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CONTACT INFORMATION

Cold Lake Minor Hockey

Website: CLMH.com

Phone 780-639-8880

Please see website for office hours.

EXECUTIVE 2020/2021 SEASON:

Kim Hillier	President	president@clmh.com
Lee Angelopoulos	Vice President Operations	vphockeyops@clmh.com
Tracy Miller	Vice President Business	vpbusiness@clmh.com
Vacant	Director At Large	director_at_large@clmh.com
Connie Harrison	Ice Scheduler / Administrative Assistant	clmhadmin@clmh.com
Melissa Bibeau	U18 Director	U18@clmh.com
Andy Scanie	U15 Director	U15@clmh.com
Derrek Michaud	U13 Director	U13@clmh.com
Lisa Peacock	U11 Director	U11@clmh.com
Rob Williams	U9 Director	U9@clmh.com
Shane Pacholok	U7 Director	U7@clmh.com
Jay Hall	Female Director	female@clmh.com
Corey Rhyason	Regional Director	regional@clmh.com
John Hillier	Devep/Coach Director	development@clmh.com
Rhonda Lillico	Equipment Manager	equipment@clmh.com
Nikki Sinclair	Pond	pond@clmh.com

Connie Harrison

Registrar

registrar@clmh.com

The CLMH website is a very useful place to find all the items highlighted in this manual, please use it.
The CLMH Bylaws, regulations, all forms, links, contact information is all there.

Other Important Links:

Northern Eastern Alberta Hockey League

neahl.ca

Hockey Alberta

hockeyalberta.ca

East Central Alberta Female Hockey League

ecafhl.com

Ice Information

Hello Managers and Coaching staff! Here is some information regarding ice for this season.

Ice time

1. The schedule is posted online on the homepage of our website and will be updated regularly on Sunday evenings.
2. Changes or cancellations must go through the ice scheduler.
3. Changes or cancellations for weekend slots must be in to the Ice Scheduler by Wednesday's at 11:00am.
4. If ice goes unused and has not been cancelled within the required time, teams will be responsible for fees (ice and refs) incurred by CLMH. The only exception to this will be if ice goes unused due to unforeseen circumstances such as adverse weather conditions. Cancellations due to weather must be done through the league governors as well.
5. If game cancellations happen due to weather issues, teams should still use that ice for a practice or scrimmage/shinny so it does not go unoccupied.

Referees

1. Only the Ice Scheduler can book referees for CLMH scheduled games be it Exhibition, League, Provincial or Tournament play.
2. Deadline for scheduling referees for weekend ice slots is Tuesday's at Noon. Any attempt to book games after this deadline will not be met, unless there are extreme circumstances for it.

Tournaments

1. Polar Cup (Initiation) and Frostbite (Novice) Annual tournaments are always on the first and second weekends in March. All requests for tournament dates must be sent into the scheduler to confirm availability. Any teams booking tournaments will be required to secure dates with a \$200 deposit once ice is confirmed.

Arena

1. Any concerns regarding ice that may arise while you are at the facility should be sent to the Ice Scheduler and it will be discussed with the appropriate facility.
2. Coaches and Managers are **NOT** to contact the facilities regarding ice.
3. Members will treat the facilities with the utmost respect. Teams are responsible for ensuring dressing rooms are clean at the end of every practice and game, i.e. all tape balls are disposed of, no garbage laying around.

Connie Harrison
Ice Scheduler
clmhadmin@clmh.com

Have a safe and happy season!

Travel Permits, Sanction Numbers & Game Sheets

The CLMH internal process for Sanction Numbers and Travel Permits for the 2020/2021 Season will be:

Email Connie at registrar@clmh.com, CC your division director, and ensure you list:

- Team Name
- Division
- Team ID
- Manager Email
- Date & Time of Event
- Visiting Team Name (Needed for Sanction)
- Visiting Team ID Number (Needed for Sanction)
- Visiting Team Manager Email (Needed for Sanction)
- Traveling To (Needed for Travel permit)
- Sanction Number (Needed for Travel Permit)

Registrar will apply for the Permit or Sanction via Hockey Alberta.

Once Approval has been received, it will be forwarded to the team manager and the division director will be CC'd.

Deadline for Travel Permit Requests is Tuesday the week of travel.

Deadline for Sanction Number Requests is Thursday prior to weekend of games.

The following outlines all the rules/requirements for Permits & Sanctions by Hockey Alberta.

Exhibition Games

- All exhibition games must be sanctioned by Hockey Alberta. THE HOME TEAM IS RESPONSIBLE FOR APPLYING FOR THE SANCTION NUMBER. There are no exceptions.
- Exhibition Games are automatically applied and approved through the sanction website.
- If there is a change, i.e. opposing team, you **must** apply for a new sanction and notify me of the change so I can remove the old sanction.
- If the game is cancelled please notify me via email prior to 24 hours of game time.

Travel Permits

- Travel Permits are required for **ANY** exhibition game or tournament that you are attending outside of Cold Lake.
- Any League, Tiering, League Game or Playoff Game does not require a travel permit
- Deadline for travel permit is the Tuesday prior to the weekend.

Hosting a Tournament in Your Region

- All tournaments must be sanctioned.
- When you are hosting, Paul Elon is your discipline coordinator. If there is an incident/write up during the tournament please forward ASAP. I will reply via email the ruling and official notice will be sent shortly thereafter. Please include the team managers email when you are sending it.
- At the end of the tournament, you are required to submit all game sheets within 24 hours.

Attending Out of Town Tournaments

- Travel Permit is required.
- During the tournament, the applicable zone coordinator will administer suspensions, with exception of the last game.
- You must submit your tournament game sheets within 24 hours after completion of the tournament.
- Note that all game sheets will be reviewed and if any suspensions were missed, they will be assessed and notified.

Game Sheet Submissions

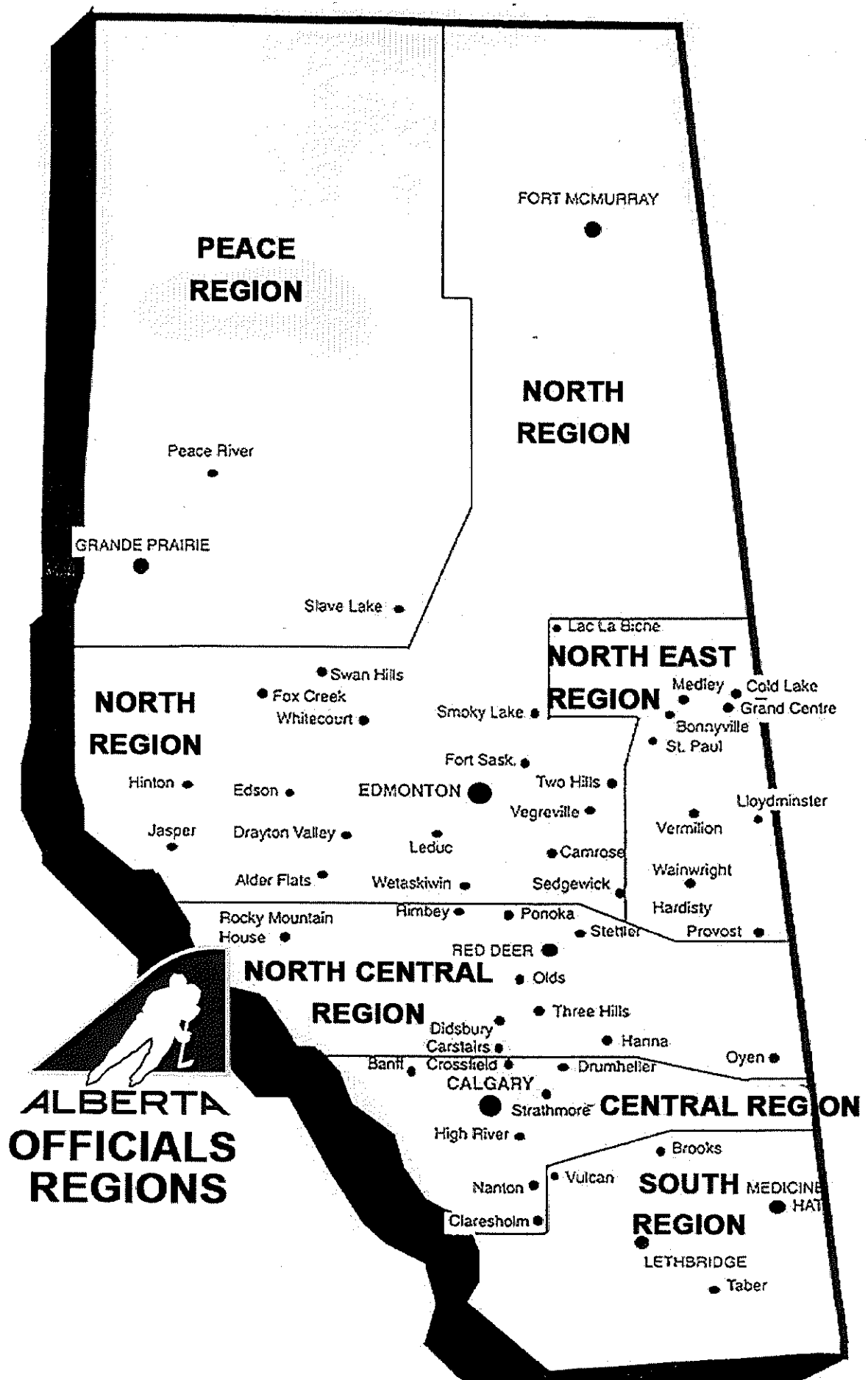
- DO NOT send me league game sheets, they are for league only. The league will notify me of suspensions when they issue them.
- **Tournament and provincial game sheets are submitted to me, all within 24 hours. Exhibition sanctions have a "Submit E-Game Sheet" link.**
- Game sheets not submitted on time may result in future permits and sanctions suspended.
- Excessive late game sheets from multiple teams within an association may result in all sanctions and permits for that association suspended.
- Photographs will NOT be accepted. PDF only. There are tons of phone apps that can do this.
- Sanction number must be in the subject line.

CONTACT INFORMATION, ZONE 2, HOCKEY ALBERTA:

Paul Elun
Hockey Alberta
ZONE 2 DISCIPLINE AND SANCTIONS
minordisc2@hockeyalberta.ca

All teams must provide a change of game form if they have changed a league game to go to a tournament. Should the CLMH receive a bond assessment because a team went to a tournament and did not properly reschedule a league game the team will pay the League fine.

TRAVELLING WITHOUT AN APPROVED TRAVEL PERMIT CAN LEAD TO DISCIPLINARY ACTION AGAINST COACHES AND MANAGERS.





SANCTIONING GUIDELINES

UPDATED JUNE 2016

Event	Notes & Conditions
Administration	
Ice and Facility Rentals	<p>Coverage only applies where agreement does not include a "Holds Harmless" clause (<i>A provision in an agreement under which one or both parties agree not to hold the other party responsible for any loss, damage, or legal liability. In effect, this clause indemnifies the parties on a unilateral or reciprocal basis (as the case may be).</i> See also indemnity clause.</p> <p>Where agreement includes such a clause, the burden of responsibility lies with the signor and not Hockey Canada.</p> <p>If the contract requires minor hockey to indemnify and hold harmless the municipality or facility owner, and if it does not contain a phrase limiting minor hockey's responsibilities to claims arising out of minor hockey's activities, then the following should be added to the indemnification and hold harmless section of the agreement:</p> <p>"Except claims arising from the negligence or responsibility of the lessor/ municipality or facility owner".</p>
Team Bus Rentals	<ol style="list-style-type: none"> 1. Would cover our members only 2. Would not cover driver or the bus itself 3. Ensure bus company has appropriate liability insurance 4. Ensure drivers are appropriately licensed 5. Bus should only be used for team related travel
Guest coaches on or off ice	<ol style="list-style-type: none"> 1. Must carry their own liability insurance, will not be covered by Hockey Canada unless registered with the Branch. They should be asked to produce a certificate of liability. 2. Coaches should be screened as per Branch requirements.



SANCTIONING GUIDELINES

UPDATED JUNE 2016

Events that <u>ARE</u> sanctioned: ON ICE	Notes & Conditions
Exhibition Games (including international)	<ol style="list-style-type: none"> 1. Must be sanctioned by the Branch; 2. Both teams must be properly registered; 3. Full equipment is to be worn; 4. Registered officials must be used to officiate; 5. Where a game is between a male and a female team body checking is not permitted.
Use of outdoor rinks for games and practices	<ol style="list-style-type: none"> 1. Must be approved by Branch/association 2. Ensure ice and boards are in safe condition 3. Involves members only 4. All association and Branch guidelines for usual games and practices must be followed.
Teams travelling to the USA and internationally	<ol style="list-style-type: none"> 1. Must be approved by the Branch 2. Opposing teams must be registered with Federation of country visited 3. Full equipment must be worn 4. Team should purchase travel insurance ensuring that the policy covers sports injury.
On-Ice Team Pictures	<ol style="list-style-type: none"> 1. Ensure area set up prior to players lining up 2. If possible take picture against bench area. 3. Players come off bench right into picture staging. 4. Players should not be allowed to skate around without a helmet. 5. Action shots without helmets are not permitted.
Skate-a-Thons	<ol style="list-style-type: none"> 1. We cover our members only 2. All players must wear helmets, full facial, neck guards, elbow pads and hockey gloves. 3. No hockey is permitted, skating only.
Games vs. Canada's National Team	These events are conducted under the guidelines of Hockey Canada and the Branch hosting the event.
Celebrity Hockey Games / Benefit Games	Only with respect to insuring the players and volunteers that are registered with the Branch. It will not cover non Hockey Canada participants such as the celebrities. Games should be non-contact.
Tournaments	<p>Must be sanctioned by the Branch</p> <p>MHA's use the online sanctioning process.</p>



SANCTIONING GUIDELINES

UPDATED JUNE 2016

Canadian University and College Teams' / High School Hockey	Participants must be registered within the Branch and off-ice team activities would require sanctioning by the Branch.
Hockey Canada Teams vs. USA Hockey Teams	Must be sanctioned teams
Exhibition games involving CIS, NCAA, and OCAA teams	Must be sanctioned by the Branch
Summer Evaluation & Conditioning Camps	<p>Only if approved by Branch.</p> <p>All aspects of the camp would have to be submitted to the Branch to ensure that all players and personnel are registered within the Branch and that all conditioning activities were stated on the request for insurance.</p> <p>Activities such as Under 17 camps, pre try out conditioning camps are approved.</p>
3 on 3, 4 on 4, and All Star Games	<ol style="list-style-type: none"> 1. Must be approved by the Branch 2. All participants must be registered with the Branch 3. Players must wear full equipment 4. Proper supervision necessary 5. All Star Games must be officiated by registered officials 6. 3 on 3 or 4 on 4 events may be controlled/officiated by registered volunteers (ie. Coaches, trainers, managers). 7. Risk management must be incorporated
Minor Games Between Periods at Junior Games	<ol style="list-style-type: none"> 1. Must be approved by the Branch 2. Players must wear full equipment 3. Proper supervision necessary
Elite Hockey (AAA) Off-Season (May, June, July) Evaluation & Conditioning Camps	<p>All aspects of the camp would have to be submitted to the Branch to ensure that all players and personnel are registered within the Branch, and that all conditioning activities were stated on the request for insurance.</p> <p>Activities such as pre try out conditioning camps can be approved.</p>



SANCTIONING GUIDELINES

UPDATED JUNE 2016

Skating on rivers/ponds for registered participants	<p>As approved by the Branch.</p> <p>Activities that take place on or near a river/pond will need specific guidelines with respect to safety and risk management, including an Emergency Action Plan and adequate supervision of participants involved. Request for insurance should include all parameters around the activity prior to sanction being granted.</p>
Outdoor Rinks for registered participants/teams.	<ol style="list-style-type: none"> 1. Structure/specifics of the rink to be provided for review and approval by the Branch, due to safety and risk management. 2. Must have a Emergency Action Plan 3. Appropriate supervision 4. Outline all parameters pertaining to the event.

