

Concussion Policy Template

August 21, 2024

Char-Lan Skating Club Policy Statement

The Char-Lan Skating Club is focused on ensuring the wellbeing and safety of all skaters, coaches, officials, volunteers, staff, and all other participants. recognizes the potential severity of a head injury and the commitment and intent behind research to manage concussions. The Char-Lan Skating Club is committed to educating those involved with the club creating awareness to help prevent injuries and appropriately managing any suspected concussions and diagnosed concussions.

Application

This policy will be enforced at all Char-Lan Skating Club events, activities and programs with the Char-Lan Skating Club staff and/or volunteers or those acting as agents of the Char-Lan Skating Club as instructors, facilitators or any other capacity as designated by the Char-Lan Skating Club

This policy applies to:

All skaters, officials and coaches

All participants that includes:

- Individuals
- Parents/guardians
- Persons who interact with skaters, all defined as skater support personnel, including but not limited to team leaders, referees, medical/licensed healthcare professionals, paramedical or any other person working with, treating or assisting a skater or other individual
- Persons employed by or engaged in activities, competitions, and programs with and/or hosted by the Char-Lan Skating Club including but not limited to, directors of the Board, officers, employees and event volunteers of the Char-Lan Skating Club
- Spectators

This policy is to be read in conjunction with the Skate Canada Incidents of Injury Reporting and Management Policy and supporting procedure, the Char-Lan Skating Club Removal-from-Sport Protocol and the Char-Lan Skating Club Return-to-Sport Protocol

Definitions

Concussion:

- is a brain injury that causes changes in how the brain functions, leading to symptoms that can be physical (e.g. headache, dizziness), cognitive (e.g. difficulty concentrating or remembering), emotional/behavioral (e.g. depression, irritability) and/or related to sleep (e.g. drowsiness, difficulty falling asleep)
- may be caused either by a direct blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull
- can occur even if there has been no loss of consciousness
- cannot normally be seen on X-rays, standard CT scans or MRIs
- can result in symptoms that are evident immediately or may evolve and persist over the course of hours, days or even months.

Designated Person:

At each Char-Lan Skating Club event, activity, or program with the Char-Lan Skating Club staff or those acting as agents of the Char-Lan Skating Club will name a “designated person” who will have the following responsibilities:

In accordance with Rowan’s Law, under the Removal-from-Sport Protocol for the Char-Lan Skating Club the designated person(s) is/are responsible for ensuring that:

- A skater is immediately removed from further training, practice or competition if the skater has sustained a concussion or is suspected of having sustained a concussion, regardless of whether or not the concussion was sustained from a sport activity associated with the Char-Lan Skating Club
- If in the opinion of the designated person(s), there is an emergency and/or any red flag signs and/or symptoms appear – including those resulting from a suspected concussion, call 911;
- Removal of the skater from further training, practice or competition; and if the skater is under 18 years of age, the parent or guardian is informed of the removal;
- The skater, or the parent or guardian if the skater is under 18 years of age, is advised that the skater is required to undergo a medical assessment by a physician or nurse practitioner before the skater will be permitted to return to training, practice or competition according to the Return-to-Sport Protocol
- A skater or, if the skater is under 18 years of age, the skater’s parent or guardian receives the Removal-from-Sport and Return-to-Sport Protocols for the Char-Lan Skating Club as soon as possible after the skater’s removal
- Once removed, the skater is not permitted to return to training, practice or competition, except in accordance with the Return-to-Sport Protocol;

In accordance with Rowan’s Law, under the Return-to-Sport Protocol for the Char-Lan Skating Club the designated person(s) is/are responsible for ensuring that:

