie & Ken	890-1234	hockey@telus.net
11	Michael Parolin	123-4567	Amanda	890-1234	hockey@telus.net
12	Peter Puck	123-4567	Joanne & Blair	890-1234	hockey@telus.net
13	Jane Puckling	123-4567	Maria & Carlos	890-1234	hockey@telus.net
14	Brian Redwood	123-4567	Diane & Roy	890-1234	hockey@telus.net
15	John Redding	123-4567	Deanna & Joe	890-1234	hockey@telus.net
00	Reid Reinhold	123-4567	Bea & Andy	890-1234	hockey@telus.net

Coach	Joe Hockey	123-4567	890-1234	coach@telus.net
Asst. Coach	Bob Bantam	123-4567	890-1234	help@telus.net
Manager	Judy Belanger	123-4567	890-1234	manager@telus.net
Treasurer	Money Bags	123-4567	890-1234	money@telus.net
Fundraising	Sue Mee	123-4567	890-1234	raise@telus.net
50/50 Parent	Val Un Tear	123-4567	890-1234	50/50@telus.net
Scorekeeping	Tim Box	123-4567	890-1234	time@telus.net
Jersey Parent	Waz Mee	123-4567	890-1234	waz@telus.net
Team Pictures	Smiley Cam	123-4567	890-1234	smile@telus.net

Sample #2-Cheat Sheet

#	Player	#	Player	#	Player	#	Player
2	Shane Adams	2	Shane Adams	2	Shane Adams	2	Shane Adams
3	Jeff Askew	3	Jeff Askew	3	Jeff Askew	3	Jeff Askew
4	Paul Audette	4	Paul Audette	4	Paul Audette	4	Paul Audette
5	Tyler Backs	5	Tyler Backs	5	Tyler Backs	5	Tyler Backs
6	Tim Bradley	6	Tim Bradley	6	Tim Bradley	6	Tim Bradley
7	Ben Franske	7	Ben Franske	7	Ben Franske	7	Ben Franske
8	Scott Johnson	8	Scott Johnson	8	Scott Johnson	8	Scott Johnson
9	Randy Jones	9	Randy Jones	9	Randy Jones	9	Randy Jones
10	Curtis Obal	10	Curtis Obal	10	Curtis Obal	10	Curtis Obal
11	Michael Parolin	11	Michael Parolin	11	Michael Parolin	11	Michael Parolin
12	Peter Puck	12	Peter Puck	12	Peter Puck	12	Peter Puck
13	Jane Puckling	13	Jane Puckling	13	Jane Puckling	13	Jane Puckling
14	Brian Redwood	14	Brian Redwood	14	Brian Redwood	14	Brian Redwood
15	John Redding	15	John Redding	15	John Redding	15	John Redding
00	Reid Reinhold	00	Reid Reinhold	00	Reid Reinhold	00	Reid Reinhold

#	Player	#	Player	#	Player	#	Player
2	Shane Adams	2	Shane Adams	2	Shane Adams	2	Shane Adams
3	Jeff Askew	3	Jeff Askew	3	Jeff Askew	3	Jeff Askew
4	Paul Audette	4	Paul Audette	4	Paul Audette	4	Paul Audette
5	Tyler Backs	5	Tyler Backs	5	Tyler Backs	5	Tyler Backs
6	Tim Bradley	6	Tim Bradley	6	Tim Bradley	6	Tim Bradley
7	Ben Franske	7	Ben Franske	7	Ben Franske	7	Ben Franske
8	Scott Johnson	8	Scott Johnson	8	Scott Johnson	8	Scott Johnson
9	Randy Jones	9	Randy Jones	9	Randy Jones	9	Randy Jones
10	Curtis Obal	10	Curtis Obal	10	Curtis Obal	10	Curtis Obal
11	Michael Parolin	11	Michael Parolin	11	Michael Parolin	11	Michael Parolin
12	Peter Puck	12	Peter Puck	12	Peter Puck	12	Peter Puck
13	Jane Puckling	13	Jane Puckling	13	Jane Puckling	13	Jane Puckling
14	Brian Redwood	14	Brian Redwood	14	Brian Redwood	14	Brian Redwood
15	John Redding	15	John Redding	15	John Redding	15	John Redding
00	Reid Reinhold	00	Reid Reinhold	00	Reid Reinhold	00	Reid Reinhold