Events that ARE sanctioned: OFF ICE	Notes & Conditions
Fundraising or year end event (i.e. banquet, auction) without alcohol.	<p>Specific details of the event should be outlined on the request for insurance.</p> <p>The event must be solely organized by the team or association. Approval of such events would be liability protection only.</p> <p>Hockey Canada's insurance policy isn't designed to sanction parties.</p>
Fundraising or year end event (i.e. banquet, auction) with alcohol.	<p>Facility ownership must be responsible for the serving of alcohol and only serve to persons over the age of 18.</p> <p>Facility ownership must obtain all required permits to buy and sell alcohol.</p> <p>Events being held on a continuous basis will not be considered.</p> <p>Hockey Canada's insurance policy isn't designed to sanction parties.</p>
Dryland Training for registered participants/ Conditioning Camps for registered participants	<p>As approved by the Branch – all activities scheduled outside game/practice itself would have to be submitted to the Branch to ensure that all players and personnel are registered within the Branch and that all conditioning activities were stated on the request for insurance. Other sporting activities such as basketball and soccer are not acceptable activities as the Hockey Canada insurance policy is not designed to cover other sports.</p> <p>Note that floor hockey is acceptable assuming players are wearing helmets, facemasks, gloves and elbow pads.</p>



SANCTIONING GUIDELINES

UPDATED JUNE 2016

Pre Game/Practice Warm-Up	<p>Activities that take place at or near a rink pre or post game/practice are considered warm-up activities, and will be covered under the game/practice itself, therefore doesn't require a sanction.</p> <p>Proper Risk Management must be incorporated into all warm up activities!</p>
Development Seminars. (ex. Coaching Clinics, Skill Camps)	Those that are directly operated by the Branch, related to the activities of the Branch, would be sanctioned.
Mall Display and/or Mall Registration Booth.	Requires appropriate supervision and risk management if players are involved.
Gambling, Lotteries (50/50, Raffle Tickets).	<p>Activity must comply with municipal and provincial legislation.</p> <p>Only liability is covered, not the prizes themselves.</p>
Door-to-Door Selling, personal fundraising, cookies, candy bars, etc.	<p>Door-to-door sales are permitted only with appropriate supervision to reduce the risk of young players entering the homes of unknown persons.</p> <p>Requests for insurance should include all activities related to the event including times, dates, and supervision if applicable</p> <p>Only liability is covered, not the prizes themselves.</p>
Snack Bar, Concessions.	<p>Snack Bar operators should be appropriately trained. Registered participants under the age of 16 are not permitted to use deep fryers. Deep fryers must comply with local fire code and inspections.</p>
Bottle drives, tree sales, donation drives, shoe shines, car wash, bake sales	<p>Requires appropriate supervision and risk management to prevent injury to participants.</p> <p>Requests for insurance should include all activities related to the event including times, dates, and supervision if applicable</p> <p>Only liability is covered, not the prizes themselves.</p>
Bingos	These are acceptable taking into consideration the selling of alcohol and Provincial laws.
Private Hockey Schools	Private hockey schools are not members of Hockey Canada/the Branch. Insurance coverage cannot be extended even in cases where the local association wishes to coordinate a summer hockey school.



SANCTIONING GUIDELINES

UPDATED JUNE 2016

Private Training under private contractor (private or local fitness centre, training centre, local Recreation Centre)	<p>If a team is in a private facility using a private contractor for training, the event may not be sanctioned (coverage should fall under contractor). Insurance policy must be provided by the contractor/company.</p> <p>Private groups are not covered under Hockey Canada Insurance.</p>
Dinner/Activities while attending a tournament.	If away at a tournament, the sanction will cover things <u>within reason</u> while they are away, with appropriate supervision.
Special event that occurs in one zone but is operated and sanctioned by another	Doesn't matter where the event takes place, as long as the appropriate zone for whoever is requesting the sanction approves it.

Events that are <u>NOT</u> Sanctioned	Comments
Road Blocks	Considered high risk events
Non-Hockey related activities	Hockey Canada insurance not designed to cover non hockey related activities
Car Rallies	Considered high risk events
Community Festivals	Community Festivals will likely have their own insurance. Hockey Canada will not cover the event; rather provide coverage for registered hockey participants only.
Other Sport Activities (including in-line hockey & ball hockey). Examples include: <ul style="list-style-type: none"> • Slo-Pitch • Basketball • Soccer • Swimming • Baseball 	<p>Hockey Canada insurance is not designed to cover other sporting activities.</p> <p>These activities must be used for skill development within a team. Not exclusively playing the sport against another group and/or team.</p>
Community Parades	<p>Community Parade participation may be permitted for teams entering to walk. Coverage for parades will not be extended to the organizing group, only the registered hockey participants.</p> <p>Riding on floats will only be covered if the vehicle is properly insured and the driver is appropriately licensed.</p>
Concerts	High risk event, often involves alcohol being served and there is a large concentration of people.
Social Events (Attending NHL or WHL games)	A registered team attending a NHL and/or WHL game as spectators, no coverage is provided.



SANCTIONING GUIDELINES

UPDATED JUNE 2016

Wood-Splitting, Bon Fires, Dunk Tanks, Paintballing	Considered high risk event
National Hockey League (NHL) and other professional players participating in an event/practice	Professional salaries are very high and an accident could be very costly. The only exception would be those Major Junior players that have played that year on a Major Junior team.
Blueline Club, Canteen, Beer Tent	Separate insurance should be obtained for these events.
Non-Sanctioned Summer Hockey – Camps, Practices, Leagues	These leagues are required to obtain their own insurance.
Any lease agreement with a clause that transfers the financial burden to the team for facility negligence. (see the Administration Section for details).	Our insurers are not prepared to take responsibility for accidents that occur beyond scope of hockey related activities.
Exhibition games involving non-registered participants (including parents , siblings).	Our insurance policy doesn't cover non participants. Participation would put the non participant at risk without any coverage. Our insurers are not prepared to take responsibility for accidents/situations that occur.

CLMH Jersey Policy

1. **JERSEYS MUST NOT GO HOME WITH PLAYERS** Managers are provided with 2 complete sets of jerseys(atom and above) in separate jersey bags. If you have any issues with a jersey or bag please report it to the equipment director prior to your first skate. All jerseys must be kept together and looked after by a volunteer parent(s) for the season.
2. **THE TEAM WILL BE CHARGED FOR ANY REPAIRS OR REPLACEMENT COSTS ON A JERSEY THROUGHOUT THE SEASON** Please let the equipment director know immediately if your team requires repairs or replacements. At the beginning of the year, collect jersey deposit cheques from every player, payable to CLMH for \$200 (\$100 for only 1 jersey such as Initiation and Novice). These cheques will only be cashed if there is any damage or a jersey is not returned.
*if you are also signing out goalie gear, there will be a \$400 deposit cheque required, with the same conditions
3. **C's and A's and Name Bars**
Each year jerseys are damaged because of the C's and A's. Do not use fabric glue or iron-on materials. If there is any residue or letters left behind on the jerseys, your team will pay to have that jersey replaced at a cost of \$200.00 per set of white/dark. Name bars can ONLY be sewn on at K3 Promotions, and likewise, can ONLY be removed at K3 Promotions.
4. **Care Of Jerseys**
 - Air out the jerseys as much as possible to prevent mould. Never zip up the jersey bags with wet jerseys
 - Wash the jerseys frequently to avoid yellowing and rust stains, as well as to help keep the change room atmosphere more tolerable
 - Wash in COLD or WARM water with soap and softener
 - DO NOT USE BLEACH
 - Do NOT use a clothes dryer, hang separately to dry (they usually take about 1 hour to dry hanging

RETURN OF UNIFORMS

1. Wash all jerseys, using twice as much fabric softener as normal. Please put a new softener sheet in the jersey bags as well to prevent the jerseys from becoming stagnant over the summer.
2. Place all jerseys with numbers facing up, starting with the largest number at the bottom, through to the smallest number at the top.
3. Please make equipment director aware of any potential problems with a jersey such as a tear or peeling so they can be repaired PRIOR to next season.
4. All jerseys need to be returned to the Equipment Director no later than 7 days past your teams last official ice time. No exceptions will be made. Any missing or damaged jerseys will be charged to the team at the replacement cost of \$100 per home/away.

Budgets and Banking

Budget preparation is mandatory for every team

Budgets must be completed 3 times a year, November 15, January 15 and April 15.

The Budget worksheet is included in manual as well as available to download from CLMH website.

When preparing your budget please keep in mind the goal is to fundraise to assist teams to pay for tournament fees and travel costs.

Team gifts and parties should come from parent funding.

Fundraising involved gaming must be approved by CLMH VP of Business.

Banking

It will be the decision of each team as to whether or not they wish to open a bank account. It would be best to have your team vote on this.

As it is a team decision CLMH is no longer responsible for Team bank accounts.

Bank accounts should be open in the Team Name, no CLMH, they should be 2 signing authorities on the account

Teams can chose any bank to open up these accounts. Some banks will offer no service charges but you should be sure you know what their requirements are.

TEAM BUDGET

2020/2021 SEASON

Team Name _____

Budget as of _____

Incoming funds:

Parent Contributions	
Fundraising: Bottle drives, bake sales, etc	
Sponser Bars	
Total incoming Cash	\$ -
Team Costs	
Tournament Fees	
Travel Costs	
Team Meals	
Team Clothing	
Team functions	
Total Costs	\$ -
*Cash left at End of Season	\$ -

*This should be Zero, the goal is to raise what the team requires, to plan for all costs and only raise what is required.

Cold Lake Minor Hockey
Office 111, Cold Lake Energy Centre
7825 51 Street
Cold Lake, AB T9M 0B6
(780) 639-8880
www.clmh.com



Dear Potential Sponsor:

Each year, CLMH teams take to the ice to improve their skills and have fun while learning the great game of hockey. While the cost of registration in CLMH covers the basics like ice time and referee costs, the actual costs of running a team can be significantly more. Team wear, extra ice time, and tournament entry fees are just some of the costs born completely by each team in CLMH.

As a result, teams within CLMH are constantly looking for ways to generate funds. Sponsorship from our local community ensures hockey for our youth continues to be a vibrant part of life in Cold Lake. We are asking that you consider sponsoring a team within CLMH this season. Donations can take many forms, including cash sponsorship or a commitment to sponsor team wear like tracksuits or socks.

Team sponsors are regularly recognized in a number of ways that could include website exposure, a team banner displayed at games, a newspaper ad thanking team sponsors, recognition in a game or tournament program or even naming rights or embroidery of your company logo on team wear.

With over 400 players in CLMH and teams that travel throughout the province and beyond, sponsorship can be a great opportunity to advertise your company. Please speak with your team representative for more ideas on how sponsorship can work for you.

If you would like to sponsor a team within CLMH or require more information about this opportunity for your local business, please speak with your team representative or contact CLMH at the contact info above.

We look forward to working with you in the near future!!

Manager: _____
Cold Lake Ice Team: _____
Email: _____

Team Procedure for Resolving Issues, concerns, complaints, and grievances.

Unless otherwise specified, the procedure for resolving issues, concerns, complaints and grievances in CLMHA is to take them through the following levels in order:

Coach
Team Manager
Division Director
Vice President Hockey Operations
President (by way of Informal/formal Complaint process)
Discipline Committee
Executive Committee

At the first parents meeting for the team each coach/manager will outline their manner of dealing with parent's issues, concerns, complaints and grievances. The manager and coach have the ultimate responsibility for the team and will discuss issues, concerns, complaints and grievances with parents.

Some practical etiquette and common sense must be remembered. If you have a concern about a particular game, discuss the issue after waiting for 24 hours. Following the procedures outlined by the coach and waiting for 24 hours will result in a better discussion and more effective resolution to the issue.

The coach and team management need to know about the issue, concern, complaint or grievance so they can be dealt with effectively and in a timely manner.

Should the coach/manager not be able to provide a resolution to concern, then the parent has the right to elevate the concern to the next level in the chain. At this point, **ALL ISSUES, CONCERNS, COMPLAINTS AND GRIEVANCES SHOULD BE IN WRITING USING THE CLMH PROGRESSIVE REPORT.** (5 copies of this report are in the manager binder as well the form is on the CLMH website.)

The submission must contain a description of the event, its location, the division involved etc. and a contact phone number. At each level the complainant shall be given a written answer within 10 days.

CLMHA recognizes the need for privacy and discretion in the gathering information to respond to an issue, concern, complaint or grievance. The name of the complainant will be held in confidence whenever possible, except in the case where a complaint is made against an individual. Then the person being complained about has the right to know who their accuser is.

Should the Disciplinary and /or Executive Committee's answer to an issue, concern, complaint or grievance not satisfy the complainant they may appeal the decision.

CLMHA will not entertain lawyers present at Executive meetings, with the exception of a lawyer representing CLMHA.

PLEASE NOTE THAT APPENDIX A AND B OF BYLAWS ARE ATTACHED CAN BE USED TO CLARIFY AND ISSUES WITH REGARD TO COMPLAINT/DISCIPLINE PROCESS.

Complaints about referees must be made in writing by team management to the Division Director. If it is felt by the Division Director that a complaint is warranted, it will be passed on to the Referee in Chief. Team members and team representatives SHALL NOT speak to the officials about officiating concerns during or after the game, nor contact the Referee-in- Chief or assignor.

APPENDIX A

CLMHA Standard Code of Conduct

CLMHA is committed to ensuring and emphasizing respectful behaviour and conduct, both on and off the ice, which emulates Hockey Alberta's Abuse and Harassment Policies. These values shall eliminate any disrespectful conduct and discriminatory practices including abuse, neglect and harassment from all elements of the game or events outside of the game.

Violations by any Executive Member, Director, Member, Parent, Fan, Player, Manager, Coach or other Participant of any provision of the CLMHA Code of Conduct may result in disciplinary action being taken by CLMHA against such an individual as provided in the Discipline Policies of CLMHA (APPENDIX B).

