



#CANESHOCKEY



INDUS MINOR HOCKEY ASSOCIATION



Head Coach: Season Start-up Manual

INDUS MINOR HOCKEY ASSOCIATION
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IMHA MISSION STATEMENT

"To develop the knowledge of players, coaches and parents and build their skills in the game of hockey with the inherent values of fun and fair play."

Dear Volunteer,

On behalf of the Indus Minor Hockey Association, we would like to thank you for volunteering your time as a Coach for the 2026-27 season. Minor Hockey Coaches in Alberta provide leadership, education, instruction and contribute to the growth of more than 64,000 athletes across the province. Along with the life lessons imparted by coaches, the importance of hockey specific skills and a coach's ability to teach them are directly related to the development of players. As a completely volunteer non-profit organization, it is only through your assistance that the IMHA can bring minor hockey to the youth of our community.

This manual will hopefully provide information to aid Team Coaches & Managers in the smooth operation of the team, specifically season start-up, by discussing the need to delegate and by identifying key topics that the Team will need to address in the next week or so. Proper preparation & delegation early in the season should enable you & your team to focus on player development and on-ice instruction in order to provide the players with rewarding hockey experiences.

Once again thank you for your contributions to the Indus Minor Hockey Association and we look forward to working with you over the next hockey season.

Sincerely,

IMHA Board of Directors

HEAD COACH START-UP CHECKLIST

Click the underlined items for more information

1 GET STARTED

ICE & COMMUNICATION

- ☐ Confirm first ice time — EMAIL or [IMHA website](#)
- ☐ [Notify players and parents](#)
- ☐ [Set the first team meeting date](#) & Inform the IMHA Board of the date and time

2 FILL TEAM ROLES

REGISTERED TEAM PERSONNEL

Positions the Head Coach must select

- ☐ [Assistant Coaches — up to 3](#)
Including a Goalie Coach (U11-U18)
- ☐ [Trainer — 1](#)
- ☐ [Manager — 1](#)

PARENT POSITIONS: NON-REGISTERED

- ☐ [Team Treasurer](#)
- ☐ [Equipment Manager](#)
- ☐ [CAHL Data Entry](#) (not required for U7)
- ☐ [Parent Liaison](#)
- ☐ [Parent Marshall](#)
- ☐ [Fundraising Liaison](#)
- ☐ [IMHA Casino Volunteers \(x2-4\)](#)
- ☐ [BVA's Men's Auction Volunteers x2](#)

3 COMPLETE COACH REQUIREMENTS

- ☐ Complete [Shift Forward/Respect in Sport — Activity Leader](#) if required
- ☐ Register for required [Coaching Clinics](#)
- ☐ Ensure Assistant Coaches register for required [Coaching Clinics](#)

4 SUBMIT FORMS ASAP

- ☐ Complete the [Team Staffing \(Registered\) Form](#)
Staff need to be approved by the IMHA Executive ASAP
- ☐ Submit the [Coach Code of Conduct](#) to the Coaching Coordinator
- ☐ Obtain a [Vulnerable Sectors Check](#) and submit it to the Vice-President

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1. FIRST STEPS

1.1. Notifying Players/Parents

Once teams are set, the IMHA Executive Board will post Team rosters on the IMHA website. As soon as possible, the IMHA Registrar will also provide you with a team roster/contact list complete with email addresses & phone numbers for all of your players.

Even though all rosters will have been posted on the IMHA website, you may also choose to contact your teams/players yourself, either via email or phone call.

Team practice times are loaded on the IMHA website so please check these out before contacting your team so you can let them know when they'll be on the ice.

If you are not able to use your ice this week/weekend, please contact our Ice Scheduler indusminorhockey.ice@gmail.com so that the schedule can be adjusted.

1.2. Parent Meeting

Your first team parent meeting will need to be this week or next weekend.

