



# ONTARIO HOCKEY FEDERATION **Insurance Guide**

Program Overview, Sanctioning Summary &  
Dryland Training Guidelines





**BEST WISHES FROM  
THE BFL TEAM  
FOR A SAFE  
AND SUCCESSFUL  
HOCKEY SEASON**



The Lorenzetti group of companies

**WITH FIRST CLASS RESOURCES  
AND ENTREPRENEURIAL SPIRIT,  
A CULTURE OF CREATIVITY  
AND FOCUS ON DELIVERING RESULTS,**

***BFL makes a difference***

**B.F. LORENZETTI & ASSOC. INC.**

**1 800 465-2842**

**[www.BFL87.ca](http://www.BFL87.ca)**

**International insurance brokers**

# CONTENTS

**SECTION I: ..... 4**

Insurance Program Overview ..... 4

    Relationship to Risk Management..... 4

    OHF Structure ..... 4

    Communication ..... 5

    Insurance Certificate Request ..... 5

    The Link between Sanctioning & Insuring ..... 6

    Who is insured? ..... 7

    Approved OHF Events & Activities ..... 7

    Approved OHF Events & Activities (continued) ..... 8

    Approved OHF Events & Activities (continued) ..... 9

    The Definite “No” List ..... 10

    “Hold Harmless” & Facility Lease Agreements ..... 11

**SECTION II: ..... 13**

Dryland Training Supplement ..... 13

    Relationship to Risk Management..... 13

    OHF Position on Sanctioning Dryland Training ..... 13

    Overview of Dryland Training ..... 14

    Definition of Dryland Training ..... 15

    Importance of Supervision ..... 15

Dryland Training Guidelines ..... 16

    1. Safety ..... 16

    2. Emergency Planning ..... 16

    3. Instructor ..... 17

    4. Program Design..... 18

    5. Location & Equipment ..... 18

    6. Supervision ..... 19

    7. Frequency, Intensity & Duration ..... 20

    8. Monitoring & Evaluation ..... 21

    9. Age Specific ..... 21

    10. Compliance ..... 22

Guidelines for participants ..... 23

    Guidelines for Parents ..... 23

    Guidelines for Players ..... 23

    Guidelines for Team Coaches & Trainers ..... 23

    Guidelines for Organizations ..... 23

    References ..... 24

**SECTION III: Forms ..... 25**

# SECTION I: INSURANCE PROGRAM OVERVIEW

As a Branch of Hockey Canada, the Ontario Hockey Federation (OHF) is a participant in the National Insurance Program. The mandate of the program is to ensure that adequate financial resources are in place to compensate those who are injured or who have suffered a financial loss as the result of their involvement in hockey.

## Relationship to Risk Management

Risk Management is the process of assessing potential variation in outcomes and then developing strategies to manage those areas where a resulting loss could have a negative impact on the organization's ability to achieve its objectives.

Insurance is one strategy used in hockey to manage the financial uncertainty of potential losses. Insurance by itself does not prevent or reduce the likelihood of injury or claim and that is why it is necessary to develop other strategies to reduce the severity or frequency of loss.

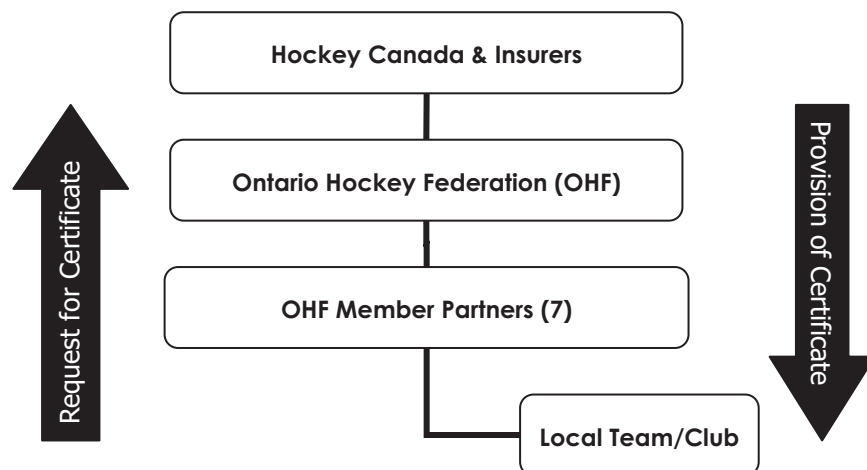
This section is designed to help hockey administrators better understand risk control with respect to event sanctioning, those events that are permitted or not permitted within the OHF and the insurance certificate request process.

## OHF Structure

The OHF is the largest Branch of Hockey Canada and operates within a specified jurisdiction in Ontario. Hockey Northwestern Ontario and Ottawa District Hockey Association are the two additional Branches in Ontario. The OHF is comprised of seven (7) Member Partners (MPs) and they are: Alliance Hockey (ALLIANCE), Greater Toronto Hockey League (GTHL), Northern Ontario Hockey Association (NOHA), Ontario Hockey Association (OHA), Ontario Hockey League (OHL), Ontario Minor Hockey Association (OMHA), and Ontario Women's Hockey Association (OWHA). The OWHA is a provincial governing body for female hockey. All communication regarding insurance for female hockey in Ontario will be conducted through the OWHA and then OHF.

