



MEMORANDUM

TO: All Hockey NL Members

INFO: Hockey NL Board of Directors

FROM: Craig Tulk, Executive Director, Hockey NL

DATE: February 6, 2015

Hockey NL would like to remind all member associations, leagues and teams of our provincial travel policy when it comes to arranging travel for out of town games and tournaments.

We have included a copy of the policy as a reminder to your membership. We certainly expect all members who are responsible for making decisions on whether teams travel, will plan ahead in relation to forecasted inclement weather and constantly check for up to date road conditions prior to making their decisions. Our players, coaches and parents safety will come first when making these types of decisions and we are confident that all of our minor hockey associations, teams, and coaching staff will use the appropriate judgement. We also encourage associations to consider, if they have not already done so, their own policy in relation to the steps and responsibilities of these types of decisions.

Yours in Hockey,

Craig Tulk
Executive Director,
Hockey NL

CT/
Attachment

HOCKEY NL

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Introduction

Out of town travel is one of the realities of Canadian Hockey. Canada is a large country and, as such, travel to games and tournaments may often involve such issues as overnight accommodation (including billeting), the rental of vans or buses and weather related problems.

Even if your team and league does little long-distance travel, the common sense policies and recommendations found in this section of your NLHA Risk Management Manual are important and should be read carefully.

Transportation

Transporting players is a daily chore for parents, team managers and coaches involved in amateur hockey. While safety is always important, it takes on special significance when out of town travel is involved. The following key points should always be kept in mind.

1. It is mandatory that any vehicle associated with a team outing, game, practice or Tournament, whether in-town or out-of-town, must have third party liability insurance of at least \$1,000,000. If a rental vehicle, such as a van or bus, is involved, make sure that the vehicle is covered for the number of people who will be making the trip. Buses should have insurance coverage for all passengers.
2. Any vehicle used regularly for transporting players, such as a team bus or van, should be safety certified on an annual basis, preferably in the fall, at the beginning of the hockey season. The driver's license of all volunteer drivers should also be reviewed each year to ensure that they are licensed for the class of vehicle to be driven.
3. Each team or club should establish a policy for players who are of legal driving age in regard to their driving themselves and/or other team members to games, practices or out of town tournaments. Once the policy is established, it should be clearly communicated and no exceptions should be made.
4. School buses have emergency exits at the very rear. For this reason, player equipment should not be stowed at the rear, blocking the exit. The middle section of the bus should be used as equipment seats.
5. Hockey is traditionally a winter sport and for this reason tournaments are at the mercy of Mother Nature. For out of town trips, plan ahead. Review the route and check the weather reports before leaving. Whenever possible stick to main highways, which are better maintained during inclement weather, even if it means slightly greater mileage.

6. Don't let pride cause an accident. It is better to default on a game than involve players in a serious accident.
7. It goes without saying (but it needs to be repeated anyway) that alcoholic beverages should be prohibited during meal stops on out-of-town trips for both passengers and drivers.
8. Parents and/or volunteers who use their private vehicles to transport players to functions and who have their mileage reimbursed must notify their auto insurers to make certain they have proper coverage.

Hotel Accommodation

Before the trip:

1. Do careful research in selection of the proper hotel for your team or league. Don't let price be your only consideration. Find out through your travel agent (or the local hockey association in the host community) about the neighbourhood in which the hotel is located, its proximity to the arena, other facilities and its reputation.
2. In making your reservations, request that all rooms be on the same floor and, if the group is small, that the rooms be close to the fire exits. If you have chosen a high-rise in a major city, request rooms below the 8th floor (this is generally the height limit for fire department ladder trucks). Request a non-smoking floor, as the greatest cause of hotel fires are mattress fires caused by guests who fall asleep while smoking. As well, you should try to select a hotel that is equipped with a modern sprinkler system.
3. Appoint an emergency crew consisting of a chief and one or two assistants who will be responsible for the players in the event of an emergency.
4. Provide each player with a copy of the "Procedure for Surviving a Hotel Fire", which is included as an appendix to this unit of your NLHA Risk Management Manual. Review the points contained in the procedure with the players and make sure they understand what they should do when they smell smoke or the hotel fire alarm sounds.

On arrival at the hotel:

1. Once again review the emergency procedures with all players. Familiarize them with the location of the emergency exits on the floor and the specific procedures for the hotel, which are posted on the back of the door in every hotel room.