



MANAGER SEASON START-UP GUIDE

INDUS MINOR HOCKEY ASSOCIATION



INDUS MINOR HOCKEY ASSOCIATION
225155A RANGE ROAD 281A
INDUS, AB T1X0H7
www.indusminorhockey.ca
REVISED: 28/09/2025.



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 manager for the 2025-26 season. As a completely volunteer non-profit organization, it is through your assistance that we can bring minor hockey to the youth of our community.

As a volunteer on the Board of the Indus Minor Hockey Association you are required to sign a confidentiality agreement prior to your first meeting after accepting the Manager position for your team. As a member of the Board, you are expected to attend all Board Meetings and the AGM to give updates on your team's season. **Monthly board meetings are held the second Wednesday of every month (7:30pm at the Indus Rec Centre).**

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 coming hockey season.

Sincerely,

IMHA Board of Directors

Start-Up Checklist – WHAT NOW?

****Further information on each of these items can be found by clicking on the links****

TO DO:

- Confirm [Ice Times](#) for first couple of weeks
- Introductory Email to Parents
- Team Personnel to Select/Confirm
 - [Assistant Coaches](#)
 - [Trainer](#)
 - [Manager](#)
 - [Parent Liaison](#)
 - [Parent Marshall](#)
- Set 1st Team Meeting Date
 - Notify IMHA Vice-President of Meeting Details
 - vice-president@indusminorhockey.ca
- Team Positions to Fill at Meeting
 - [CAHL Data Entry](#)
 - [Fundraising Liaison](#)
 - [BVAS Men's Auction Volunteers \(x2\)](#)
- Register for any necessary [Coaching Clinics](#)
- Make sure ALL Coaches Register for any necessary Coaching Clinics
- Complete the Respect in Sport – Activity Leader Program (if required)

FORMS REQUIRED:

- Complete in FULL (birthdates are important) & submit the [Team Personnel Form](#) google form (by Oct 2nd)
- Email **Team Roster/Jersey Numbers Forms** (to the IMHA Registrar also by Oct 2nd)
- Submit [Coach Code of Conduct Forms](#) to IMHA Coaching Coordinator by October 15th
- Submit [Player/Parent Code of Conduct Forms](#) to IMHA Secretary by October 15th

Table of Contents

Start-Up Checklist – WHAT NOW?	2
1. FIRST STEPS	5
1.1. Notifying Players/Parents	5
1.2. Parent Meeting	5
1.3. Forms	5
2. TEAM PERSONNEL	6
2.1. Registered Bench Positions	6
2.1.1. Assistant Coaches	6
2.1.2. Trainer	6
2.1.3. Manager	6
2.2. Parent Positions (Non-Registered Positions)	7
2.2.1. Equipment Manager	7
2.2.2. CAHL Data Entry Person (if applicable)	7
2.2.3. Parent Liaison	8
2.2.4. Parent Marshall	8
2.2.5. Fundraising Liaison	8
2.2.6. BVAS Men's Auction Volunteers (x2)	8
2.2.7. Other Volunteers	9
3. EQUIPMENT PICK-UP/TEAM ROSTER	10
4. EXHIBITION GAMES	11
5. TOURNAMENTS	12
5.1. Tournament Rosters/Billing	12
5.1.1. IMHA WILL ONLY FRONT THE COST OF A TEAMS FIRST AWAY TOURNAMENT	
NEW THIS SEASON	12
5.2. Tournament Funds	12
5.3. IMHA Tournament Schedule	13
6. TEAM COACHING REQUIREMENTS	14
6.1. Clinics	14
6.2. Online Courses	14
6.3. Respect in Sport Coach Requirement	14
6.4. Course Reimbursement	15
6.5. Vulnerable Sector Checks	15
6.6. Coach's Code of Conduct	15
	3

7.	AFFILIATION/TEAM REGISTRATION.....	16
8.	OTHER RESOURCES.....	17
APPENDIX 1: First Parent Meeting Sample Agenda		18
APPENDIX 2: Coach's Code of Conduct		19
APPENDIX 3: Emergency Action Plan		20

INMHA

1. FIRST STEPS

1.1. Notifying Players/Parents

Please find your team roster/contact list attached complete with email addresses & phone numbers. At this point all players will be aware of their team placement, either via the IMHA Website or the Head Coach reaching out. After accepting the position of team manager, you may want to send your own introduction email to the parents so they know who to contact & how to contact you should they have any questions right off the bat.