Once you have had a chance to schedule your parent meeting, please notify the IMHA Vice-President indusminorhockey.vicepresident@gmail.com of the date/time so that an IMHA board rep can be present to answer any questions that might arise.

A 'sample' agenda for the traditional meeting can be found in [APPENDIX 1](#), so you (or your team manager) can be sure to cover everything at your meeting or in your email, and hopefully all of the parent positions can be filled by the end of this week.

2. TEAM PERSONNEL

As is the case with any successful 'Team' you will need to select team personnel that will be supportive & easy to work with. Generally, you will know a few parents that will be willing to help out; however, it is also great to get new parents involved as well.

2.1. Registered Bench Positions

For the 2026–27 season, IMHA would like each team's registered bench staff limited to one Head Coach, up to three Assistant Coaches, and one Trainer. The Trainer may also assist on the ice or be one of the Assistant Coaches, but the total number of people filling these bench roles should not exceed five. Additional on-ice help can be useful at younger levels, but five registered bench staff members are sufficient.

When you were initially contacted by the IMHA Coaching Coordinator, you would have been provided with a list of vetted applicants to select from for the positions listed below. If you wish to assign someone that is not on this list to a registered team position, that person will still need to complete the IMHA Coaching Application ([CLICK HERE](#))

****NEW THIS SEASON**** you are now required to have your registered bench positions approved by the IMHA Executive. Once you've decided on people for the registered team positions, please complete/submit the Team Staffing – Registered Form ([CLICK HERE](#)) to the Coaching Coordinator so that they can be approved.

Finally, please do NOT select coaches that are already assigned to a team – each coach should only be assigned to 1 team.

2.1.1. Assistant Coaches

Assistant coaches will help you not only on the bench during games but also on ice during all practices. Assistant coaches are registered members of the team and must complete a Vulnerable Sectors Check as well as any required coaching courses prior to the team being able to be registered. The IMHA Hockey Development, Coaching Coordinator will provide you with a recommended list of Assistant Coaches for your team, these persons will have completed the IMHA Coaching Application & a Vulnerable Sectors Check.

Please plan on designating one of your assistant coaches as your team's Goalie Coach (not required but still recommended for U7-U9). The coach that fills this position is not required to have any goalie experience (though it is preferred), however they will be in the position of being the primary contact for the team's goalies during practice and between periods during games. As we try to further the development of all IMHA goalies, this coach will be

encouraged to help with practice planning such that the goalies can work on goalie specific skills during team practices.

2.1.2. Trainer

Each team is required to have one registered member that has completed the Hockey Canada online Safety Course requirement on the bench at every game. One of the existing coaches can complete this requirement thus eliminating the need for an official trainer however your team may choose to have a person assigned to this position. In addition to completing the course, this person would be the one to administer on-ice first aid during games & practices. They are also an integral part of the Emergency Action Plan, found in [APPENDIX 5](#).

2.1.3. Manager

****THIS IS AN EXTREMELY IMPORTANT TEAM ROLE, PLEASE ENSURE THAT THE PERSON YOU CHOOSE TO FILL IT IS SOMEONE THAT YOU CAN WORK CLOSELY WITH FOR THE ENTIRE SEASON & SOMEONE THAT YOU ARE CONFIDENT CAN DEAL WITH YOUR PARENT GROUP****

****IT IS BEST IF YOU SELECT/APPROACH/CONFIRM YOUR MANAGER PRIOR TO YOUR FIRST PARENT MEETING****

*****HUSBAND & WIFE HEAD COACH/MANAGER'S ARE NOT PERMITTED*****

The Team Manager is a registered member of the team & central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the IMHA, Division Managers, League Managers, other teams, referees, officials, etc. Managers are required to complete the Respect In Sport – Coach course. Ultimately, the manager is responsible for ensuring all the off-ice tasks are completed. This does not mean that the manager has to do it all; he or she needs to make sure that it gets done via delegation. Also, it should be noted that some coaches will take on some of the activities that the manager is normally responsible for overseeing.

