



EMERGENCY ACTION PLAN

This document outlines the procedures that all coaches, officials and managers must follow if an injury and or incident occurs. This applies to situations during training sessions, all league games, festivals, tournaments, pre- or post season exhibitions games.

Incident Reports

A fully completed incident report must be submitted to the administration department as well as the club head coach within 24 hrs of an incident. The report must be completed by the coach assigned during the incident and or the team official who was present during the incident. No incident reports will be accepted that were completed by a third-party witness.

Incidents & Injuries

All incidents or injuries must be recorded and brought to the attention of the Executive Director and club head coach. The determination of the severity of the incident or injury is not determined by the individual. All means all. Coaches and team officials are guided by the following:

- * All injuries, whether minor or major
- * Verbal altercations between any parties associated with the practice session, skills clinic, fitness program
- * Verbal altercations between any parties associated with the competition (league/exhibition game/tournament)
- * Physical altercation between any parties associated with the practice session, skills clinic, fitness program
- * Physical altercation between any parties associated with the competition (league/exhibition game/tournament)
- * Any instance in which Emergency Services (Police, Fire, Ambulance) are notified/required to attend the scene

Minor vs. Major Incidents/Injuries

A minor incident would be a situation which was solved/rectified on the spot by the parties involved and did not consist of violent or aggressive behaviour.

A minor injury would include but is not limited to an injury that did not require medical attention immediately or after the occurrence of the incident.

A major incident would include but is not limited to a situation which involved a physical altercation, verbal abuse or harassment, bullying, etc. and required further resolution and/or required the notification of Emergency Services.

A major injury would include but is not limited to an injury that required first aid and/or medical attention immediately or in the days following the occurrence. Any time Emergency Services or medical attention is required (Emergency Medical Personnel attending the scene or parent/guardian transport to a hospital, urgent care centre, after hours clinic or doctor's office), is considered a major injury.

When having difficulty determining whether an incident or injury is minor or major, please air on the side of caution and adhere to the major incident/injury protocol. In the event of a head injury, please follow the concussion protocol.

Bolts High Performance Coach



Incident/Injury Protocol Procedural Guidelines

- 1) Determine whether the Incident/Injury is major or minor.
- 2) If the occurrence is **minor**, complete the appropriate Incident & Injury report form and submit it to the administration department within 24 hours.

If the occurrence is **major**, proceed with the following steps:

- 1) Remain calm and in control of the situation
- 2) Instruct someone to phone 9-1-1 and perform first aid as required and as trained and certified
- 3) Involve/contact the parent/guardian/emergency contact of the player if applicable
- 4) Contact the club head coach as soon as possible
- 5) the appropriate Incident & Injury Report and submit it to the administration department as soon as possible.