









TCFIHA Locker Room Risk Management Policies







TCFIHA Locker Room Policies and Procedures

Updated June 2020




Locker Room Policies

-  Players are always to be supervised.
-  A lone personnel member is to never be in the dressing room with players at any time, and especially when players are showering or changing. The “Two Deep Method” is always to be used. The Two Deep Method refers to the practice of having two (2) adults present together when supervision is occurring.
-  If two (2) dressing rooms are required, then both dressing rooms are always to employ the Two Deep Method of adult supervision.
-  TCFIHA is an all female association and the supervisors are to always be adult females. The terminology for the adult, female supervisor will be referred to as the “Team Mom” moving forward.
-  All Team Moms, and Team Staff require a Criminal Record Check, Respect in Sport, and Concussion Course to be completed prior to acting in their official roles. There is no exception to this rule.
-  Teams may have more than five (5) team moms, but TCFIHA will fund the Respect in Sport online training for a total of five (5) Team Moms per team each season.

All Team Personnel must:

-  Complete a Criminal Record Check.
-  Complete the online Respect in Sport Training.
-  Complete the online Concussion Course.
-  Complete any additional requirements as outlined each season.
-  Have two (2) Team Moms present in the dressing room from arrival time until the last player leaves the dressing room and again post-game or practice until the last player has left the dressing room.
-  Only authorized Team Moms are to be present in the dressing rooms. If there are not two (2) Team Moms available during an ice time, the players may not use a dressing room.

Physical Contact

-  Team personnel are to avoid touching players. High-fives are permitted between team personnel and players.
-  At all times, team personnel will employ the Two Deep Method rule.
-  The comfort and dignity of all players is a priority.



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Isolated Spaces

- 👤 Parents and/or Guardians are not to leave their player alone unattended and unsupervised in any facilities, nor leave them alone with a single team personnel member.
- 👤 No team personnel members will transport to and from facilities a sole child that is not their own. When travelling be sure that there is more than one child present that would include your own, or alternately a second adult present.

Road Trips

- 👤 No team personnel will share accommodations with players, other than their own.

Training Facilities and Arenas

- 👤 Participants who are under the age of sixteen (16) should never be left waiting in any facilities without the supervision of a parent/guardian or two (2) team personnel members.

Parents in Locker Rooms

- 👤 For U7 and U9, parents are permitted in the locker rooms to aid with their player's equipment. If a parent/guardian for a U7 or U9 player will be entering the locker room, they are required to complete a Criminal Record Check and the Respect in Sport online training at their own expense.
- 👤 TCFIHA encourages all parents to teach their players to get dressed independently as soon as possible.
- 👤 For U11 to U21, there are to be no parents in the locker rooms. Only Team Moms and Team Personnel are permitted in the locker rooms.
- 👤 If there is reason for a parent/guardian to enter the locker room, the parent/guardian is required to speak with the Head Coach about this beforehand.
- 👤 If a player is injured, the Head Coach or Hockey Canada Safety Person may permit the parent/guardian of the injured player to enter the locker room.
- 👤 The Team Coaching Staff is permitted to request parents/guardians at the younger ages to leave the dressing room prior to and after all ice times to allow time for the coaching staff to address the players.
- 👤 If the players are more comfortable, one team mom may remain in the locker room during the coaching staff talk to the players.



Smart Phones and Recording Devices

- 👤 Smart phones and other recording devices including still cameras, video cameras, and voice recorders are not permitted inside the locker rooms. Managers, Coaches, and/or Team Moms are to immediately request that any player in possession of such a device leave the locker room to give the device to someone for safekeeping until the end of the team session.
- 👤 If music is being played in the dressing room and the device is inside the room, the device must not be capable of audio and video recording.
- 👤 If music is being played by a device that has audio and/or recording capability, the device shall always remain outside of the dressing room.
- 👤 All music played in the locker rooms will be the radio edit version of the songs.












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Injury Treatment

-  All Hockey Canada Safety Personnel will provide any treatment to an injured player with the Two Deep Method rule.
-  The HCSP will require the assistance of a Team Mom or a member of the Team Bench Staff to provide the Two Deep Method rule.

