

ONTARIO MINOR HOCKEY ASSOCIATION



(HTCP)

TRAINERS PROGRAM

CLINIC OPERATIONS HANDBOOK

2016-2017

OMHA
DEVELOPMENT

OMHA HOCKEY TRAINERS CERTIFICATION PROGRAM

PROGRAM ADMINISTRATION

Prerequisite:

A participant must be a minimum of 16 years of age to be Certified.

HTCP Level I Clinic Time:

Approximately eight (8) hours in length and requires 100% attendance for Certification.

The Registration Fee:

The registration fee is \$60.00 (\$53.10 + \$6.90 HST) per participant. Clinics require a minimum attendance of 25 and a maximum attendance of 35. In cases where attendance is below 25, the Host Centre is responsible for submission of the Fee based upon the minimum number of participants. (i.e. \$60.00 X 25 participants = \$1500.00).

NOTE:

The Host Centre may increase the clinic cost to participants to recover the costs incurred in providing facility and equipment. These costs should be built in on a pro-rated, per participant basis, and should not exceed \$15.00. **(Clinics must be operated on a cost-recovery basis and not as a source of revenue generation for the Host Centre.)**

- Where more than 35 participants are pre-registered for a clinic, the Host Centre contact person shall contact the appropriate Development Coordinator to discuss arranging a second clinic, or hosting a super clinic.
- A super clinic is hosted when two or more individual clinics are operated at the same time at the same location, each group of 35 participants or thereof with an instructor, learning area, audio visual equipment, etc.
- Each participant must successfully complete the HTCP Level I Examination prior to issuance of Certification.
- The passing examination score for Certification is 75%.
- HTCP Certification is valid for a period of three (3) years. In Ontario, all HTCP Certifications have a universal expiry date of **31 August**.
- Persons wishing to Re-certify in the **HTCP Level I** must successfully complete a Level I Certification Course.

Participants successfully completing the HTCP Level I Program will receive:

- HTCP Level I Participant Manual
- OMHA Drugs in Sports Booklet
- OMHA Trainer Pin
- OMHA Trainer Must Do Card & Concussion Card

It is the responsibility of the Development Coordinator to ensure that the OMHA Registration Forms are neatly and legibly completed and the above noted items are distributed to participants. Ensure on-line HCR data entry of clinic participants. Clinic documentation must be received, with payment, in the OMHA Office within 7 days of the completion of the clinic.

Host Centres will provide:

- A Meeting Room to accommodate 35 people with sufficient space to conduct practical demonstrations for all participants and conduct A/V presentations.
- Registration table and chair.
- Table and chair for Instructor use.
- Tables and chairs for 35 participants
- Extra pens and pencils for participants who may be in need of one.
- Flip chart stand with paper and black markers.
- Extension cord (at least 25 feet long, 2 required).
- Large projection screen (minimum 60 inches diagonal).
- *VCR and minimum 27" Monitor.
- *Overhead Projector.

****These two items may not be required if the Instructor is operating from a laptop computer utilizing slide presentation; LCD Projector and DVD/VCR combination. The OMHA Office does provide access to this equipment and it should be accessed by the Coordinator / Instructor.***

- Due to clinic length it is recommended that whenever possible, weekends are the preferred time for scheduling clinics. Host Centres may set up clinics when it best suits their format and accommodation. (Evening clinics are recommended to be divided evenly over two evenings and are not to be abbreviated due to lateness.)
- **The HTCP Level 1 e-Learning Course is an on-line HTCP Level 1 clinic which is fully endorsed by the Hockey Development Centre for Ontario. Instructions on how to access the HTCP Level 1 e-Learning course is available in the Clinics section of the OMHA web-site.**
- Every participant is to be encouraged throughout the clinic to upgrade their Certification to Level II.

