

2024-2025

# SOUTH SIMCOE MINOR HOCKEY ASSOCIATION



## TRAINERS HANDBOOK

Version 2.0 November 2024  
Director of Risk

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**Use this package to determine the communication you provide to parents at your Parent Meeting.**

**2024-2025 SSMHA BOARD MEMBERS**

**President** – Vince Charlebois

**1<sup>st</sup> Vice President** – John Reilly

**Vice President, Hockey Operations** – Michael Anderson

**Vice President, OMHA Delegate** – Phil Vito

**Director of Risk Management** – Justin Taylor

**Coach Development Director** – Adam Lynn

**Player Development Director** – Adam Kent

**Director of Marketing** – Janice Tee

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**Director of Communication** – Steve Grass

**Director of Apparel** – Joe Bartley

**Director of Equipment** – Stacey Hogan

**Director of Tournaments** – Kelly Jensen

**Centre Convenor (Innisfil)** – Chris Lubker

**Centre Convenor (Bradford)** – Melissa Dossey

**Board Comptroller** – Sonia Marchese

**Head Trainer** – Jon Silva

**Local League Representative (Thornton)** – Mike Barron

**Local League Representative (Lefroy)** – Justin Ament

Dear Trainer,

On behalf of South Simcoe Minor Hockey Association (SSMHA), we would like to thank you for volunteering your efforts to this very important role and committing your time to making this hockey season a great success for your team.

As a staff leader, you will play an integral role in the on and off-ice safety of our players and coaches. Your willingness to participate and take on such an important role in the safety and wellbeing of your team is to be commended.

We realize that a safe environment is no small task. We created this manual to assist you and answer the many questions you may have along the way. This manual will help overcome the many hurdles you will encounter this season but is in no way “all encompassing”. Being familiar with the OHF, OMHA, YSMHL, and SSMHA rules and regulations is always recommended.

We trust that you will find this manual to be a very helpful resource. Several hyperlinks have been added to the document which will open additional information. In the event you cannot locate answers to your questions, do not hesitate to reach out to me or any of the other members of the SSMHA board as we are here to help.

Thank you for contributing to the success of this hockey season and for creating a safe and fun experience for the players of the South Simcoe Minor Hockey Association.

**"Unity is strength. . . when there is teamwork and collaboration, wonderful things can be achieved."** --*Mattie Stepanek*

Sincerely,

Jon Silva  
Head Trainer  
South Simcoe Minor Hockey Association

## THE ROLE & RESPONSIBILITIES OF A TRAINER:

A knowledgeable, interested trainer is an essential and valuable part of any coaching staff. The trainer's skills are very important in the immediate care of serious injury and recognition of injuries that can produce long lasting effects on the players. **A trainer is not to perform any other duty on the bench during games other than those laid out by those of the terms of the rules and regulations of the OHF and OMHA. (i.e. coaching).**

The trainer is permitted to work the doors on the bench as per OMHA. However, it is highly recommended that if there are enough bench staff present that the trainer remain off the door and focus solely on the players. Witnessing an injury will give the trainer much better insight into the mechanism of injury and what form of care is required.

Information on the specific workshops available to become a trainer can be found on the OMHA website.

- [2022-2023 Qualification Requirements for Team Officials](#)
- [Course Requirements for New Trainers](#)

## THE TRAINER'S CODE (THE TRAINER SHALL):

- Adhere to the objectives and policies of the Hockey Trainer's Certification Program as well as SSMHA and its constitution, bylaws, regulations and decisions.
- Not condone, encourage, engage in, or defend any 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's 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, sex, age, religion or national origin.
- Maintain the medical information/records for each player and will establish an Emergency Action Plan (EAP) in the case of an emergency (Pick a parent in the stands that you trust to assist 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 items that may lead to injury (i.e. ice surface, boards, dressing rooms).

- Establish open communication between players, coaches and spectators.
- Strive to improve their knowledge in the field of athletics & hockey training.
- Set a sportsmanlike example for the players, coaches and spectators.
- Never leave an injured player alone, ensure there are 2 adults (following Hockey Canada rule of 2) with player if you are bringing to change room.
- Establish an emergency medical plan in the event of an injured player requiring medical attention.