## Communication

Communication within the Branch operates in two fashions: top-down and bottom-up. Local clubs are to communicate through their Member Partner to the OHF and the OHF will communicate to local clubs through the Member Partner.



## Insurance Certificate Request

Throughout the season a club may be asked to demonstrate proof of their insurance coverage to rent a facility or participate in an event. The certificate is issued by the Insurance Company to the party making the request. This is usually a facility, municipality, school board or shopping mall. What the certificate offers is proof that the group using their facility is covered by a policy in the event of an injury or other incident.

The process of issuing certificates is time intensive and requires varying levels of administration. As such, the OHF will not issue certificates to coaches, managers or clubs who want to know that they are covered for an event. This assurance can come from the OHF Member Partner in some other format.

In order to provide a Certificate of Insurance to the party requesting one from your club, you must complete the appropriate Insurance Certificate Request (ICR) Form (Facility Rental, Special Events, Dryland Training). These forms are available in the appendices, on the OHF website at [www.ohf.on.ca](http://www.ohf.on.ca) as well as through the OHF Member Partners.

## The Link between Sanctioning & Insuring

There is a direct link between “sanctioning” and “insurance”. Essentially, if an event is sanctioned then it is considered to be insured under the National Insurance Program. Sanctioning, or “approving of” an event can happen at three levels: Hockey Canada, the OHF and the OHF Member Partner. At each of these levels of governance, activities and events will be considered for their risk and relevance to the game of hockey.

What local clubs need to be aware of is that each level of governance has the ability to strengthen the position of the level above. This is important because some of the activities that Hockey Canada will permit the OHF will not and thus the OHF Member Partner will not permit. On the other hand, Hockey Canada and the OHF may permit certain activities that the OHF Member Partner will not.

The OHF is comprised of seven members, each with their own philosophy and regulations. In some circumstances one OHF Member Partner may sanction an activity that another will not. In any and all cases, OHF Member Partners will monitor and oversee the sanctioning of the events within their jurisdiction. Where there may be concern about the merit of an activity or event, the OHF Member Partner should contact the OHF for clarification.

Any event that is sanctioned is thereby considered insured except in cases where the insurer, Hockey Canada, the OHF or the OHF Member Partner has expressly indicated that such events are not sanctioned. If an event is not sanctioned then it is not insured.

The OHF recognizes the need for many hockey operations across the province to conduct internal and external fundraising to off-set the varying costs of participation. The need to fundraise cannot supersede the reasonable expectations of the organization to maintain safety for all participants and consideration of policy premiums for all participants within Hockey Canada.

## Who is insured?

The only people who are covered by the National Insurance Program are those individuals registered as Hockey Canada Participants (players, officials, coaches, trainers, named volunteers and staff). A facility or individual may be added to the policy as "Additional Insured" for a specified event, and that event only.

Even though an event may be sanctioned, not all parties are necessarily insured. For instance, parents may be participating in a fundraiser, but not in a capacity that grants coverage. In such cases, additional coverage may be purchased from a local broker for a special event.

There are also circumstances where an event falls outside the scope of the insurance policy or the guidelines established by Hockey Canada and the OHF and as a result there is no coverage afforded to any participants. When this situation arises and event organizers intend to proceed with the event they must indicate to the participants in some reasonable way that the event is not covered by Hockey Canada Insurance. As a protective measure for both the participants and the organizers it is highly recommended that an alternative source of insurance be attained to cover the event. Special Events policies can be sourced through local brokers, or through Hockey Canada's broker, B.F. Lorenzetti. The OHF maintains a list of brokers who may be able to provide coverage for events that fall outside the scope of hockey Canada's policy.

## Approved OHF Events & Activities

The National Insurance Program is designed to meet the insurance needs of participants engaging in the game of hockey and related activities. Over the years, the definition of "related activities" has been challenged. Generally speaking, the further you move away from the ice, the further you are stretching the intent of the policy. Naturally all approved games, practices and tournaments are covered. Fundraising events can vary substantially and this may create some confusion.

The following chart illustrates the events that have been approved by the OHF. If your event is on this list and you have met with any and all conditions, then it can be considered insured. If the event is not on this list then you may assume that is not sanctioned and you must contact your OHF Member Partner office.

Please note that insurance coverage for each of the following events or activities is provided for the registered participants only. Event/Activity organizers may wish to purchase a separate "Special Events" policy where non-participants may be in attendance.

# Approved OHF Events & Activities (continued)

Event	Notes & Conditions
<b>Administration</b>	
Ice and Facility Rentals	Coverage only applies where agreement does not include a "Holds Harmless" clause. Where agreement includes such clause, the burden of responsibility lies with the signor and not Hockey Canada.
<b>On-Ice Events</b>	
Exhibition Games (including International)	<ol style="list-style-type: none"> <li>1. Must be sanctioned by Member Partner;</li> <li>2. Both teams must be properly registered;</li> <li>3. Full equipment is to be worn;</li> <li>4. Registered officials must be used to officiate;</li> <li>5. Where a game is between a male and a female team:               <ol style="list-style-type: none"> <li>a. OWHA must approve;</li> <li>b. Body checking is not permitted.</li> </ol> </li> </ol>
Tournaments	Must be sanctioned by Member Partner
Canadian University and College Teams	Participants must be registered within the OHF and off-ice team activities would require sanctioning by the Branch or registering MP
Hockey Canada Teams vs. USA Hockey Teams	Must be a sanctioned team
Summer Evaluation & Conditioning Camps	Only if approved by Branch and Member Partner

Continued...