Team practice times will be loaded on the IMHA website so please check these out before sending your team your contact information so you can confirm when the team will be on the ice. If you are EVER not able to use your ice please contact our Ice Scheduler ice@indusminorhockey.ca so that the schedule can be adjusted.

1.2. Parent Meeting

Your first team parent meeting will more than likely be this weekend or early next week. A 'sample' agenda for this meeting can be found in [APPENDIX 1](#), so you and your Head Coach can be sure to cover everything and hopefully all of the other parent positions can be filled by the end of this meeting.

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

1.3. Forms

Of course, in order to get every team up and running there will always be forms! Please see below for a list of the forms you will need to complete in the first week or so of the season (most of them can be found under the '[Managers Toolbox](#)' tab of the IMHA website) and further information on these forms can be found later in this document:

- Team Personnel Form – Due: **Oct 2nd**
- Team Roster/Jersey Numbers – Due: **Oct 2nd**
- Code of Conduct Forms (Coaches/Player-Parents) – Due: **Oct 15th**

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. For your own information please see the information below regarding all team positions. All registered bench staff will more than likely have already been selected/confirmed by your Head Coach & the IMHA Coaching Coordinator:

2.1. Registered Bench Positions

In terms of coaching staff this season, the association would like to limit your bench staff 1 head coach, 3 assistants & a trainer. Your trainer maybe part of your on-ice help, or one of your assistants, but we would prefer that there be no more than 5 people in these roles. At the younger levels extra on ice help is great but 5 people is more than enough.

****NEW** Please try not to select coaches that are already assigned to a team – we would prefer that each coach only be assigned to 1 team.**

2.1.1. Assistant Coaches

Assistant coaches will help 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.

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 the 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 3](#).

2.1.3. Manager

****THIS IS AN EXTREMELY IMPORTANT TEAM ROLE, PLEASE ENSURE THAT YOU & THE HEAD COACH ARE ABLE TO WORK CLOSELY WITH EACH OTHER FOR THE ENTIRE SEASON – YOU ALSO NEED TO BE CONFIDENT IN DEALING WITH YOUR PARENT GROUP****

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

As the Team Manager you are 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 of you that are 'new managers', please know that we will again be offering a ***manager's 'training session' in the meeting room at the rink – Date & Time to be Confirmed via email once all managers have been confirmed.***

2.2. Parent Positions (Non-Registered Positions)

2.2.1. 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.

For further information on when & where to pick-up your Team's equipment please contact the IMHA Director of Equipment: equipment@indusminorhockey.ca

2.2.2. CAHL Data Entry Person (if applicable)

Preferred Pre-requisites for Data Entry Role:

- ✓ Prior experience as a team official (i.e. Coach, Manager, etc.)
- ✓ Must have a computer and access to email. (Its browser based and works on both mac and pc; no fax machine is required).
- ✓ Must be available to communicate consistently with Division Governor
- ✓ Must complete the 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 GoalLine Scoring Application within 24 hours of the game being played.
- ✓ 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 ▼ Manager of Team ▼ Governor of Division ▼ Governor in Chief ▼
CAHL Vice President, and/or CAHL President

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

2.2.3. Parent Liaison

There may come a time when 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.

2.2.4. 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.

2.2.5. 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.

2.2.6. 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, secretary@indusminorhockey.ca

2.2.7. Other Volunteers

- Game Volunteers (Time/Score Keepers)
- Fundraising Volunteers (as per the Fundraising Liaison)
- Men's Auction Representatives
- Emergency Response Roles (see [APPENDIX 3](#))

Once all of the above positions have been filled please complete the [Team Personnel Form](#) and submit it to the [IMHA Registrar](#). The deadline for this form is **October 2nd**.

IMHA

3. EQUIPMENT PICK-UP/TEAM ROSTER

Once your team has been notified and you're ready to hit the ice you're going to need some equipment. At this point it's more than likely that your head coach has already made arrangements with the IMHA Director of Equipment to pick-up the team pucks however arrangements to pick-up your team jerseys will have to be made.