#	Player	#	Player	#	Player	#	Player
2	Shane Adams	2	Shane Adams	2	Shane Adams	2	Shane Adams
3	Jeff Askew	3	Jeff Askew	3	Jeff Askew	3	Jeff Askew
4	Paul Audette	4	Paul Audette	4	Paul Audette	4	Paul Audette
5	Tyler Backs	5	Tyler Backs	5	Tyler Backs	5	Tyler Backs
6	Tim Bradley	6	Tim Bradley	6	Tim Bradley	6	Tim Bradley
7	Ben Franske	7	Ben Franske	7	Ben Franske	7	Ben Franske
8	Scott Johnson	8	Scott Johnson	8	Scott Johnson	8	Scott Johnson
9	Randy Jones	9	Randy Jones	9	Randy Jones	9	Randy Jones
10	Curtis Obal	10	Curtis Obal	10	Curtis Obal	10	Curtis Obal
11	Michael Parolin	11	Michael Parolin	11	Michael Parolin	11	Michael Parolin
12	Peter Puck	12	Peter Puck	12	Peter Puck	12	Peter Puck
13	Jane Puckling	13	Jane Puckling	13	Jane Puckling	13	Jane Puckling
14	Brian Redwood	14	Brian Redwood	14	Brian Redwood	14	Brian Redwood
15	John Redding	15	John Redding	15	John Redding	15	John Redding
00	Reid Reinhold	00	Reid Reinhold	00	Reid Reinhold	00	Reid Reinhold

Make up a sheet like this and have it copied, laminated and cut to give out to parents, coaches and managers.

Sample #3-Schedule

MMHA Bantam Schedule

Game #	Day	Date	Time	Home	Away	Location
BX5001	Friday	Sept 23	8:00pm	Mission	Abbotsford	Mission-North
Practice	Saturday	Sept 24	2:00pm	Mission		Mission-South
BX5002	Monday	Sept 26	7:15pm	Hope	Mission	Hope
Practice	Wednesday	Sept 28	7:45pm	Mission		Mission-South
BX5003	Friday	Sept 30	8:00pm	Mission	Chilliwack	Mission-North
Practice	Saturday	Oct 1	2:00pm	Mission		Mission-South

Please be in the dressing room 30 minutes prior to game time.

If you are not able to attend practices or games, please call the coach at...

Sample #5-Team Volunteer Schedule

MMHA Bantam Volunteer Schedule

Date	Scorekeeping	Game Clock	50/50
Fri Sept 23	Corena Adams	Don Audette	Bev Askew
Mon Sep 26	Cari Backs	Luigi Bradley	Barry Franske
Fri Sept 30	Doug Johnson	Jim Jones	Jackie Obal

MMHA 2011-2012 Contact List

<u>POSITION</u>	<u>NAME</u>	<u>PHONE</u>	<u>FAX</u>
President	Rick Grant	604-826-1108	
1st Vice-President (Pee wee & up)	Rick Senft	604-820-4980	
2nd Vice-President (Atom & down)	Spencer Jack	604-820-9456	
Secretary	Jeanette King	604-820-1846	
Treasurer	Jennifer Robin	604-820-2681	
Registrar	D'Arcy Mitchell	604-820-2080	
Ice Co-ordinator	Angela Takats	604-226-0137	
Director - Referee Assignor	Mike Palmer	604-755-7844	
Director - Sponsorship/Fundraising	Richard Mooney	604-820-2056	
Director - Equipment	Brent Ziefflie	604-826-7199	
Director - Tournaments	Christine Thompson	778-982-0720	