- A skater who has sustained a concussion or is suspected of having sustained a concussion does not return to training, practice or competition until permitted to do so in accordance with the Return-to-Sport Protocol
- When a skater has not been diagnosed with a concussion, the skater is only permitted to return to training, practice, or competition if the skater or, if the skater is under 18 years of age, the skater’s parent or guardian provides confirmation to the designated person(s) about the outcome of the skater’s medical assessment, specifically that the skater:
 - has undergone a medical assessment by the physician or nurse practitioner and has not been diagnosed as having a concussion, and
 - has been medically cleared to return to training, practice or competition by a physician or nurse practitioner
- When a skater is diagnosed by a physician or nurse practitioner as having a concussion, the skater is not permitted to move on to unrestricted training, practice or competition unless the skater or, if the skater is under 18 years of age, the skater’s parent or guardian provides a confirmation of medical clearance by the physician or nurse practitioner to the designated person(s)
- A skater is not permitted to return to training, practice or competition through the graduated Return-to-Sport steps unless the skater or, if the skater is under 18 years of age, the skater’s parent or guardian has shared the medical advice or recommendations they received, if any, with the designated person(s)
- When a skater is diagnosed by a physician or nurse practitioner as having a concussion, the skater or, if the skater is under 18 years of age, the skater’s parent/guardian has been informed of the importance of disclosing the diagnosis to any other sport organization with which the skater is registered or school that the skater attends

- The regulation states that a designated person(s) may rely on the information received from a skater or, if the skater is under 18 years of age, from the skater's parent or guardian in carrying out their responsibilities under Return-to-Sport Protocol

Accountabilities

All individuals and participants are responsible for:

- Being familiar with and understanding the provisions of this policy, the Removal-from-Sport protocol, Return-to-Sport protocol, as well as other applicable the Char-Lan Skating Club Skate Ontario and Skate Canada policies and protocols
- Supporting the Char-Lan Skating Club vision of providing the safest possible environment for all of our participants in the skating community
- Reporting all incidents of concussion, suspected and/or actual as outlined in the Skate Canada Incidents of Injury Reporting and Management Policy and supporting procedure
- Adhering to this policy and associated protocols as a minimum standard in addressing concussion injuries and the Return-to-Sport requirements
- Taking all applicable concussion and education training, as prescribed from time to time

Through this policy, the Char-Lan Skating Club is committed to the following actions regarding concussions:

1. Increasing awareness regarding what concussions are and the potential for serious complications.
2. Enforcing procedures and training that promote preventative actions to help reduce the number of concussions.
3. Providing procedures that support staff, its agents, volunteers and skaters in ensuring quick recognition and removal of any individual with a suspected concussion from the Char-Lan Skating Club activities.
4. Ensuring that following a suspected concussion there are clear steps for both the individual and the Char-Lan Skating Club to follow before a Return-to-Sport occurs to ensure the focus is on the individual's long-term health.

This policy has been written to ensure compliance with Rowan's Law and to complement the the Char-Lan Skating Club Removal-from-Sport Protocol, the Char-Lan Skating Club Return-to-Sport Protocol, the the Char-Lan Skating Club Codes of Conduct, the the Char-Lan Skating Club Rowan's Law acknowledgment forms, and resources made available on the [the Char-Lan Skating Club website.

Return to Sport Protocol
August 21, 2024

The Char-Lan Skating Club has implemented this Return to Sport Protocol to comply with the minimum requirements for return-to-sport protocols for skaters who have sustained a concussion or are suspected of having sustained a concussion during training, practices or competition in accordance with Rowan's Law and the regulation made under that Act. This Return to Sport Protocol is consistent with Skate Ontario and Skate Canada's protocol and policy.

Application

These protocols will be enforced at all Char-Lan Skating Club events, activities and programs.

This policy applies to:

- All skaters, officials, coaches, clubs and skating schools
- All participants that include:
 - Individuals
 - Parents/guardians
 - Persons who interact with skaters, all defined as skater support personnel, including but not limited to team leaders, referees, medical/licensed healthcare professionals, paramedical or any other person working with, treating or assisting a skater or other individual
 - Persons employed by or engaged in activities, competitions, and programs with and/or hosted by the Char-Lan Skating Club including but not limited to, directors of the Board, officers, employees and event volunteers of the Char-Lan Skating Club
 - Spectators

Everyone involved in sports, including athletes, parents or guardians, coaches, team managers, officials, teachers and licensed health-care professionals, can play a role in helping to prevent, identify and manage concussions. For more information on concussions and concussions in sport, please visit www.Ontario.ca/concussions.

Definitions

Concussion:

- is a brain injury that causes changes in how the brain functions, leading to symptoms that can be physical (e.g. headache, dizziness), cognitive (e.g. difficulty concentrating or remembering), emotional/behavioral (e.g. depression, irritability) and/or related to sleep (e.g. drowsiness, difficulty falling asleep)
- may be caused either by a direct blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull
- can occur even if there has been no loss of consciousness
- cannot normally be seen on X-rays, standard CT scans or MRIs
- can result in symptoms that are evident immediately or may evolve and persist over the course of hours, days or even months.