Level II Certification may be granted to any individual who has successfully completed the HTCP Level I Clinic and who holds Certification in **Standard First Aid** in one of the following areas:

- Registered Nurse
- Occupational Health Nurses
- Chiropractors
- Physicians
- Basic Trauma Life Support (B.T.L.S.)
- EMCA certified
- CATA/NATA
- Military Medics (valid for 2 years from end of service data)
- Physiotherapist
- Dentists
- Registered Respiratory Therapist (RRT)
- Podiatrist

Or Certification through one of the following Agencies:

- Action First Aid Inc.
- ADET Aquatic Development Emergency Training
- Archer First Aid/CPR Training
- Assured Response CPR & First Aid Training
- Canadian Business Health Management Inc. (CBHM)
- Canadian Group for Emergency Training
- The Canadian Red Cross Society (3 years)
- Canadian Ski Patrol System
- The Casualty Care First Aid Company
- Central East Prehospital Care Program, Lakeridge Health
- Certified Emergency Response Training (C.E.R.T.)
- Code Eight Inc.
- Emergency Care Instruction Services (E.C.I.S.)
- EMS First Aid
- F.A.S.T. Rescue
- First Link First Aid & CPR
- HeartSafe Emergency Medical Solutions (EMS)
- HeartZap Services Inc.
- Heart and Stroke Foundation of Canada
- Heartstart Emergency Training Inc.
- Heaven Can Wait Emergency First Aid Inc.
- Holmes Medical Training
- Island Aid (Eastern Ontario)
- Life's Emergency Training
- Lifesaver 101 First Aid CPR Training Inc. (Greater Toronto area)

- Lifesaving Society
- Lifetech Canada
- Link to Life Seminars Inc.
- MedGlobe Synergy
- Ontario Security training
- Orillia First Aid & Safety Training (FAST) (Orillia and Central Ontario)
- Ottawa Paramedic Service (City of Ottawa and surrounding area)
- Ounce of Prevention Safety Services (Formerly Wintex)
- Perri-Med First Aid/CPR Training (Southern Ontario)
- Premergency Inc.
- Pulse Start Inc.
- Rescue 7 Emergency Training Services
- SAJE Health and Safety Training Inc.
- STS Safety Training Seminars
- St. John Ambulance (3 years)
- SP Safety Solutions Inc.
- Superior Emergency Services (Superior EMS)
- Second Chance CPR (Essex County)
- Vital Link Training Services (Southern Ontario)
- Vital Response
- Workplace Law Consulting Inc.
- Workplace Medical Corp. First Aid Training

Please visit the WSIB web site for up to date listings of accredited agencies.
www.wsib.on.ca under “Prevention”.

Level II Certification is obtained in one of the following two ways:

- (i) While attending an OMHA HTCP Level I Clinic, proof of valid Certification in Standard First Aid is presented to the Coordinator. The Coordinator will attach the Documentation to the Registration Form and submit it with the Clinic Summary to the OMHA Office for processing.
- (ii) If a person has completed a HTCP Level I Clinic and has valid Certification in Standard First Aid from one of the aforementioned Organizations, Level II Certification may be obtained by submitting copies of the original Certification Document(s) along with \$10.00 (\$8.85 + \$1.15 HST) to the OMHA Office.

- Revised Certification will be returned within approximately three weeks.
- Persons holding Professional qualifications in the health care and safety fields (e.g. Physician; Registered Nurse; Ambulance Attendant; Physiotherapist; Athletic Therapist, etc.) may seek upgrading to Level II status by forwarding proof of such status to the OMHA Office. The Fee for this upgrade is as above.

FINANCIAL CONSIDERATION:

The Host Centre will collect all participant fees from those attending the clinic and provide a single cheque for the **Total Clinic Fee** to the Development Coordinator at or prior to the clinic's conclusion. All cheques will be made payable to the **ONTARIO MINOR HOCKEY ASSOCIATION**. The Development Coordinator will forward the cheque for each HTCP Clinic to the OMHA Office within five (5) business days of the clinic date.

