



HHMH Team Trainer Manual

Revision 2
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HHMH Team Trainer Handbook 2022-2023 Season

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Letter to my Team Trainer

Dear Team Trainer,

On behalf of the Halton Hills Minor Hockey, I would like to thank you for volunteering for this significant role and committing your time to make the 2022-2023 season a great success for your team.

We believe that your role is important for the safety of our youth participating in the Halton Hills Hockey program.

We hope you will find this year's Team Trainer's Handbook a helpful resource, please send any feedback or comments and suggestions to Dan Budgell.

headtrainer@haltonhillsminorhockey.com

Thank you for contributing to the success of our Hockey Club and for creating a great experience for our players.

Sincerely,

Dan Budgell

Head Trainer - Halton Hills Minor Hockey

The Team Trainer's Role

A knowledgeable, interested trainer is an essential, valuable part of the team coaching staff.

The trainer's skills are important in the immediate care of serious injury and recognition of injuries that can produce long lasting effects on the Players.

Information on the specific workshops available to become a trainer can be found on the [OMHA Website](#).

THE TEAM TRAINER SHALL:

- Adhere to the objectives and policies of the Hockey Trainer's Certification Program and of HHMH and its Constitution, Bylaws, Regulations, and decisions.
- Not condone, encourage, engage in or defend unsportsmanlike conduct or practices.
- Strive to achieve the highest level of competence and education possible.
- Hold periodic equipment checks throughout the season.
- Ensure that the goaltender equipment (if applicable) is properly cared for and/or in proper working order
- Never intentionally mislead or lie about their qualifications, education or professional affiliations.
- Recognize that personal problems and conflicts might occur which may interfere with their effectiveness. Accordingly, they should refrain from undertaking any activity in which their personal problems are likely to lead to inadequate performance or harm to an athlete or colleague.
- Not practice or permit discrimination based on race, colour, gender, age, religion, or national origin.
- Maintain the medical information/records on each of the Players and will establish an E.A.P. (Emergency Action Plan) in the case of an emergency. (Pick a parent in the stands that you trust to help with this procedure).
- Ensure that the required accident/injury reports (OMHA injury report) are completed and is responsible for certifying that injured Players only return to play with the appropriate signed medical authorization.
- Identify and Report potentially dangerous situations that may lead to injury (i.e., ice surface, boards, dressing rooms).
- Establish open communications between Players, coaches and parents.
- Strive to improve their knowledge in the field of Athletic/Hockey training.
- Promote healthy living standards.
- Set a sportsmanlike example for the Players, coaches and fans.
- Never leave an injured Player alone.
- Establish an emergency medical plan in the event of an injured player requiring medical attention.
- Observe and focus on players during games and practices for awareness and potential safety requirements/action.
- Always side on the health and wellness of our players in a situation and make the necessary decision for all to adhere to (including coaches, parents).

Hockey Canada Risk and Safety Program

The [Hockey Canada Risk and Safety Program](#) is a development initiative of Hockey Canada and is a volunteer safety program. The Hockey Canada web site has a wealth of information on this subject and is a must have resource for all trainers and volunteers involved in hockey safety.

Downloads and Forms

The Hockey Canada [Safety Requires Teamwork Information Guide](#) is an information guide to Hockey Canada's Risk Management and National Insurance Programs. The Hockey Canada **Injury Report** form is available in this guide for trainers.

Every team should have an Emergency Action Plan. Trainers are responsible to have an Emergency Action Plan for their team. Hockey Canada provides some guidelines for EAP's [Hockey Canada EAP guidance](#)

Trainers should also review the Hockey Canada [Safety Person Tips Guide](#) available from the Hockey Canada web site.

HMH Injury Procedures

HMH has a procedure to be followed by Trainers when documenting an injury which requires the removal of a player from play. See the Injury Reports procedure section in this handbook.

Medical Information Sheets

Every participant should complete a "Medical Information Sheet", copies for completion can be found on the [HMH Website](#).

Two hard copies should be made and kept safely in folders, one for the trainer and one for the head coach. Hockey Canada provides the "Medical Information Sheet". See Appendix A.

Trainer Kit and First Aid Supplies

The Trainer of each team will provide a properly maintained trainer's kit and first aid supplies during the season. If the trainer does not have a kit the team can purchase one within their budget. A list of common supplies can be found on [HMH Website](#).

Emergency Action Plan for Hockey

EAP template can be found on pages 12-13 of this manual. Change the names (in red) to applicable volunteers from the team staff

Person in Charge

- Most qualified person available with training in first aid and emergency control.
- Familiarize yourself with arena emergency equipment
- Take control of an emergency situation until a medical authority arrives
- Assess injury status of player

Call Person

- Know the location of emergency telephone
- Have a list of emergency telephone numbers
- Know the directions to arena
- Know the best route in and out of arena for ambulance crew
- Ensure proper room to work for person in charge 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) if requested by person in charge
- Control Person

Equipment Locations

Locate and identify areas on rink map. (i.e., first aid room, defibrillator, route for ambulance crew, land line telephone access, address of arena for dispatch, etc...)