The IMHA Director of Equipment is Steph Kleim: 587-777-2128
equipment@indusminorhockey.ca

You will receive a **Team Roster/Jersey Number Form** from the IMHA Registrar that will need to be completed and returned (to registrar@indusminorhockey.ca) so that your team can be properly registered with Hockey Alberta & CAHL, as soon as possible.

It is extremely important to first make sure all of the players get a jersey that fits them properly (usually starting with the biggest kids works the best). Once the fit is confirmed then you can set up whatever system you wish for the players to choose their numbers.

Finally, please complete the **Team Roster/Jersey Number Form** and submit it to the IMHA Registrar, registrar@indusminorhockey.ca

The deadline to submit this form is **October 2nd** but the sooner the better.

4. EXHIBITION GAMES

If your Coach would like you to schedule an exhibition game or if you're approached by another team to take part in an exhibition game prior to the start of the tiering round you will need to complete the following steps:

1. If hosting, contact the IMHA Director of Ice Scheduling, Tamara Ulanicki ice@indusminorhockey.ca to confirm if an ice slot is available for a game – the game will need to be entered into the Goalline System by the Ice Scheduler in order to schedule referees
2. If hosting, submit a [**Sanction Request Form**](#) to IMHA Secretary, Jayme McHattie secretary@indusminorhockey.ca – Travel Permits are no longer required for away games, just be sure to obtain the game sanction number from the host team
3. The IMHA will cover the costs of hosting **ONE** exhibition game for each team per season, if you want to schedule more than one game you will need to submit a [**Tournament Charge Form**](#) to the IMHA Treasurer, Crystal Upstone treasurer@indusminorhockey.ca in order to charge your players for the costs incurred by the any additional exhibition games

5. TOURNAMENTS

At the beginning of the season the team may decide to take part in tournaments or exhibition games, whether hosting, away or both. The Team Manager can create a host committee or tournament finder to be responsible for seeking approval from the Association and event organization or to search out and apply for tournaments respectively. Game sheets will still need to be submitted following the tournament or exhibition game as per Branch regulations.

Please make sure that any and all tournaments you enter have a tournament sanction number. There is no insurance through Hockey Canada if you play in any games without a sanction number. If you are hosting a tournament please confirm the sanction number with the IMHA Director of Tournaments, tournaments@indusminorhockey.ca

5.1. Tournament Rosters/Billing

When a team wishes to enter a tournament hosted by another association, they will need to first complete any required registration forms and of course submit payment for the tournament. The Team Manager must contact the IMHA Treasurer and provide a completed IMHA Tournament Charge form, which includes the cost of the Tournament and the Players attending, in order to charge each player for their portion of the tournament cost. Please note, once the Player Roster has been submitted to the Treasurer changes cannot be made, even if players back out at the last minute they will still be charged for the tournament if they are on the Tournament Roster.

A link to the IMHA Tournament Charge Form can be found on the [Manager's Toolbox](#) page of the IMHA website, and must be submitted via email in Excel format.

5.1.1. IMHA WILL ONLY FRONT THE COST OF A TEAMS FIRST AWAY TOURNAMENT ****NEW THIS SEASON****

Realizing that the rising costs of away tournaments are something that an entire team should discuss, ahead of entering a tournament, the IMHA has decided to only pre-pay the tournament fees, for the first tournament a team decides to attend. All subsequent tournament entry fees will need to be prepaid by a team representative. This doesn't have to be the team manager; the team manager can delegate this responsibility to someone else on the team if they wish. This person will be in charge of not only collecting the expected fees for the tournaments the team wishes to attend, but they will also be responsible for submitting a Tournament Charge Form

to the IMHA Treasurer (treasurer@indusminorhockey.ca) so that the family accounts of the players that have tournament funds in trust for them, can be reimbursed/credited.

5.2. Tournament Funds

All profits raised from Fundraising activities which are regulated by the AGLC (Hosting Tournaments, 50/50 draws, Golf Tournament, etc.) have to be used for player development (i.e. Conditioning Camps, Tournament Fees or Dryland Training) as per the AGLC regulations and cannot be used for Player Registration. As such the IMHA Treasurer sets up a Player



Tournament Account for each and every player in the association. These funds can be used for and are specific to each player – not families.