## **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 website 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. It is also a good practice to complete a [Facility Safety Check](#).

## **IMHA INJURY PROCEDURES:**

SSMHA follows all injury reporting and return to play procedures set forth by Hockey Canada and requires that they be followed by all trainers **when documenting an injury which requires the removal of a player from play**. These procedures are in play from the time of injury recognition through recovery and return to play. Use these links to assist you throughout. **Please note, the head trainer/director of risk, should be notified within 24 hours of an injury requiring a player to be removed from play.**

- [Hockey Canada Injury Report Form](#)
- [Sample Injury Report - How to ensure its completed correctly](#)
- [HTCP Return to Play Guidelines](#)
- [HTCP Return to Play Form](#)
- [HTCP Injury Report Log](#)
- [Hockey Canada Injury Prevention Techniques](#)

## **MEDICAL INFORMATION FORM:**

Every participant should complete a [Medical Information Form](#). Two copies should be created and kept safely in folders, one for the trainer and one to provide to paramedics in the

event of an injury. **These forms, once filled out by the player or parent, are to be placed in a sealed envelope marked with the players name and handed to the trainer prior to the team's first ice time.** Should a player not have a completed medical form filled out and turned in to the team trainer, **that player shall not be permitted to participate in any team activities.**

## **TRAINER KIT AND FIRST AID SUPPLIES:**

The trainer of each team will be responsible to ensure a first aid kit has been purchased through the team budget and is responsible with properly maintaining it. The first aid kit shall be present at **all** team activities throughout the season. It is recommended that each trainer have a tool kit with accessories such as tape, screw drivers, fasteners, helmet repair kit, sake stone etc. However, this is not mandatory.

## **EMERGENCY ACTION PLAN:**

### **Charge Person:**

- Most qualified person available with training in the first aid and emergency control
- Familiar with the facility and emergency equipment
- Take control of an emergency until medical personnel arrive
- Asses the injury status of the player

### **Call Person:**

- Know the location of the emergency telephone (landline)
- Have a list of emergency telephone numbers
- Know the directions to the facility
- Know the best route in and out of the facility for medical personnel
- Communicate with the Charge and Control Persons

### **Control Person:**

- Ensure proper room for the Charge Person and medical personnel
- Discuss emergency action plan with the facility staff, officials, and opponents
- Ensure that the route for the medical personnel is clear
- Seek highly trained medical personnel (i.e. Doctor, Nurse Practitioner, Nurse, Paramedic) to assist injured player if requested by Charge Person
- Discuss player's injury status with the parents of that player

## **EMERGENCY FACILITY EQUIPMENT:**

Locate and identify areas on the arena map (i.e. first aid room, defibrillator, route for first responders such as fire and paramedics, land line telephone access, address of arena for dispatch, etc). It is a good idea to familiarize yourself with each facility that your team visits in the event of an emergency. You can use the location map found in the E.A.P. hyperlink above.

## **PROCEDURE FOR REPORTING AN INJURY:**

Each player and coaching staff member on the team must have a completed medical form 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 [Hockey Canada Injury Report Form](#) must be completed ASAP and the risk director/head trainer should be notified within 24 hours, when any player or team official is injured. This includes parent reported injuries resulting in loss of practice or games.

Team Officials include:

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

Once the online form is submitted to the Head Trainer, it will be reviewed 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 if required, checklists 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 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 (i.e. player is injured during a game and continues play, however, attends a Doctor/Nurse Practitioner the next day for the injury).

Any player returning from an injury as outlined above must present a Doctor/Nurse Practitioner (or other health care providers approved by OMHA) letter stating clearance to participate in minor hockey (with or without contact).

Any team official returning from injury must present an approved health care provider 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 copy be scanned and sent via email to the Head Trainer.



## **ROWAN'S LAW & CONCUSSION AWARENESS:**

The Rowan's Law concussion awareness rules came into effect July 1, 2019. After that date, sport organizations must not register athletes under 26 years of age\* into a sport activity unless they, as well as their parent (for athletes under 18), provide confirmation that they have reviewed one of the Concussion Awareness Resources within the previous twelve months.