The CLMHA Code of Conduct shall include, but shall not be limited to, the following principles:

1. Players and any participant of CLMHA shall abide by the By-Laws and Regulations set forth by CLMHA and their behaviour shall mirror the spirit of the By-Laws and Regulations and this Code of Conduct;
2. The Fair Play Pledge as supported by CLMHA and the Hockey Canada;
3. All members and participants of CLMHA shall respect other Members, Officials, Parents, Players, Fans, Team Officials, Volunteers, Executive Committee Members, the Board of Directors, Employees and Property of CLMHA. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards Game or Team Officials, Members, Parents, Players, Fans, Volunteers, Board Members, Executive Committee Members, Employees, or damage to the property of CLMHA or of another Association or facility will not be tolerated;
4. All Members, Fans and Participants of CLMHA shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game or of CLMHA;
5. CLMHA will not tolerate inappropriate behaviour by Parents or Fans, Players, Managers, Assistant Coaches or Head Coaches. Individuals exhibiting inappropriate behaviour shall be subject to disciplinary action as outlined in the disciplinary section within Appendix B. All Players and members shall be solely responsible for their participation in which they are related to and any monetary and non-monetary damages that may occur;
6. Under no circumstances is a Parent or Fan to enter the opposing team's dressing room, unless invited by the opposing team official;
7. Coaches and other team officials, Players, Parents and Fans are not permitted in the officials' dressing room, nor are they permitted to confront game officials about the game at any time; and
8. Functions carried out by CLMHA shall be at the sole responsibility of the teams involved and not the responsibility of CLMHA.

Executive Committee and Board of Directors Code of Conduct

This Code of Conduct shall apply to all Members of the Executive Committee and Board of Directors whether elected or appointed. The Code of Conduct does not attempt to define or list all items of acceptable or unacceptable conduct. The Code of Conduct should be interpreted as minimum standards of behaviour with the Executive Committee Members and the Board of Directors shall observe. Violation of the Code of Conduct, or any

such conduct deemed inappropriate, by an Officer of the CLMHA may lead to a review by the Executive Committee and or the Disciplinary Committee for possible exoneration, reprimand or expulsion.

1. Conduct toward the CLMHA:

- a. The Executive Committee and the Board of Directors shall adhere to CLMHA policy and regulation and seek to change such policy and regulations in accordance with the good governance of a public board. Any such proposed amendment(s) shall be put to the Executive Committee and the Board of Directors and voted in by Special Majority. If by Special Majority the amendment(s) pass, the Executive Committee shall cause the matter to be confirmed by Hockey Alberta. If Hockey Alberta confirms the amendment(s) the Executive Committee shall cause the matter to come before the General Membership by calling a General Meeting and the calling the matter to vote by a Simple Majority. If by Simple Majority the matter is passed, the Executive Committee shall cause the matter to be published and posted on CLMHA website.
- b. The Executive Committee and Board of Directors shall maintain the integrity of the CLMHA at all times and shall not initiate or participate in any activity that calls in to question the integrity of their respective position, the Executive Committee and or the Board of Directors in general or as a whole or place the CLMHA's integrity in disrepute;
- c. The Executive Committee shall honour commitments made on behalf of the CLMHA as long as such commitments are in the best interests to the CLMHA;
- d. The members of the Executive Committee and Board of Directors, in part or by whole, shall not divulge to any member of the public any item raised at an Executive Committee Meeting or Meeting of the Board of Directors unless during a Meeting of the Executive Committee and Board of Directors a Member is expressly called upon by the attending Members to do so for the purpose of the Business & Administration or the Hockey Operations of the CLMHA; and
- e. A Member of the Executive Committee and Board of Directors shall volunteer their resignation from their position immediately if they become unable to fulfill their duties or obligations of their respective position which shall include their obligation to uphold the integrity of the Executive Committee, the Board of Directors and CLMHA;
- f. Executive Committee Members and Board of Director Members shall attend all General Meetings and any such other meeting that is called upon and required for their position unless there is compelling reason for their absence.

2. Conduct toward the fellow Members of the Executive Committee and Board of Directors:

- a. The Executive Committee and Board of Directors owe a fiduciary duty to each other and to the CLMHA and shall comply with such fiduciary obligations;
- b. The Executive Committee and Board of Directors shall not criticize the conduct of another Member except to that Officer or the President. The President shall then inform the Officer of such questionable conduct if the Complainant did not initially raise the same with the Officer. The President shall then inform the Executive Committee of such questionable conduct and recommend immediate action if the circumstances warrant immediate action such immediate action must be held by Special Majority of the Executive Committee. The questionable conduct then shall come before the Board of Directors to ratify the immediate action or revisit the matter;
- c. The Executive Committee and Board of Directors shall not comment, render opinion or decisions, with respect to the business or operations that does not fall within their duties to any Member or member of the public;

- d. The Executive Committee and Board of Directors shall refer any issue from the General Membership or public member at large to the appropriate Executive or Director; and
 - e. The members of the Executive Committee and Board of Directors shall not in whole or in part undermine the confidence of any Member of the Executive Committee or Board of Directors.
3. Conduct toward the General Membership:
- a. The members of the Executive Committee and Board of Directors shall fulfill their duties and obligations in accordance with their elected or appointed position to the best of their ability and thereby serve the best interests of all such participants within the CLMHA;
 - b. The members of the Executive Committee and Board of Directors shall treat Members with dignity and respect and shall be considerate of their circumstances;
 - c. The members of the Executive Committee and Board of Directors shall not use their elected or appointed position for personal profit or for the profit of any immediate family member;
 - d. The members of the Executive Committee and Board of Directors shall not use their elected or appointed position to influence the placement of any player as players shall be placed in accordance with their individual skill and what is deemed fair for that player for development purposes; and
 - e. The members of the Executive Committee and Board of Directors shall not use their elected or appointed position to influence the selection of any coach or team official.

APPENDIX B

Discipline and Violations of By-Laws and Regulations of CLMHA

1. Discipline and Violation:

Any Member of the Executive Committee and Board of Directors, Hockey Team, Player, Coach, Team Official, Manager, Trainer, Official, Employee, Contracted Individual or Parent that violates or breaches a By-Law, Rule and or Regulation is subject to the discipline as set out herein.

2. Report and Investigation:

Upon the learning of an alleged violation or breach of the By-Laws, Rules and or Regulations, the Discipline Committee shall forthwith begin the investigative process set by the CLMHA Regulations.

- a. The President, VP of Business or VP of Hockey Operations and the required Director(s) shall investigate the alleged violation or breach as to the particulars thereof and report the findings to the Discipline Committee. The investigation shall make best efforts to disclose the complainant, the alleged violation and or breach and any supporting evidence that may corroborated the alleged violation or breach and any such information shall be disclosed to the Discipline Committee to ensure they have the appropriate information to render a fair assessment of the incident. A fair assessment shall be fair for the Complainant and the alleged Offender; and
- b. In the event of any individual identified within #1 above being accused of the following improprieties the individual may be suspended immediately, or such other appropriate immediate action, at the discretion of the Executive Committee until such time that the Discipline Committee renders a decision:
 - i. Breach of confidentiality;
 - ii. Physical, emotional, or sexual abuse of players or other volunteers;
 - iii. Libel or slander of players or other volunteers;
 - iv. Dishonest about their conduct or previous record or relevant civil or criminal convictions or about current relevant charges or investigations pending;
 - v. Misrepresentation of credentials, qualifications, or references;
 - vi. Gross misconduct or insubordination;
 - vii. Being under the influence of alcohol or drugs while in performance of a duty to the CLMHA or volunteer assignment;
 - viii. Falsification, destruction or removal of records;
 - ix. Illegal, violent or unsafe conduct;
 - x. Abuse or mistreatment of players, staff or volunteers;
 - xi. A player or team official who receives excessive game misconducts, gross or match penalties;
 - xii. A coach, who in the opinion of the team Manager or Division Director, is being assessed too many bench penalties or penalties of a serious nature;
 - xiii. Any member of the CLMHA or their guests who repeatedly bring discredit to a team, team official or the CLMHA through frivolous and vexatious actions, violent, abusive or gross behaviour, on or off the ice; and
 - xiv. Failure to abide by the CLMHA By-Laws and Regulations.

- c. The standards of behaviour are communicated and may be updated throughout each hockey season. It is recognized that behaviour may transgress outside acceptable standards and that disciplinary action may be required. Such discipline may be applied to any Member of the CLMHA including those identified in the aforementioned #1 above and spectators and may take the form of, but not limited to:
 - i. A verbal reprimand;
 - ii. A written reprimand;
 - iii. A demand for an apology, either written or verbal, to any affected party;
 - iv. A suspension from participation in or at Association activities;
 - v. Continued participation in the CLMHA under a discipline contract;
 - vi. A request for damages or compensation for CLMHA damages;
 - vii. Expulsion from the CLMHA for term to measured reasonably given the substantiated complaint; and
 - viii. A combination of two (2) or more of the above.
 - d. The result of any discipline action taken may affect a Member's current standing or future appointment as a team official. The non-observance or non-performance by a person of any sanction or discipline imposed by the Discipline Committee shall be deemed a breach of the CLMHA Code of Conduct and shall be subject to further review by the Discipline Committee.
3. Discipline Committee's Structure and Authority:
- The Discipline Committee shall:
- a. Be formed by the President in consultation with the Executive Committee to deal with a specific complaint(s);
 - b. The President shall be the Chairperson of the Discipline Committee and in the event that the President is not able to sit as the Chairperson then the Director at Large shall sit as the Chairperson. The President shall ensure that the Discipline Committee is comprised of persons who are not in a conflict of interest concerning firstly the alleged Offender and if possible the Complainant to the exclusion of the Chairperson who shall not have vote. If three (3) members cannot be confirmed, the Executive Committee shall seek such non-conflicted persons from the General Membership;
 - c. Review the complaint or report and determine if an Informal Process or Formal Hearing is required. The Discipline Committee shall make this decision with 10 days of its formation;
 - d. The Committee Chair shall confirm the Discipline Committee's recommendation in writing within 48 hours of an Informal Process or Formal Hearing to the Executive Committee. The President shall then notify the Board of Directors in writing of the recommendation and the calling of a General Meeting if necessary to review the matter; and
 - e. Extend for a term of one (1) year.
4. Complaint Procedure:
- a. A complaint may be raised by any Member of the CLMHA, by Members of another Association through their Association's Executive, by League Officials or by Members of the CLMHA Executive Committee acting in response to a report from game Officials or by any other party;
 - b. A complaint shall be in writing and shall identify the time, place and participants as well as provide a summary of the incident. An Incident Report Form shall be used for ease of

reference and structure to outline a complaint. These forms shall be made available through the CLMHA website;

- c. There may be circumstances wherein the Executive Committee, on their own motion or by motion of the Board of Directors, choose to engage the Discipline Committee to investigate and render a decision on an incident even though a formal complaint has not been lodged; and
 - d. CLMHA shall not entertain legal representation at any meetings unless the CLMHA requires a lawyer present to assist with interpretation of the By-Laws, Regulations or a specific matter before the CLMHA.
5. Informal Process:
- a. If by Simple Majority the Discipline Committee believe that the matter can be dealt with on an informal basis without the necessity of a hearing, the committee may investigate the complaint, including accepting verbal or written submissions from the Complainant, the Respondent (person(s) being investigated), and such other persons as may be required to ensure a fair and reasonable decision is rendered. The Discipline Committee shall provide written notice of its decision to the Complainant and the party investigated within a reasonable time but not longer than 10 days except under exceptional circumstances. Should either the Complainant or the party being investigated feel that the informal process has not satisfactorily resolved the matter, either may request in writing that the Discipline Committee undertake a Formal Hearing within seven (7) days of the Informal Process Decision.
6. Formal Hearing:
- a. The Discipline Committee shall establish a date and time for the Formal Hearing;
 - b. At least five (5) days prior to the hearing, both the Complainant and the Respondent shall be issued a "Notice of Discipline Hearing" which shall set out the date, location and time of the hearing, the nature of the alleged conduct and shall include any supporting evidence that has been submitted by the Complainant or the Discipline Committee through their own investigation. Any prior submissions or evidence used during the Informal Process shall also be provided to the affected parties for the purpose of the Formal Hearing;
 - c. The Respondent may choose to provide supporting evidence prior to the Formal Hearing to the Discipline Committee or shall provide supporting evidence during the Formal Hearing to the Discipline Committee if there is such supporting evidence. If the Respondent submits supporting evidence prior to the Formal Hearing to the Discipline Committee, the Discipline Committee shall not provide a copy of this evidence to the Complainant. If the Respondent provides supporting evidence during the Formal Hearing, the Complainant shall be entitled to hear such evidence but shall not be provided a copy of this evidence;
 - d. The Respondent shall be suspended from participation in or attendance at CLMHA activities pending the outcome of the hearing. The Respondent may make a written request to participate in or attend CLMHA activities. The Discipline Committee shall have sole discretion of such permission and if such permission is confirmed, the Discipline Committee shall render such permission in writing;
 - e. The Respondent and Complainant shall provide any information requested by the Discipline Committee at least two (2) days prior to the hearing;

- f. At least two (2) days prior to the Formal Hearing, the Respondent and the Complainant shall provide the Discipline Committee with a list of witnesses they intend to request to appear at the Formal Hearing on their behalf;
 - g. The Discipline Committee may also request the attendance of any other party whom the Discipline Committee believes should appear by delivering to each such witness a "Notice to Attend the Discipline Hearing" which shall set out the date, time and location of the Formal Hearing, the nature of the alleged conduct and any information to be provided by the witness to the Discipline Committee prior to the hearing;
 - h. If the Complainant fails to appear then the complaint shall be dismissed which shall include any such decision from the Informal Process. The Discipline Committee shall then produce in writing a Notice of Exoneration to the Respondent and the complaint shall be struck permanently from the Record;
 - i. If the Respondent fails to appear, the Formal Hearing shall be conducted with those parties in attendance and the information available to the Discipline Committee; and
 - j. The Discipline Committee shall produce a written "Formal Decision" and shall provide it to the Respondent and Complainant within a reasonable time following the Formal Hearing but no longer than 10 days unless there are exceptional circumstances.
7. Conduct of the Hearing:
- a. There shall be no person within the Informal Process or the Informal Hearing or such other preliminary duty that is in a conflict of interest, whether direct, indirect or perceived to be in a conflict, with the Respondent and or the Complainant. The Minutes shall record the conflict of interest and the person in such conflict shall leave the hearing venue, which shall be recorded within the Minutes. The Executive Committee and or the Board of Directors may direct the replacement of Members of the Discipline Committee, including the Chairperson in such circumstances;
 - b. The Chairperson of the Discipline Committee shall Chair the hearing and be responsible for the orderly conduct of the Formal Hearing. If the Chairperson is not available, the remaining Members of the Discipline Committee shall appoint a Chairperson who shall then be responsible for the orderly conduct of the Formal Hearing;
 - c. The Discipline Committee shall provide each witness with an information sheet on the hearing process or, alternatively, may hold a briefing session immediately prior to the commencement of the hearing to ensure all parties understand the hearing process;
 - d. The witnesses will not be sworn in nor will there be a transcript taken of the proceedings. The Respondent and the Complainant shall not make a tape, video or use such other technological means during the proceedings;
 - e. The Respondent and Complainant shall appear in person and shall not be represented by a representative, agent, proxy, any other person or legal counsel. Any minor child attending such a proceeding shall be represented by their parent(s) or legal guardian(s);
 - f. The Discipline Committee shall be comprised of volunteers who are not versed in the application of law;
 - g. The Complainant and the Complainant's witnesses shall be heard first before the Discipline Committee at the Formal Hearing. The Complaint shall put their complaint to the Discipline Committee in the absence of the Complainant's witnesses. Following the Complainant's evidence, the Discipline Committee shall then call in each witness individually and each witness shall not be present in the hearing room during the evidence of any witness. The

Respondent shall be present during the calling of all evidence and shall have the right to ask question of the Complainant and any such witness. The Chairperson shall ensure proper decorum of any questions put to the Complainant and the witnesses and that such questions are relevant to complaint;

- h. The Chairperson shall determine the relevance of any question asked by the Respondent. If the Chairperson determines that a question is irrelevant to the complaint, the Chairperson shall provide the Respondent with an explanation. The Respondent shall be entitled to challenge such a determination and the Chairperson shall reconsider the same. If the question is or remains irrelevant then the Chairperson shall instruct the witness not to reply. The question will be documented and remain part of the file for future reference;
- i. The Respondent shall then be asked to present their evidence and shall be entitled to respond to the information provided by the Complainant and any witnesses. The Respondent shall be entitled to lead any evidence or provide witnesses to corroborate their version of events;
- j. The Discipline Committee shall, with all dispatch, render a decision, and communicate that decision to both the Respondent and Complainant. The Discipline Committee may provide their decision verbally at first but shall confirm the same in writing within 10 days of the Formal Hearing date and shall provide their written decision to the President; and
- k. If the Respondent is a coach of any team official, the President shall immediately provide the written decision to the VP Hockey Operations and the Player & Coaching Development Director;
- l. NOTE:
 - i. Coaches who are suspended for two (2) or more games, by CLMHA, Hockey Alberta, the Hockey Canada, or two (2) or more times in any given season, shall notify the Discipline Committee and shall be indefinitely suspended by CLHMA until such time that:
 - 1. They ask for a Discipline Committee meeting; or
 - 2. The Discipline Committee chooses to reinstate them.
 - ii. The Player & Coaching Development Director shall be advised of the incidents and resolutions for future reference;
 - iii. The Discipline Committee shall maintain a file on each matter referred to it and shall be comprised of the original complaint or incident report, copies of all "Notice of Discipline Hearing", copies of all "Notice to Attend Discipline Hearing", copies of the witnesses lists, the notes made by each member of the Discipline Committee during the hearing, and a copy of the written decision of the Committee; and
 - iv. The decision of the Discipline Committee following the Informal Hearing shall be final and binding on all parties except for any such course of action or recourse provided by Hockey Alberta, the Hockey Canada, or Legislation.

