



HOCKEY CANADA

Information Bulletin d'information

Bulletin No.: 03/42

To: Officers Junior Council (03/47)
 Branch Presidents Female Council (03/45)
 Directors Senior Council (03/40)
 Executive Directors Minor Council (03/44)
 Council Representatives HDC (03/48)

Info: Life Members

Date: May 30, 2003

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From: Antoine Atallah – Chairman, Hockey Canada Safety Program

SUBJECT: Hockey Canada Safety Program Requalification

Ladies and Gentlemen:

I have attached for your information the new requirements for HCSP requalification as approved by the Hockey Canada Board of Directors at the 2003 AGM.

Please note that these are minimum guidelines and therefore the Branch has the ability to strengthen these requirements to suit their needs. The Branch does not have an opportunity to weaken these guidelines.

I ask that the Branches inform Todd Jackson, Manager of Safety and Risk Management at tjackson@hockeycanada.ca of their requalification structure prior to September 1, 2003. If you have any questions on the attached information, please feel free to contact Todd Jackson at 613-562-5677 extension 2323.

Sincerely,

Antoine Atallah
Hockey Canada Safety Program



Hockey Canada Safety Program **Requalification Requirements**

The Branch has two options with respect to program requalification:

Option 1

As a minimum standard participants must requalify by participating in a _ program format every three years as outlined below and achieve a passing mark on the exam.

Program Format (1/2 day)

The agenda of the full day clinic will be arranged such that the afternoon portion of the program will be for participants re-qualifying as well as first time participants. Participants re-qualifying will have the option of only attending the afternoon portion of the program.

The _ day format can also be hosted separately, however, only participants requalifying can attend these sessions.

Committee Guidelines

1. If participants re-qualifying have a participant's manual they are not required to purchase a new manual, however, they are required to have a manual with them at the clinic. The Branch will provide updates if necessary.
2. The re-qualifying participant has the option of attending the full day if they choose to do so.
3. The re-qualifying participant must complete the full exam and are therefore responsible for all the material in the manual.
4. The half-day session will be run in conjunction with a full day clinic. There will also be the option of half-day clinics run independently for participants re-qualifying. Note that **only** participants re-qualifying will be able to attend the clinics being run on a separate day.

5. The Branch will determine the fee for both the full clinic and the re-qualification clinic if run independently.
6. The agenda cannot be changed without approval of the Safety Program Committee

Agenda

New Participants

Arrive	8:00am
Introduction	8:00-8:15am
Purpose of the Program	8:15-8:25am
Safety Person's Responsibilities	8:25-8:35am
Code of Ethics/Fair Play Codes	8:35-8:45am
Risk Management: Safety Requires Teamwork	8:45-9:10am
Medical History Files	9:10-9:20am
Break	9:20-9:30am
Abuse and Harassment	9:30-11:00am
Break	11:00-11:10am
Protective Equipment	11:10-11:30am
Injury Prevention Techniques	11:30-11:50am
First Aid Kit	11:50-12:05pm

Lunch (Initial participants) 12:05-1:05pm

Re-qualifying Participants arrive 12:55-1:05pm

Emergency Action Plan	1:05-1:25pm
Injury Management Principles	1:25-1:40pm
Recognition of Life threatening Injuries	1:40-2:10pm
Break	2:10-2:20pm
Spinal Injuries/Concussions	2:20-2:50pm
Soft Tissue Injuries	2:50-3:15pm
Removing Players from Action/Co-ordinating RTP	3:15-3:25pm
Special Topics	3:25-3:55pm
Break	3:55-4:10pm (optional)
Content Summarization / Wrap up	4:10-4:20pm
Written Test (Closed Book Format)	4:20-4:50pm
Wrap Up	4:50-5:00pm

Option 2

As a minimum standard participants must requalify by participating in the full Safety Program every 5 years and achieve a passing mark on the exam.

Both options are a minimum standard which allows Branches to strengthen these requirements to meet their individual needs.

Expiry Dates

A universal expiry date is designed to facilitate the administration of requalification within the Branch. If a clinic is completed in any month from August to April the expiration date will be August 1st on the year of expiration. If the clinic is completed in any month from May to July the expiration date will be on the date of completion of the clinic in the expiration year.