HOST CENTRE GUIDELINES

Clinic Booking:

- Booked through your local Area Development Coordinator.
- Minimum eight hours of classroom instruction (Weekend Clinics highly recommended).
- Minimum of 25 participants, recommend no more than 35.
- Participants must be 16 years of age or older.
- Registration fee is \$60.00 (\$53.10 + \$6.90 HST).
- Classroom facilities must be provided by the Host Centre at their cost (which may be re-captured by increasing the registration fee).

Facilities:

- Room large enough to accommodate 35 participants.
- A Representative of the Host Association should be present to assist as required.
- Ability to dim lights for A / V projection.
- Registration table and chair.
- Table and chair for Instructor.
- Tables and chairs for 35 participants.
- Extra pens and pencils for participants who may be in need of one.
- Flip chart stand with paper and black markers.
- Large projection screen (minimum 60 inches diagonal).
- Extension cord (at least 25 feet long, 2 required).
- *VCR and minimum 27" Monitor.
- *Overhead Projector.

****These two items may not be required if the Instructor is operating from a laptop computer utilizing slide presentation; LCD Projector and DVD/VCR combination. The OMHA Office does provide access to this equipment and it should be accessed by the Coordinator / Instructor.***

Breaks:

- It is highly recommended that the Host Centre provide coffee/water, etc. for breaks.
- As the break for Lunch is ½ hour, it is recommended that the Host Centre provide a lunch or ensure that suitable facilities are accessible to the location. Lack of facilities in the immediate vicinity of the location will prolong the length of the Lunch break, and therefore the Clinic.

Clinic Costs:

- The Development Coordinator must receive all registration costs before the end of the clinic.
- The Host Centre is responsible for the collection of all registration fees from participants, and paying all incidental costs.
- Payment in full by the Host Centre in the form of one cheque, payable to the OMHA.

NOTE: Clinics must be operated on a cost-recovery basis and not as a source of revenue generation for the Host Centre.

REQUESTS FOR EQUIVALENCY

Due to the sport specific nature of this program and its emphasis on hockey safety and risk management, no equivalency will be provided regardless of background and credentials. The Hockey Canada Board of Directors approved this policy in 1997.

The following is the Rationale behind the Trainer's Program Equivalency Policy

1. The introductory program of the Trainer's Program is fundamentally non-medical in nature and as a result there will be no recognition of medical training of any kind as an equivalent. While it is recognized that the medical or para-medical training of some participants in the clinics may be much higher than the level required by the introductory program, there are many aspects of the program that do not necessarily deal with the medical diagnosis and treatment of injuries that occur in hockey.
2. There are many individuals who may have varied medical and First-Aid qualifications who are involved with hockey teams as trainers. The program strongly recommends that the participants obtain as much First-Aid and CPR training as possible to ensure the safety of the players.
3. The program stresses the prevention of injuries and the management of risk as the best defense against having players lose part or all of their season playing hockey due to an injury. The program does not diminish the importance of medical or para-medical training in any way but stresses the areas of hockey injury prevention and risk management that are not necessarily covered in programs of a medical nature.

4. The non-medical components of the program are vital to ensure the safety of the players under our care and as such must be successfully completed by all participants in the clinics and all hockey trainers. These components are not covered in any medical or para-medical program and any individual would benefit greatly from attending an HTCP clinic prior to acting in the capacity of a hockey trainer.
5. The Trainer's Program includes the following non-medical topics which are not covered in medical programs: Emergency Action Plan; Return to Play Policy; Responsibilities and Role of a Volunteer Trainer; Risk Management; Insurance (and other Forms); Protective Equipment Fitting and Maintenance Medical Information; Fair Play Codes and Trainer's Code of Ethics. All individuals would benefit greatly from attending an HTCP Clinic prior to acting as a volunteer trainer.