**\*Exception:** A sport organization that is a University, College of Applied Arts and Technology or other Post-Secondary Institution must not register any athlete regardless of age unless the same requirements are met.

Sport organizations must also not allow individuals to serve as a Coach, Team Trainer or Official unless they provide confirmation that they have reviewed one of the Concussion Awareness Resources, every year.

### **Rowan's Law:**

- [Ages 10 & under](#)
- [Ages 11-14](#)
- [Ages 15 & up](#)

OMHA will not approve any player or Coach onto a roster if they have not signed off on the appropriate Rowan's Law form. **NO EXCEPTIONS!**

### **CONCUSSION PREVENTION:**

- Respect all players, coaches, officials and board members
- Make sure player's helmets fit and is fastened properly
- Be aware, **PLAY HEADS-UP HOCKEY**
- Wear a properly fitted mouth guard
- 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. Use these helpful tools to identify a possible concussion and apply the proper measures.

- [Hockey Canada Concussion Card](#)
- [Hockey Canada Concussion Recognition Tool](#)
- [Parachute Canada Concussion Guide](#)

**It is recommended that all Trainers have and make use of the Hockey Canada Concussion Awareness App, available on all devices from your app store.**

- [Apple](#)
- [Android](#)

## RETURN TO PLAY GUIDELINES:

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 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/Nurse Practitioner, 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 wise symptom program, only after they are without symptoms for a minimum of 24-hours.

A medical letter stating permission to participate is required for return to practice and games.

## STEPS TO RETURN TO PLAY:

- Rest until asymptomatic (no symptoms)
- Non-checking training drills (if applicable) – requires medical clearance to skate
- Full contact training with checking (if applicable) – requires medical clearance to engage in contact (for non-checking) and checking (for levels with checking)
- On-ice practice with team – requires medical clearance to practice
- Return to game play – requires medical clearance to play
- A [Return to Play Form](#) is required for the player to return to on-ice play