Emergency Telephone Numbers

- Emergency
- Ambulance
- Fire Department
- Hospital
- Police
- General

Procedure for Reporting an Injury

Each player and coaching staff member on the team must have completed a Medical Information Sheet and the trainer should have the forms accessible at every team function, this includes but is not limited to games, practices, dryland and tournaments.

A HHMH Injury Report Form must be completed (online form accessed on the HHMH Website) ASAP when any Player or Team Official is injured. This includes parent reported injuries resulting in loss of practice/game etc.

Team Official includes:

- Referee
- Timekeeper
- Coach
- Assistant Coach
- Manager
- Trainer

Once the online form is submitted, the Head Trainer will review each submission and if any further forms are to be filled out, they will be notified to such requirements via email. The email will contain instructions and checklist for completion. **It is imperative that the online form is completed in a timely manner (Expectation is 24 hours from time of injury) to ensure that any potential insurance claims are dealt with appropriately.**

The Head Trainer will email the applicable Director, Rep Hockey in the following cases:

- If a Player or Team Official is injured during a game and misses more than one period.
- If a Player or Team Official is injured during a practice or other association-sanctioned function and requires medical attention.
- If a Player or Team Official reports an injury after the fact (e.g., player is injured during a game and continues play, however attends a doctor the next day for the injury).

Any Player returning from an injury **as outlined above** must present a doctor's letter* stating clearance to participate in minor hockey (with or without contact).

Any Team Official returning from injury must present a doctor's letter stating clearance to participate in minor hockey in their previous capacity.

Any additional forms requested to be filled out by the Head Trainer in any of the above cases, will require that a copies be scanned and sent via email to the [Head Trainer](#).

See Appendix C for Process Map.

Concussion Awareness

The Four R's

1. Respect for all players, especially yourself
2. Read the [Concussion Card](#). (See Appendix B)
3. Recognize the symptoms of concussion
4. React to it

Prevention for Players

1. Respect all players, coaches and officials.
2. Make sure hockey helmets fit and is fastened properly.
3. Be aware - play heads-up hockey.
4. Wear a properly fitted mouthguard.
5. Always use correct body checking techniques and never hit another player from behind or in the head.

ALERT - Repeat concussions can severely affect one's lifestyle. It is a Hockey Canada Policy not to send a player back on the ice unless that player has fully recovered

Safe Return to Play Policy

If during a game, practice or team event, a player sustains a direct or indirect injury, he/she is to be immediately removed from play. Trainers **and coaches** have the authority to make this decision.

Following the removal from play, any player suspected to have sustained a concussion or injury is to be assessed by a medical doctor, to determine the extent of the player's injury.

Players diagnosed with an injury should rest until they are symptom-free and should then begin a step symptom program, only after they are without symptoms for a 24-hour period.

A medical letter stating permission to participate is required prior to returning to practice.

Steps to return to play

1. Rest until asymptomatic

2. Non-checking training drills (if applicable) – requires medical clearance to skate
3. Full contact training with checking (if applicable) – requires medical clearance to engage in contact (for non-checking) and checking (for levels with checking)
4. On-Ice practice with team - requires medical clearance to practice
5. Return to game play - requires medical clearance to play

There should be a minimum 24 hours for each stage involved and the athlete should return to the rest stage should symptoms recur.

**FULL MEDICAL CLEARANCE IS REQUIRED
BEFORE RETURN TO PLAY**

Coach & Safety Person Protocol

1. Keep your concussion card handy.
2. During the pre-game talk, check and remind players of team attitude.
3. Discourage open-ice checks to the head.
4. In case of injury, check for symptoms of concussion/neck and spinal injuries.
5. Monitor the player for listed symptoms, if present remove the player from the game.
6. Permit the player to return to play only after medical clearance.
7. Instruct parents/guardians to inform medical personnel if it is a repeat concussion.

Appendix A – Player Medical Information Sheet

Source: Hockey Canada

[CLICK HERE FOR LINK TO FORM ONLINE](#)

