



Team Safety Person Checklist

The following checklist is designed to help the *Team Safety Person* stay organized and ensure that all key tasks required are identified and completed by the appropriate team leader(s). This checklist identifies both the season and activity tasks required to provide a safe environment for the participants throughout the year.

Season Tasks (*Team Safety Person*)

Task	Timeframe	Description
Review First Aid Kit	Once received	Review the first aid kit provided to ensure that it contains all necessary supplies in the appropriate amount
Meet with Coaches	Prior to the team meeting	Have a conversation with the coaching staff to outline processes and expectations, including their role in supporting the SPMHA Safety Program
Team Meeting	Prior to the season starting	Discuss with parents your role, the process being used, and expectations
Review and Practice the Emergency Action Plan (EAP)	Prior to the season starting	Review the SPMHA EAP and make applicable adjustments/additions as required. Practice it at least once prior to the season
Player Medical Forms	Prior to the season starting	Have each parent complete a medical form for their child, and ensure they are stored in a secure manner
Review Safety Binder	Prior to the first activity	Review the SPMHA-provided Safety Binder to ensure it has all the required resources to successfully fulfil your role including all medical forms and sufficient injury report forms
Return First Aid Kit	End of season	Upon returning your first aid kit to SPMHA, communicate any supplies used that will need to be replaced (These should be tracked throughout the year).
Submit Medical Files (as applicable)	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 (*Team Safety Person*)

Task	Timeframe	Description
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
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

continued





Activity Tasks (Coach and/or Athletic Therapist/Trainer)

(Please note this is not to be performed by the Team Safety Person in a non-coach or trainer role)

Task	Timeframe	Description
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 with proper nutrition	Pre, during, and/or post activity	As applicable to the activity, ensure that players are provided with appropriate snacks and/or meals
Ensure appropriate cooldown	Post activity	Encourage and supervise players to ensure that they are partaking in an appropriate cooldown

Injury Tasks (Team Safety Person)

Task	Timeframe	Description
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 the parent section and provide to the hospital (if required)
Submit Injury Report	Once form completed	Once completed, submit a copy to SPMHA (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 the player goes through the process	Create a return-to-play process in consultation with the player's attending medical professionals, coaching staff, parent(s)/guardian(s), and SPMHA <i>Safety Committee</i>
Submit Return to Play Report	Once process completed	Once completed, submit the completed return to play tracking document to the SPMHA <i>Safety Committee</i>