CONVERSION OF CERTIFICATIONS FROM OTHER DIVISIONS / BRANCHES

In order to be eligible to participate in Programs under the jurisdiction of the OMHA, individuals must be registered with the OMHA. Certification through other Branches or Divisions in the Programs is recognized by the OMHA. However, it is the responsibility of the individual to ensure registration within the OMHA. Individuals Certified in the Programs through other OHF Member Partners / Hockey Canada Branches may convert their certification to the required OMHA Certification by providing proof of their Certification, and paying the appropriate Administrative Fee (\$10.00) to the OMHA.

Hockey Trainers Certification Program (HTCP) Level 1 Requalifying Clinic

Introduction

At the 2004 Annual Meeting of Hockey Canada, an optional requalifying program for the Hockey Canada Safety Program (Hockey Trainers Certification Program (HTCP) in Ontario) was approved for implementation by the Branches. The program approved by Hockey Canada is based upon the requalifying clinic program developed and piloted by Hockey Alberta.

A Branch/Association has two options with respect to HCSP/HTCP program participant Re-qualification:

Option 1

Participants may re-qualify by participating in a full HTCP Level 1 Clinic every 3 years and achieving a passing mark on the program qualifying test; or

Option 2

Participants whose HTCP Certification has expired on the most recently past August 31st of any given year and have completed a full one-day clinic three years before, may re-qualify by participating in a 1/2 day clinic format as outlined in the Hockey Canada Implementation Manual as set out below and by achieving a passing mark on the standard Level I HTCP exam. The 1/2 day format will be hosted separately from regular clinics.

Option 3

Participants may re-qualify by completing the HTCP Level 1 e-Learning Refresher Course on-line. This on-line HTCP Level 1 Refresher clinic is fully endorsed by the Hockey Development Centre for Ontario. Instructions on how to access the Level 1 e-Learning course is available in the Clinics section of the OMHA web-site.

All three options are a minimum standard, which allows Branches to strengthen these requirements to meet their individual needs. A universal expiry date is designed to facilitate the administration of a re-qualification initiative.

2004-2005 Level 1 Requalifying Clinic OMHA Pilot Program

In the fall of 2004, the OMHA, with the approval of the Hockey Development Centre for Ontario initiated a pilot program to evaluate the delivery, participant response and effectiveness of a Hockey Trainers Certification Program requalifying clinic based upon the model approved by Hockey Canada.

The OMHA, through its Trainers Technical Committee and Development Coordinators identified two site locations to offer the pilot based on the instructional and clinic administration standards set out below. The two pilot programs were conducted in two different locations and qualified participants were drawn from several member associations within two different leagues. A total of 33 participants were included in the two pilot programs.

On completion of the requalifying clinics, participants were asked to remain and to assist the OMHA representatives in evaluating the clinic and its effectiveness in meeting the needs for review and updating of those attending. It was the universal view of all who participated in the clinic and of the observers that the clinic did meet the experienced volunteer hockey trainer's needs for review and updating. The participants did agree that the clinic should only be used to update those trainers who have been current in their certification.

The HTCP Level 1 Requalifying clinic format as outlined below and in separate presentation materials has been adopted as a regular part of the HTCP within the Development Programs of the OMHA.

Re-Qualifying Clinic Participant Fees

Participant Fee: \$45.00 (\$39.82 + \$5.18 HST)

Re-qualifying Clinic Administration

The following are suggested guidelines to facilitate the coordination promotion, delivery, communication and evaluation of the Program.

Re-qualifying Clinic Timing

The HTCP Level I re-qualifying clinic requires a minimum of 3 hours and 50 minutes to cover the content of the program and provide one ten-minute break.

Due to length of time required to cover the content it is impossible for this clinic to be run effectively in anything less than one-half day.

All other logistics (i.e. Facility, A/V, etc.) are per OMHA HTCP Level I Clinics

Participants successfully completing the HTCP Level I Requalification Program will receive:

- HTCP Level I Participant Manual (including updates)
- Drugs In Sports Booklet
- OMHA Trainer Must Do Card and Concussion Card

Re-qualifying Clinic Guidelines

1. The re-qualifying participant must complete the full Level I examination in effect for that season.
2. The minimum age for any clinic participant is 16 (17 for a Requalification Clinic).

