HEAD TRAINER PROGRAM



OVERVIEW

- Introductions
- Purpose of the Position
- Benefits of having Head Trainer/Risk Manager
- Roles and Responsibilities
- Getting Started in the Position
- Strategies for Communicating with Trainers & other Stakeholders
- Ensuring Quality in Safety & Risk Management Program
- Basics of Mentoring in the Safety & Risk Management Program
- Paperwork, Paperwork, Paperwork!
- Networking for success in Safety and Risk Management in Hockey
- Sources & Resources to the Head Trainer/Risk Manager.



PURPOSE

This position will provide leadership to the Association's trainers including safety and risk management programs with benefits to participants, parents and volunteers in the Association's hockey programs and activities.







BENEFITS

- Mentorship & leadership for volunteer Trainers
- Dedicated resource at the local level for Trainers to rely on
- Coordinated approach to safety and risk management







ROLES & RESPONSIBILITIES

- Uphold and promote the goals and purposes of the Hockey Safety Program
- Provide leadership in promoting and maintaining the Hockey Trainer's Certification Program (HTCP) regarding all safety and risk management aspects of the Association's activities.
- Ensure that Association Executive and hockey program participants are kept informed of current and emerging hockey safety and risk management information, programs and activities.
- Provide leadership for volunteer Trainers with the Association by promoting excellence in the delivery of the safety and risk management principles of the HTCP.
- Promote and ensure that volunteer Trainers with the Association apply and abide by the "Responsibilities" and "Code of Conduct" of the HTCP.
- Monitor and provide feedback to volunteer Trainers and other Association members and stakeholders to promote and instill excellence in the principles and application of the hockey safety and risk management program.





GETTING STARTED

AN ASSOCIATIONS HEAD TRAINER MUST:

- Hold current HTCP certification
- Have a minimum of two years hockey experience in Trainer position
- Be on an at-large or team roster with the association
- Have a strong interest in promoting safety in hockey
- Be willing to act as a mentor/coach for all Trainers in the association
- Be able to provide timely responses to questions or requests







STRATEGIES FOR COMMUNICATION

YOU MAY NEED TO COMMUNICATE WITH:

- Trainers
- Association Executive
- Parents
- Local Professionals
- OMHA
- Local Media

GENERAL CONCEPTS AND IDEAS:

- Maintain an up-to-date contact list for all Trainers in your association
- Have a minimum of two ways to communicate with them (i.e. e-mail and phone)
- Invite all of your Trainers to meeting at beginning of the season
- Provide regular updates
- Be proactive in discussing issues and concerns





ENSURING QUALITY

- Ensure all Trainers have current certification
- Review / evaluate each Trainer in your association at least once per year, using the OMHA evaluation sheet. (Provide a copy to the Regional Safety Leader)
- Notify the Regional Safety Leader, should any of your Trainers be assessed a major penalty.
- Provide guidance and assistance as required to the Trainers in your association.
- Provide the association executive with a report on the activities of the Head Trainer and the Trainers in the association.



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MENTORING

One of the key responsibilities of the Head Trainer/Risk Manager to act as a mentor or coach for volunteer Trainers in your hockey association.

- Establish and maintain an inventory of qualified Trainers in the association.
- Ensure that each team has a Trainer who holds the qualification set out by the OMHA and Hockey Canada.
- Establish a roster of qualified Trainers who will function as a "Trainer at large".
- In conjunction with the association's Head Coach, ensures that coaches and Trainers are aware of the role and responsibilities of the Trainer in relation to safety and risk management for the team, on and off the ice.
- Meet with team Trainers at the beginning of each season to ensure that they all understand their responsibilities to the team and its participants.
- Monitor practices and games for compliance with the requirement to have a Trainer on the bench.
- Monitor practices and games for compliance with the requirements of the "Trainer's Code of Conduct" and "The Trainer's Must Do's" and provide feedback to the individual Trainer.
- Monitor game sheets and injury report forms to ensure that Trainers are adhering to the responsibilities of the safety and risk management program.



MENTORING

- Meet with team Trainers on a regular basis to address questions and to provide feedback on safety and risk management topics.
- Establish a master Emergency Action Plan (EAP) for each arena and other venue where the association's teams play
 home games and practices or hold other activities, and ensure that each Trainer has adapted that master EAP to
 meet the needs of their particular team.
- Work with team Trainers to have them practice their EAP during team practices.
- Work with each Trainer to ensure that they have a first aid kit and that it contains only those items the Trainer is qualified to use.
- Assist team Trainers in following and dealing with participant "removal from play" and "return to play" situations in accordance with the requirements of the Safety and Risk Management Program.
- Assist team Trainers with explaining to players, coaches and parents/guardians the requirements of the Safety and Risk Management Program.



FOR HEAD TRAINER/RISK MANAGER:

- Contact information for all active Trainers
- Trainers HTCP & First Aid certification dates
- Records related to all injury reports
- Copies of Doctor's notes
- Supervision report forms
- Correspondence with OMHA





FOR TRAINER:

- Medical History Forms
- HDCO Injury Data Collection Program (www.hdco.on.ca)
- Hockey Canada Injury Report Form
- Injury Log Forms
- Doctor's notes
- Supervision report forms
- Association specific documents and forms







MEDICAL HISTORY FILE:

- Provides Trainer with information in the case of an emergency
- Helps Trainer be aware of medical conditions or previous injury
- Trainer should discuss importance with players and parents/guardians
- Ensure strict confidentiality
- Have completed at the beginning of the season
- Reviewed and updated forms regularly
- Have a copy in case of loss
- Trainer should have forms with them at all times
- Document all injuries injury log, Hockey Canada Injury Report and the HTCP Injury Data Collection Program
- Forms should be returned form to parents/players if no longer needed







Safety Initiatives - Online Injury Data Collection Form

Fill out the Injury Data Collection Form

The data compiled from this information is designed to provide organized hockey in Ontario with critical statistical information on hockey injuries. All player information of a personal or injury nature that is collected is strictly confidential. NOTE: DISLOSURE OF PLAYER'S NAME AND ADDRESS IS NOT REQUIRED FOR THIS FORM.

This form should be completed each time:

- A player is removed from play for the remainder of a period or game due to an injury sustained while playing hockeyl (Example: A player injured
 in the first period, but who returns to play in the second or third period would have a form filled out for them).
- . A player is injured during a practice, whether on or off the ice.
- . A player is forced to leave play for an unknown health reason.

To be completed in full by team trainer or other team official

To be completed and submitted within playing season the injury/illness occurred.

NOTE: THE INJURY DATA COLLECTION PROGRAM IS NOT MEANT IN ANY WAY TO REPLACE OR SUBSTITUE FOR HOCKEY CANADA'S INJURY REPORT FORM as this report relates specifically to the Hockey Canada National Insurance Program.

Click Here for the HOCKEY CANADA INJURY REPORT FORM

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NETWORKING FOR SUCCESS IN SAFETY & RISK MANAGEMENT





SOURCE & RESOURCES

There are many resources available to you as the Head Trainer/Risk Manager for your association. You may find these:

- In your association
- Through the RSL assigned to your area
- Within your community
- Your personal network
- Online





SOURCE & RESOURCES

PRIMARY WEBSITES:

- OMHA www.omha.net
- HDCO www.hdco.on.ca
- OHF www.ohf.on.ca
- Hockey Canada www.hockeycanada.ca





QUESTIONS

FOR MORE INFORMATION CONTACT:

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