



# **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](mailto:wellness@claringtonflames.ca)

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## 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.
2. The following are responsibilities that a trainer will take on during the course of a season:
  - a. Adhere to all policies and procedures set out in the Hockey Trainers Certification Program.
  - b. 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.
  - c. Strive to continue education in areas related to injury prevention and treatment.
  - d. Have knowledge of and ensure players' equipment is in proper and functioning condition.
  - e. 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.
  - f. Establish an Emergency Action Plan in case of an emergency.
  - g. Follow all CGHA guidelines to report an injury and oversee a proper return to play.
  - h. Complete the required forms in the event of injury.
  - i. Help to provide a safe environment for team events and ice times.
  - j. 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. Any paperwork completed by a team trainer and sent to CGHA will be kept 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 a trainer's 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 (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.

### Steps to Reporting Any 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 on the 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.

### 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 the 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. A report should be filled out and submitted to the Director of Wellness and Safety 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.
4. It is the responsibility of the trainer who treats the injured player to complete the report.
5. All completed reports must be submitted to the Wellness and Safety Director.
6. 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
7. 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.

## **Hockey Canada Concussion Toolbox**

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. The Berlin Consensus statement on concussion in sport has identified changes to concussion management and we are pleased to introduce you to information on the Berlin Consensus statement and to the revised Hockey Canada materials based on these changes.

### **Toolbox**

## **Hockey Canada Concussion Policy**

Please review the [Hockey Canada Concussion Policy](#).

## **Concussion Awareness App**

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.

### **Get the app here**

## **Concussion Procedure**

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 ([See Appendix 1](#));
- Written clearance from a physician is required as outlined in the return to play strategy prior to returning to activity;
- Copy of this documentation is maintained.
- NOTE: Second impact syndrome, although rare, 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 \(Appendix 3\)](#).

- 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 section of [Appendix 3](#)
- 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.

## Important

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 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.

## **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](#)



## **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/>