Re-qualifying Clinic Timelines

Due to the nature of the program content, Course Conductors are requested to adhere to the following timelines for each of the modules in order to be consistent with the Hockey Canada Safety Program:

| | |
|--|----------|
| 1.0 Introduction | 10 min. |
| 2.0 Program Purpose, Code of Ethics & Fair Play | 10 min. |
| 3.0 Risk Management Medical History & Special Topics | 45 min. |
| 4.0 Emergency Action Plan | 20 min. |
| 5.0 Injury Management Principles | 15 min. |
| 6.0 Recognition of Life threatening Injuries | 30 min. |
| 7.0 Break | 10 min. |
| 8.0 Spinal Injuries/Concussions | 30 min. |
| 9.0 Soft Tissue Injuries | 20 min. |
| 10.0 Removing Players from Action/Co-ordinating RTP | 10 min. |
| 11.0 Content Summarization / Wrap up | 10 min. |
| 12.0 Written Test (Closed Book Format) | 20 min. |
| 13.0 Wrap Up | 10 min. |
| Total | 235 min. |

Post Clinic Administration

At the completion of the clinic, every participant's exam is reviewed and marked as pass or fail in accordance with the exam marking guide.

The Coordinator shall enter the participant information from the registration form on-line with the OMHA and then forward the completed course register form(s) and exams to the OMHA Office. The Chair, Trainers Program shall from time to time audit the examination answer sheets to ensure that all participants meet the qualification requirements of 100% attendance and a passing grade on the exam.

Examination Marking Guide

All participants must obtain a passing grade by correctly answering 28/35 questions on the examination. If a participant does not pass the examination, they may rewrite on-site with a different version of the examination.

Complete/Incomplete Status

The Course Conductor, in marking the participants' examinations, shall determine complete status based upon meeting minimum standards as outlined in the exam-marking guide. Failure to meet these minimum standards shall determine the exam incomplete. Please also note that Course Conductors may, at their discretion, grant incomplete status to any participant who provides answers or generally behaves in a manner which is inconsistent with the values of the Hockey Trainers Certification Program.

Clinic Evaluation

All participants must complete the evaluation forms located in the Participant's Manual. These must be collected by the Course Conductor at the conclusion of all clinics and forwarded directly to the Chair, Trainers Program. The Chair shall review these forms.

Attendance

Course Conductors or clinic administrators shall maintain a record of attendance of all participants at the conclusion of every module. One hundred percent attendance is mandatory for qualification in the HTCP Program.

CLINIC FEE SCHEDULE

HOST CENTRE

| | |
|------------------------------|--|
| HTCP Level I | \$60.00 (\$53.10 + \$6.90 HST) Participants (Minimum: 25) |
| HTCP Level I Requalification | \$45.00 (\$39.82 + \$5.18 HST) Participants (Minimum: 25) |

EXPENSES

| | |
|-----------------|---|
| Instructor Fee | \$30.00 / Hour |
| Coordinator Fee | \$65.00/ Level 1 Clinic \$50.00/ Level 1 Requalification |
| Mileage | \$0.40/km. |
| Meals | Breakfast \$10.00 Lunch \$12.00 Dinner \$22.00 |

EXPENSE CLAIM SUBMISSION

Accurate completion of and timely submission of Expense Claims is critical in ensuring effective processing of the large volume of Development Expense Claims received in the OMHA Office. Your cooperation in this is requested to enable us to process your claim as efficiently as possible. The following information is provided to you with respect to the submission of Development Program Expenses.

Timelines for submission:

Expenses received in excess of three months after the date incurred will not be honoured. Please also be aware of the OMHA fiscal year-end, which is **30 April**, and ensure submission of appropriate expenses in order that they are assigned to the appropriate fiscal year.

Travel / Meal Claims:

In all cases, claims are paid on actual mileage driven. Please log and record your actual traveling distances. A useful web-based reference tool is located at www.freetrip.com.