8. Issues, Concerns & Complaints:

- a. Unless otherwise specified, the order to pursue resolution of Issues, Concerns and Complaints in CLMHA is as follows:
 - i. Coach or the Manager;
 - ii. Division Director;
 - iii. Player & Coaching Development Coordinator;
 - iv. VP Hockey Operations;

- v. VP Business; and
- vi. Discipline Committee.

9. Appeal Policy:

a. Appeal Committee:

- i. In all matters where the CLMHA has made a decision on a complaint or grievance, the Complainant or Respondent shall have the right of appeal the decision;
- ii. The CLMHA shall appoint an Appeals Committee each year. Members of the Appeals Committee shall not be members from the committee whose decision is subject to the appeal;
- iii. The Appeals Committee shall sit for a term of one (1) year;
- iv. The Appeals Committee members may be any member of the CLMHA as long as a member is not in a conflict of interest either directly, indirectly or perceived to be in a conflict of interest; and
- v. The Appeals Committee shall appoint a Chairperson who shall ensure the orderly conduct of the appeal.

b. Appeals Process:

- i. The decision of any committee may be appealed to the Appeals Committee by filing a written application to appeal, within 15 days of rendering of the decision;
- ii. An appeal must be in writing and identify the issue being appealed and provide the details of the reason for the appeal;
- iii. An appeal must be accompanied by an Appeal Fee of \$150.00 Canadian Dollars;
- iv. The Appeals Committee shall, in its sole discretion, determine whether the appeal shall be in the form of a new hearing or whether the matter can be dealt with based upon the written material and summaries before the prior Committee. The Appeals Committee may request further written material from the Appellant and or their witnesses and any affected party, if any. There shall be no new witnesses introduced during the appeal process. The Appeal Committee may also undertake the appeal hearing in the form of a new hearing wherein the Appeals Committee shall allow reasonable time for the Complainant and Respondent to state their case as to why the appeal should be allowed or dismissed;
- v. The Appeals Committee shall advise the affected party of the Appeal as soon as reasonably possible following notice of such appeal;
- vi. If a new hearing is required, the conduct of the Appeal Hearing shall be as follows:
 - 1. The Appeals Committee shall convene a meeting to hear the appeal within a reasonable period of time;
 - 2. In accordance with the CLMHA Conflict of Interest Policy, any member of the Appeals Committee shall not be in conflict of interest either directly, indirectly or perceived;
 - 3. The Appeals Committee shall provide the Appellant or any other affected party with an information sheet on the Appeal Hearing process, or in the

alternative, may hold a briefing session immediately prior to the commencement of the Appeal Hearing to ensure all parties understand the hearing process;

4. The Appellant and any affected party shall not be sworn in nor shall there be a transcript taken of the proceedings and there shall be no technological recording, video or otherwise, of the proceeding;
5. The Appellant and any affected party shall appear in person and shall not be represented at the Appeal Hearing by any other individual. The only exception to this rule in the case of minor who shall be represented by their parent(s) or legal guardian(s);
6. The Appeal Committee shall be comprised of volunteers who are not versed in the application of law. Accordingly, no party shall be represented by legal counsel at the Appeal Hearing;
7. The Appellant and any affected party shall appear individually and shall not be present in the hearing room during the presentation of any other party;
8. The Appeal Committee shall, with all dispatch, render a decision, and communicate that decision to both the Appellant and the affected party. Such communication may be verbal at the outset however this shall be followed by a written decision within a reasonable time but no later than 10 days following the decision; and
9. **NOTE:** The Appeals Committee may make any decision that is reasonable which may be equal to the prior decision, lesser than, greater than or any other decision that is fair and appropriate based on the evidence.
 - a. If the Appeals Committee overturns the prior decision and in favour of the Appellant, the Appellant shall be refunded the appeal fee.
 - b. In the event of a compromise decision, the Appeals Committee shall solely decide whether or not the appeal fee should be refunded.
 - c. A decision from the Appeals Committee shall be final and binding on all parties wherein the law allows for further recourse through Hockey Alberta, Hockey Canada, or any such applicable legislation including Judicial Review to the Alberta Court of Queen's Bench.

CLMH Progressive Discipline Report

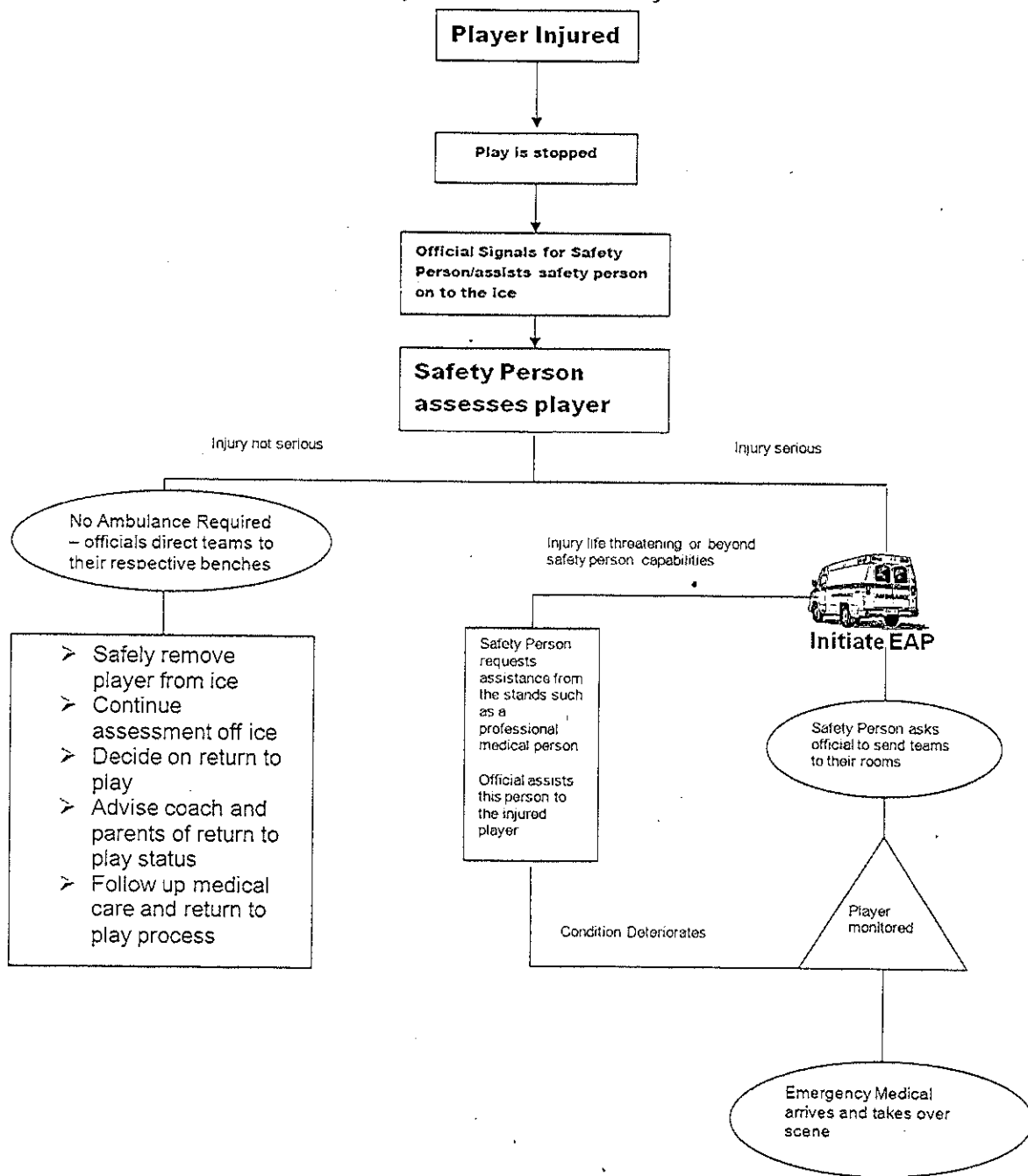
PLEASE COMPLETE ALL SECTIONS OF THIS FORM

This form may be used by any member of CLMH who believes an infraction has been committed by another CLMH member. Submission of this form in and of itself does not determine that an infraction has been made. Refer to the CLMH Discipline Policy. All Progressive Discipline Reports must be given to the CLMH VP Ops within 48 hours of the alleged infraction. Refer to the CLMH Discipline Policy.

Full Name of Complainant	
Contact Information of Complainant	
Full Name of Individual Alleged to have Committed the Infraction	
Date / Location of Alleged Infraction	
Summary of Alleged Infraction (continue on reverse as needed)	

Summary ctd...	
Other individuals who may have information regarding the alleged infraction. (witnesses may be asked to attend a hearing if necessary)	

Player Down! What is my role?



The following are responsibilities the safety person should assume to prepare for potential injury to a player:

- Maintain accurate medical information files on all players and bring to all team activities.
- Maintain a player injury log.
- Maintain a fully-stocked first aid kit and bring to all team activities.
- Implement an effective Emergency Action Plan with your team and practice it regularly to ensure all involved understand their roles and are prepared to act promptly when an incident occurs.
- Recognize life-threatening and significant injuries, and be prepared to deal with serious injury.
- Manage minor injuries according to basic injury management principles and refer players to medical professionals when necessary.
- Recognize injuries that require a player to be removed from action. Refer players to medical professionals and coordinate return to play.
- Facilitate communication with players, coaches, parents, physicians, therapists, paramedical personnel, officials and other volunteers regarding safety, injury prevention and player's health status.

In a situation where a player is injured on the ice, the following are the responsibilities of the safety person:

- Initially take control and assess the situation when coming into contact with the injured player.
- Instruct the player to lay still.
- Instruct bystanders to leave the injured player alone.
- Do not move the athlete and leave all equipment in place.
- Evaluate the injury and situation. This may include anything from an unconscious player to a sprained finger. Once you have determined the severity of the injury, decide whether or not an ambulance or medical care is required.
- If the injury is serious and warrants immediate attention that you are not qualified to provide, seek out someone with the highest possible level of first aid/medical expertise.

Note:

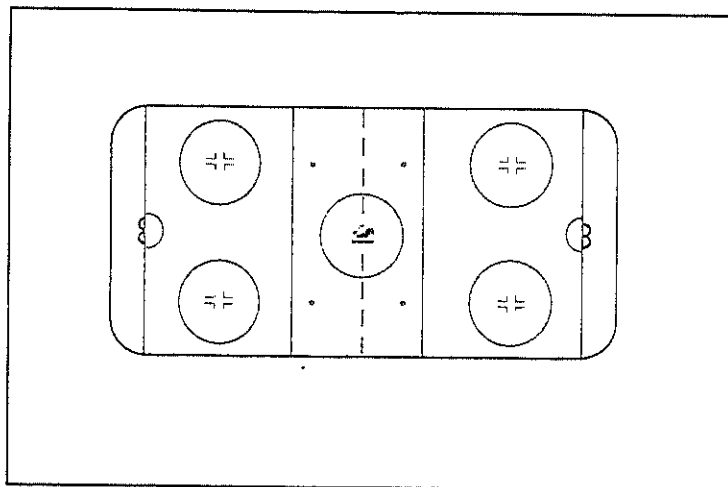
As the safety person, you should be aware of those individuals on your team with these qualifications and arrange a signal should you need their assistance.

- If an ambulance is required, notify your call person with a pre-determined signal. Give a brief explanation of the injury and tell them to call for an ambulance. Let the injured player know that an ambulance is being called and why. This could reduce fear and panic on the part of the player.
- Once the call has been placed, observe the player carefully for any change in condition and try to calm and reassure the player until medical professionals arrive.
- STAY CALM. Keep an even tone in your voice.
- Make a note of the time at which the injury occurred and keep track in writing of all pertinent facts regarding the accident, including time of occurrence, time of ambulance arrival, etc.



SAFETY REQUIRES TEAMWORK

AN EMERGENCY ACTION PLAN FOR HOCKEY



Legend
 ○ Phone
 □ Exits
 + First Aid

EQUIPMENT LOCATIONS

Please locate and identify areas on above map:
 i.e., first aid room, routes for ambulance crew,
 telephones, emergency exits, etc.

Arena/Facility name: _____

Address: _____

Telephone number: _____

Emergency Telephone Numbers

Emergency _____

Ambulance _____

Fire Dept _____

Hospital _____

Police _____

General _____

Other _____

1. Charge Person

- Most qualified person available with training in first aid and emergency response
- Familiarize yourself with arena emergency equipment
- Take control of an emergency situation until medical personnel arrive
- Assess injury status of player

2. Call Person

- Location of emergency telephone
- List of emergency telephone numbers
- Directions to arena
- Best route in and out of arena for ambulance crew
- Communicate with Charge Person and Control Person

3. Control Person

- Ensure proper room for Charge Person and ambulance crew
- Discuss emergency action plan with:
 - Arena staff
 - Officials
 - Opponents
- Ensure that the route for the ambulance crew is clear and available
- Seek highly trained medical personnel (i.e., MD, nurse) to assist injured player if requested by Charge Person
- Discuss player's injury and status with parents.