## Approved OHF Events & Activities (continued)

Event	Notes & Conditions
<b>Off-Ice Events</b>	
Fundraising or year end event (i.e. banquet, auction) without alcohol	
Fundraising or year end event (i.e. banquet, auction) with alcohol.	<ol style="list-style-type: none"> <li>1. Facility ownership must be responsible for the serving of alcohol.</li> <li>2. Facility ownership must obtain all required permits to buy and sell alcohol.</li> </ol>
Dryland Training	Only if approved (see section on Dryland Training for details)
Development Seminars	
Mall Display and/or Mall Registration Booth	Requires appropriate supervision
Gambling, Lotteries (50/50, Raffle Tickets)	Activity must comply with municipal and provincial legislation.
Door-to-Door Selling, personal fundraising, cookies, candy bars, etc.	Door-to-door sales are permitted only with appropriate supervision to reduce the risk of young players entering the homes of unknown persons.
Snack Bar, Concessions	Snack Bar operators should be appropriately trained. Registered participants under the age of 16 are not permitted to use deep fryers. Deep fryers must comply with local fire code and inspections.
Bottle Drives , tree sales, donation drives, shoe shines, car wash	Requires appropriate supervision and risk management to prevent injury to participants near vehicles

## The Definite “No” List

There are events that have previously led to injury claims or conflict with OHF programs, regulations or philosophy. Based on sound risk management, these events have been disallowed within the OHF. As a result, these events are not covered by Hockey Canada. The following is an on-going list of events that are not sanctioned by the OHF:

- Road Blocks
- Non-Hockey Related Activities
- Car Rallies
- Community Festivals \*
- Other Sport Activities (including In-line Hockey & Ball Hockey)
- Community Parades \*\*
- Road Side Clean Up
- Concerts
- Wood-Splitting
- National Hockey League (NHL) Players participating in event
- Blueline Club, Canteen, Beer Tent
- Non-Sanctioned Summer Hockey – Camps, Practices, Leagues
- Any lease agreement with a clause that transfers the financial burden to the team for facility negligence (see next page for details)
- Dances (as fundraisers for players or parents)
- Exhibition games involving non-registered participants (including parents, sibling and celebrities)

There may be additions to this list so please contact your OHF Member Partner or the OHF for more information or if you are unsure of whether or not your event is sanctioned.

\* Community Festivals will likely have their own insurance. Hockey Canada will not cover the event; rather provide coverage for registered hockey participants only.

\*\* Community Parade participation may be permitted for teams entering to walk, but not on floats or other motorized vehicles. Coverage for parades will not be extended to the organizing group, only the registered hockey participants.

## “Hold Harmless” & Facility Lease Agreements

Before signing any facility lease agreement read the following information carefully.

The term “Hold Harmless” is used to describe a clause in an agreement that will transfer certain financial responsibilities from one entity to another. For instance, a recreational facility may transfer the financial responsibility to the team for any injury or damage resulting from the team’s activities. This is permitted under Hockey Canada Insurance. However, some facilities will try to transfer the financial responsibility to the team for any injury or damage that is the result of their own negligence or actions. This is not permitted under Hockey Canada Insurance.

Hockey Canada Insurance will insure the hockey participants and their actions but not the operations of the recreational facility. Therefore, by signing an ice rental agreement with this type of clause, the person who signs it on behalf of the team or club is taking full responsibility for how the facility is managed or mismanaged. This includes maintenance, air quality, ice condition, security, emergency exits, wet spots on the floor, ammonia leaks, crowd control, non-functioning smoke detectors, faulty sprinkler system, structural defects and others that may arise.

The following situations demonstrate the effective difference between an acceptable agreement and one that is not:

### **Hold Harmless against damages arising from team’s activities.**

The Oakdale Honey Bees have just completed their practice and have left the ice surface. As the last coach leaves the ice, they do not close the gate. The Oakdale Honey Bees dressing room door is located directly across from the ice surface and the gate. The next team begins to skate while waiting for the ice resurfacing to begin. An errant shot from one of the players goes through the gate, down the short hall and through the Honey Bees dressing room door where it strikes a player in the face. The resulting injuries are directly caused by the action of the team not closing the dressing room door or the gate from the rink. The ice rental agreement the organization signed included a clause to transfer the responsibility of damages resulting from the team’s activities to the team. As a result the facility is not liable for the damages caused by the team’s activities. Hockey Canada Insurance is liable for the damages caused by the team’s activities.

This situation is acceptable to the insurance company and to Hockey Canada. While it is preferred that teams engage in safe risk management practices the purpose of the insurance policy is to cover situations when accidents occur.

