

South Huron Minor Hockey Association

Trainers Manual

2024-2025 Season

Updated: October 6, 2024



Table of Contents

| | |
|--|----|
| Quick Reference Links..... | 4 |
| Important Forms..... | 4 |
| Concussion Protocol and Resources..... | 4 |
| Return to Play..... | 4 |
| Equipment..... | 4 |
| Respect in Sport/Bullying, Harassment, and Safety Resources..... | 4 |
| Injury Prevention..... | 4 |
| Other Resources..... | 4 |
| Trainers Roles and Responsibilities..... | 5 |
| Confidentiality..... | 6 |
| Trainer Guidelines..... | 6 |
| Trainers Kit..... | 7 |
| Medical Information..... | 7 |
| Player Equipment..... | 8 |
| Emergency Action Plan (EAP)..... | 8 |
| Injury Reporting Guidelines..... | 9 |
| Internal Reporting and Injury Incident Reporting..... | 9 |
| Reporting a Major Injury to Hockey Canada..... | 11 |
| Return to Play after an Injury..... | 12 |
| Record Keeping of Incidents..... | 12 |
| During Season..... | 12 |
| After Season Completion..... | 13 |
| Concussions..... | 13 |
| Importance of Recovery..... | 14 |

SOUTH HURON MINOR HOCKEY ASSOCIATION TRAINERS GUIDE

Dear Team Trainer,

On behalf of South Huron Minor Hockey Association (SHMHA), thank you for volunteering to be your team's trainer this season.

The team trainer is an important member of any bench staff. The trainer's responsibility should not be underestimated. As the trainer, you will be in charge of player safety, injury prevention, injury reporting and management, and safe return to play practices.

We hope that this handbook answers any questions you may have and points you in the right direction if you sustain an injury during the season. As always, SHMHA is here to assist you in your role with any questions or situations that may arise.

We are looking forward to another exciting and fun year of hockey in which we will strive to create a safe environment for our players to grow as hockey players.

Thank you
SHMHA Executive

Quick Reference Links

Important Forms

- [Emergency Action Plan \(EAP\)](#)
- [Arena Safety Checklist](#)
- [EAP Arena Diagram](#)
- [EAP Flow Chart](#)
- [EAP Injured Official](#)
- [Player Injury Log](#)

Concussion Protocol and Resources

- [Concussion Scorecard](#)
- [Concussion Tool - SCAT5](#)
- [Parachute Concussion Guidelines for Coaches and Trainers](#)
- [Brain Injury Canada](#)
- [Pocket Recognition Tool](#)

Return to Play

- [Return to Play form](#)

Equipment

- [Guide for Equipment](#) and [OMHA Equipment](#)
- [Reminder for helmets and neck guards](#)
- [Video: Hockey Equipment Proper Fitting](#)

Respect in Sport/Bullying, Harassment, and Safety Resources

- [Hockey Canada; Bullying Harassment and Abuse Policies](#)
- [OWHA: Harassment, Abuse, Bullying, and Misconduct Policy](#)

Injury Prevention

- [Stretching](#)
- [Canada's Food Guide](#)

Other Resources

- [Hockey Canada Resources for keeping hockey safe](#)
- [AED](#)

- [Diabetes/Insulin Pumps Individuals with Disabilities](#)
- [Sudden Arrhythmia Death Syndromes \(SADS\)](#)
- [Research studies: A comparison of the epidemiology of ice hockey injuries between male and female youth in Canada](#)

All questions and inquiries related to Trainers responsibilities, medical forms, and injury reporting be directed to the Trainer Coordinator (Wellness and Safety).

All current contacts can be found on the [Organization Contact List](#) page.

In your email, DO NOT include:

- Any personal, identifiable information (Name of player or guardian, birth date) in your report to the Director to protect personal information of all SHMHA members.

Trainers Roles and Responsibilities

A trainer will be one of the first trained responders to assess and treat a player if an injury occurs. However, the trainer's role goes well beyond treating the injured player. The following are responsibilities that a trainer will take on during the course of a season:

1. Adhere to all policies and procedures set out in the Hockey Trainers Certification Program.
2. Encourage all players and coaches to play and act in a sportsmanlike way, and don't take part in, encourage, or accept unsportsmanlike or bullying behavior.
3. Strive to continue education in areas related to injury prevention and treatment.
4. Have knowledge of and ensure players' equipment is in proper and functioning condition.
5. Keep track of each player's and coach's correct medical information and make sure medical forms are available at every team ice time or event.
6. Establish an Emergency Action Plan in case of an emergency.
7. Follow all Hockey Canada and SHMHA guidelines to report an injury and oversee a proper return to play.
8. Complete the required forms in the event of injury.
9. Help to provide a safe environment for team events and ice times.