EMERGENCY RESPONSE PLAN

POTENTIAL EMERGENCIES	<p>The following are identified potential emergencies:</p> <p style="text-align: center;">Fire</p>						
EMERGENCY PROCEDURES	<p>In the event of a fire occurring within or affecting the work place/site, the first person to notice the fire will:</p> <ul style="list-style-type: none"> • Advise all personnel by yelling "Fire, Fire, Fire" • Pull the nearest pull station, If applicable <p>"911 will be called by immediately if it is safe to do so. If it is not safe then 911 will be called at the muster point.</p> <ul style="list-style-type: none"> • All persons will evacuate to the muster point and a role call will be taken by management. 						
LOCATION OF EMERGENCY EQUIPMENT	<p>Emergency equipment is located at:</p> <ul style="list-style-type: none"> • Pull Stations – Throughout the building. "Indoors" • Fire Extinguisher <ul style="list-style-type: none"> ▪ Throughout the building ▪ In all City Vehicles 						
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT	<p>Only workers that are trained to use emergency equipment can do so and only when there is no immediate risk to the worker.</p> <p>At no time will the worker deliberately put themselves in harm's way.</p>						
EMERGENCY RESPONSE TRAINING REQUIREMENTS	<table> <tr> <th>Type of Training</th><th>Frequency</th></tr> <tr> <td>Use of fire extinguishers</td><td>As required</td></tr> <tr> <td>First Aid</td><td>As required</td></tr> </table>	Type of Training	Frequency	Use of fire extinguishers	As required	First Aid	As required
Type of Training	Frequency						
Use of fire extinguishers	As required						
First Aid	As required						
LOCATION AND USE OF EMERGENCY FACILITIES	<p>The nearest emergency services are located:</p> <ul style="list-style-type: none"> • Fire station: 718 – 10 street & 5201 – 55 street • RCMP: 4710 – 55 street • Cold Lake Health Care Centre: 314 – 25 street • Community Peace Officers: 718 – 10 street 						
FIRE PROTECTION REQUIREMENTS	<ul style="list-style-type: none"> • Sprinkler systems • Fire Extinguishers 						
ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS	<ul style="list-style-type: none"> • 911 must be called to notify Emergency Services • Verbal – to warn co-workers • Phones, Radios 						
FIRST AID	<ul style="list-style-type: none"> • Know the locations of the first aid kits in your work area • Ensure the area is safe before performing first aid • Inform supervisors when first aid is performed 						

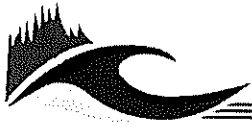


PROCEDURES FOR RESCUE AND EVACUATION	<p>For Evacuation and rescue:</p> <ul style="list-style-type: none">• Evacuate and direct all persons to the designated muster point for your work area. Managers are to account for everyone including visitors and clients.• Assist ill or injured workers evacuating the building• Provide first aid to injured workers if required• Call 911
DESIGNATED RESCUE AND EVACUATION WORKERS	<p>Only those trained in emergency rescue procedures are authorized to rescue workers.</p>



EMERGENCY RESPONSE PLAN

POTENTIAL EMERGENCIES	<p>The following are identified potential emergencies:</p> <p style="text-align: center;">Gas Leak</p>						
EMERGENCY PROCEDURES	<p>In the event of a gas leak occurring within or affecting the work place/site, the first person to notice the gas leak:</p> <ul style="list-style-type: none"> • Advise all personnel • Turn off all equipment (if you can safely) <p>“911 will be called when it is safe to do so”.</p> <p>“Atco Gas will be called by management or someone appointed by management 1-800-511-6447 When calling from an office phone, you must dial 8 to get an outside line.”</p> <ul style="list-style-type: none"> • All persons will evacuate to the muster point and a role call will be taken by management. 						
LOCATION OF EMERGENCY EQUIPMENT	<p>Emergency equipment is located at:</p> <ul style="list-style-type: none"> • Pull Stations – Throughout the building. “Indoors” • Fire Extinguisher <ul style="list-style-type: none"> ▪ Throughout the building ▪ In all City Vehicles 						
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT	<p>Only workers that are trained to use emergency equipment can do so and only when there is no immediate risk to the worker.</p> <p>At no time will the worker deliberately put themselves in harm’s way.</p>						
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ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS	<ul style="list-style-type: none"> • 911 must be called to notify Emergency Services • Verbal – to warn co-workers • Phones, Radios 						



FIRST AID	<ul style="list-style-type: none">• Know the locations of the first aid kits in your work area• Ensure the area is safe before performing first aid• Inform supervisors when first aid is performed
PROCEDURES FOR RESCUE AND EVACUATION	<p>For Evacuation and rescue:</p> <ul style="list-style-type: none">• Evacuate and direct all persons to the designated muster point for your work area. Managers are to account for everyone including visitors and clients.• Assist ill or injured workers evacuating the building• Provide first aid to injured workers if required• Call 911
DESIGNATED RESCUE AND EVACUATION WORKERS	<p>Only those trained in emergency rescue procedures are authorized to rescue workers.</p>



EMERGENCY RESPONSE PLAN

POTENTIAL EMERGENCIES	The following are identified potential emergencies: Medical Accident/Incident						
EMERGENCY PROCEDURES	In the event of an accident/incident, the first person to notice will: <ul style="list-style-type: none"> • Call out for help • Check for any immediate dangers to yourself then the casualty. “Get first aider to administer first aid” “911 will be called by management or someone appointed by management.”. • All persons will stop work, turn off all equipment and wait for further instructions from management. 						
LOCATION OF EMERGENCY EQUIPMENT	Emergency equipment is located at: <ul style="list-style-type: none"> • Pull Stations – Throughout the building. “Indoors” • Fire Extinguisher <ul style="list-style-type: none"> ▪ Throughout the building ▪ In all City Vehicles 						
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT	Only workers that are trained to use emergency equipment can do so and only when there is no immediate risk to the worker. At no time will the worker deliberately put themselves in harm’s way.						
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Use of fire extinguishers	As required						
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LOCATION AND USE OF EMERGENCY FACILITIES	The nearest emergency services are located: <ul style="list-style-type: none"> • Fire station: 718 – 10 street & 5201 – 55 street • RCMP: 4710 – 55 street • Cold Lake Health Care Centre: 314 – 25 street • Community Peace Officers: 718 – 10 street 						
FIRE PROTECTION REQUIREMENTS	<ul style="list-style-type: none"> • Sprinkler systems • Fire Extinguishers 						
ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS	<ul style="list-style-type: none"> • 911 must be called to notify Emergency Services • Verbal – to warn co-workers • Phones, Radios 						

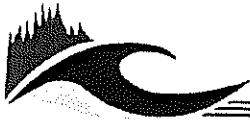


FIRST AID	<ul style="list-style-type: none">• Know the locations of the first aid kits in your work area• Ensure the area is safe before performing first aid• Inform supervisors when first aid is performed
PROCEDURES FOR RESCUE AND EVACUATION (if evacuation is required)	<p>For Evacuation and rescue:</p> <ul style="list-style-type: none">• Evacuate and direct all persons to the designated muster point for your work area. Managers are to account for everyone including visitors and clients.• Assist ill or injured workers evacuating the building• Provide first aid to injured workers if required• Call 911
DESIGNATED RESCUE AND EVACUATION WORKERS	<p>Only those trained in emergency rescue procedures are authorized to rescue workers.</p>

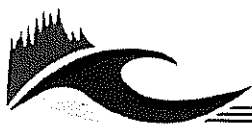


EMERGENCY RESPONSE PLAN

POTENTIAL EMERGENCIES	The following are identified potential emergencies: Extended Power Loss						
EMERGENCY PROCEDURES	<p>In the event of an extended power loss:</p> <ul style="list-style-type: none"> • Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment. • Call building maintenance immediately to report power loss: 780-812-1076 and/ or Atco Electric 1-800-668-5506 • Upon Restoration of heat and power: Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry. <p>If indoor temperatures were freezing:</p> <ul style="list-style-type: none"> • Call Public Works, Utilities and have the water front curb stand turned off. Working hrs call 780-594-8043 after hrs 780-207-0173 • Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on. 						
LOCATION OF EMERGENCY EQUIPMENT	<p>Emergency equipment is located at:</p> <ul style="list-style-type: none"> • Pull Stations – Throughout the building. “Indoors” • Fire Extinguisher <ul style="list-style-type: none"> ▪ Throughout the building ▪ In all City Vehicles 						
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT	<p>Only workers that are trained to use emergency equipment can do so and only when there is no immediate risk to the worker. At no time will the worker deliberately put themselves in harm’s way.</p>						
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LOCATION AND USE OF EMERGENCY FACILITIES	<p>The nearest emergency services are located:</p> <ul style="list-style-type: none"> • Fire station: 718 – 10 street & 5201 – 55 street • RCMP: 4710 – 55 street • Cold Lake Health Care Centre: 314 – 25 street • Community Peace Officers: 718 – 10 street 						
FIRE PROTECTION REQUIREMENTS	<ul style="list-style-type: none"> • Sprinkler systems • Fire Extinguishers 						

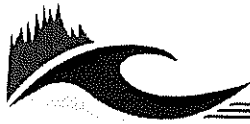


ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS	<ul style="list-style-type: none">• 911 can be called only if Emergency Services is required• Verbal – to warn co-workers• Phones, Radios
FIRST AID	<ul style="list-style-type: none">• Know the locations of the first aid kits in your work area• Ensure the area is safe before performing first aid• Inform supervisors when first aid is performed
PROCEDURES FOR RESCUE AND EVACUATION (if evacuation is required)	<p>For Evacuation and rescue:</p> <ul style="list-style-type: none">• Evacuate and direct all persons to the designated muster point for your work area. Managers are to account for everyone including visitors and clients.• Assist ill or injured workers evacuating the building• Provide first aid to injured workers if required• Call 911
DESIGNATED RESCUE AND EVACUATION WORKERS	<p>Only those trained in emergency rescue procedures are authorized to rescue workers.</p>

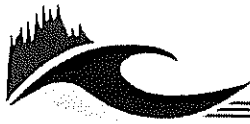


EMERGENCY RESPONSE PLAN

POTENTIAL EMERGENCIES	The following are identified potential emergencies: Chemical Spill						
EMERGENCY PROCEDURES Note – the MSDS must be reviewed before handling or moving controlled products in accordance with WHMIS.	In the event of a large chemical spill, the first person to notice will: <ul style="list-style-type: none"> • Call out and alert co-workers to the spill • Check for any immediate dangers to yourself • Contain the spill if possible (Use MSDS for instructions) • Secure the area • Notify the Fire Department 911 • Do not attempt to clean the spill unless trained to do so • Attend to injured personnel , if required • Notify your supervisor or manager • Evacuate the building if necessary In the event of a small chemical spill: <ul style="list-style-type: none"> • Notify supervisor or management • If toxic fumes are present, secure the area (with caution tape or cones) • Deal with the spill in accordance with the instructions described in the MSDS • Small spills must be handled in a safe manner, while wearing the proper PPE as listed in the MSDS 						
LOCATION OF EMERGENCY EQUIPMENT	Emergency equipment is located at: <ul style="list-style-type: none"> • Spill Kits – Know the location of the spill kit in your work area • Pull Stations – Throughout the building. “Indoors” • Fire Extinguisher <ul style="list-style-type: none"> ▪ Throughout the building ▪ In all City Vehicles 						
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT	Only workers that are trained to use emergency equipment can do so and only when there is no immediate risk to the worker. At no time will the worker deliberately put themselves in harm’s way.						
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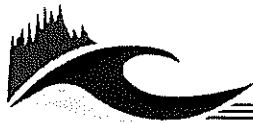


	<ul style="list-style-type: none">• Community Peace Officers: 718 – 10 street
FIRE PROTECTION REQUIREMENTS	<ul style="list-style-type: none">• Sprinkler systems• Fire Extinguishers
ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS	<ul style="list-style-type: none">• 911 must be called to notify Emergency Services if required• Verbal – to warn co-workers• Phones, Radios
FIRST AID	<ul style="list-style-type: none">• Know the locations of the first aid kits in your work area• Ensure the area is safe before performing first aid• Inform supervisors when first aid is performed
PROCEDURES FOR RESCUE AND EVACUATION (if evacuation is required)	<p>For Evacuation and rescue:</p> <ul style="list-style-type: none">• Evacuate and direct all persons to the designated muster point for your work area. Managers are to account for everyone including visitors and clients.• Assist ill or injured workers evacuating the building• Provide first aid to injured workers if required• Call 911
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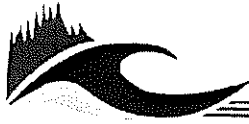


EMERGENCY RESPONSE PLAN

POTENTIAL EMERGENCIES	The following are identified potential emergencies: Tornado						
EMERGENCY PROCEDURES	When the warning of a tornado is issued by sirens or other means: <ul style="list-style-type: none"> • Seek shelter inside • Go to small interior rooms on the lowest floors, without windows, or • Hallways on the lowest floor with no windows, and • Rooms constructed with reinforced concrete, brick, or block with no windows Note: <ul style="list-style-type: none"> • Stay away from outside walls and windows • Use arms to protect head and neck • Do not hide under tables etc. • Remain sheltered until the tornado threat is announced to be over 						
LOCATION OF EMERGENCY EQUIPMENT	Emergency equipment is located at: <ul style="list-style-type: none"> • Pull Stations – Throughout the building. “Indoors” • Fire Extinguisher <ul style="list-style-type: none"> ▪ Throughout the building ▪ In all City Vehicles 						
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT	Only workers that are trained to use emergency equipment can do so and only when there is no immediate risk to the worker. At no time will the worker deliberately put themselves in harm’s way.						
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LOCATION AND USE OF EMERGENCY FACILITIES	The nearest emergency services are located: <ul style="list-style-type: none"> • Fire station: 718 – 10 street & 5201 – 55 street • RCMP: 4710 – 55 street • Cold Lake Health Care Centre: 314 – 25 street • Community Peace Officers: 718 – 10 street 						
FIRE PROTECTION REQUIREMENTS	<ul style="list-style-type: none"> • Sprinkler systems • Fire Extinguishers 						
ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS	<ul style="list-style-type: none"> • 911 must be called to notify Emergency Services • Verbal – to warn co-workers • Phones, Radios 						



FIRST AID	<ul style="list-style-type: none">• Know the locations of the first aid kits in your work area• Ensure the area is safe before performing first aid• Inform supervisors when first aid is performed
PROCEDURES FOR RESCUE AND EVACUATION (if evacuation is required)	<p>For Evacuation and rescue:</p> <ul style="list-style-type: none">• Evacuate and direct all persons to the designated muster point for your work area. Managers are to account for everyone including visitors and clients.• Assist ill or injured workers evacuating the building• Provide first aid to injured workers if required• Call 911
DESIGNATED RESCUE AND EVACUATION WORKERS	<p>Only those trained in emergency rescue procedures are authorized to rescue workers.</p>



EMERGENCY RESPONSE PLAN

POTENTIAL EMERGENCIES	The following are identified potential emergencies: Flood						
EMERGENCY PROCEDURES	In the event of a flood: Indoors: <ul style="list-style-type: none"> • Be ready to evacuate as directed by the employer • Turn off all electrical equipment if safe to do so • Be familiar with all exits in your workplace Outdoors: <ul style="list-style-type: none"> • Climb to high ground and stay there • Avoid walking or driving through flood water • If vehicle stalls, abandon it immediately and climb to higher ground • Contact employer and give your location • In event of emergency call 911 						
LOCATION OF EMERGENCY EQUIPMENT	Emergency equipment is located at: <ul style="list-style-type: none"> • Pull Stations – Throughout the building. “Indoors” • Fire Extinguisher <ul style="list-style-type: none"> ▪ Throughout the building ▪ In all City Vehicles 						
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FIRE PROTECTION REQUIREMENTS	<ul style="list-style-type: none"> • Sprinkler systems • Fire Extinguishers 						



ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS	<ul style="list-style-type: none">• 911 must be called to notify Emergency Services• Verbal – to warn co-workers• Phones, Radios
FIRST AID	<ul style="list-style-type: none">• Know the locations of the first aid kits in your work area• Ensure the area is safe before performing first aid• Inform supervisors when first aid is performed
PROCEDURES FOR RESCUE AND EVACUATION (if evacuation is required)	<p>For Evacuation and rescue:</p> <ul style="list-style-type: none">• Evacuate and direct all persons to the designated muster point for your work area. Managers are to account for everyone including visitors and clients.• Assist ill or injured workers evacuating the building• Provide first aid to injured workers if required<ul style="list-style-type: none">• Call 911
DESIGNATED RESCUE AND EVACUATION WORKERS	<p>Only those trained in emergency rescue procedures are authorized to rescue workers.</p>



EMERGENCY RESPONSE PLAN

POTENTIAL EMERGENCIES	The following are identified potential emergencies: Blizzard
EMERGENCY PROCEDURES	<p>In the event of a blizzard:</p> <p>Indoors:</p> <ul style="list-style-type: none">• Stay calm and await instructions from the employer• Stay indoors <p>If there is no heat:</p> <ul style="list-style-type: none">• Close off unneeded rooms and areas• Stuff towels or rags in cracks under doors• Cover windows at night if possible• Eat and drink. Food provides energy & heat. Keep hydrated• Wear extra layers of clothing if available <p>Outdoors:</p> <ul style="list-style-type: none">• Find a dry shelter• Cover all exposed body parts <p>If shelter is not available:</p> <ul style="list-style-type: none">• Find a form of shelter to break the wind• Use the snow to shelter you from the wind, (ie. Cave)• Contact employer and give your location• In event of emergency call 911• Build a fire if possible and safe to do so• Do not eat snow! It will lower your body temperature. Melt it first <p>If stranded in a vehicle:</p> <ul style="list-style-type: none">• Stay in the vehicle• Run the motor about 10 mins every hour• Open the windows a little for fresh air to avoid carbon monoxide poisoning• Ensure the exhaust pipe is not blocked• Make yourself visible to rescuers• Turn on dome light at night when running the engine• Tie a colored cloth to your antenna or door• Raise the hood after the snow stops falling• Exercise to keep blood circulating to keep warm



LOCATION OF EMERGENCY EQUIPMENT	<p>Emergency equipment is located at:</p> <ul style="list-style-type: none"> • Pull Stations – Throughout the building. “Indoors” • Fire Extinguisher <ul style="list-style-type: none"> ▪ Throughout the building ▪ In all City Vehicles 						
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT	<p>Only workers that are trained to use emergency equipment can do so and only when there is no immediate risk to the worker.</p> <p>At no time will the worker deliberately put themselves in harm’s way.</p>						
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FIRE PROTECTION REQUIREMENTS	<ul style="list-style-type: none"> • Sprinkler systems • Fire Extinguishers 						
ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS	<ul style="list-style-type: none"> • 911 must be called to notify Emergency Services • Verbal – to warn co-workers • Phones, Radios 						
FIRST AID	<ul style="list-style-type: none"> • Know the locations of the first aid kits in your work area • Ensure the area is safe before performing first aid • Inform supervisors when first aid is performed 						
PROCEDURES FOR RESCUE AND EVACUATION (if evacuation is required)	<p>For Evacuation and rescue:</p> <ul style="list-style-type: none"> • Evacuate and direct all persons to the designated muster point for your work area. Managers are to account for everyone including visitors and clients. • Assist ill or injured workers evacuating the building • Provide first aid to injured workers if required <ul style="list-style-type: none"> • Call 911 						
DESIGNATED RESCUE AND EVACUATION WORKERS	<p>Only those trained in emergency rescue procedures are authorized to rescue workers.</p>						



EMERGENCY RESPONSE PLAN

POTENTIAL EMERGENCIES	<p>The following are identified potential emergencies:</p> <p>Power Line Contact</p>						
EMERGENCY PROCEDURES	<p>In the event that equipment or vehicles come into contact with a power line:</p> <ul style="list-style-type: none"> • Turn vehicle/ equipment off • Do not leave the vehicle/ equipment, unless the vehicle is on fire. <p>If the vehicle is on fire, you must use these steps to ensure the safest possible evacuation:</p> <ul style="list-style-type: none"> • Jump clear of the vehicle/ equipment • Land clear of the vehicle/ equipment (Do not touch the vehicle) • <u>Ensure that when landing keep your feet together!</u> • Hop away from vehicle/ equipment, <u>keeping feet together!</u> • If unable to hop – <u>shuffle keeping both feet together and in contact with the ground at all times!</u> • Shuffle or Hop a minimum of 8 metres away from the vehicle • Once clear, notify Atco Electric 1-800-668-5506, call 911 and then management • Secure the area if possible • Follow all directions from Atco Electric employees • Do not attempt to disengage the vehicle/ equipment from the power line until given direction from Atco • Do not attempt to remove the power line or come into contact with the power line • Keep all personnel away from the area 						
LOCATION OF EMERGENCY EQUIPMENT	<p>Emergency equipment is located at:</p> <ul style="list-style-type: none"> • Pull Stations – Throughout the building. “Indoors” • Fire Extinguisher <ul style="list-style-type: none"> ▪ Throughout the building ▪ In all City Vehicles 						
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT	<p>Only workers that are trained to use emergency equipment can do so and only when there is no immediate risk to the worker.</p> <p>At no time will the worker deliberately put themselves in harm’s way.</p>						
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FIRE PROTECTION REQUIREMENTS	<ul style="list-style-type: none"> • Sprinkler systems • Fire Extinguishers
ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS	<ul style="list-style-type: none"> • 911 must be called to notify Emergency Services • Verbal – to warn co-workers • Phones, Radios
FIRST AID	<ul style="list-style-type: none"> • Know the locations of the first aid kits in your work area • Ensure the area is safe before performing first aid • Inform supervisors when first aid is performed
PROCEDURES FOR RESCUE AND EVACUATION (if evacuation is required)	<p>For Evacuation and rescue:</p> <ul style="list-style-type: none"> • Evacuate and direct all persons to the designated muster point for your work area. Managers are to account for everyone including visitors and clients. • Assist ill or injured workers evacuating the building • Provide first aid to injured workers if required <ul style="list-style-type: none"> • Call 911
DESIGNATED RESCUE AND EVACUATION WORKERS	<p>Only those trained in emergency rescue procedures are authorized to rescue workers.</p>



CITY HALL EMERGENCY RESPONSE PLAN

POTENTIAL EMERGENCIES	<p>The following are identified potential emergencies:</p> <p style="text-align: center;">Vapors & Fumes</p>						
EMERGENCY PROCEDURES	<p>If there is a reason that you or your coworkers health and Safety is at risk the following steps will be followed:</p> <ul style="list-style-type: none"> • Egress (move away) from the hazard, such as a vapor release, liquid release, etc. Always egress to a well vented safe area. • Have a route planned for exiting the building if required. • Call a manager or supervisor and inform them of the situation. • If safe to do so, try to open doors or windows to assist with airflow. • If you are feeling ill from the odor, move outside to a well ventilated area. • If an evacuation is required go to your designated muster point. • If your health becomes worse, notify a manager or supervisor immediately. • Take any necessary steps to protect yourself and other staff members. • Management will keep all workers informed on the progress of resolving the issue. 						
LOCATION OF EMERGENCY EQUIPMENT	<p>Emergency equipment is located at:</p> <ul style="list-style-type: none"> • Pull Stations – Throughout the building. “Indoors” • Fire Extinguisher <ul style="list-style-type: none"> ▪ Throughout the building ▪ In all City Vehicles 						
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT	<p>Only workers that are trained to use emergency equipment can do so and only when there is no immediate risk to the worker.</p> <p>At no time will the worker deliberately put themselves in harm’s way.</p>						
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Use of fire extinguishers	As required						
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LOCATION AND USE OF EMERGENCY FACILITIES	<p>The nearest emergency services are located:</p> <ul style="list-style-type: none"> • Fire station: 718 – 10 street & 5201 – 55 street 						



	<ul style="list-style-type: none"> • RCMP: 4710 – 55 street • Cold Lake Health Care Centre: 314 – 25 street • Community Peace Officers: 718 – 10 street
FIRE PROTECTION REQUIREMENTS	<ul style="list-style-type: none"> • Fire Extinguishers
ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS	<ul style="list-style-type: none"> • 911 can be called only if Emergency Services is required • Verbal – to warn co-workers • Phones
FIRST AID	<ul style="list-style-type: none"> • Know the locations of the first aid kits in your work area • Ensure the area is safe before performing first aid • Inform supervisors when first aid is performed
PROCEDURES FOR RESCUE AND EVACUATION (if evacuation is required)	<p>For Evacuation and rescue:</p> <ul style="list-style-type: none"> • Evacuate and direct all persons to the designated muster point for your work area. Managers are to account for everyone including visitors and clients. • Assist ill or injured workers evacuating the building • Provide first aid to injured workers if required • Call 911
DESIGNATED RESCUE AND EVACUATION WORKERS	<p>Only those trained in emergency rescue procedures are authorized to rescue workers.</p>

COL JJ PARR SPORTS CENTRE FIRE EVACUATION

Please see attachment reference CLMH using the facility
Arena staff will assist the evac of the bldg. as follows;

All patrons upstairs viewing a game/practice will leave the bldg. by the south exit down the stairs then out of the bldg. and/or out through the main entrance. Muster point is by the large sign NW in front of the facility, second muster point is the Canex parking lot. They will be directed by staff members accordingly.

All on ice patrons/coaching staff etc will be directed to the south end of the ice surface by the Zamboni doors and will wait further instructions from the arena staff and/or fire dept rep.

Arena staff will ensure all dressing rooms, washrooms, benches and arena areas are cleared of patrons and that they are moved to a safe area/muster points.

No one is to re-enter the bldg. until it is deemed safe to do so by the fire dept.



Col JJ Parr Sports Centre Policy and Procedures

Col JJ Parr Sports Centre Emergency Action Plan

Date of Issue 11 March 2016

Date of Review 11 October 2016

Effective Date
11 October 2016

Application This instruction applies to all Col JJ Parr Sports Centre staff, clients and guests.

Approval Authority This instruction has been issued under the Building Safety Officer/Security Officer.

Inquiries To be forwarded to the Building Safety Officer/Security Officer.

Policy statement This instruction provides direction on the procedures to be followed in the event of an emergency.

Context Provides the instruction for staff and personnel in the event of a building emergency.

Requirement Updates on changes will be made accordingly.

Introduction

It is the responsibility of all personnel to know the Emergency Action Plan (EAP), as well as the procedures to be implemented by all personnel to ensure that proper action is taken if/when the emergency action plan is implemented. Col JJ Parr Sports Centre EAP procedures are located in each office of the building. Any questions or concerns can be directed to the building Safety Officer.

The Building Safety Officer of the Col JJ Parr Sports Centre is Mr. Greg Folliott

The Building Security Officer of the Col JJ Parr Sports Centre is Mr. Greg Folliott

The Building Custodian of the Col JJ Parr Sports Centre is MS. Josey Yearley.

The Emergency Action Plan Orders have been published to ensure that all staff, clients and guests are able to evacuate the building in a safe and efficient manner. If not able to evacuate the building the EAP protocol will guide the response to situations where there's a threat against an individual(s) and/or site(s). Not only do we have the responsibility to evacuate and keep ourselves and co-workers safe, but also those that have come to our facility as clients or guests.

Roles & Responsibilities

Safety Officer/Security Officer/Building Custodian

1. Overall planning of the EAP;
2. Review and approval of the EAP through appropriate chain(s) (i.e. Military Police (MP's);
3. Informing MP's, Fire hall and Ambulance personnel of planning an exercise and inviting them to participate;
4. Safety of ourselves, co-workers, clients and guests.

Military Police

1. If there is a threat; the MP's are responsible for threat management and the criminal investigation;
2. The MP's will liaison and work closely with the Royal Canadian Mounted Police (RCMP) and other emergency services.

Staff

1. All staff must be familiar with the Col JJ Parr EAP;
2. Contact 9-1-1 and inform dispatcher of the emergency;

3. If able to; evacuate the building.
 - a) Assist clients/guests to the best of your ability;
 - b) Check your "area of responsibility";
 - c) If not able to evacuate all personnel are to proceed to the safe room as safely as possible.

Areas of Responsibility

1. WEIGHT ROOM/SQUASH COURT(S) & GYM(S): Fitness staff will direct and escort all clients and guests in the weight room, squash court(s) and gym(s) to the safe area as safely as possible;
2. FRONT FOYER: the kiosk staff will escort clients and guests in the front foyer, hallway(s), stairway & front seating area to the safe area as safely as possible;
3. UPSTAIRS FOYER: fitness & recreation staff will escort clients and guests in the upstairs foyer/seating area & arena seating area to the safe area as safely as possible;
4. ACTIVITY ROOMS: whomever is teaching/using the activity room(s) and conference room will escort all clients & guests to the safe area as safely as possible;
5. PUBLIC WASHROOMS: The fitness staff will direct those in the public washrooms upstairs, changing rooms and escort them to the safe area; the kiosk staff will direct those in the public bathrooms by the front kiosk to the safe area as safely as possible;
6. RED & BLUE RINKS: the arena staff will escort those on the ice, change rooms & in the stands with the help of available staff to the safe area as safely as possible;
7. POOL: the pool staff will escort those in the pool & pool area, change rooms & sauna to the safe area as safely as possible;
8. HALLWAY/MAIN/BACK ENTRANCE: All workers will check their local work area, assist if necessary and evacuate everyone to the safe area;
9. EVENINGS/WEEKENDS (weekend routine): the kiosk staff and arena staff (with the help of volunteers if needed) will escort all clients and guests to the safe area as safely as possible.

Individual Responsibilities

1. All personnel will remain in the safe area until directed by either the MP's, the RCMP or designate. All personnel may be requested to assist in the relocation and continued safety of our clients and guests;
2. The individual who activated the fire alarm/evacuation shall report the reason of such evacuation to the Safety Officer/MP's as soon as possible (if possible);

3. Staff with clients/guests will ensure their clients/guests continued safety;
4. The Safety Officer/Security Officer &/or Building Custodian will organize and direct the evacuation, and designate duties as required;
 - a. The Safety Officer/Security &/or Building Custodian will ensure the MP's are apprised of any particular needs of the evacuated clients/guests; and will ensure the continued safety of all staff;
 - b. The MP's &/or RCMP will ensure no clients/guests enter the building until deemed safe by the MP's &/or RCMP.

Lockdown Procedure

Implementing Lockdown Procedures

1. The decision to implement a lockdown should be made immediately by whoever receives the information or whoever sees the threat approaching. Implementation of the lockdown should not be delayed for the purpose of checking with your supervisor &/or manager.
2. Lock all external doors and windows except one door to enable entrance by police units for rescue purposes.

The safe room is located in mini gym

Provide Information

1. Location and number of suspects;
2. Suspect moving or stationary;
3. Identity of suspect;
4. Description of physical appearance (clothing, build, ethnicity, etc.);
5. Description of weapons;
6. Possible motives or threats made;
7. Any known injuries and location of casualties.