The IMHA does not allow 'co-managers' – though it sounds convenient for busy parents, this type of set-up has led to a lot of miscommunications in the past. The association requires one team manager that will be the sole contact for your team – if this manager would like to delegate responsibilities to other parents that is fine, however they will be the association contact on ALL matters.

For those approaching 'new managers', please let them know that we will again be offering a manager's training session (date TBD once all teams have a manager).

2.2. Parent Positions (Non-Registered Positions)

2.2.1. Team Treasurer

The Team Treasurer is responsible for managing the team's finances throughout the season. This includes preparing and monitoring the team budget, collecting team fees, paying approved expenses, maintaining accurate records and receipts, and providing parents and the IMHA board with clear financial updates. The Treasurer and Team Manager will work together to determine the amount and timing of team cash calls and coordinate their collection from families. The Treasurer should ensure all funds are handled transparently and in accordance with IMHA policies.

2.2.2. Equipment Manager

The team's Equipment Manager will be responsible for the care of the team jerseys provided by the IMHA (organize jerseys, collect them after games and wash them between games, if needed). They will want to ensure that both home and away jerseys are present at all games.

Other equipment such as pucks, first aid kits, etc. will be assigned to each team by the IMHA as well. The Equipment Manager will need to discuss with the Association what the responsibilities of the team will be for caring for that equipment.

2.2.3. CAHL Data Entry Person (not required for U7)

Preferred* Pre-requisites for Data Entry Role:

- ✓ Prior experience as a team official (i.e. Coach, Manager, etc.)
- ✓ Must have a PC computer (not Mac) to install Scoring Application on (can only be installed on one computer per team) and access to email or a fax machine
- ✓ Must be available to communicate consistently with Division Governor
- ✓ Must attend Data Entry Training
- ✓ Must have computer experience

Administrative Duties

- ✓ Obtain a copy of score sheets from teams within 24 hours of game completion. Team to NOT send original copy of score sheet with Data Entry Person (DEP) but must ensure DEP has a completely legible copy or will be subject to a fine.
- ✓ Enter score sheet of your team's Home games into the Scoring Application by Noon Monday following the weekend's games.
- ✓ DEP's will be prohibited from applying any additions to the game sheet. Must enter exactly as written or will be subject to a fine and possible suspension of team

Communication

The proper communication channel for a DEP will be as follows:

DEP
To
Manager of Team
To
Governor of Division
To
Governor in Chief
To
CAHL Vice President, and/or CAHL President

All computer-program related issues must be communicated to CAHL League Administrator

2.2.4. Parent Liaison

There may come a time where there is a dispute between the team coaches and team parents. The Parent Liaison is someone with whom the parents can feel comfortable knowing they can bring concerns to. These concerns may include equal playing time, coaching tactics, harassment, etc. The Parent Liaison should work with the coach and parents to first try to resolve disputes at the team level. Open communication, consistency, and mediation by the Parent Liaison are key. If a dispute cannot be resolved at the team level, the Parent Liaison should contact the Coaching Coordinator for the appropriate next step. Choose a Parent Liaison carefully – it will not necessarily be the first person who volunteers, it needs to be someone that can stay objective if there's a conflict.

2.2.5. Parent Marshall

Each team's Parent Marshall will ideally be an adult who not only knows the game and its rules but is someone who can provide perspective to the team's parents in situations where things may get out of control. At its simplest, this is a position of 'crowd control' whereby this person will be willing to step forward and be the voice of the silent majority of parents when others are acting inappropriately, be it to the officials, opposing team or their fans, or even your own team.

The person chosen for this role must be someone confident enough to confront other parents if necessary – hopefully it's not.

2.2.6. Fundraising Liaison

Fundraising Liaison will coordinate with the Director of Fundraising to determine how many volunteers are required from your team for each fundraising event. This person will be the primary contact person representing your team with the associations Director of Fundraising.