Designated Person:

At each event, activity, or program, the Char-Lan Skating Club will name a "designated person" who will have the following responsibilities:

In accordance with Rowan's Law, under the Removal-from-Sport Protocol for [the Char-Lan Skating Club the designated person(s) is/are responsible for ensuring that:

- A skater is immediately removed from further training, practice or competition if the skater has sustained a concussion or is suspected of having sustained a concussion, regardless of whether or not the concussion was sustained from a sport activity associated with the Char-Lan Skating Club
- If in the opinion of the designated person(s), there is an emergency and/or any red flag signs and/or symptoms appear – including those resulting from a suspected concussion, call 911;
- Removal of the skater from further training, practice or competition; and if the skater is under 18 years of age, the parent or guardian is informed of the removal;
- The skater, or the parent or guardian if the skater is under 18 years of age, is advised that the skater is required to undergo a medical assessment by a physician or nurse practitioner before the skater will be permitted to return to training, practice or competition according to the Return-to-Sport Protocol
- A skater or, if the skater is under 18 years of age, the skater's parent or guardian receives the Removal-from-Sport and Return-to-Sport Protocols for the Char-Lan Skating Club as soon as possible after the skater's removal
- Once removed, the skater is not permitted to return to training, practice or competition, except in accordance with the Return-to-Sport Protocol;

In accordance with Rowan's Law, under the Return-to-Sport Protocol for the Char-Lan Skating Club the designated person(s) is/are responsible for ensuring that:

- A skater who has sustained a concussion or is suspected of having sustained a concussion does not return to training, practice or competition until permitted to do so in accordance with the Return-to-Sport Protocol
- When a skater has not been diagnosed with a concussion, the skater is only permitted to return to training, practice, or competition if the skater or, if the skater is under 18 years of age, the skater's parent or guardian provides confirmation to the designated person(s) about the outcome of the skater's medical assessment, specifically that the skater:
- has undergone a medical assessment by the physician or nurse practitioner and has not been diagnosed as having a concussion, and
- has been medically cleared to return to training, practice or competition by a physician or nurse practitioner
- When a skater is diagnosed by a physician or nurse practitioner as having a concussion, the skater is not permitted to move on to unrestricted training, practice or competition unless the skater or, if the skater is under 18 years of age, the skater's parent or guardian provides a confirmation of medical clearance by the physician or nurse practitioner to the designated person(s)
- A skater is not permitted to return to training, practice or competition through the graduated Return-to-Sport steps unless the skater or, if the skater is under 18 years of age, the skater's parent or guardian has shared the medical advice or recommendations they received, if any, with the designated person(s)
- When a skater is diagnosed by a physician or nurse practitioner as having a concussion, the skater or, if the skater is under 18 years of age, the skater's parent/guardian has been informed of the importance of disclosing the diagnosis to any other sport organization with which the skater is registered or school that the skater attends

- The regulation states that a designated person(s) may rely on the information received from a skater or, if the skater is under 18 years of age, from the skater’s parent or guardian in carrying out their responsibilities under Return-to-Sport Protocol

The following individual(s) is/are recognized by the Char-Lan Skating Club as the “designated person (s)” with respect to Removal-from-Sport and Return-to-Sport protocols for the Char-Lan Skating Club:

Concussion Name of Designated Person (s) Form:

Name	Date	Term

Removal from Sport Protocol

August 21, 2024

The following outlines a process for immediate removal of a skater who is suspected of having sustained a concussion:

1. Remove the Skater

a. Designated person(s) to immediately remove the skater from further training, practice or competition if the skater has sustained a concussion or is suspected of having sustained a concussion regardless of whether the concussion or suspected concussion was sustained from an activity associated with the Char-Lan Skating Club.

2. Call 9-1-1 if Emergency

a. Designated person(s) to call 9-1-1 if in their opinion, doing so is necessary (e.g., if there is an emergency and any red flag signs and/or symptoms appear)

3. Inform

a) If the skater is under 18 years of age, designated person(s) to inform the skater's parent or guardian about the removal from further training, practice or competition

A medical assessment determines whether the skater has a concussion. A skater will not be permitted to return to training, practice or competition until they receive medical clearance by a physician or nurse practitioner to do so.

b) Designated person(s) to advise the skater, or the parent or guardian if the skater is under 18 years of age, that the skater is required to undergo a medical assessment by a physician or nurse practitioner before the skater will be permitted to return to training, practice or competition.