**Hold Harmless against all damages including facility negligence or actions.**

The Dorchester Lions are playing their final league game at the Dorchester Arena. During the game a lighting fixture falls from the rafters and lands on one of the players causing major injuries. The shattering of glass and metal pieces causes minor cuts to an on-ice official. The ice rental agreement the organization signed included a clause to transfer the responsibility of damages resulting from the facility's negligence or actions to the Dorchester Lions. As a result, the facility is not liable for the damages caused by the lighting fixture falling. Hockey Canada Insurance is not liable for the damages caused by the lighting fixture falling. The person(s) who signed the ice rental agreement are responsible for the damages. As a result, any assets held by that person or persons may be seized to cover the costs associated with the damages. This may include homeowner insurance, business assets, household assets, and future wages.

No volunteer should bear the burden of this responsibility. That is why every organization that signs an ice rental agreement is required to read carefully the contents of that agreement. If they are unsure of the language or any clause it is best to send the agreement to the OHF through their Member Partner for review before signing anything.

## SECTION II: DRYLAND TRAINING SUPPLEMENT

### Relationship to Risk Management

Risk Management is the process of assessing potential variation in outcomes and then developing strategies to manage those areas where a resulting loss could have a negative impact on the organization's ability to achieve its objectives.

Strength and conditioning programs are on the rise, and more hockey participants are becoming involved in this secondary program. It falls to the governing bodies to acknowledge the relative risks and devise strategies to manage them. For instance, there is the risk that a player may be injured during the course of an activity because the Instructor is unqualified and provides poor instruction or supervision.

This section is intended to provide education, awareness and guidance regarding the risks of dryland strength and conditioning training and potential strategies to offset risk and increase participant safety and well-being.

### OHF Position on Sanctioning Dryland Training

For dryland strength and conditioning programs to meet the sanctioning requirements of the OHF and to be insured by Hockey Canada, the following guidelines must be considered and specific requirements met.

Teams requesting insurance coverage for this type of activity will be required to provide a supplementary application form in addition to the Insurance Certificate Request.

## Overview of Dryland Training

Most would agree that being physically fit is an important part of the overall development of children and youth. Various studies have demonstrated that children and youth who participate in sport and physical activity generally have higher self esteem, increased self and body image, improved grades in school, are less likely to engage in dangerous or illegal activities (like drug use), are less likely to become teen parents, and are less likely to develop diseases like diabetes, breast cancer and obesity related health conditions. Physical fitness also plays an expanding role in the development of a player's ability in hockey. As players move into higher divisions and more competitive levels of play, physical fitness will become more important for optimal performance.

Historically speaking, strength and conditioning training for a pre-pubescent child was not always well looked upon by the medical field<sup>1</sup>. General consensus was that strength training in pre-pubescent children could not enhance strength because of the lack of available hormones required to build muscle. However, it seems these beliefs were based on relatively few studies and may not have taken significant factors into consideration<sup>2</sup>. Today studies have shown that strength gains can be achieved in boys and girls with properly designed and supervised training programs<sup>3</sup>.

It is important to recognize that children and youth are not simply smaller adults. Emotionally, cognitively and physically they require special considerations and a different approach to strength and conditioning programs than do adults.

The OHF recognizes that strength and conditioning programs can play an important role in minor hockey. Such programs are safe when properly designed and supervised; and can increase children's strength, fitness skills, sports performance, psycho-social well-being and overall health. In addition, the benefits of strength and conditioning training may include injury protection as muscle strength increases the stability of joints. However, it is important to take certain precautions when training young players.

This document has been developed to provide a framework for strength and conditioning activities that take place under the auspices of the OHF and with appropriate Hockey Canada insurance coverage.

## Definition of Dryland Training

Strength and conditioning, also referred to as "Dryland Training", includes activities prescribed and supervised by a certified trainer in a specific location for the purposes of enhancing overall fitness that includes cardiovascular endurance, muscular strength and general flexibility. Strength and conditioning programs will be approved as a team activity and not on an individual basis.

- Strength and conditioning programs will supplement on-ice training programs;
- Strength and conditioning activities will be prescribed and supervised by a certified Instructor.
- Strength and conditioning activities will take place in the presence of Speak Out certified team or organization personnel.

Strength and conditioning programs do not include (at least for the purposes of defining it for insurance coverage), individual personal training or training sessions done on the player's own time (i.e. running, swimming, biking), participation in other sporting activities (like, but not limited, to floor or ball hockey), or any activity not expressly defined in this document.

## Importance of Supervision

It has been estimated that 80% of all court cases (United States) concerning athletic injuries deal with some aspect of supervision<sup>4</sup>. Although serious accidents are rare in supervised exercise programs, the liability costs associated with inadequate supervision are very expensive.

The main causes of these accidents are poor facility maintenance, defective equipment, and inadequate instruction or supervision.

# DRYLAND TRAINING GUIDELINES

## 1. Safety

The same principles for safety apply to the facility and equipment for strength and conditioning training as those for on-ice activities. This includes consideration of the condition of the facility, location, lighting, ventilation, other patrons, personnel, equipment, and other similar items.

1.1 It is the responsibility of the team and/or organization personnel to ensure that the facility and equipment being utilized for the purposes of strength and conditioning meet applicable safety standards. If there is doubt about the safety of the facility, equipment or instructor, the team/organization personnel should stop the program.