Committee Chairpersons

Awards Banquet	Rick Grant	604-826-1108
Equipment	Brent Ziefflie	604-826-7199
Fair Play Program	Rick Senft	604-820-4980
Fundraising	Richard Mooney	604-820-2056
Public Relations	Contact President	
Referee-in-Chief	Mike Palmer	604-755-7519
Risk Manager	Rick Grant	604-826-1108
Rules Committee	Jeanette King	604-820-1846
Sponsorship	Richard Mooney	604-820-2056
Team Photos	Rick Grant	604-826-1108
Tournaments	Christine Thompson	604-751-2023
Trophy Case	Rick Senft	604-820-4980
Referee Assignor	Mike Palmer	604-755-7519

Divisional Coordinators:

<u>DIVISION</u>	<u>COORDINATOR</u>	<u>PHONE</u>
Hockey 1 to 4	Crystal Matkovich	604-832-3418
Atom	Rick Grant	604-826-1108
Pee wee	Susan Grant	604-826-1108
Bantam	Rick Senft	604-820-4980
Midget	Rick Grant	604-826-1108

Mission Minor Hockey Association



Player Injury Log

Date	Division	Injury Description	Treatment	Recommendations	CHSP Person

NOTE: This log should report, at minimum, each time:

- A Player is removed for the remainder of the game due to an injury sustained during play
- A Player is injured during practice whether on or off the ice
- A Player is forced to leave a game or practice for unknown medical reasons

NOTE: If an injury requiring a doctor, dentist and/or hospitalization occurs, complete a BC Hockey Mutual Aid form, or in the case of a serious injury, life-threatening or fatality, a Hockey Canada Injury Report.

HCSP Letter



Mission Minor Hockey Association **Hockey Canada** **Safety Program (HCSP)**

www.mmha.ca

Could you be a Team Safety Person?

Created by Hockey Canada, the HCSP is intended to educate those individuals responsible for the safety, first aid and risk management of a team.

This program came into effect in the 2000/2001 season, all minor, junior, senior and female teams must have a certified HCSP person on their roster. Although either a coach or manager may fill this role, the HCSP is not a coaching program and you may have the skills needed.

The HCSP is a risk management and safety program, which utilizes a proactive, preventative, common sense approach to keeping our children safe. The goal of the program is for the safety people to implement effective risk management programs with their own teams where **Player Safety is the First Priority at All Times**, both on and off the ice. The safety person must conduct regular checks of players' equipment and is responsible for promoting proper warm up and conditioning techniques as a form of injury prevention. The safety person coordinates plans for road trips, tournaments, etc. and assists in the overall supervision of the team. The safety person establishes medical history files on every player and carries these files and the team first aid kit on every outing. The safety person implements and **Emergency Action Plan** for the team and through this is prepared to react in the event of accidents, injuries and medical emergencies. The safety person manages all injuries, learns to recognize serious injuries and refers injured players to qualified professionals. All safety people must assume a leadership role in promoting the values of safety, fair play and integrity.

The HCSP is a 6-hour program requiring re-certification every 3 years. Minimum age for certification is 16. A safety background is certainly an asset to you and your team, but is not a pre-requisite. This is not a first aid program and all safety people are encouraged to enhance their skills with current first aid and CPR training.

The curriculum includes:

- A trainer's role and responsibility
- Code of ethics and promotion of fair play
- Risk management
- Protective equipment
- Injury prevention techniques
- Maintaining a first aid kit
- Emergency action plan
- Recognition of significant or life threatening injuries
- Injury management principles
- Removal from play' and 'return to play' procedures
- Maintaining player medical history files
- Harassment, abuse and prevention

Player Medical Form

Click on link below and print off enough copies for each player on your team

http://www.hockeycanada.ca/index.cfm/ci_id/18416/la_id/1/document/1/re_id/0

Hockey Canada Injury Report

Click on link below and print off 5 copies and keep with you at all times. If a player gets injured during a game, practice or sanctioned team event, give the parent the form to take to the doctors/hospital and have the doctor complete it and return to the MMHA Registrar **WITHIN** 30 days.

<http://www.bcaha.org/docs/Hockey%20Canada%20Injury%20Report%20Form%20-%202005-2006.pdf#search=%22%22hockey%20canada%20injury%20report%22%22>