10. Never leave an injured player alone. Work with parents or guardians to ensure care is continued so the trainer can return to the bench in a timely manner.

Confidentiality

Confidentiality is one of the most important aspects of managing any type of medical information.

The trainer cannot reveal a player's health to anyone unless the player or the player's guardian gives permission. **It is your responsibility as a trainer to keep all medical information private.**

All medical forms should be kept in a secure sealed envelope and destroyed at the end of the season.

Trainer Guidelines

1. Trainers must possess all qualifications as required by Hockey Canada, OMHA & OWHA to be rostered as a trainer on a SHMHA roster.
2. Trainers must make every effort to be watching the practice or game at all times while on the bench unless treating an injured player.
3. The trainer's decision is final and will not be influenced by a coach, assistant coach or parent, and must be made regardless of game situation.
4. For all injuries that require medical attention a trainer will complete a Hockey Canada Injury report and send it to Hockey Canada directly.
5. The trainer will be responsible to ensure that the Trainer Coordinator (Wellness and Safety) are notified if any of the following injuries/situations occur:
 - a. A player is transported by ambulance from a game or team practice.
 - b. A player suffers a major injury where they will miss game time - ie head or spinal injury, fracture, separated shoulder, ect. This excludes minor injuries - cuts, scrapes, sore extremities that cause the player to miss time.
 - c. Time injured= more than a period of a game
 - d. If in doubt please report the injury
 - e. A player is diagnosed with a concussion by a physician
 - f. A coach has overruled a trainer on an injury decision
 - g. A parent has made an objection to an over trainers decision.
6. If a player is transported by ambulance from a team ice time, the trainer must complete and submit an injury incident report.
 - a. A Hockey Canada Injury Incident Report will provide a brief overview of the incident and any treatment given by the trainer.
 - b. Hockey Canada Incident reports can be completed for an injury and should be completed if there are any unusual circumstances.

- c. Incident reports are to be submitted to Hockey Canada directly.
7. In the event of an injury to players, coaches or spectators at a sanctioned hockey event the trainer is responsible for reporting the injury in accordance with the Hockey Canada injury reporting guidelines.
8. All teams will have a minimum 1 trainer on their approved roster.
9. All trainers are responsible to ensure all players have completed a medical form prior to hitting the ice and that the forms are accessible at all team ice times and events. **Medical forms can be found under the Team Officials tab on [SHMHA website](#).**

Trainers Kit

As a trainer, it is your responsibility to keep a fully stocked trainers kit on hand for use at all team ice times. Any items used from the trainer's kit should be replaced as soon as possible.

Suggested Trainer Kit Items:

- Sterile dressings and bandages
- Ice packs
- Non-latex gloves
- Tape
- Towel
- Menstrual pads/tampons
- Screwdriver & helmet screws
- Scissors
- Hair elastics
- Medical forms
- Sling with Pins
- Sugar Source (i.e. Orange Juice)

If you require items or refills for your Trainers Kit, contact the Equipment Coordinatos.

All current contacts can be found on the [Organization Contact List](#) page.

Medical Information

A medical information sheet must be completed for each player. **Medical forms can be found under the Team Officials tab on [SHMHA website](#).** The forms are to be filled

out by the parents and should be kept on file by the team trainer. Be sure to also collect a form for any affiliate players that will be skating with your team.

If it is the responsibility of the Trainer to ensure that the Medical forms are:

- Kept in a secure sealed envelope for the season;
- Kept in the Trainers Kit and available at all times to the team where required;
- Stored within a secured location during the season, such as a secured team locker.
- Destroyed (through appropriate methods, such as shredding) promptly at the end of the season.

Player Equipment

SHMHA is dedicated to the safety of all players. All required protective equipment (for players and goalies) are listed in our governing bodies ([OMHA Equipment guide](#)) and [SHMHA Policy](#) and include the following for all on ice games and practices:

- **CSA approved helmet** (with non-expired date on the helmet) ([Hockey Canada Helmet certification](#))
- **Mouth guard** (mandatory for all on ice activities as per [SHMHA Policy](#))
- **Neck guard** ([Hockey Canada BNQ-certified neck protectors](#))
- Shoulder pads
- Elbow pads
- Hockey gloves
- Jock or Jill
- Hockey pants
- Shin pads
- Skates

These items are mandated in order to keep our players as safe as possible while they enjoy the sport. It is important that equipment is properly fitted to avoid injury to the player.

It is the responsibility of all Coaches, Trainers, and parents to ensure that proper equipment is worn at all times.

Emergency Action Plan (EAP)

Please review the [Emergency Action Plan Flow Chart](#) prior to your season start.

