

**From:** Gushulak, Heather (MCI)  
**To:** [Jason Kabel](#); [Leana Moffitt](#)  
**Cc:** [Gushulak, Heather \(MCI\)](#)  
**Subject:** RE: Concussion Policy  
**Date:** Wednesday, April 18, 2018 2:58:26 PM  
**Importance:** High

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Hello Leana and Jason,

Sorry for the delay in getting back to you on this, but I've been waiting for a response from our Program area. As stated on page 20 of the Application Guide:

Applicants must have Board-approved **risk management** policies and procedures publicly available on their website (or available electronically if the organization or partners do not have a website).

In this question, applicants **MUST** state that they have Board/Council approved policies and procedures on:

- Concussion prevention and management (does not apply to research/resource projects that don't directly involve physically-active participants);
- Volunteer and staff screening (applications, interviews, reference, etc.) and training; and
- Harassment.

A poster hanging in your facility does not address this requirement. Basically it comes down to managing risk and what procedures are in place should someone suffer a head injury in your facility. Unfortunately we will not be able to fund your project without a Council approved concussion prevention and management policy in place.

Please feel free to give me a call should you have any further questions on this matter.

Thanks,

*Heather*

Regional Advisor  
807-468-2452

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**From:** Jason Kabel [<mailto:jkabel@fortfrances.ca>]  
**Sent:** March 2, 2018 1:33 PM  
**To:** McIntyre, Emily (MCI)  
**Cc:** Gushulak, Heather (MCI); Leanna Moffitt  
**Subject:** RE: Concussion Policy

Hi Emily,

Please find the Hockey Canada poster that I am going to post in the facility this afternoon for concussion awareness and reference for coaches, trainers, and employees. Would this be sufficient for your requirements perhaps?

Thanks,