Meals are based upon a per diem allowance; however, **claims are to be based upon actual purchase, not the maximum allowable. Meals should only be purchased in relationship to clinic activity.** If an individual only Instructs a portion of a Clinic, a claim should be made only for that portion of the day during which you are instructing.

Accommodation:

All Billings for planned overnight accommodation should be arranged through the OMHA Office. Bookings are to be based upon double occupancy. Corporate accounts have been established with all Comfort/Quality Hotels. Authorization for certain OMHA identified individuals to facilitate ease of booking has been arranged, and the authorized individuals notified. Should you have a particular supplier, vendor, or property with which you deal on a regular basis, contact the OMHA Office to arrange central billing. The rationale for this process is to support our personnel in the field, to avoid them having to carry expenses of any magnitude on personal credit cards.

Facility Rentals should also adhere to this model.

Receipts:

Currently, meals, mileage and fees are the only items for which receipts are not required. **Any other expenses for which a claim is submitted will not be honoured, unless accompanied by the appropriate receipt.**

Please ensure that all areas of the form are completed neatly, legibly, and all information is complete. It is important that all columns and rows are completed in full and show totals where appropriate. Expense claims which are incorrect, incomplete or are not accompanied by the appropriate documentation will be returned, unpaid to the

claimant for correction. Please also ensure your personal information on file in the OMHA Office is current and advise promptly of any changes.

Please do not hesitate in contacting the OMHA Office should you have any inquiries.

**ONTARIO MINOR HOCKEY ASSOCIATION
25 Brodie Dr. Unit 3
Richmond Hill Ontario
L4B 3K7**

**Phone: 905-780-6642
Fax: 905-780-0344
www.omha.net**

OMHA DEVELOPMENT AND PLAYING RULES COMMITTEE

(EFFECTIVE 2016-2017 SEASON)

| NAME | ADDRESS | CITY | P.CODE | TEL. | FAX. | EMAIL |
|--|--|---------------|---------|--------------------------|--------------|--------------------------|
| Bob Hill, Chairman | 102 Carrington Court | Ancaster | L9G 1R1 | 905.304.4606 | 877.719.6428 | bob.hill@omha.net |
| Craig Lane | 531 St. Clair Street | Chatham | N7L 3K9 | 519.351.7520 | 877.935.2680 | craig.lane@omha.net |
| Cheryl Brown | 9 Huron Drive | Brighton | K0K 1H0 | 613.475.9008 | 877.719.6424 | cheryl.brown@omha.net |
| Andy Cooke | 115 Ladell Heights | Port Sydney | P0B 1L0 | 705.788.4775 | 877.719.6423 | andy.cooke@omha.net |
| Dave Garinger | 825 9 th Street West, Apt. 107 | Owen Sound | N4K 6A9 | 519.378.8166 | 877.719.6425 | dave.garinger@omha.net |
| Peter Harmsen | 147 Church Street | Stouffville | L4A 4T6 | 647.526.4351 | 877.935.2671 | peter.harmsen@omha.net |
| Glenn Silver | 21801 Adelaide St. N. R.R. #1 | Arva | N0M 1C0 | 519.442.5819 | 877.935.2679 | glenn.silver@omha.net |
| Tony Caravaggio Chair, Trainers | 11 Irongate Drive | Paris | N3L 4G4 | | 877.435.8790 | tony.caravaggio@omha.net |
| Ron Noonan Chair, Coaches | 130 Vintage Gate | Brampton | L6X 5B9 | 905.796.6532 | 877.719.6471 | ron.noonan@omha.net |
| Dave Wedlake Chair, Referees | 1 Longstaff Drive | Ajax | L1S 5J1 | 289.314.7398 | 877.935.2670 | dave.wedlake@omha.net |
| OMHA Office | 25 Brodie Drive, Unit 3 | Richmond Hill | L4B 3K7 | 905.780.6642 | 905.780.0344 | omha@omha.net |
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