In the case of an emergency where a player may need to be assessed by Paramedics the following must be in place:

- **Person In Charge (Often Team Trainer):**
 - Is likely the team trainer - until someone arrives with more advanced certification/medical training.
 - Familiarize yourself with arena emergency equipment.
 - Take control of an emergency situation until a medical authority arrives.
 - Assess injury status of players.
- **Call Person:**
 - Know the location of the emergency telephone.
 - Have a list of emergency telephone numbers.
 - Have the address of the arena.
 - Identify the best route in and out of the arena for paramedic crew.
- **Control Person:**
 - Know the location of the AED in every arena, retrieve AED if needed.
 - Ensure proper room to work for the person in charge and paramedic crew.
 - Discuss emergency action plan with: Arena staff, Officials, Opponents.
 - Ensure that the route for the paramedic crew is clear and available.
 - Seek highly trained medical personnel (i.e., MD, nurse, paramedic, firefighter) if requested by the person in charge.
 - Discuss player status with parents/guardians. The trainer must have a plan in place prior to the season beginning with designated parents/guardians assigned to these positions in case of emergency

Injury Reporting Guidelines

The team trainer will be responsible for reporting any injury, completing and submitting all paperwork if an injured player falls into the criteria listed below.

The first priority when a player or official suffers an injury is to ensure the injured player or official receives appropriate medical care for the injury.

Please use the following log to track injuries during the season: [Player/Team Injury Log](#)

Internal Reporting and Injury Incident Reporting

An Injury Incident Report is used to document the incident and what steps were taken by the trainer when an injury occurs, and should be completed as soon as possible after the incident. The report can be used if any questions are raised about the incident at a later date as a reference for the trainer/team involved.

It is the **responsibility of the trainer** who treats the injured player to complete the report.

The initial documentation completed by the Trainer should be a detailed written record. **It is recommended that Trainers use the Hockey Canada Injury Reports (Page 1) as it provides an excellent template to accurately record an injury.** ([Hockey Canada Injury Report for OMHA](#) and [Hockey Canada Injury Report for OWHA](#).)

- Page 1 describes the injury and details of the event (a copy is to be retained by the Trainer as documentation of the event; this is **NOT** sent to the Director and is to be remained in a secure location)
- Page 2 is a helpful resource for when a player is seeking medical attention related to the event as it provides a space for statements from a physician or dentist. If the injury is determined to require submission to Hockey Canada, this is required to be completed with the submission.

All injuries should be submitted to the Trainer Coordinator when:

- A player is removed for the remainder of a game due to an injury sustained during play.
- A player is injured during a practice whether on or off ice.
- A player is forced to leave a game or practice for unknown medical reasons.
- A player is injured during a hockey-related event.

The Trainer must contact the Trainer Coordinator (Wellness and Safety) via email to notify of injury for internal reporting. **DO NOT include any personal identifiable information** (players name, guardians name, birth date) when notifying the Director. The Trainer Coordinator (Wellness and Safety) will assist if you require further assistance or have questions regarding paperwork requirements based on injury and circumstances around injury.

The “Description of Event” section should include:

- What happened;
- Date of injury and approximate time;
- All treatment rendered and actions taken by trainer at rink;
- Any interaction with players guardians regarding incident;
- Anything else you feel is pertinent to the injury.

Notify of injury via email to the Trainer Coordinator (Wellness and Safety):

All current contacts can be found on the [Organization Contact List](#) page.

DO include:

- Team the injury occurred on (i.e. U18 B Girls)
- Answers to the question noted above to provide a full description of the event

DO NOT include:

- Any personal, identifiable information (Name of player or guardian, birth date) in your report to the Director to protect personal information of all SHMHA members.

Reporting a Major Injury to Hockey Canada

A Hockey Canada Incident Report must be completed and submitted to Hockey Canada when:

- A player required the assistance of a trainer due to an injury which results in the course of a hockey event;
- A player is taken by ambulance to a hospital;
- If the injury will not allow the player to return to active duty based on a physician's diagnosis;
- If the possibility exists that there could be any expenses related directly to the injury or if a possible claim/suit could result from the injury against the Hockey Canada insurance program; and
- Where an injury is sustained by a registered member of Hockey Canada at a sanctioned hockey activity

The decision to report an injury to Hockey Canada based on the above criteria is determined by the Trainer and parents/guardians, with guidance from the Trainer Coordinator (Wellness and Safety).

- Injury Reports: [Hockey Canada Injury Report for OMHA](#) or [Hockey Canada Injury Report for OWHA](#).

It is the responsibility of the Trainer to ensure Page 1 is completed in full. Page 2 is the responsibility of the parents/guardians of the players to complete when the player receives medical treatment.

The injury report form should be completed and submitted no later than 90 days following the injury date. Do not wait until treatment is done before sending in the paperwork. As long as the injury is reported within 90 days, you have 52 weeks to submit expenses. Remember that Hockey Canada requires the original invoices and not photocopies or scans (unless the injured has other insurance).

