

PRESEASON MEETING AGENDA

Part of a good preseason meeting includes introducing yourself, your role as the team safety person, and the expectations/duties/process you have while fulfilling the role. Taking the time to outline this information ensures that everyone is on the same page and helps ensure a smooth season. The following are topics and key discussion points to have during your preseason meeting:

1) Introduction

The first step with any meeting is a positive introduction about you and the role you are fulfilling. This introduction serves as the first step in building the relationships required with your players and parents to have a successful season from a safety perspective.

Key Discussion Points:

- ✓ Introduce yourself
- ✓ Provide any relevant information about your background and experience, especially if you have professional experience in a relevant field
- ✓ Your preference on how you would like parent interactions to occur

2) The Role and its Responsibilities

One of the challenges with the success of the role has been the unfamiliarity parents and players have with the role. By introducing the role and its responsibilities it will not only help educate both parents and players but also set the expectations associated with the role.

Key Discussion Points:

- ✓ How the position plays a significant role in ensuring a safe environment for the participants
- ✓ The role's responsibility to lead the player removal process
- ✓ The role's responsibility to manage the return to play process

3) The Emergency Action Plan

The most important plan a team will have is the Emergency Action Plan unfortunately for many teams though this plan is often overlooked. By introducing the Emergency Action Plan at your preseason meeting you will ensure that everyone is aware of its importance and will hold the team accountable for its implementation. In addition, by introducing it at the preseason meeting you will have an opportunity to recruit any potential volunteers you may need for the plan.

Key Discussion Points:

- ✓ How the purpose of the plan is to manage significant incidents
- ✓ What the general plan is and how your teams will look
- ✓ An overview of the roles of the charge, call, and control persons
- ✓ The role of the coaches and on ice officials
- ✓ Recruit any potential volunteers needed for the plan

4) Player Removal

Unfortunately, in a fast-paced game such as hockey there is a potential for injuries and one of the most difficult aspects of the Team Safety Person is managing the various moving parts involved when there is a potential injury that needs to be managed.

Key Discussion Points:

- ✓ What your association's player removal is
- ✓ Hockey Canada's concussion policy
- ✓ What will the player removal process look like
- ✓ What initiatives the player removal process
- ✓ How will you communicate when a player is removed

5) Return to Play

When an injury occurs, the participant may experience a wide range of motions such as the uncertainty that comes with recovery to the disappointment of not being to play. Through an effective return to play process, the Team Safety Person plays a significant role in ensuring a participant returns to the game at the level he or she did prior to the injury.

Key Discussion Points:

- ✓ What your association's return to play policy is
- ✓ What the six steps of the return to play process look like
- ✓ How you will implement the return to play process
- ✓ Hockey Canada's concussion policy requirements related to completing all six steps in the process

6) Required Information

Having the right information is crucial when dealing with an emergency and which is why it is important for every player to complete a medical information sheet prior to the season beginning. Completing and submitting an injury report form provides important information to your association, Hockey Alberta, and Hockey Canada in case support is required as well as to assist in helping build plans to continue to make the game safe for our participants.

Key Discussion Points:

- ✓ The collection of medical information
- ✓ How the information will be stored, accessed, and destroyed
- ✓ Hockey Canada Injury Report Form