## 2. Emergency Planning

An emergency action plan is a written document that details the proper procedures for caring for injuries that may occur to participants during activity. While all strength and conditioning facilities should have such a document, it is important to appreciate that the document itself does not save lives. In fact, it may offer a false sense of security if it is not backed up with appropriate training and preparedness. This plan should align with the Emergency Action Plan found in the Hockey Canada Trainer's Program, Hockey Canada's Safety Requires Teamwork booklet, or Hockey Development Centre of Ontario Hockey Trainers Certification Program (HTCP).

2.1 The Instructor, or other team personnel, must develop a written, venue-specific emergency action plan to deal with injuries and reasonably foreseeable events within each facility. The plan must be shared with the players and be posted during strength and conditioning training sessions. As part of the plan, a readily accessible and working telephone must be immediately available to summon on-premise and/or off-premise emergency assistance.

2.2 The components of a written and posted emergency action plan must include: planned access to a physician and/or emergency medical facility when warranted, including a plan for communication and transportation between the venue and the medical facility; appropriate and necessary emergency care equipment on-site that is quickly accessible; and a thorough understanding of the personnel and procedures associated with the plan by all individuals.

2.3 All participants should know the Emergency Action Plan and the proper procedures for dealing with an emergency (i.e. location of phones, activating emergency medical services,



designated personnel to care for injuries, ambulance access, and location of emergency supplies).

2.4 All participants should review and practice emergency policies and procedures regularly.

2.5 All participants should adhere to universal precautions for preventing exposure to and transmission of blood-borne pathogens.

### 3. Instructor

Whether the players improve their overall physical wellbeing and whether that translates to on-ice success is a by-product of a well managed strength and conditioning program. Selecting a qualified and appropriate Instructor is vital to achieving the desired level of success.

3.1 The Instructor must comply with any screening protocol applicable within the organization he or she is intending to work with.

3.2 The Instructor must provide proof of insurance coverage when requested.

3.3 The Instructor must be certified by an accredited organization. The following is a list of recommended organizations. There may be others that are not listed here, please check with Branch Office for approval.

- Ontario Physiotherapy Association (OPA)
- Ontario Kinesiology Association (OKA)
- Ontario Athletic Therapist Association (OATA)
- Ontario Association of Sport and Exercise Science (OASES)
- International Sport Science Association (ISSA)

3.4 The Instructor should achieve and maintain professional certification(s) and follow the applicable code of ethics.

3.5 The Instructor should have experience with children and strength and conditioning training.

3.6 When teaching new exercise, the Instructor should have the child perform the exercise under his or her supervision.

3.7 The Instructor should cooperate with a player's health care providers at all times, and provide service in the participant's best interest according to instructions specified by such providers.

## 4. Program Design

- 4.1 Strength and conditioning programs are to be designed and supervised by a certified Instructor and executed under the supervision of Speak Out certified team personnel.
- 4.2 Parents are to be informed of strength and conditioning programs, including content, requirements for attendance, fees, location and schedule prior to the commencement of the activity.
- 4.3 Strength and conditioning activities should be planned and the requisite number of qualified staff should be available.
- 4.4 Younger participants, novices or special populations engaged in such strength and conditioning activities should be provided with greater supervision.
- 4.5 Resistance training should supplement rather than replace other forms of physical activity.
- 4.6 The correct techniques should be taught for each exercise performed.
- 4.7 The size of the exercise equipment used should correspond to the size of the child.

## 5. Location & Equipment

The OHF recommends that training sessions take place in accredited fitness facilities. The Accredited Fitness Appraisal Centres (AFAC) designation insures that minimum standards have been developed for personnel, the tests and equipment utilized, and the emergency procedures followed for use in a fitness centre. However, in circumstances where this is not possible, the following guidelines are suggested:

- 5.1 Strength and conditioning programs should take place in a safe environment (such as a gymnasium or other fitness facility with attention given to the lighting conditions, air quality and overall layout of facility) to ensure optimal supervision;
- 5.2 Exercise devices, machines and equipment—including free weights—should be assembled, set up and placed in activity areas in accordance with manufacturer's instructions, tolerances and recommendations and with accompanying safety signage, instruction placards, notices and warnings posted or placed according to relevant standards so as to be noticed by users prior to use. In the absence of such information, Instructors must complete these tasks in accordance with authoritative information available from other sources.

- 5.3 Prior to being put into service, exercise devices, machines or free weights must be thoroughly inspected and tested by the Instructor to ensure that they are working and performing properly, and as intended by the manufacturer.
- 5.4 Exercise machines, equipment (such as resistance balls and bands) and free weights must be inspected and maintained at intervals specified by manufacturers. In the absence of such specifications, these items must be regularly inspected and maintained according to the Instructor's professional judgment.
- 5.5 Exercise devices, machines, equipment and free weights which are in need of repair, as determined by regular inspection or as reported by users, must be immediately removed from service and locked "out of use" until serviced and repaired and be re-inspected and tested to ensure that they are working and performing properly before being returned to service.
- 5.6 Instructors and Team personnel should ensure that facilities are appropriate for strength and conditioning activities. Factors to be reviewed and approved prior to activity include, but are not limited to, floor surfaces, lighting, room temperature and air exchanges.
- 5.7 All equipment, including free weights, should be cleaned and/or disinfected regularly as deemed necessary by staff. Users should be encouraged to wipe down skin-contact surfaces after each use.