Threat in the Building

1. If there is a threat in the building (violence, someone armed with a weapon); immediately cease all activity, try to remain calm and try to encourage others to remain calm.
2. Initiate lockdown procedure, using the PA system located at the front kiosk.
 - a) Alert the building "EMERGENCY. EMERGENCY. EMERGENCY. LOCKDOWN PROCEDURE IS IN EFFECT". If able to, say three times;
 - b) Call 9-1-1;

- c) Provide your name and where you work and what building you're at "MY NAME IS _____. I WORK AT THE JJPARR (GYM);
- d) Give a brief description of the situation;
- e) Are there any casualties;
- f) Provide safest approach (route/entrance) for the police;
- g) If known, give information where they will be met;
- h) If feasible, the caller may stay on the line and continue to provide information as requested.

RUN – if you can exit the building safely

1. If you are able to and you have access to an exit safely; exit the building immediately.
 - a) Leave personnel possessions indoors and keep hands clearly visible when leaving the building;
 - b) Attempt to move from one protected location to another protected location as you evacuate the building or move to the safe room;
 - c) Do not get focused on escaping that you ignore the danger of the situation;
 - d) Evacuate the building if safe to do so regardless of whether others agree to follow;
 - e) Help others escape is possible;
 - f) Prevent individuals from entering an area where an active shooter or potential threat may be;
 - g) Do not attempt to move people that are wounded or have injuries;
 - h) If you escaped, proceed to the main assembly. The main assembly area is located at the front, corner left side of the building, situated next to the sign. A secondary assembly area is located in the rear of the building, just inside the gates of the sports field;
 - i) Notify anyone you encounter to exit the building immediately;
 - j) Ensure that no one enters the building (except MP's & RCMP).

When in Safe Room

1. Windows must be locked and blinds/curtains closed;
2. Lights must be turned off;
3. All cell phone ringers must be turned off. Walkie Talkies and other noise making technologies must be turned OFF.
4. Rooms must be locked;
5. Door windows should be covered from the inside of the room with every effort to completely block the window so an intruder cannot look into the room. A roll of masking tape should be kept on the inside of the room door handle or adjacent to the door for easy and quick access. A piece of black construction paper or Bristol board cut slightly larger than the door window should be kept near the door as well. All edges of the covering should be taped to prevent any crevices

6. Everyone must remain quiet and refrain from moving through which the intruder may be able to peer into the room;
7. Children and youth must be kept quiet so as not to draw attention to the hiding place.
8. Do not respond to fire alarms, remain in lock down and be prepared to respond to immediate danger;
9. If you cannot speak because the shooter or threat is close, dial 9-1-1 and leave the line open so the dispatcher can listen;
10. Be prepared to fight if the door is breached;
11. Do not open the door until an "all clear" has been given by the MP's or RCMP's.

Fight if threatened

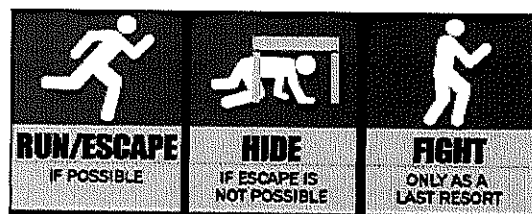
1. As an absolute last resort, defend yourself by throwing items or using improvised weapons.
2. Use as much violence as necessary to incapacitate the threat.
3. If you are directly in the vicinity of the threat and your coworkers attack, join the fight to overwhelm the shooter/threat.
4. Once the shooter is incapacitated, re-evaluate "run, hide, fight". There could be another shooter/threat.
5. If you come into possession of a weapon, do not carry it. Police may think you are the shooter. Put the weapon in a trashcan and carry it with you. Tell the police what you are carrying and follow their commands.

General

1. If you are using the washroom &/or showers when a lockdown is initiated, you should evacuate and get to the safe room.
2. If you are outside the building when a lockdown is initiated, you WILL NOT ENTER THE BUILDING. Proceed to the assembly area.
3. If a fire has been identified when the building is in lockdown; respond to the most immediate threat. The fire must be reported immediately.

Only the MP's &/or RCMP can make the decision to end a lockdown.

In the event of a drill the Building Custodian or his/her acting will make the call.
The "all clear" will be given on the PA system.



Hold and Secure

The "Hold and Secure" order is given when the on-site appropriate staff is advised (usually by EMS or Police) that there is a threat outside the building/facility site such as a local gas leak, threatening individuals/criminal(s) known to be in the immediate vicinity, violent crime or attack in progress in the vicinity, dangerous animal on the loose. The "Hold and Secure" procedure involves locking the facility so that outsiders are unable to enter and securing and concealing individuals who are inside the facility in areas that are safer from attack from outside the building.

In the case of "Hold and Secure" – lock all external facility doors and windows to completely prevent entry.

HOSTAGE TAKING CHECKLIST

SERIAL	ACTION TO BE TAKEN	ACTIONED BY
1.	Personnel are recommended to evacuate the building limiting the number of possible hostages.	All
2.	Call MP's at local 8222/ RCMP 9-1-1	All
3.	Staff is not to negotiate with the hostage taker. Trained MP's/RCMP will perform this.	All
4.	Staff are to make note of what he/she is carrying (weapons), wearing, who he/she is, and the general state of mind.	All
5.	Hostages are to comply with hostage taker's demands. Do not put up struggle or fight. Do not provoke or antagonize him/her.	All

BOMB THREAT

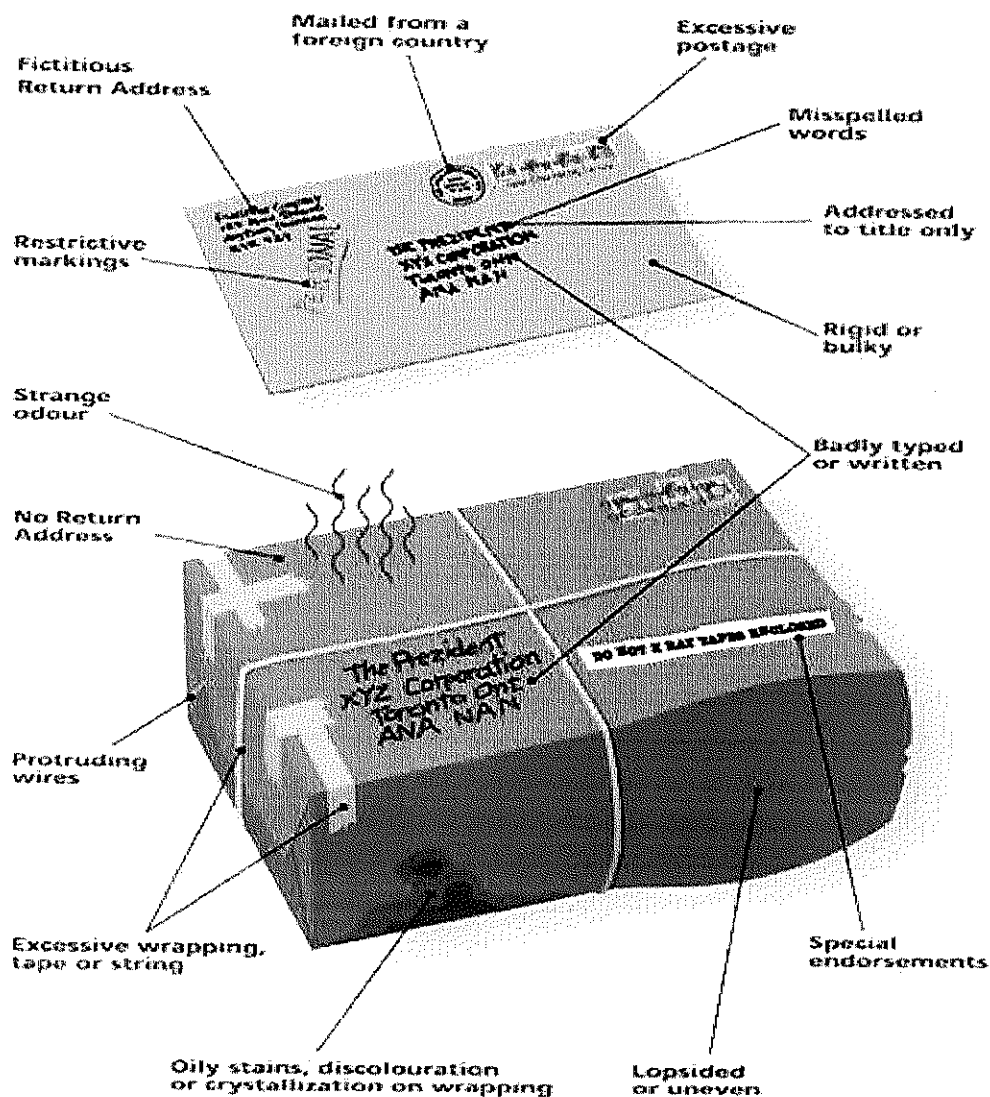
SERIAL	ACTION TO BE TAKEN	ACTIONED BY
1.	Obtain as much information and details as possible about the bomb and its location.	_____
2.	Keep calm. Keep the caller talking as much as possible. Keep listening carefully. Request more data by expressing a desire to save lives, ie: Are you really interested in hurting people? Would you not like to tell us where the bomb is and save lives?	_____
3.	<u>Try to obtain the following information:</u> Exact location of bomb: _____ When will it explode: _____ What does it look like: _____ Why was it placed: _____ Where are you: _____ Who are you: _____	_____
4.	<u>Try to identify the following characteristics of the caller:</u> Identity: Male _____ Female _____ Adult _____ Juvenile _____ Estimated Age _____ Voice: Loud _____ Soft _____ High-pitched _____ Deep _____ Raspy _____ Pleasant _____ Intoxicated _____ Speech: Fast _____ Slow _____ Distinct _____ Distorted _____ Stutter _____ Nasal _____ Slurred _____ Language: Excellent _____ Good _____ Poor _____ Foul _____ Accent: Local _____ Not Local _____ Region _____ Foreign _____ Race _____ Manner: Calm _____ Angry _____ Rational _____ Irrational _____ Coherent _____ Incoherent _____ Deliberate _____ Emotional _____ Laughing _____ Background noises: Machines _____ Trains _____ Vehicles _____ Airplanes _____ Animals _____ Music _____ Quiet _____ Voices _____ Party _____ Street traffic _____	_____
5.	Immediately after the caller terminates the call: Call Military Police at local 8222. Identify yourself, section, location, section head and all details obtained.	_____
6.	If the building must be checked for bombs, the doors of each room will be closed as it is checked.	_____
7.	Personnel will evacuate to the parking lot West of the Canex or where otherwise	_____

instructed by the MP's.

Suspicious Package Protocol

If you receive or discover a suspicious package:

1. Do not open it, touch it or move it;
2. Do not use cellular telephones near the building or area where the suspicious package or bomb threat is located – such usage could set off the explosive/device;
3. Notify the Security/Safety Officer;
4. Evacuate the immediate area;
5. Do not assume that this is the only package
6. Search your immediate area.



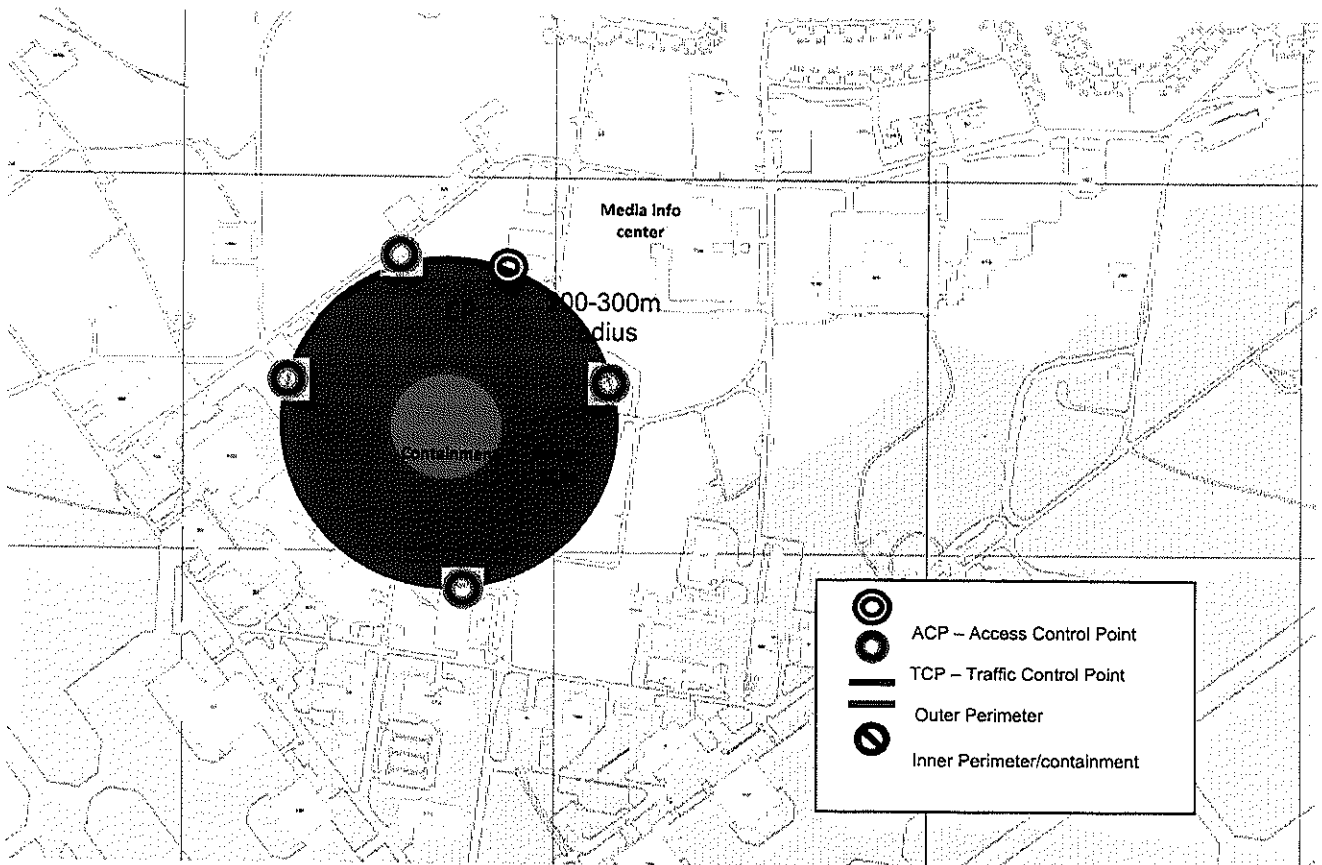
When Evacuating Due to a Suspicious Package

1. Remain calm;
2. As you leave search your work station/area AND report any suspicious package;
3. Leave your desk, filing cabinets, lockers, etc. open for bomb team to search and identify strange or unfamiliar objects;
4. Take your personal items with you (i.e. coat, purse, briefcase, lunch bag etc.)
5. Leave doors open;
6. Do not use cellular telephones near the building or area where the suspicious package is located. It could set off the explosive;
7. Exit the building as you would a fire drill, leaving doors unlocked and follow the instructions of the emergency response personnel;

8. Relocate to at least 100 metres from the assembly point. If the Safety/Security Officer gives to the “go – a – head” proceed to the Canex.