2.2.7. IMHA Casino Volunteers (x2-4)

Each team will be required to provide volunteers for the IMHA casino fundraiser. The casino date and the number of volunteers required from each team are still

to be determined and will be communicated once confirmed. Volunteers will assist with assigned casino duties and **will receive an \$80 volunteer credit toward the following season's registration fees.**

2.2.8. BVAS Men's Auction Volunteers (x2)

Each team is required to provide 2 volunteers to help with the BVAS Men's Auction fundraiser. This event is the primary fundraiser hosted by the BVAS and the proceeds from the event help keep IMHA ice costs as low as possible. Any questions regarding the Men's Auction and what may be required as a volunteer can be directed to the IMHA Secretary, indusminorhockey.secretary@gmail.com

2.2.9. Other Volunteers

- Game Volunteers (Time/Score Keepers)
- Tournament Coordinator/Volunteers (as required)
- Fundraising Volunteers (as per the Fundraising Liaison)
- Emergency Response Roles (see [APPENDIX 5](#))

3. TEAM COACHING REQUIREMENTS

All coaches are responsible for enrolling in any required clinics (including Respect in Sport-Coach) that need to be completed and will be reimbursed any fees for those clinics upon completion.

As a registered member of your team, your team is considered ineligible until all Coaches & Bench Staff (including team managers) have completed all required Coaching courses. In order to meet all Hockey Alberta deadlines for team approval, the **deadline to complete courses is November 1st**. Anyone who has NOT completed the required courses by this time, will unfortunately be removed from your team's roster and will no longer be able to participate in team activities – we have to do this to ensure that all of our teams remain eligible to play under Hockey Alberta regulations.

Register for any required courses AS SOON AS POSSIBLE! These courses fill up quickly & if you wait you could miss out. Any questions on this can be directed to the IMHA Vice-President: indusminorhockey.vicepresident@gmail.com

You can check the status of any of your coaching certifications using your Spordle account and adding/selecting yourself as a participant. [Complete instructions](#) on this can be found on the IMHA website under the Coaches Corner tab.

3.1. Clinics

Please check out the following links for clinic information:

- Hockey Alberta – Coaching Requirements for current season
<http://www.hockeyalberta.ca/coaches/coaching-requirements/>

3.2. Shift Forward/Respect in Sport Coach Requirement

****REQUIRED IMMEDIATELY****

[Shift Forward-Coach](#) is replacing the Respect in Sport – Activity Leader course. However, existing Respect in Sport certifications will continue to be recognized until their expiry dates. Once a current Respect in Sport certification expires, the individual must complete the Shift Forward course to remain eligible.

This requirement must be satisfied immediately and is not included in the November 1 deadline for other coaching courses. Coaches and bench staff must hold a valid Shift Forward or unexpired Respect in Sport certification before they can be registered to a team. Anyone who is not registered cannot participate on the bench, including during exhibition games.

A team is considered ineligible until all coaches and bench staff, including the Team Manager, have met this requirement. Respect in Sport certifications expire after four years; returning team officials should check their certification status and complete Shift Forward if their existing certification has expired.

3.3. Course Reimbursement

The cost of all required courses will need to be paid up front by the members of the coaching staff (as most are online payments), however IMHA will fully reimburse all of these amounts.

Please save all of your course receipts (just the ones that show how much was paid) and submit them to the IMHA Treasurer, indusminorhockey.treasurer@gmail.com to be fully reimbursed. The **deadline to submit receipts is December 15th** of the current season.

3.4. Vulnerable Sectors Check

All coaches are required to complete a Vulnerable Sectors Check (formerly a criminal record check) at the Langdon RCMP Detachment, they are open Mon-Fri 8:00am – 5:00pm and the [Vulnerable Sectors Check Letter](#) you need to obtain your check free of charge can be found on the IMHA website on the Coaches Corner page.

Vulnerable Sector checks are held on file for 3 years after which time, if you're still coaching, you will be asked to complete it again.