## 6. Supervision

- 6.1 Appropriate supervision of players participating in strength and conditioning activities is the primary and most significant tool we have in reducing injury or incident.
- 6.2 Participants must be properly supervised and instructed at all times to ensure maximum safety.
- 6.3 There must be a minimum of two (2) certified team or organization personnel per team in attendance at each strength and conditioning activity in addition to the instructor(s).
- 6.4 Players will not be alone or left unsupervised with the Instructor at any time.
- 6.5 The Instructor should have a clear view of all areas of the facility, or at least the zone being supervised by each Instructor.

6.6 The Instructor should be in close proximity to the group of participants under his or her care in order to see and communicate clearly with the participants and have quick access to participants in need of immediate assistance.

6.7 In combination with appropriate safety equipment, attentive spotting must be provided for participants performing activities where free weights are supported on the trunk or moved over the head/face.

## 7. Frequency, Intensity & Duration

The program design is the responsibility of the designated Instructor. This information below will help participants to understand what they can expect and what might be considered excessive.

7.1 All training sessions should be preceded by a warm-up routine and followed by cool-down period.

7.2 Resistance training should supplement rather than replace other forms of physical activity.

7.3 There should be a gradual progression in the training intensity.

7.4 To introduce the participant to specific strength training exercises, it is recommended that no load be used initially. Later, once the participant has mastered the technique of the exercise, gradual loads can be introduced. If the participant's technique begins to break down, the load must be reduced to a point at which the correct technique is restored.

7.5 All exercises should be performed in a controlled manner, throughout a full range of motion. Training programs should centre on the "high repetitions - low loads" principle.

7.6 The maximum number of formal training sessions, including resistance training, per week for children up to twelve (12) years of age should not exceed three (3). Each training session should last no longer than ninety (90) minutes. Resistance training should never exceed three (3) sessions per week.

## 8. Monitoring & Evaluation

Appropriate and timely feedback will help players to maximize their potential gains in strength and overall conditioning.

8.1 Instructors should include an evaluation and monitoring system to provide growth and development feedback to the players.

8.2 Players should be evaluated a minimum of three (3) times during the course of the program or season – at the beginning, middle and end.

## 9. Age Specific

As children progress in physical and psychological maturation their capacities will change. Recognizing the differences between young children and older adolescents is important in program design and safety.

9.1 Strength and conditioning programs are not permitted for participants under the age of seven (7), even if that player is playing on a team in a higher division.

9.2 Strength and conditioning programs with additional restrictions are permitted for pre-adolescent participants (prior to the onset of puberty). Strength and conditioning programs with fewer restrictions are permitted for adolescent participants (post onset of puberty).

9.3 Children between seven (7) and fourteen (14) years of age who have reached a level of maturity allowing participation in specified strength and conditioning activities (as determined and certified by their medical care provider and after clearance for participation) should be individually assessed by the strength and conditioning Instructor in conjunction with the child's parent(s)/guardian(s) to determine if they may engage in such activities. If so permitted, such activities should be developed and implemented according to the Instructor's professional judgment, in conjunction with the child's health care provider(s), and with a greater degree of instruction and supervision than that supplied to adolescents and adults.<sup>5</sup>

9.4 Children fourteen (14) years of age and older who, according to the strength and conditioning Instructor's professional judgment, have reached a level of maturity allowing them to engage in specified strength and conditioning activities (provided they have been appropriately cleared for participation by parent(s) or guardians and health care provider(s), may engage in such activities in areas containing free weights and exercise

devices/machines generally used by adults, but with a greater degree of instruction and supervision than that supplied to adult populations while training.<sup>6</sup>

## 10. Compliance

10.1 A team engaging in strength and conditioning activities will demonstrate compliance with the requirements within these guidelines prior to receiving a Proof of Insurance Certificate by completing a secondary insurance request form and sharing that with their OHF Member Partner.

# GUIDELINES FOR PARTICIPANTS

## Guidelines for Parents

- Be informed
- Speak to the Instructor regularly
- Obtain regular updates on player's progress
- Obtain medical advice prior to start of strength and conditioning activities
- Speak to your child
- Be aware of any use of performance enhancing techniques
- Ensure there is proper supervision and attention before leaving your child
- Request references and credentials from of the Instructor from the team staff

## Guidelines for Players

- Be aware of your physical limitation
- Ask questions if you are unsure
- Do not attempt any exercise that you are uncomfortable with

## Guidelines for Team Coaches & Trainers

- Read this guideline and share with coaches
- Make information available
- Be vigilant
- Ensure proper insurance coverage is in place
- Properly screen Instructors prior to activity
- Obtain references and credentials from Instructor and share with parents
- Never force a player to do an exercise
- Ensure a safe environment

## Guidelines for Organizations

- Read this guideline and Inform coaches
- Make information available
- Be vigilant
- Be informed – know which teams are participating in strength and conditioning activities
- Ensure proper insurance coverage is in place
- Never force a player to do an exercise
- Ensure a safe environment