NOTE: The above procedures are guidelines and must be adjusted to the level of threat.

MP Intervention Plan – example of a threat on 4 Wing kitchen



Containment: Containment means the act, process, or means used by the police to prevent an incident from spreading or escalating, or subjects/suspects from advancing or leaving the incident's core location and to prevent unauthorized person(s) from entering the incident's core location;

Inner perimeter: Inner perimeter means the area that is established around the immediate vicinity of an incident's core location. This area is also known as the containment area;

Outer perimeter: The outer perimeter means the area under MP control. This area should be marked with police tape and an access control point (ACP) shall be established;

Frozen zone: Frozen zone means the area between the inner and outer perimeter where only essential personnel should be. The only movement inside the outer perimeter should be police

controlled movement (under escort) and authorized by the MP Critical Incident Commander (MP CIC).

Approving Authorities

The following authorities have reviewed this document and approve its implementation.

Capt Colin Trudel , 11 MP Flt

Date

Ms. Josey Yearley, Fitness & Sports Manager

Date

CLMHA PARENT FAIR PLAY CODE OF CONDUCT

PARENT'S PLEDGE

It is the intention of this pledge to promote proper behaviour and respect for all participants within the Association. All parents must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play. The parent who signs this form will be held responsible for the behaviour of the other spouse/partner and any other guests of the parent (ie Aunts, Uncles, Grandparents and friends). CLMHA Executive will deal with violation to this code and the appropriate discipline will be implemented, which is stated in the CLMHA Constitution and Bylaws.

CODE OF CONDUCT FOR PARENTS

1. I will not force my child to be registered in hockey.
2. I will work with my child to fulfill their commitment.
3. I will remember that my child plays hockey for his or her enjoyment, not mine.
4. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility
5. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of the game.
6. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
7. I will never ridicule or yell at my child for making a mistake or losing a game.
8. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
9. I will never question the official's judgement or honesty in public. I recognize officials are being developed in the same manner as players.
10. I will support all efforts to remove verbal and physical abuse from children's hockey games.
11. I will respect and show appreciation for the volunteers who give their time to hockey for my child. Any type of abuse or harassment towards team officials, players, referees; executive members or other members of this organization will not be tolerated and will be dealt with by a Disciplinary Committee.
12. I will remember that officials are there for the benefit of the game. I will accept their decisions and show them respect.

I agree to abide by the principles of this CODE as set and supported by this Association.

I also agree to abide by the rules, regulations and decisions as set for this Association.

PRINT NAME:

PARENT SIGNATURE

PRINT NAME:

PARENT SIGNATURE

DATE:



CLMHA Player Medical Information Sheet

Player's Name : _____

Health Care
Number _____

Family Physician
Name _____

Please circle the appropriate response for each of the following:

- | | | |
|-----|----|---|
| Yes | No | Previous history of concussions |
| Yes | No | Fainting or nausea during exercise |
| Yes | No | Epilepsy |
| Yes | No | Requires glasses |
| Yes | No | Are lenses shatterproof |
| Yes | No | Wears contact lenses |
| Yes | No | Wears dental appliance |
| Yes | No | Hearing problems |
| Yes | No | Asthma |
| Yes | No | Trouble breathing during exercise |
| Yes | No | Heart condition |
| Yes | No | Diabetes |
| Yes | No | Has had an illness lasting more than a week in the past year |
| Yes | No | Medication |
| Yes | No | Allergies |
| Yes | No | Wears medic alert bracelet or necklace |
| Yes | No | Surgery in the last year |
| Yes | No | Has been hospitalized in the last year |
| Yes | No | Has required medical attention in the last year |
| Yes | No | Presently injured |
| Yes | No | Any other health concerns that the coaching staff should know about |

Please give details if you answered YES to any of the above items or if you have any concerns not listed:

Your physician should check any medical condition or injury before participating in a hockey program.

It is your responsibility as a parent to keep the team management advised of any change in the above information as soon as possible.

In the event that the player's parents or guardians cannot be contacted, the team management has my permission to take my child to a hospital / MD if they deem necessary. I hereby authorize the physician and nursing staff to undertake examination, investigation and necessary treatment of my child. I also authorize the release of necessary medical information to appropriate people (physician, coach) as deemed necessary.

Signature: _____

Date: _____



HOCKEY CANADA INJURY REPORT



See reverse for
mailing address

Forms must be filled out in full or
form will be returned. This form
must be completed for each case
where an injury is sustained by a
player, spectator or any other person
at a sanctioned hockey activity.

CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF INJURY. INJURY DATE: ____/____/____

INJURED PARTICIPANT: ☐ Player ☐ Team Official ☐ Game Official ☐ Spectator

Name: _____ Birthdate: ____/____/____ Sex: (M) (F)

Address: _____ City/Town: _____

Province: _____ Postal Code: _____ Phone: (____) _____

Parent/Guardian: _____

DIVISION:

☐ Initiation ☐ Novice ☐ Atom ☐ PeeWee
☐ Bantam ☐ Midget ☐ Juvenile

CATEGORY:

☐ AAA ☐ AA ☐ A ☐ B ☐ BB ☐ C ☐ CC
☐ D ☐ DD ☐ E ☐ House ☐ Major Junior ☐ Minor Junior
☐ Senior ☐ Adult Rec. ☐ Other

BODY PART INJURED: * visit the Hockey Canada web-site for an optional questionnaire *

Head ☐ Eye Area ☐ Face ☐ Throat ☐ Skull
Back ☐ Neck ☐ Upper ☐ Lower
Trunk ☐ Ribs ☐ Chest ☐ Abdomen
Arm ☐ Shoulder ☐ Upperarm ☐ Elbow
☐ Left ☐ Right
Pelvis ☐ Hip ☐ Groin
Leg ☐ Thigh ☐ Knee ☐ Shin
☐ Left ☐ Right
☐ Foot ☐ Toe ☐ Other

NATURE OF CONDITION:

☐ Concussion ☐ Laceration ☐ Fracture ☐ Sprain ☐ Strain
☐ Contusion ☐ Dislocation ☐ Separation ☐ Internal Organ Injury

ON-SITE CARE: ☐ On-Site Care Only ☐ Refused Care
☐ Sent to Hospital, by: ☐ Ambulance ☐ Car

INJURY CONDITIONS: Name of arena/ location: _____

☐ Exhibition/Regular Season ☐ Playoffs/Tournament ☐ Practice ☐ Try-outs ☐ Other
☐ Warm-up ☐ Period #1 ☐ Period #2: ☐ Period #3 ☐ Overtime #
☐ Dry Land Training ☐ Gradual Onset ☐ Other Sport ☐ Other:

Was the injured player in the correct league and level for their age group? ☐ Yes ☐ No

Was this a sanctioned Hockey Canada hockey activity? ☐ Yes ☐ No

CAUSE OF INJURY:

☐ Hit by Puck ☐ Collision with Boards ☐ Non-Contact Injury
☐ Hit by Stick ☐ Collision on Open Ice ☐ Collision with Opponent
☐ Fall on Ice ☐ Checked From Behind ☐ Collision with Net
☐ Fight ☐ Blindsiding

LOCATION:

☐ Defensive Zone ☐ Offensive Zone ☐ Neutral Zone
☐ Behind the Net ☐ 3 ft. from boards ☐ Spectator Area
☐ Parking Lot ☐ Dressing Room ☐ Bench
☐ Other:

WEARING WHEN INJURED:

☐ Full Face Mask ☐ Intra-Oral Mouth Guard
☐ Half Face Shield/Visor ☐ Throat Protector
☐ Helmet/No Face Shield ☐ No Helmet/No Face Shield
☐ Short Gloves ☐ Long Gloves

ADDITIONAL INFORMATION:

Has the player sustained this injury before? ☐ Yes ☐ No
If "Yes" how long ago _____

Was a penalty called as result of the incident? ☐ Yes ☐ No

Estimated Absence from hockey? ☐ 1 week ☐ 1-3 weeks ☐ 3+ weeks

DESCRIBE HOW ACCIDENT HAPPENED:
(Attach page if necessary)

I hereby authorize any Health Care Facility, Physician, Dentist or other person who has attended or examined me/my child, to furnish Hockey Canada any and all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photostatic/electronic copy of this authorization shall be considered as effective and valid as the original.

Signed: _____ Date: _____
(Parent/Guardian if under 18 years of age)

TEAM INFORMATION: (To be completed by a Team Official)

Association: _____ Team Name: _____

Team Official (Print): _____ Team Official Position: _____

Signature: _____ Date: _____

HEALTH INSURANCE INFORMATION:

THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED

Occupation: ☐ Employed Full-time ☐ Employed Part-time ☐ Unemployed ☐ Full-Time Student

Employer (If minor, list parent's employer): _____

1. Do you have provincial health coverage? ☐ Yes ☐ No Province: _____

2. Do you have other insurance? ☐ Yes ☐ No (IF "YES", PLEASE SUBMIT CLAIM TO YOUR PRIMARY HEALTH INSURER.)

3. Has a claim been submitted? ☐ Yes ☐ No (IF "YES", PLEASE FORWARD PRIMARY INSURER EXPLANATION OF BENEFITS)

Make Claim Payable To: ☐ Injured Person ☐ Parent ☐ Team ☐ Other: _____

Branch
APPROVAL

PHYSICIAN'S STATEMENT

Physician: _____ Address: _____ Tel: (____) _____

Name of Hospital / Clinic : _____ Address: _____

Nature of Injury: _____ Date of First Attendance: ____/____/____

_____ Claimant will be totally disabled:

_____ From: _____ To: _____

Is the injury permanent and irrecoverable? ☐ No ☐ Yes

Give details of injury (degree) : _____

Prognosis for recovery : _____

Did any disease or previous injury contribute to the current injury? ☐ No ☐ Yes (describe): _____Was claimant hospitalized? ☐ No ☐ Yes (give hospital name, address and date admitted): _____

Names and addresses of other physicians or surgeons, if any, who attended claimant: _____

I certify that the above information is correct to the best of my knowledge,

Signed: _____ Date: _____

DENTIST'S STATEMENTLimits of coverage: \$1,000 per tooth, \$2,000 per accident
Treatment must be completed within 52 weeks of accident

		UNIQUE NO. SPEC. PATIENT'S OFFICIAL ACCOUNT NO.	I HEREBY ASSIGN MY BENEFITS PAYABLE FROM THIS CLAIM DIRECTLY TO THE NAMED DENTIST AND AUTHORIZE PAYMENT DIRECTLY TO HIM/HER
P LAST NAME GIVEN NAME	D		
A	E		
T	N		
I ADDRESS APT.	I		
E	S	PHONE NO.	SIGNATURE OF SUBSCRIBER
N	T		
T CITY PROV. POSTAL CODE			

FOR DENTIST'S USE ONLY - FOR
ADDITIONAL INFORMATION, DIAGNOSIS,
PROCEDURES, OR SPECIAL
CONSIDERATION.I UNDERSTAND THAT THE FEES LISTED IN THIS CLAIM MAY NOT BE COVERED BY OR
MAY EXCEED MY PLAN BENEFITS. I UNDERSTAND THAT I AM FINANCIALLY
RESPONSIBLE TO MY DENTIST FOR THE ENTIRE TREATMENT.I ACKNOWLEDGE THAT THE TOTAL FEE OF \$ _____ IS ACCURATE AND HAS BEEN
CHARGED TO ME FOR SERVICES RENDERED.I AUTHORIZE RELEASE OF THE INFORMATION CONTAINED IN THIS CLAIM FORM TO
MY INSURING COMPANY/PLAN ADMINISTRATOR.DUPLICATE FORM ☐

SIGNATURE OF (PATIENT/GUARDIAN)

OFFICE VERIFICATION

DATE OF SERVICE DAY / MO. / YR.	PROCEDURE	INITIAL TOOTH CODE	TOOTH SURFACE	DENTIST'S FEE	LAB CHARGE	TOTAL CHARGE

THIS IS AN ACCURATE STATEMENT OF SERVICES PERFORMED AND THE TOTAL FEE DUE AND PAYABLE & OE.

NOTE: All benefits subject to insurer payor status, provisions of the policy, Hockey Canada sanctioned events.

**TOTAL FEE
SUBMITTED****Mail completed form to:****Hockey Alberta****1-7875- 48th Ave., Red Deer, AB T4P 2K1****Phone: 403-342-6777 Fax: 403-346-4277**



WAIVER AND RELEASE OF LIABILITY

Thank you for choosing to use facilities, services or programs offered by the City of Cold Lake. The City of Cold Lake requires all users and participants to sign this Waiver and Release of Liability prior to participation.

Name: _____ Birth Date: _____

Address: _____

Phone #: _____ Alternate #: _____

Email Address: _____

Please check if you would like to be added to our email contact list ☐

Emergency Contact: _____ Phone #: _____

Course/Program/Activity	Course Date	Location

ASSUMPTION OF RISK

In consideration of being permitted to participate in the Activity, I ACKNOWLEDGE and AGREE to the following:

I ACKNOWLEDGE there are inherent risks in participating in the Activity. I understand that certain activities require a minimum level of fitness and health and that each person has a different capacity for participating in these activities. I have either had a physical examination and have been given a physician's permission to participate in the activity or have decided to do so without the approval of my physician.

MY PARTICIPATION in the Activity is purely voluntary and I elect to participate in the Activity in spite of the risks and accept all responsibility for my participation in the Activity.

I ASSUME AND ACCEPT ALL THE RISKS AND DANGERS associated with my participation in the Activity, including the possibility of collisions, slips, falls, accidents, illness, bodily contact, whether deliberate or accidental, personal injury, death, property damage, or other loss resulting therefrom.

I HEREBY WAIVE ANY AND ALL CLAIMS that I have or may in the future have against the City of Cold Lake, its elected officials, officers, agents, employees and representatives.

I HEREBY RELEASE FROM ANY AND ALL LIABILITY AND AGREE NOT TO SUE the City of Cold Lake, its elected officials, officers, agents, employees and representatives for any personal injury, death, property damage, health care costs, theft or other loss of any kind, that I might sustain as a result of or in any way connected to my participation in the Activity, due to any cause whatsoever **NOTWITHSTANDING** that the loss may have been contributed to or occasioned by the negligence of the City of Cold Lake, its elected officials, officers, agents, employees and representatives.

I UNDERSTAND that any rules and regulations pertaining to the Activity are designed for the safety and protection of participants and hereby undertake to abide by these rules and regulations.

I CONFIRM that I am of the full age of 18 years, that I have had sufficient time to read and understand what I am agreeing to in this Waiver and Release of Indemnity before signing, that I have had the opportunity to seek independent legal advice, and I understand that the Waiver will be binding upon my heirs, next of kin, executors, administrators and successors.

MEDIA RELEASE Occasionally, opportunities arise where images of yourself or your children would be used in different media and in other promotional publications. By signing this form you agree to the use of these images by the City of Cold Lake in future media publications. If you do not wish your image used please notify the staff prior to or during the program.

I UNDERSTAND THAT BY SIGNING THIS AGREEMENT, I GIVE UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE THE CITY OF COLD LAKE FOR ANY LOSS OR INJURY I SUFFER FROM PARTICIPATING IN THE ACTIVITY.

Signed and dated this _____ day of _____, 20 _____.

Signature of Participant

Signature of Witness

Team/League Insurance Received:

Yes ☐

Witness Printed Name

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