3.5. Coach's Code of Conduct

Each coach will need to complete The [Coach's Code of Conduct](#) that can be found in [APPENDIX 3](#), please review, sign & return it to the Coaching Coordinator, Matt Priolo indusminorhockey.coaching@gmail.com

4. RESOURCES

4.1. Directors of Hockey Development

The IMHA has 3 Directors of Hockey Development: (1) Evaluations Coordinator (2) Coaching Coordinator & (3) Player Development Coordinator. These 3 positions help to provide a complete program for not only our players but our coaches as well.

4.1.1. Coaching Coordinator

As a coach, the IMHA Coaching Coordinator will act as your very own support system for the entire season. Whether its issues on the ice or off, the Coaching Coordinator will be there to offer suggestions or to just be a sounding board for anything that might come up during the season.

Coaching Coordinator: Matt Priolo indusminorhockey.coaching@gmail.com

4.1.2. Player Development

The Player Development Coordinator oversaw our Pre-Season Conditioning Camp and will also be coordinating any Power Skating Sessions & PD Day Camps we offer during the season.

In addition to that, they will be working closely with our Coaching Coordinator to offer coaches like you some direction and assistance with on-ice instruction & dryland sessions, in order to ensure all of our players are developing the skills they need to succeed in the game of hockey.

Player Development Coordinator: Craig Eyre
indusminorhockey.development@gmail.com

4.2. Other Resources

- [IMHA Coaches Corner Page](#)
- [Hockey Alberta Coaches Page](#)
- [Hockey Canada Drill Hub – Reference for Coaches](#)
- [USA Hockey — Practice Plans](#)
- [USA Hockey — Practice Planner Guides](#)
- [USA Hockey — Small-Area Games](#)
- [Ice Hockey Systems](#)
- [Ice Hockey Systems — Drill Library](#)
- [The Coaches Site](#)
- [Hockey Calgary — Practice Plans](#)
- [Ontario Minor Hockey Association — Coach and Player Resources](#)
- [BenchIQ — Hockey Drill Library](#)

5. AFFILIATION/TEAM REGISTRATION

Each team has registered affiliates – extra players from other teams that you can pull up in when there are injuries or illness on your own team. In the past the entire team below you would have been affiliated up to your team (i.e. if your team is U13 A the U13 B would have been your affiliates, or if you're U15 B the U13 A team would have been affiliated to you), however this season, as recommended by CAHL, we will be affiliating specific players to each team based on the appropriate skill level of the players. For the most part this will more than likely just be the players from the team below you however depending on the team there maybe exceptions.

With the above changes it is even more important for Coaches to familiarize themselves with their registered team Roster – ONLY players found on this roster may play for your team...period. This applies in regular CAHL league play or provincial play downs (if applicable).

In order to pull up players in CAHL you must notify (1) your Governor & (2) notify the IMHA Registrar. The IMHA Registrar will have to add the affiliate to your team's Roster in TeamLinkt (affiliates don't appear automatically in that system). Players CANNOT take to the ice in a game if they're not showing on your roster on the CAHL website – check before letting them play as allowing an ineligible player to play results in COACH suspension!! This is why it is VERY important to provide as much notice as possible when pulling up an affiliate.

Affiliated players MUST be marked with an '(AP)' on the game sheet. Your manager will learn more about this process at the manager training session.

U9 AFFILIATES: there are special rules concerning U9 Affiliates, please see below. Also, for the lowest tiered U9 team U7 players will be affiliated to your team - we ask parents of all of the 2nd year U7 kids if they would like their child to be affiliated to the U9 team. Once we have all of their information you will be provided a list of players to choose from (if necessary – see rules below) and all we ask is that you cycle through these players in a fair rotation.

Hockey Alberta U9 Affiliation Rules:

7.9 U9 Affiliation

U9 to U9 and U7 to U9 Affiliation only

The principle of affiliation to the U9 Division is to provide for replacement players when regular team players are sick, injured or otherwise unavailable. The following rules will apply:

(a) Affiliated players will only be allowed in situations where registered team players are unavailable to the team because of:

- (i) sickness;
- (ii) injuries;
- (iii) inadequate number of registered team players to play a game.