## References

1. American Academy of Pediatrics: Weight training and weight lifting: information for the pediatrician. *Phys Sportsmed* 1983; 11 (3): 157-161.
2. Falk B, Tenenbaum G: The effectiveness of resistance training in children: a meta-analysis. *Sports Med* 1996; 22(3): 176-186.
3. Falk B, Mor G: The effects of resistance and martial arts training in 6 to 8 year old boys. *Pediatric Exercise Science* 1996; 8(1): 48-56.
4. Bucher C.A. & Krottee M.L.: *Management of Physical Education & Sport* (11th Edition). Boston MA: McGraw-Hill, 1998.
5. NSCA Professional Standards and Guidelines Task Force: *Strength and Conditioning Professional Standards and Guidelines*, May 2001 – 8.2.
6. NSCA Professional Standards and Guidelines Task Force: *Strength and Conditioning Professional Standards and Guidelines*, May 2001 – 8.3.



## SECTION III: FORMS

- Ice & Facility Rental Insurance Certificate Request
- Dryland Training Program Insurance Certificate Request
- Dryland Training Instructor Information & Acknowledgement Form
- Special Events & Fundraising Insurance Certificate Request
- Special Events with Alcohol Supplement Form



# FACILITY & ICE RENTAL

## INSURANCE CERTIFICATE REQUEST

---

**THIS FORM IS TO BE COMPLETED FOR:**

- Ice rental for game(s), practice(s) or tournament(s)
- Meeting or other facility room for team or club meetings

**PLEASE NOTE:**

1. You must attach a copy of the rental agreement with this request.
2. Requests submitted less than two (2) weeks before rental may not be processed.

**HOCKEY TEAM INFORMATION:**

Name of Team/Club:

Contact Name:	Contact Phone:
Contact Email:	Contact Fax:

**NAME OF FACILITY (THE THIRD PARTY) REQUESTING PROOF OF INSURANCE**

Name:

---

Address:

---

Municipality:

---

**ADDITIONAL INSURED**

It is understood and agreed that the above entities are added to the policy as additional insured but only with respect to the operations of the named insured described above. This certificate applies to the members and authorized personnel of the insured while operating within the scope of their duties.

Please show facility name above as "Additional Insured"

**ACTIVITY DESCRIPTION**

Game Dates:

---

Practice Dates:

---

Tournament Dates:

---

Meeting Dates:

---

Are non-registered participants involved?

No     Yes (if yes, they are not covered by this policy)

**FOR OFFICE USE ONLY**

Date Received:	Approved By:	Signature:
----------------	--------------	------------

PLEASE FAX OR EMAIL TO YOUR OHF MEMBER PARTNER OFFICE



# DRYLAND TRAINING PROGRAM

## INSURANCE CERTIFICATE REQUEST

---

**THIS FORM IS TO BE COMPLETED:**

- For any off-ice training activities or events where proof of insurance is required;
- And accompanied by:
  - Dryland Training Instructor Acknowledge Form
  - Proof of Instructor's insurance
  - Detailed Program Outline

**PLEASE NOTE:**

1. Requests submitted less than two (2) weeks before rental may not be processed.
2. Not all strength and conditioning activities are permitted by the Ontario Hockey Federation (OHF), for more information please read the "OHF Insurance Guide" available at [www.ohf.on.ca](http://www.ohf.on.ca).

**HOCKEY TEAM INFORMATION:**

Name of Team/Club:

Contact Name:	Contact Phone:
Contact Email:	Contact Fax:

**NAME OF FACILITY (THE THIRD PARTY) REQUESTING PROOF OF INSURANCE:**

Name:

Address:

Municipality:

**ADDITIONAL INSURED**

It is understood and agreed that the above entities are added to the policy as additional insured but only with respect to the operations of the named insured described above. This certificate applies to the members and authorized personnel of the insured while operating within the scope of their duties.

Please show facility name above as "Additional Insured"

**PROGRAM DETAILS:**

Program Dates:

Program Description:

Are non-registered participants involved?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (note they are not covered by this policy)
Is this a recurring program?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

**FOR OFFICE USE ONLY**

Date Received:	Approved By:	Signature:
----------------	--------------	------------

PLEASE FAX OR EMAIL TO YOUR OHF MEMBER PARTNER OFFICE



# DRYLAND TRAINING INSTRUCTOR

## INFORMATION & ACKNOWLEDGEMENT FORM

This form must be provided where an Insurance Certificate has been requested by an OHF Member Partner for Dryland Training activities.

**INSTRUCTOR'S INFORMATION:**

Instructor Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: _____	Email: _____
--------------	--------------

Current Designation(s): \_\_\_\_\_

Relevant Certification(s): \_\_\_\_\_

Do you have any criminal convictions that involve offences to persons, property or drugs or weapons?

**REFERENCES:**

Please provide a minimum of 2 references:

Name	Phone #	Relationship

**INSTRUCTOR ACKNOWLEDGEMENT:**

By signing below you are acknowledging that you have read and understand the "OHF Insurance Guide" and the Dryland Training Guidelines. By signing below you are agreeing to adhere to the requirements of the OHF with respect to dryland training as provided in the OHF Insurance Guide.

