



Clarington Girls Hockey Association TRAINERS GUIDE

Dear Team Trainer,

I'd like to welcome you and thank you for volunteering to be your team's trainer this season on behalf of the Clarington Girls Hockey Association (CGHA).

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, CGHA is here to assist you in your role, and the Wellness and Safety Director is a resource who can assist you 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.

Director, Wellness and Safety
wellness@claringtonflames.ca

Document Quick Links

[Trainers' Roles & Responsibilities](#)

[Trainer Guidelines](#)

[Trainers Kit](#)

[Emergency Action Plan](#)

[Injury Reporting Guidelines](#)

[Injury Incident Report - Guide](#)

[CGHA Concussion Protocol](#)

[Player Returning from a Major Injury](#)

[Medical Clearance \(Doctor's Note\)](#)

[When is a Doctor's note required for a player to return to play:](#)

[CGHA Return to Play Protocol \(RTPP\)](#)

[Return to Play Protocol \(RTPP\)](#)

[Forms](#)

Trainers' Roles & Responsibilities

1. 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:
2. Adhere to all policies and procedures set out in the Hockey Trainers Certification Program.
3. 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.
4. Strive to continue education in areas related to injury prevention and treatment.
5. Have knowledge of and ensure players' equipment is in proper and functioning condition.
6. 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.
7. Establish an Emergency Action Plan in case of an emergency.
8. Follow all CGHA guidelines to report an injury and oversee a proper return to play.
9. Complete the required forms in the event of injury.
10. Help to provide a safe environment for team events and ice times.



11. 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

One of the most important aspects of dealing with any type of medical information is confidentiality. The trainer cannot disclose a player's medical information to anyone unless the player or their guardian gives permission.

As a trainer, it is your responsibility to keep all medical information private. Please keep all medical forms in a secure sealed envelope and destroy all forms at the end of the season.

Any paperwork that a team trainer fills out and sends to CGHA will be kept in a sealed envelope and locked up to keep any information private.

Trainer Guidelines

1. Trainers must possess all qualifications as required by Hockey Canada & OWHA to be rostered as a trainer on a CGHA roster.
2. Trainers must make every effort to be watching the 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 a trainer will complete a CGHA Incident Report form as well as a Hockey Canada Injury report. CGHA Incident Reports can be filled out and submitted online on the CGHA website.
5. The trainer will be responsible to ensure that the CGHA Wellness and Safety Directly is 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 he will miss game time - ie head or spinal injury, fracture, separated shoulder, ect.
 - i. This excludes minor injuries - cuts, scrapes, sore extremities that cause the player to miss time.
 - c. Game time = 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 CGHA Injury Incident Report will provide a brief overview of the incident and any treatment given by the trainer.
 - b. CGHA Incident reports can be completed for any injury and should be completed if there are any unusual circumstances
 - c. Incident reports are to be submitted to the Director, Wellness and Safety.



7. In the event of injury to players, coaches or spectators at a sanctioned hockey event the trainer is responsible for reporting the injury in accordance with the CGHA injury reporting guidelines.
8. All teams will have a minimum 1 trainer and are encouraged to have at least 2 or more on their approved or at large roster.
9. All trainers are responsible to ensure all players have completed a medical form prior to playing in any game and that the forms are accessible at all team ice times and events.

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.

Any paperwork that a team trainer fills out and sends to CGHA will be kept in a sealed envelope and locked up to keep any information private.

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
- Team roster

Emergency Action Plan

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
 - Most qualified person available with training in first aid and emergency control.
This does not have to be the team trainer.
 - 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
 - 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 should 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. ***Injury reporting should be done in a timely manner only but will not delay care.***

Steps to reporting injury;

1. Identify need for reporting injury
 - a. A player is removed from a game and misses one period or more
 - b. A player or team official is injured at a team ice or event and requires further medical attention
 - c. A player or a team official suffers an injury and requires medical attention after the event (eg. - player is injured during a game and continues to play, however seeks medical attention on their own the next day for the injury)
2. Contact the Director of Wellness and Safety via email to notify of injury asap after the injury. ***The Wellness and Safety Director will determine the need to complete further paperwork based on injury and circumstances around injury.***
3. For all injuries an CCHA Incident Report must be completed and can be submitted online through the CGHA webpage.
4. For a major injury or concussion a Hockey Canada form must be completed and submitted within 90 days of the injury.

Injury Incident Report - Guide

1. The report is used to document the incident and what steps were taken by the trainer



- when an injury occurs, and should be completed ASAP after incident
2. 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.
 3. No disciplinary action will be taken as a result of a completed Incident report
 4. A report should be filled out when:
 - a. A player is transported by ambulance from a team ice or event.
 - b. A player suffers a concussion at a team ice or event.
 - c. Any unusual circumstances occur or a trainer wants to document an incident.
 5. It is the responsibility of the trainer who treats the injured player to complete the report
 6. All completed reports must be submitted to the Wellness and Safety, Director
 7. All submitted reports will be stored by CGHA
 8. The "Description of Event" section should include:
 - a. What happened
 - b. Approximate time
 - c. All treatment rendered and actions taken by trainer at rink
 - d. Any interaction with players guardians regarding incident
 - e. Anything else you feel is pertinent to the injury
 9. The report is a reference for the trainer and coach if questions arise at a later date about the incident, the report can contain as much or as little information as you like.