(b) When a Team has less than **twelve (12)** registered players Affiliated Players may be used to increase the number of players on a game sheet to a maximum of twelve (12) players (i.e. - when Affiliated Players are used in a game the maximum number of players allowed to be placed on a game sheet is twelve (12)). This maximum number of twelve (12) includes the total of both registered team players and Affiliated Players.

APPENDIX 1: First Parent Meeting Sample Agenda

Scheduled Date: _____

A. Introduction

- Introduce yourself (manager), coach, assistant coaches, trainer, etc.
- Give a brief explanation of the importance and purpose of the meeting.

B. Coaching Overview

- Have the Coach provide information on the goals and objectives for the season and his credentials and philosophy.
- Ice Time Philosophy should be addressed (ex. Equal Ice Time/Last 3 minutes are at the coach's discretion)
- CAHL Tiering (if applicable): what tier your team will start in
- Affiliation

C. Discuss expectations of the player (and parents)

- Time commitment: when to arrive prior to games/practices
- Communication: who to call if players will be away
- Code of Conduct (Players/Parents): Respect for themselves, all players (own team and opposition), referees, officials, parents, etc.
- Expected conduct: games, practices, locker room, events
- Discipline
- Discuss dress code (if necessary)

E. Expectations of the Parents

- Delegation/Assignment of Team Personnel Positions: volunteer roles are essential and each family should participate in a role
 - ✓ CAHL Data Entry Person (if applicable)
 - ✓ Equipment Manager
 - ✓ ERP Roles
 - ✓ Volunteer Positions: Golf Tournament/Men's Auction etc.

F. Tournaments

- Attending Tournaments (approx. number, cost, etc.)
- Hosting a Tournament (if applicable): volunteer coordinators required

G. Questions

- Allow additional questions, parent concerns, etc.
- Distribute materials and any forms that need parent's attention.

APPENDIX 2: Vulnerable Sectors Check Letter

****EXAMPLE ONLY – FIND FORM TO BE COMPLETED ON THE [WEBSITE](#)****

To: Langdon RCMP Detachment,

RE: 2026-2027 Indus Minor Hockey Association
Request for Vulnerable Sectors Check

To Whom it May Concern:

This letter is to verify that _____ is a volunteer or is applying to become a volunteer within our organization and is required to obtain a Vulnerable Sector Check.

This individual will receive no remuneration or consideration for their volunteer work. This individual will be coaching or assistant coaching minor hockey for children ages 4 to 17.

If you require any further information, please do not hesitate to contact me at indusminorhockey.president@gmail.com

Thank you,

Scott Pike
President
Indus Minor Hockey Association (IMHA)

APPENDIX 3: Coach's Code of Conduct****EXAMPLE ONLY – FIND FORM TO BE COMPLETED ON THE [WEBSITE](#)****

Coaches are key to player's development. The coach's concept of a positive attitude directly affects the behaviour of the players under the coach's supervision. It is the intention of this pledge to promote proper behaviour and respect for all participants within the Association. All coaches must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

1. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates. Coaches must develop an appropriate working relationship with each player and all bench staff based on mutual trust and respect.
2. I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
3. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
4. I will make sure that equipment and facilities are safe and match the athlete's ages and ability. Coaches must place the well-being and safety of each player above all considerations, including the development of performance.
5. I will remember that children need a coach they can respect. I will be generous with praise and set a good example. Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
6. I will obtain proper training and continue to upgrade my coaching skills.
7. I will adhere to all guidelines/policies & procedures as set by the Indus Minor Hockey Association, including the current Drug & Alcohol Policy.

