



Carleton Place Girls Hockey Association

June 2025

To Whom it May Concern:

The Carleton Place Girls Hockey Association is a place where girls ranging from age 4 to 20 foster a love of sport and develop community values.

We are a completely volunteer run association that interacts with the girls in numerous ways. The positions can range from executive members, coaches, trainers, team managers, on-ice helpers, and dressing room monitor to name a few.

Due to this our volunteers require a Police Record Check with Vulnerable Sector Screening performed to ensure the girls are in a safe environment.

This is to confirm that _____ is a volunteer with our association and will be conducting the following activities:

Position Title: Trainer

Overview: The primary role of the team's Trainer is to implement effective risk management on their own teams, where safety is always the priority, both on and off the ice. All Hockey Trainers should utilize a proactive, preventative approach to safety while being prepared to react in the event of accidents, injuries or medical emergencies. Trainers cannot lead team practices.

The team Trainer is required at all on- and off-ice activities for all teams including U7 through to U18 at every level of hockey.

Responsibilities:

- Know their role in risk management
- Ensure all participants are treated with respect and integrity – emotionally, socially, intellectually, physically, culturally, etc.
- Know the importance of protective equipment in the prevention of injuries
- Know effective injury prevention techniques
- Know how to develop medical history files on all players
- Keep the essential items in maintaining a fully stocked First Aid Kit
- Know how to recognize significant and/or potentially life-threatening injuries
- Basic injury management principles
- Know how to recognize when an injury is serious enough to remove a player from action, and the process which must be followed to allow the injured player to return to play

- Any player suffering from an injury will first be examined by a qualified Trainer.

Regards,

A handwritten signature in black ink, appearing to be 'JC' or 'JC Cole', with a stylized, flowing script.

Daniel Cole

Director of Risk and Discipline

Carleton Place Cyclones

riskanddiscipline@cpgha.ca