To clarify, if a player is on a team that hosts a tournament, they will receive an equal portion of the Tournaments Proceeds in their Tournament Account following the tournament. If and when the player attends a tournament hosted by another association, the IMHA Treasurer will apply any available monies in the Player's Tournament Fund Account to the Players portion of the Tournament Registration invoice. Any amount over and above the Players available Tournament funds will be billed directly to the player's family.

If a player leaves the association, they cannot request a cheque for any remaining tournament funds they have. These funds must stay with the association; however, the player can pass them on to another player within the association (i.e. a sibling or friend).

5.3. IMHA Tournament Schedule

Each season the IMHA sets aside enough ice time to support the hosting of 3 Tournaments throughout the year. The timing of these tournaments is as follows:

- Mid-November (CAHL Break between Tiering and Regular Season Play)
- Christmas (around December 15th – before the Christmas Break)
- Mid-March (After League play has Finished – fingers crossed)

The November tournament is allotted to the U13 teams; the March Tournament is allotted to the U9 teams; and the Christmas tournament is rotated between the U11, U15 & U18 teams year to year. Please note the Christmas tournament will be offered to the Divisions in the order shown above (i.e. 2023-U15, 2024-U11, 2025-U18, etc.) – though a division may turn down the opportunity. If that is the case the rotation will not be adjusted. (i.e. if the U15s turn it down & the U18s host a tournament, the U18s will still have the first option of hosting the following season).

6. 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 course 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: vice-president@indusminorhockey.ca

Hockey Alberta – Coaching Requirements for current season:

<http://www.hockeyalberta.ca/coaches/coaching-requirements/>

6.1. Clinics

Please check out the following links for clinic information:

- <https://ehockey.hockeycanada.ca/ehockey/Account/login.aspx>
- http://eshootscores.com/mandatory_nccp_hockey.php
- <https://ha.respectgroupinc.com/>

6.2. Online Courses

Hockey Canada eHockey Site – Online Course and Clinic Sign-up:

<https://ehockey.hockeycanada.ca/ehockey/Account/login.aspx>

6.3. Respect in Sport Coach Requirement

The Respect in Sport Activity Leader requirement has to be completed before a coach can be registered to a team. That being said, this coach requirement is NOT included in the Nov 1st deadline, it is required IMMEDIATELY. You can not be on the bench without being registered to a team, so not having this certification could bar you from participating in exhibition games.

As a registered member of your team, your team is considered ineligible until all Coaches & Bench Staff (including team managers) have completed this course.

Coaches are required to re-certify this course every 4 years, so many of our returning Coaches will need to complete this prior to being eligible members of the coaching staff for this season.

To access the course, please click on the following link: <https://ha.respectgroupinc.com/>

6.4. 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, treasurer@indusminorhockey.ca to be fully reimbursed. The deadline to submit receipts is December 15th of the current season.

6.5. Vulnerable Sector Checks

All registered team staff (including manager's) are required to complete a vulnerable sector 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.

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

6.6. Coach's Code of Conduct

Each coach will need to complete The [Coach's Code of Conduct](#), an example of which can be found in [APPENDIX 2](#), please review, sign & return it to the IMHA Coaching Coordinator, Matt Priolo coaching@indusminorhockey.ca at your earliest convenience.

7. AFFILIATION/TEAM REGISTRATION

During the CAHL tiering round, the use of affiliate players is not disallowed however you are highly discouraged from doing so as games that include affiliates (especially from other age divisions) tend to not be a true reflection of a team's skill level, and the purpose of tiering is to determine a team's skill level in relation to other teams.

If you cannot field a team during the tiering round without the use of affiliate players, please contact the IMHA Registrar PRIOR to contacting any players/parents that you wish to affiliate. More information on affiliation can be found in the IMHA Manager Manual.

IMHA

8. OTHER RESOURCES

- CAHL Handbooks & Resources
http://site2362.goalline.ca/page.php?page_id=103169
- Hockey Alberta
<https://www.hockeyalberta.ca/>
- Hockey Canada
<https://www.hockeycanada.ca/en-ca/>

IMMHA

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)
- ✓ ERP Roles
- ✓ Volunteer Positions: Harvest Dance/Men's Auction etc.

F. Questions

- Allow additional questions, parent concerns, etc.
- Distribute Code of Conduct Forms for families to Complete.

APPENDIX 3: 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 require medical attention obtain a note from a physician verifying they have recovered before they are allowed to return to play & practice.