I agree to abide by the principles of this CODE as set and supported by the Indus Minor Hockey Association. I also agree to abide by the rules, regulations and decisions as set for this Association. I agree to the terms stated above and will adhere to them throughout the season. I understand the Indus Minor Hockey Association Executive Board may use this agreement for discipline purposes if not all terms are complied with.

COACH NAME: _____
(PRINT)

DATE: _____

COACH SIGNATURE: _____

TEAM: _____

APPENDIX 4: Emergency Action Plan

GENERAL

An emergency action plan (EAP) has been designed to assist IMHA Coaches, Trainers, Managers and Teams at all levels in responding to emergency situations. The idea behind having such a plan prepared in advance is what will help in responding in a reasonable, responsible and clear-headed way if an emergency occurs.

When an injury occurs and the trainer leaves the bench to help on the ice he/she will activate the EAP immediately if the injured player:

1. Is not breathing
2. Does not have a pulse
3. Is bleeding profusely
4. Has impaired consciousness
5. Has injured the back, neck or head
6. Has visual major trauma to a limb

Including symptoms of concussions which include but are not limited to: dizziness, nausea, memory loss, confusion, disorientation, vacant stare, lack of focus, ears ringing, seeing stars or flashing lights, speech impairment, balance impairment headache and sight disturbances and of course loss of consciousness.

At the beginning of each season as new teams assemble, they will now be responsible for not only assigning duties such as trainer, manager, etc. they will also be responsible for designating an EAP team who will be in charge of emergency situation response. This team will include:

TRAINER

The trainer will be responsible for the following once a player has been injured on the ice:

1. Control the environment so that no further injury can occur
2. Do a first assessment of the situation. If the injured player shows any signs of the above injuries activate the EAP immediately.
3. If the injured is not showing any signs of the above injuries the Trainer will use his/her discretion as usual when treating the injured and removing them from the ice so play can resume.
4. Assess the injury on the bench. Shock may be setting in. If the player is now showing signs or symptoms of the above activate the EAP immediately.
5. Control the return to activity. Allow the player to return to activity after injury only if there is no swelling, deformity, continued bleeding, reduced range of motion or pain.

EMERGENCY RESPONSE PERSON (ERP)

This person must be able to attend all practices and games, always carry a charged cell phone and have emergency telephone numbers and addresses for all arenas the team will be playing at during the season. They will also have full access to all parent/guardian contact numbers for each player. This is the person in charge.

CALL PERSON

This person will be the one who makes the contact with the medical authorities and assists the ERP. This call person must be familiar with the facility and able to give clear and concise instructions to get emergency responders to the injured player along with providing the nature of the injury and what, if any first aid has been done.

Assistants will be required, in the forms of:

WATCH PERSONS

Two People who will go to the closest entrance and await the emergency responders. Clear any traffic from the entrance or access, before emergency responders arrive. One of these two will be floating between the call person and the entrance person to check on injured and advise responders estimated time of arrival.

CROWD CONTROL

This volunteer will be responsible to make sure no one else, including the parents of the injured are to be near the ice or the injured party. The trainer and ERP will be communicating on ice with the call person who is off the ice to all other members of the EAP team.

BENCH LIAISON

This person will be the go between for the home and away benches and will notify both sets of coaches when they must remove players from their respective benches into the dressing rooms if they have not already done so.

CARE

This person will look after the parents of the injured player and if necessary, remove them from the immediate situation. The first thing any parent wants is to be with their child on the ice at the point of injury and this is detrimental to everyone involved. Control of the situation is primary.

EAP CHECKLIST

- Access to Telephones
- Home Venue Information
- Away Venue Addresses & Phone Numbers (Updated each season by Risk Management Person) this will apply only to arenas used by CAHL – any team travelling to other venues will be responsible to have the information readily available.
- All Trainers boxes MUST include emergency contacts for all players and current Medical Information Sheets containing medical profiles. IMHA requires that players who are unable to participate in games and practices due to injury or serious illness that requires medical attention obtain a note from a physician verifying they have recovered before they are allowed to return to play & practice.