CGHA Concussion Protocol

1. A player removed from play with a suspected concussion must receive medical clearance from a Dr to return to play.
2. A player will only fall into CGHA Return to Play Protocol (RTPP) only if the player is ***diagnosed*** with a concussion by a physician.
3. A player will fall into the RTPP no matter where the concussion occurs, it is the responsibility of the parents to notify the Head Coach and Trainer that the player has been diagnosed with a concussion.
 - a. If a player is found to have been diagnosed with a concussion and it is not reported they may face discipline from CGHA.
4. Once a concussion has been reported to a team trainer, the trainer will contact the Wellness and Safety Director to make them aware of the concussion.
5. A player may be removed from or not allowed to return to play if the team's trainer feels the player is exhibiting concussion-like symptoms.
6. Once the player has been removed from play by the trainer he may only return to play if one of the following criteria have been met;
 - a. The player is assessed by a physician and ***not diagnosed*** with a concussion and given clearance to return to play in writing that must be presented to the trainer.
 - b. The player is diagnosed with a concussion and successfully completes the RTPP.



7. The trainer will have the final say whether or not the player returns to play, if he does not feel comfortable allowing the player to return to play he or she will contact the Wellness and Safety Director for further guidance.
8. The trainer's decision to withdraw a player cannot and will not be overturned or challenged by a coach or the parents. If there are concerns from the coach or parents, they may contact the Wellness and Safety Director for further guidance.

Player Returning from a Major Injury

A major injury refers to an injury where:

- A player can not return to a game and misses additional game(s) due to that injury.
- A player is removed from practice due to injury and is unable to return.
- An injury is reported and is deemed to be a major injury by the Wellness and Safety Director. Examples - fractures, separated shoulder, laceration requiring stitches, etc.
- The Player must provide medical clearance (Dr. note) before they return to practice.
- Team trainers must receive or view a copy of the Dr note. The note must be submitted electronically to the Wellness and Safety Director in a timely manner.
- The CGHA Director of Wellness and Safety will file all note electronically
- The player only requires one note total. Advise parents before getting clearance that the note must allow full return to play.
- The player must complete two skates prior to participating in game play.

Medical Clearance (Doctor's Note)

When is a Doctor's note required for a player to return to play:

- A player who has been removed from a game and misses time (a period or more) due to a suspected concussion requires medical clearance (Dr. note) to return to play.
- A player who has been diagnosed with a concussion requires medical clearance (Dr. note) to begin the RTPP.
- A player who is moving through the RTPP requires medical clearance (Dr. Note) to proceed from Step 4 to Step 5.
- A player returning from a broken bone or major injury requires medical clearance (Dr. Note) in order to return to play.

The team trainer **must see the note**, viewing the note electronically is acceptable.

1. Dr.'s notes need to be submitted to the Director of Wellness and Safety electronically. A picture or scanned copy of the note can be emailed to wellness@claringtonflames.ca
2. Once received the notes will be filled electronically by the Director of Wellness and Safety.



CGHA Return to Play Protocol (RTPP)

The return to play protocol is gradual, and begins **only after a doctor has given the player clearance to return to activity.**

If any symptoms/signs return during this process, the player must be re-evaluated by a physician. No return to play if any symptoms or signs persist. Remember, symptoms may return later that day or the next, and not necessarily when exercising.

Players should allow 24 hrs before advancing to the next step.

Step 1: No activity, only complete mental and physical rest. Proceed to step 2 only when all symptoms are gone. This includes avoiding both mental and physical stress.

Step 2: Light aerobic exercise, such as walking or stationary cycling. Monitor for symptoms and signs. No resistance training or weight lifting.

Step 3: Light skating and hockey drills (Skate #1) Players can incorporate light off ice resistance/weight training.

Step 4: Higher tempo skate, no body contact. (Skate #2) Players may also continue off ice training with higher resistance.

Step 5: Begin drills with body contact if applicable (Skate #3)

FULL MEDICAL CLEARANCE IS REQUIRED TO ADVANCE TO STEP 6

Step 6: Game play. (The earliest a concussed athlete should return to play is one week).

Never return to play if symptoms persist!

Return to Play Protocol (RTPP)

1. Players may proceed through return to play steps only when they do not experience symptoms or signs and the physician has given clearance.
2. Minimum of 24 hrs between steps.
3. If symptoms or signs return, the player should return to step 1, and be re-evaluated by a physician.
4. If symptoms return at any point during the RTPP the player will return to step 2 and should be re-evaluated by a physician.
5. The trainer and/or CGHAMust be present for at least 1 of the players skates and must assess players after the ice time.
6. The player may skate with other teams in order to progress through the steps in a



timely manner. This can be coordinated with the Director, Wellness and Safety and VP of Rep.

7. A player who successfully completes the RTPP must receive clearance from a physician prior to returning to play.
8. Successful completion of the RTPP means the player completes all steps symptom free and receives clearance from a physician.
9. The team's trainer, head coach as well as the Wellness and Safety Director must be notified of successful completion of the RTPP.

Forms

Emergency Action Plan (EAP)

Every Team is to have one completed at the start of each season.

[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](#)

Equipment

[Guide for 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:

[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: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4220525/>