Appendix B – Concussion Awareness

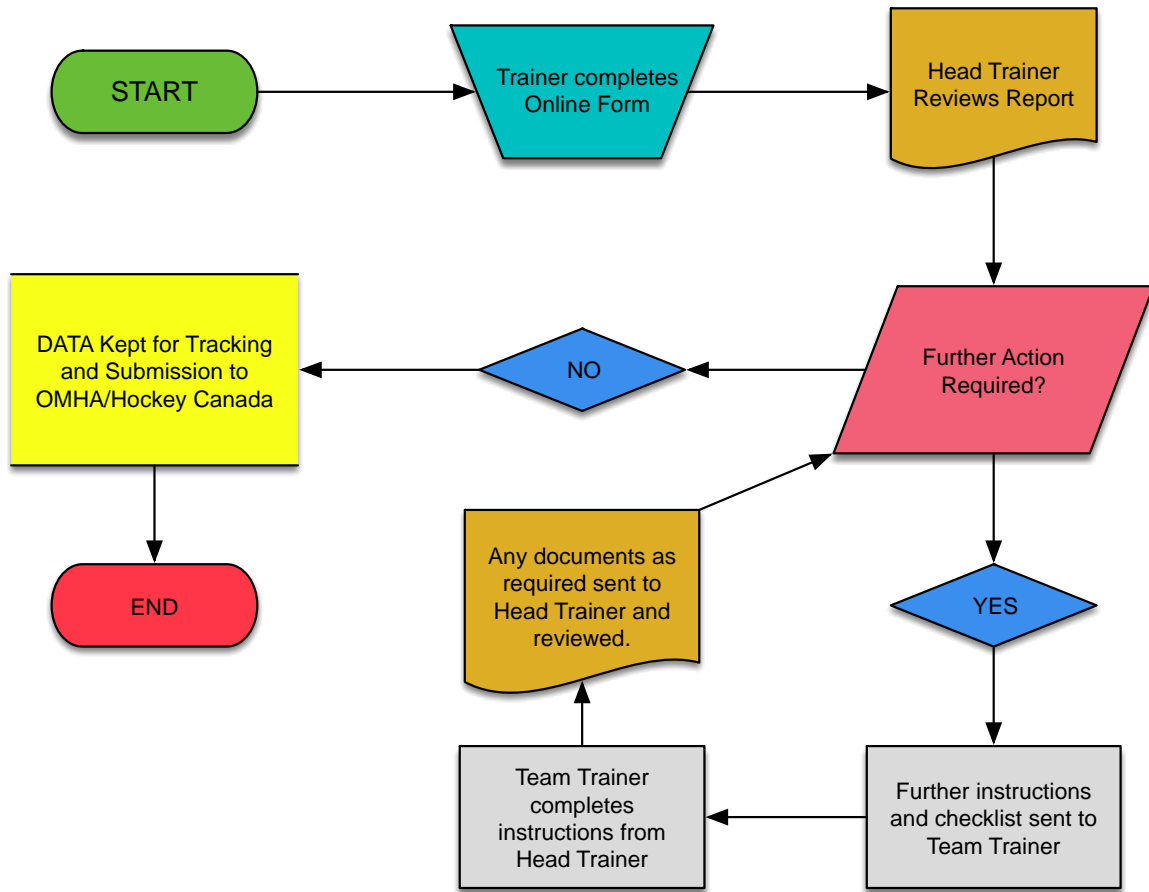
Source: Hockey Canada

[LINK TO MOBILE APPS FOR CONCUSSION AWARENESS](#)

Search our applicable APP Stores

[LINK TO CONCUSSION CARD](#)

Appendix C – Injury Report Process Map



Process Map for Trainer when Injury Occurs to Player or Team Official

EAP TEMPLATE**Emergency Action Plan – Halton Hills Minor Hockey**Halton Hills Thunder **UXX – AA/A/AE/MD****Team Trainer / Charge Person****Daniel Budgell** – Trainer / Parent**Hockey Mom/Dad** – Alternate Trainer / Parent**Duties**

- Takes control of the situation
- Instructs player to stay still and instructs all players/officials to not move the player
- If in question, do not move the player
- Assess the injury/player status and determine if emergency medical care is needed or an ambulance is needed
- If emergency care is needed, communicate using the pre-determined hand signal with the call and control person

Call / Control Person**Donald Duck** – Manager / Parent**Mickey Mouse** - Parent**Duties**

- Monitors the injury in case additional resources are needed
- Make the call for emergency services when needed and instructed by the team trainer / charge person (ensure cell service is sufficient or alternate communication methods- pay phone/arena phone)
- At each game or practice, not on the bench
- Has emergency phone numbers for the area
- Has directions to emergency facilities

Control Person

Homer Simpson - Parent

Marge Simpson – Parent

Duties

- Predetermines the location of the AED machines and any other emergency equipment
- Be able to retrieve the AED or additional first aid equipment and bring to the injured player
- If needed, seek higher trained medical personnel as directed by the Charge person
- Ensure teammates, players and bystanders are not near the incident
- Advises surrounding person of the steps that are taking place
- Ensures the ambulance has the clearest and most direct route to the injured person.
- Meets the ambulance on arrival and guides them the injury scene

Arena / Emergency contacts

Emergency: 911

Ambulance: 1 866-442-5866

Fire: 906-877-1133

Police: 905-878-5511 / 519-853-2111

Georgetown Hospital: 905-873-0111

Mold-Masters Sports Plex
221 Guelph St.
Georgetown, Ontario
L7G 4A8
(905) 877-8488

Acton Arena
415 Queen St.
Acton, Ontario
L7J 2N2
(519) 853-0020