4. Give Protocols

a) Designated person(s) to provide the skater or, if the skater is under 18 years of age, the skater's parent or guardian with the the Char-Lan Skating Club. Removal-from-Sport and Return-to-Sport Protocols as soon as possible after the skater has been removed from further training, practice or competition

5. Record the Incident

- a. Make and keep a record of incidences where a skater is removed from further training, practice or competition because they are suspected of having sustained a concussion regardless of whether the skater is later diagnosed with a concussion
- b. The incident must be reported to Skate Canada, and copied to Skate Ontario, in accordance with the Skate Canada Incidents of Injury Reporting and Management Policy and supporting procedure. This information will be kept on file by Skate Ontario in accordance with the Skate Ontario Records Retention Policy.

6. Returning to Training, Practice or Competition

a. Once removed, the skater is not permitted to return to training, practice or competition, except in accordance with the the Char-Lan Skating Club Return-to-Sport Protocol.

The following outlines a return-to-sport process for an individual who has been removed from training, practice or competition due to a suspected or diagnosed concussion, regardless of whether or not the concussion was sustained or is suspected of having been sustained during a sport activity associated with the Char-Lan Skating Club

1. Receive Confirmation

Ensure that an individual who has sustained a concussion or is suspected of having sustained a concussion does not return to training, practice or competition until the individual or, if the individual is under 18 years of age, the individual’s parent or guardian provides confirmation to the designated person(s) that the individual:

- a. Has undergone a medical assessment by a physician or nurse practitioner and has not been diagnosed as having a concussion, and
- b. Has been medically cleared to return to training, practice or competition by the physician or nurse practitioner.

2. If Diagnosed with Having A Concussion

If an individual has been diagnosed by a physician or nurse practitioner as having a concussion the individual must proceed through the graduated return-to-sport steps.

3. Graduated Return-to-Sport Steps

It is important to note that typical recovery times vary from person to person, and that some individuals may require more time to progress through the graduated return-to-sport steps.

The graduated return-to-sport steps may include the following activities. It is typically recommended that an athlete with concussion rest for 24 to 48 hours before beginning step 1.

	Activities	Goal of Step	Duration
STEP 1: Symptom-limiting activities	Daily activities that don’t make symptoms worse, such as moving around the home and simple chores	Gradual reintroduction of daily school, and work activities	At least 24 hours
STEP 2: Light aerobic activity	Light activities such as walking or stationary bicycle at slow to medium pace for 10 to 15 minutes	Increase heart rate	At least 24 hours
STEP 3: Sport-specific exercise	Running or skating drills. No head impact activities. Off-ice warm-up: • sub-maximal with agility exercises. On-Ice intervals:	Add movement No jumps, no spinning. Try to plan ice session with less skaters on the ice.	At least 24 hours

	<ul style="list-style-type: none"> • stroking, then turns (no twizzles) • 5 x 3 minutes program parts without jumps or spins at 60-70% max heart rate (around 140), and rest until back to 50-55% max HR (around 80-100) <p>Off-ice training (gym):</p> <ul style="list-style-type: none"> • under 80% of 1 maximal repetition (MR) • No jumps, avoid exercises with head below hips • Core, proprioception, stabilization & flexibility exercises 		
<p>STEP 4: Non-contact training, practice drills</p>	<p>Warm up:</p> <ul style="list-style-type: none"> • Off-ice double jumps without symptoms (start with 5-10 reps) • Agility with intervals, 8 x 30sec. <p>On-Ice training:</p> <ul style="list-style-type: none"> • Full programs with single jumps; no spins; 80-90% max HR (165-180) <ul style="list-style-type: none"> o Rest until back to 50-55% max HR (around 80-100) o Single and double jumps outside programs o No spins <p>If tolerated:</p> <ul style="list-style-type: none"> • Complete programs with single and double jumps, but no spins <ul style="list-style-type: none"> o Mastered triple jumps outside programs o No spins <p>If tolerated:</p> <ul style="list-style-type: none"> • Add more difficult triple jumps • No spins 	<p>Exercise, coordination, and increased thinking</p> <p>Avoid repetitive falls.</p> <p>Avoid session with a lot of skaters.</p>	<p>At least 24 hours</p>
<p>STEP 5: Unrestricted Training & Practice</p>	<p>Unrestricted training and practice-with contact where applicable</p> <p>Following medical clearance</p> <p>Warm-up</p> <p>Same as previous to injury</p> <p>On-ice training:</p> <ul style="list-style-type: none"> • Complete/full programs with all jumps but no spins 	<p>Restore confidence and assess functional skills</p>	<p>At least 24 hours</p> <p>Obtain clearance from physician or nurse practitioner before unrestricted training, practice or competition</p>

