

SAFETY PERSON CHECKLIST

The following checklist is designed to help the Team Safety Person stay organized and ensure that all key tasks required are top of mind. This checklist identifies both the season and activity tasks required to provide a safe environment for the participants throughout the year.

Season Tasks

| <u>Task</u> | <u>When</u> | <u>Description</u> |
|-------------------------------|--------------------------|---|
| Review Medical Kit | Once received | Review the medical kit provided to ensure that it contains all necessary supplies in the appropriate amount |
| Meet with Coaches | Prior to team meeting | Have a conversation with the coaching staff to outline processes and expectations |
| Team Meeting | Prior to season starting | Discuss with parents your role, the process being used, and expectations |
| Develop Emergency Action Plan | Prior to season starting | Create your emergency action plan and practice it at least once prior to the season |
| Player Medical Forms | Prior to season starting | Have each parent complete a medical form for their child, ensure they are stored in a secure manner |
| Create Safety Binder | Prior to first activity | Create a binder that has all required resources to successfully fulfil your role including all medical forms and sufficient injury report forms |
| Return Medical Kit | End of season | Upon returning your medical kit to your association, communicate any supplies used that will need to be replaced |
| Submit Medical Files | End of season | Submit player medical forms to your association for destruction, injury tracking, injury report forms to your association, and return to play forms (if applicable) |

Activity Tasks

| <u>Task</u> | <u>When</u> | <u>Description</u> |
|--|-----------------------------------|---|
| Review venue condition | Upon arrival | Review the condition of the facility, dressing rooms, hallways, and spectator area to ensure they do not pose any significant risks |
| Review the location of key safety assets | Upon Arrival | Review the locations of automated external defibrillators (AED), emergency exits, zamboni entrance, and arena attendant location(s) as applicable |
| Ensure player warm up | Prior to dressing | Encourage and supervise players to ensure that they are partaking in an appropriate warmup |
| Ensure equipment appropriateness | Prior to activity | Observe that players have all the required equipment, it is in proper condition, and it fits appropriately |
| Ensure players are hydrated | During activity | Ensure that all players have their own water bottle on the bench or activity location, that they are staying hydrated, and ensuring it is being filled when empty |
| Ensure players are provided proper nutrition | Pre, during, and/or post activity | As applicable to the activity, ensure that players are provided appropriate snacks and/or meals |
| Ensure appropriate cooldown | Post activity | Encourage and supervise players to ensure that they are partaking in an appropriate cooldown |
| Review venue condition | Prior to leaving | Review the condition of the facility to ensure no changes to the condition have occurred, if changes have occurred report it to the proper authority |

Injury Tasks

| <u>Task</u> | <u>When</u> | <u>Description</u> |
|---------------------------------|--------------------------------|---|
| Complete Injury Report Form | After injury occurred | Complete the Safety Person sections of the Hockey Canada Injury Form, provide it to the parent(s)/guardian(s) to complete parent section and to provide to hospital (if required) |
| Submit Injury Report | Once form completed | Once completed, submit a copy to your association (if applicable) and to Hockey Alberta |
| Add injury to tracking document | After injury occurred | Add injury to injury tracking document to help identify overall trends and track injury recovery progression |
| Replace medical supplies used | As used | Note any medical supplies that have been used and replace those which supplies are low or have been completely used |
| Complete Return to Play Process | As player goes through process | Create a return to play process in consultation with the player's attending medical professionals, guides, parent(s)/guardian(s), and coaching staff |
| Submit Return to Play Report | Once process completed | Once completed, submit the completed return to play tracking document to your association (if applicable) |