Contact the Trainer Coordinator (Wellness and Safety) to notify of an injury that has been identified as having a need for reporting to Hockey Canada.

All current contacts can be found on the [Organization Contact List](#) page.

DO include:

- Team the injury occurred on (i.e. U18 B Girls)
- Answers to the question noted above to provide a full description of the event

DO NOT include:

- Any personal, identifiable information (Name of player or guardian, birth date) in your report to the Director to protect personal information of all SHMHA members.

Return to Play after an Injury

The Trainer must work with the player and their guardian for a plan for a safe return to play for the player.

A [Return to Play form](#) must be completed where the following injuries occurred:

- Any head, neck or spinal injury (more information regarding Concussions is below);
- Any injury where the player received medical attention/treatment; or
- Any fracture or dislocation.

Record Keeping of Incidents

During Season

It is the responsibility of the Trainer to retain all information related to injury during the season. This includes the Player/Team injury log and detailed Injury Incident Reports.

All injury logs and detailed Injury Incident Reports **must be kept in a secure location or directly in care of the Trainer in public spaces at all times** to ensure the protection and privacy of all SHMHA members. It is recommended that Injury Incident Reports once completed and the player has returned to play, storage of the report to be within a sealed envelope.

After Season Completion

Once the season has been completed, all detailed player specific records (such as an Injury Reporting Form) that has been retained for the season to document an injury must be **returned by the Trainer to the parent/guardian of the player to retain and/or destroy, at their discretion.**

Trainers will be required to destroy (shredding is preferred method) all player/team injury logs for the season.

Concussions

An important component of injury prevention is addressing concussions in sport and providing the information required to prevent, recognize and incorporate a responsible return to play protocol if a concussion is suspected.

Please review the following important information and resources:

- [Hockey Canada Concussion Policy](#)
- [Concussion Recognition Tool](#)
- [Hockey Canada Concussion Card](#)
- The [Hockey Canada Concussion Awareness app](#) is a great tool for parents, coaches, trainers, players, administrators, and anyone interested in learning about the prevention, recognition, and response to a concussion, including responsible return-to-play protocol.

If a player is suspected of having a concussion:

- They are **immediately removed from play**, regardless of whether the concussion occurs on or off the ice and they are not permitted to return to play that day.
- If there are doubts, assume that a concussion has occurred; The player is referred to a physician for diagnosis as soon as possible
- Once a player who is experiencing “concussion like symptoms” is diagnosed, they are **not permitted to return to play or practice/training until all of the return to play requirements are met.**

- It is recommended to complete [Appendix 2: Concussion Follow Up and Communication](#) Form (Hockey Canada) which outlines step by step Return to Play steps.
- Written clearance from a physician is required as outlined in the return to play strategy prior to returning to activity. **A [Return to Play form](#) must be completed. Copy of this documentation is maintained. This includes the step by step return of the player with signatures of those involved.**

NOTE: Second impact syndrome can occur in players who return to activity with ongoing symptoms. Monitoring return to play is essential. Always err on the side of caution.

The player is observed for symptoms and signs of a concussion using the Hockey Canada Concussion Card or the current [SCAT 5 Pocket Recognition Tool](#).

- Remember, even though symptoms may not be present, or they come and go, the player must be removed from play the day of the injury, must not return that day and sees a physician as soon as possible.
- If a concussion is suspected, players are observed on site. If a licensed healthcare professional is available, they can assist with this observation and evaluation. If the person on site is not a physician, the player is directed to a physician for diagnosis and follow up as soon as possible.
- If the player experiences loss of consciousness, assume a neck injury – call Emergency Services.
- If there is a significant loss of awareness and/or orientation, direct the player to an emergency room at the nearest hospital.
- If unsure, err on the side of caution and call Emergency Services. It is important to become familiar with the red flags.
- All injuries, including concussions, are documented and reported.
- If the player is a child or adolescent, also report to the parents/guardians.
- All concussions and suspected concussions must be referred to a physician as soon as possible.
- Coaches, Safety Personnel, and parents/guardians are not to pressure the player to return to play until the player has completed the six-step return to play strategy and is medically cleared by a physician.

Importance of Recovery

Most people recover completely from a concussion injury if they wait for it to heal completely before engaging in strenuous activity.

A second sustained concussion on top of a first sustained concussion, on the other hand, can cause significantly more damage than a single concussion.

It is critical to allow enough time between the concussion and return to play.

It is critical for the parent to notify the doctor if there have been previous concussions.

The more concussions an athlete sustains, the more likely he or she will suffer another concussion. **Athletes suspected of having a concussion should not return to play until they have been medically evaluated by a physician.**

Younger players and some adults are more sensitive to the effects of a concussion and will require a longer period of recovery before returning to sport.

When determining return to play, use symptoms rather than a time frame.