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

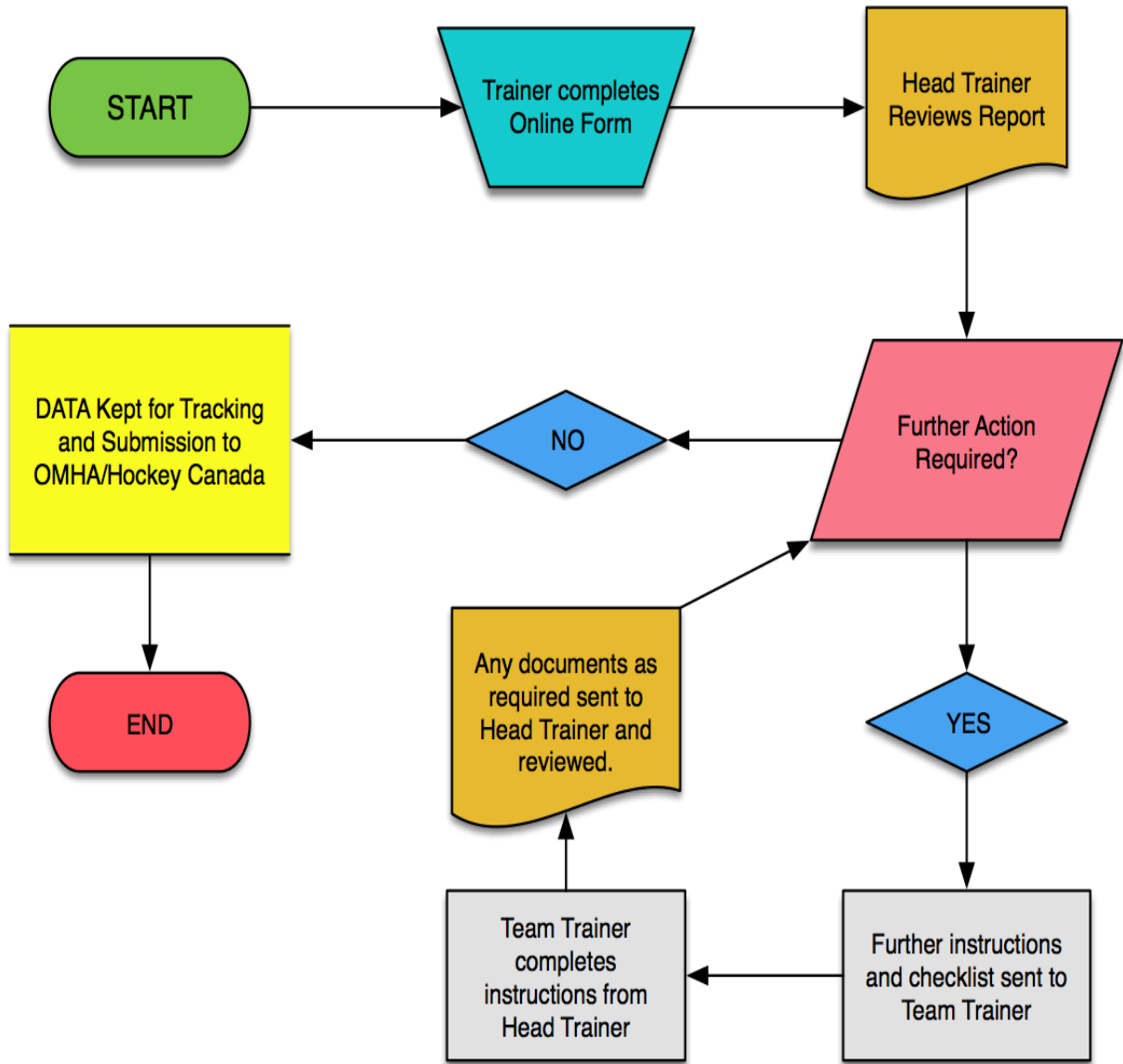
## COACH & SAFETY PERSON PROTOCOL:

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



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

**INJURY REPORT PROCESS MAP:**



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

## **PLAYER EQUIPMENT:**

It is of utmost importance that the equipment a player wears is not only in good condition but also fits the player properly. Improperly fitting equipment can be just as dangerous as not wearing equipment at all. It is the trainer's responsibility to hold periodic equipment checks for each player on the roster as well as to ensure that all mandatory equipment is being worn, such as mouth and neck guards.

- [Equipment Fitting](#)
- [Required Equipment](#)
- [OMHA Mouth Guard Policy](#)
- [OMHA Mouth Guard Policy Fact Sheet/FAQs](#)
- [OMHA Mouth Guard Policy for Tournaments](#)

## **COACH & VOLUNTEER EQUIPMENT:**

As we expect that trainers will maintain certain standards regarding player equipment, it is just as important that trainers maintain the same diligence when dealing with coach and volunteer equipment. It is OMHA standard that any and all coaches and volunteers wear the appropriate CSA approved equipment when participating in sanctioned on-ice team functions.

- [Equipment for Coaches](#)
- [Equipment for Volunteers](#)
- [Throat Protectors for OMHA On-Ice Officials](#)
- [CSA Memo – Hockey Helmet Certification and Lifespan](#)
- [Hockey Canada Policy for CSA Decals on Helmets](#)

## **DRUGS & ALCOHOL:**

The unfortunate truth is that substance abuse has been affiliated with all athletics throughout history. Hockey is no different. Many players have fallen victim to the allure of various narcotics and alcohol products for various reasons. As a trainer it is your responsibility to ensure that all players and team staff are always sober during team functions. The use of drugs and alcohol is strictly prohibited by SSMHA, OMHA and Hockey Canada and will be a zero-tolerance violation.

- [Drugs in Sports](#)

## **HELPFUL LINKS:**

OMHA - <https://www.omha.net>

OHF - <https://www.ohf.on.ca>

YSMHL - <https://ysmhl.net>

SRL - <https://srl.ca>

Hockey Canada - <https://www.hockeycanada.ca>