Signature	Date
-----------	------

**FOR OFFICE USE ONLY**

Date Received:	Approved By:	Signature:
----------------	--------------	------------

PLEASE FAX OR EMAIL TO YOUR OHF MEMBER PARTNER OFFICE



# SPECIAL EVENTS & FUNDRAISING

## INSURANCE CERTIFICATE REQUEST

---

**THIS FORM IS TO BE COMPLETED FOR:**

- Events other than regular games, practices, tournaments or meetings
- Events like year-end banquets or public relations, or club promotional events

**PLEASE NOTE:**

1. You must attach a copy of the rental agreement with this request.
2. Requests submitted less than two (2) weeks before rental may not be processed.
3. Not all fundraising and special event activities are permitted by the Ontario Hockey Federation (OHF), for more information please read the "OHF Insurance Guide" available at [www.ohf.on.ca](http://www.ohf.on.ca).

**HOCKEY TEAM INFORMATION:**

Name of Team/Club:

Contact Name:	Contact Phone:
Contact Email:	Contact Fax:

**NAME OF FACILITY (THE THIRD PARTY) REQUESTING PROOF OF INSURANCE:**

Name:

Address:

Municipality:

It is understood and agreed that the above entities are added to the policy as additional insured but only with respect to the operations of the named insured described above. This certificate applies to the members and authorized personnel of the insured while operating within the scope of their duties.

Please show facility name above as "Additional Insured"

**EVENT DETAILS:**

Dates:

Event Description:

Are non-registered participants involved?	<input type="checkbox"/> No <input type="checkbox"/> Yes (note they are not covered by this policy)
Will alcohol be served at this event?	<input type="checkbox"/> No <input type="checkbox"/> Yes (then complete Alcohol Supplement Form)

**FOR OFFICE USE ONLY**

Date Received:	Approved By:	Signature:
----------------	--------------	------------

PLEASE FAX OR EMAIL TO YOUR OHF MEMBER PARTNER OFFICE



# SPECIAL EVENTS WITH ALCOHOL

## SUPPLEMENT FORM

---

**THIS FORM IS TO BE**

- Completed for special event at which alcohol will be served or sold
- Accompanied by the Special Events Insurance Certificate Request Form

**PLEASE NOTE:**

1. Registered volunteers and participants are not permitted to serve or sell alcohol at any sanctioned event.
2. Alcohol permits must be arranged with the LCBO and must be approved in the name of the facility, not any registered participant or team.
3. Failure to comply with the above will result in the event not being sanctioned and not insured.
4. Requests submitted less than two (2) weeks before event may not be processed.

**EVENT DETAILS:**

Dates:

---

Event Description:

---

Is the alcohol permit (LCBO) registered to the facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if "no" then to whom?)
Will the facility be providing servers?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if "no" then who will serve?)

- It is recommended that teams, clubs and associations conduct any event involving alcohol at an established serving facility such as a restaurant or banquet hall.
- If this event is not sanctioned and the organizer proceeds please note that alternative insurance coverage will need to be arranged.

**FOR OFFICE USE ONLY**

Date Received:	Approved By:	Signature:
----------------	--------------	------------

PLEASE FAX OR EMAIL TO YOUR OHF MEMBER PARTNER OFFICE







# OHF MEMBER PARTNERS:

## **ALLIANCE**

---

71 Albert Street  
Stratford, Ontario N5A 3K2  
Tel: (519) 273-7209 • Fax: (519) 273-2114  
[www.alliancehockey.com](http://www.alliancehockey.com)

## **GTHL**

---

265 Rimrock Road, Unit 4  
Toronto, Ontario M3J 3C6  
Tel: (416) 636-6845 • Fax: (416) 636-2035  
[www.gthlcanada.com](http://www.gthlcanada.com)

## **NOHA**

---

108 Lakeshore Drive  
North Bay, Ontario P1A 2A8  
Tel: (705) 474-8851 • Fax: (705) 474-6019  
[www.noha.on.ca](http://www.noha.on.ca)

## **OHA**

---

1425 Bishop Street, Unit 2  
Cambridge, Ontario N1R 6J9  
Tel: (519) 622-2402 • Fax: (519) 622-3550  
[www.ohahockey.org](http://www.ohahockey.org)

## **OHL**

---

305 Milner Avenue, Suite 208  
Scarborough, Ontario M1B 3V4  
Tel: (416) 299-8700 • Fax: (416) 299-8787  
[www.ontariohockeyleague.com](http://www.ontariohockeyleague.com)

## **OMHA**

---

25 Brodie Drive, Unit 3  
Richmond Hill, Ontario L4B 3K7  
Tel: (905) 780-6642 • Fax: (905) 780-0344  
[www.omha.net](http://www.omha.net)

## **OWHA**

---

5155 Spectrum Way, Building 3  
Mississauga, Ontario L4W 5A1  
Tel: (905) 282-9980 • Fax: (905) 282-9982  
[www.owha.on.ca](http://www.owha.on.ca)



# ONTARIO HOCKEY FEDERATION

202-1185 Eglinton Avenue East

Toronto, Ontario M3C 3C6

416.426.7249

416.426.7347

[www.ohf.on.ca](http://www.ohf.on.ca)