	<ul style="list-style-type: none"> o Spins outside programs <p>If tolerated:</p> <ul style="list-style-type: none"> • Progress to full programs <p>Off-ice training (gym):</p> <ul style="list-style-type: none"> • Pre-injury strength & conditioning • Limit jumping depending on how much was done on ice 		
STEP 6: Return-to-Sport	Unrestricted competition. Normal training; no restrictions		

An individual is typically ready to progress to the next step when they can do the activities at their current step without new or worsening symptoms. If at any step symptoms get worse, they should stop and return to the previous step before trying again. If symptoms do not improve or if the symptoms continue to worsen, the athlete should return to the physician or nurse practitioner.

4. Share Medical Advice

An individual, or the individual's parent or guardian must share the medical advice or recommendations they receive with the designated person(s) before being permitted to return to training, practice or competition through the graduated return-to-sport steps, if any.

5. Disclosing Diagnosis

The designated person(s) must inform the individual or, if the individual is under 18 years of age, the individual's parent or guardian of the importance of disclosing the diagnosis to any other sport organization with which the individual is registered or school that the individual attends.

6. Medical Clearance

The individual, or the individual's parent or guardian must provide the designated person(s) a confirmation of medical clearance by a physician or nurse practitioner before the individual is permitted to move on to unrestricted training, practice or competition.

7. Record Progression

The club must make and keep a record of the individual's progression through the graduated return-to-sport steps until the individual, or the individual's parent or guardian, has provided a confirmation of medical clearance by a physician or nurse practitioner to the designated person(s).

Personal information retained under this protocol shall be retained, disclosed and disposed in accordance with the Char-Lan Skating Club privacy and retention policy.

Rowan's Law Acknowledgement Form for Athletes and Parents/Guardians Template

Athletes under 26 and parents of athletes under 18 years of age must confirm that they have reviewed the [Government of Ontario Concussion Awareness Resources](#) And the Char-Lan Skating Club's Concussion Code of Conduct for Athletes and Parents/Guardians prior to registration and/or on the first day of skating.

Government of Ontario Concussion Awareness Resources

Booklets:

- [Ages 10 and Under](#)
- [Ages 11-14](#)
- [Ages 15 and Up](#)
- [A Guide for Students & Athletes of All Abilities](#)
- [A Supplementary Resource to the Guide for Students & Athletes of All Abilities](#)

Videos:

- [Described video: Concussion Awareness Resource Video for Ages 10 and Under](#)
- [Transcript: Concussion Awareness Resource Video for Ages 10 and Under](#)
- [Described video: Concussion Awareness Resource Video for Ages 11-14](#)
- [Transcript: Concussion Awareness Resource Video for Ages 11- 14](#)
- [Described video: Concussion Awareness Resource Video for Ages 15 and Up](#)
- [Transcript: Concussion Awareness Resource Video for Ages 15 and Up](#)

E-Module:

This [interactive learning e-module](#) will help you learn more about concussions so you can keep yourself and others active and safe – whether you're an athlete, student, parent, coach, official or educator.

By signing here, I acknowledge that I have fully reviewed and commit to the following requirements:

- One of the Government of Ontario's Concussion Awareness Resources
- The Char-Lan Skating Club Concussion Code of Conduct for Athletes and Parents/Guardians (for athletes under 18 years of age).

Athlete: _____ Parent/Guardian (of athletes who are under 18 years of age): _____

Date: _____

The signed Acknowledgement Sheet is to be collected and kept at the club or skating school level in the event of an audit by the Government of Ontario