Abuse and Misconduct

The following rules regarding abuse and misconduct can be found in our Policies Section 8.5 and are to be reviewed by all Team Personnel and should be reviewed by all parents/guardians. The TCFIHA takes harassment and abuse very seriously and has a Zero Tolerance Policy.

-  Cyber Bullying – The act of harassment, in the form of threats, name calling, racial slurs, ridicule, or intimidation through online sources via the internet and through social networks, websites, or email messages.
-  Sexual abuse/harassment – In the form of any unwelcome comment or conduct of a sexual nature.
-  Emotional abuse/harassment – In the form of name calling, threatening, ridiculing, isolating, hazing, isolating, ignoring, or intimidating.
-  Physical abuse/harassment – Injuring or threatening to injure.
-  Neglect – Improper attention to injuries, inadequate or unsafe equipment, or improper supervision at any team ice time or event.
-  Obscene language directed at any person at any time.
-  Racial slurs – In the form of derogatory or insulting comments referring to a person's race, colour, ethnicity, language, religion, age, sexual orientation, mental or physical disability.
-  Taunting of players, coaches, officials, or any spectators (by means of baiting, ridiculing, threats of physical violence or actual physical violence.
-  Retaliation and/or intimidation against any individual which includes retaliation or intimidation against any individual or a family member of an individual that has filed a complaint

Dealing with Issues/Concerns








The following steps are to be taken when dealing with an issue or concern from our membership:

1. Using the 24-hour rule, first direct all concerns to the Team Manager. The Team Manager will mediate any concerns and bring the concerns to the attention of the Head Coach.
2. If no resolution has been achieved through step one (1), the concern is to be brought to the attention of the Division Coordinator who will work to resolve any issues.
3. If no resolution has been achieved through step two (2), the concern is to be brought to the attention of the TCFIHA Risk Manager for assistance with the issue/concern.
4. In serious cases the Disciplinary Committee will investigate, review, and make any decisions in the best interest of all its membership.
5. The Disciplinary Committee will determine any consequences such as suspensions and length of suspensions.










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Team Mom's Roles and Responsibilities

-  Team Moms are present in the locker room to ensure that the locker room remains a safe and respectful place.
-  It is not the Team Moms responsibility to discipline any players.
-  If there is inappropriate behaviour in the locker room, the Team Moms will immediately provide the details of the behavior to the Head Coach.
-  It is the Head Coach's responsibility to deal with any issues and/or concerns.
-  If a player has possession of a smart phone, video, or audio recording device in the locker room, the player will be required to leave the locker room to give the device to someone for safekeeping until the end of the team session.
-  If a player uses a smart phone, video, or audio recording device in the locker room, the Team Mom will inform the Head Coach immediately.
-  Team Moms are not responsible for filling player's water bottles, tying skates, or assisting players with their equipment. If a player requires assistance, the player is to seek assistance from their parent/guardian.

Team Personnel Roles and Responsibilities

-  The Head Coach will inform the TCFIHA Risk Manager of any unresolved issues/concerns that these Policies and Procedures address.
-  If a member of the team staff or a player, video or audio record in the locker room, the Head Coach will inform the TCFIHA Risk Manager of the incident within twenty-four (24) hours of the incident occurring.
-  If a member of the team staff is aware of an incident that the Head Coach is required to report to the TCFIHA Risk Manager that has not been reported, the team staff member is responsible for immediately informing the TCFIHA Risk Manager of the unreported incident.
-  An unresolved incident of a serious nature that is not brought to the attention of the TCFIHA Risk Manager will require the Head Coach to address the situation in front of the TCFIHA Disciplinary Committee.
-  All Team Staff are required to familiarize themselves with the TCFIHA Policies as well as the PCAHA Policies.
-  It is the Head Coach's responsibility to ensure that all Team Staff have familiarizes themselves with all policies and understand their roles and responsibilities.
-  The Head Coach will ensure that the Team's Hockey Canada Safety Person has access to each team member's health information on E-Pact.