



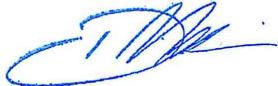


Guideline (GUI)

Emergency Action Plan (EAP) Guidelines

BCSA-GUI-010

Rev. 0 | 16-Feb-2024

Published

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Errors or Omissions

Big Country Soccer Association has provided this manual to the membership as a guide for the parents of players who are registered with Big Country Soccer Association. Any errors or omissions contained herein shall not supersede the by-laws, policies, procedures, or guidelines of the Association. Any changes to the manual shall be included in the next edition. The by-laws of the association supersede any guideline or policy should a conflict occur.

Document Revision History

Rev	Date	Description	Originator	Checker	Approver
0	16-Feb-2024	Published.	Duncan Hawkins	Ivo Toellner	Cody Craig
A	28-Jan-2024	This is the initial DRAFT of this Guideline document.	Duncan Hawkins	Ivo Toellner	Cody Craig

Current Revision Description

Section	Description



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1 Purpose

The Big Country Soccer Association (BCSA) is committed to ensuring Registered Members have in place Emergency Action Plans (EAP) specific to responding to incidents during soccer activities that are specific to their community and can be made available to travelling teams visiting the community, if necessary.

2 Scope

This document is intended to provide additional general emergency information that is not already accounted for in BCSA policies and guidelines specific to emergency topics. Registered Members are to use this document as a guide for identifying risks where an emergency may occur resulting in activation of the EAP.

3 References

The following referenced documents are to be considered the latest edition and indispensable for the application of this document.

Table 1 – References

Document Number	Title
	Canada Soccer Association- Guide to Safety
	Alberta Soccer Association-Safe Environment
BCSA-POL-001	Big Country Soccer Association Policy
BCSA-POL-005	Concussion Policy
BCSA-POL-006	Lightning and Severe Weather Policy
BCSA-POL-019	First Aid Policy
BCSA-POL-024	Air Quality Guidelines Policy
BCSA-GUI-002	Risk Management Guideline
BCSA-FORM-002	Player Medical Information Form
BCSA-FORM-003	Remove-From Sport Protocol Summary
BCSA-FORM-017	Soccer Player Incident Form
BCSA-FORM-023	Emergency Action Plan Template



4 Acronyms and Defined Terms

For this document, the following acronyms and terms apply.

4.1 Acronyms

Table 2 – Acronyms

Acronym	Definition
ASA	Alberta Soccer Association
BCSA	Big Country Soccer Association
CSA	Canada Soccer Association
EAP	Emergency Action Plan
EMS	Emergency Medical Services

4.2 Definitions

Table 3 – Definitions

Term	Definition
Charge Person	The Charge Person is a volunteer that has been identified in the EAP as the person who will take control of an incident scene or activate the EAP in response to an incident that has occurred at a soccer event.
Emergency Action Plan	The EAP documented plan which will detail and organize soccer participant and spectator actions in response to an emergency that may occur during a soccer activity.
Registered Member	This is the community that is registered with BCSA to register their players to compete in the Association with other registered teams. These communities will have their players registered with Alberta Soccer Association.
Risk	Risk is defined as the effect of uncertainty on objectives (financial, health and safety, governance, etc.) where effect is positive or a negative deviation from what is expected. This is evaluated through a process of assessing likelihood of the risk causing harm/ loss and the severity of the harm/ loss.
Risk Management	Coordinated activities to direct and control risk through the process of identifying, assessing, and controlling risk to the Association.



5 Responsibilities

- 5.1** The following list of responsibilities are not all encompassing. Additional responsibilities may be assigned out, as required, when there are tasks and/ or actions required to represent Big Country Soccer Association, its players, parents, coaches, and the governing soccer associations that Big Country Soccer Association is required to adhere to.
- 5.2** Big Country Soccer Association is responsible for the following in relation to this guideline:
- a) Develop policies and guidelines in response to emergency response requirements that could occur during soccer activities.
 - b) Provide updated to registered members when the governing bodies have updated the requirements pertaining to emergency response guidelines.
 - c) Respond to concerns that are reported to BCSA regarding emergency issues.
 - d) Audit Registered Members to ensure that they have established their EAP specific to their communities and made available to those who are visiting for the purpose of participating in soccer activities.
- 5.3** Registered Members of BCSA are responsible for the following in relation to this guideline:
- a) Ensure that they establish a EAP that can be made available to participants and spectators of soccer activities in the community.
 - b) Provide general instructions to coaches and volunteers on the Registered Member's EAP requirements.
 - c) Document player injuries using the "Soccer Player Incident Form" (*Ref: BCSA-FORM-017*).
 - d) Ensure BCSA policies and guidelines involving emergency topics are made available and are accessible to those in the soccer community.
 - e) Report any serious incidents to BCSA Board.
 - f) Any emergency equipment that may be present is maintained to ensure that the equipment remain in fit-for-use condition.
- 5.4** Coaches are responsible for the following in relation to this guideline:
- a) Ensuring there is an EAP in place for them to use for soccer activities.
 - b) Strict adherence to the "Concussion Policy" (*Ref: BCSA-POL-005*).



- 5.5** The Charge Person listed on the EAP is responsible for the following in relation to this guideline:
- a) Conduct an initial assessment of the injury.
 - b) Designate someone to watch the other participants (stop all activities and ensure all participants are in a safe area if nobody is available to supervise).
 - c) Wait with the injured participant and help keep them calm until Emergency Medical Services (EMS) arrive and conduct their assessment of the injury.
 - d) Record the injury using the “Soccer Player Incident Form” (*Ref: BCSA-FORM-017*).
- 5.6** The Call Person listed on the EAP is responsible for the following in relation to this guideline:
- a) Call for emergency help using the EAP contact details.
 - b) Provide all necessary information to dispatch (i.e. facility location, nature of the injury, what, if any, first aid has been done, etc.)
 - c) Ensure traffic is clear from the entrance/ access road before EMS arrive.
 - d) Wait by the entrance/ driveway to the facility to direct EMS to the location of the injured person.
 - e) Call the emergency contact person listed on the “Player Medical Information Form” (*Ref: BCSA-FORM-002*).

6 EAP- General Information

- 6.1** An Emergency Action Plan (EAP) is a plan designed to give assistance to those participating in or are a spectator to soccer events that are available by BCSA and the Registered Members. The idea behind having such a plan prepared in advance is that it will help those involved respond in a responsible and clear-headed way if an emergency occurs.
- 6.2** An EAP should be prepared for the facilities and location where coaches normally hold practices and for any facility or location where competitions are regularly hosted.

Note:

- i. For away competitions, the host team should have in place an EAP to help respond to emergencies that may occur through the course of competition.*
- 6.3** An EAP can be simple or elaborate but should cover the following items:
- a) Designate in advance who is in charge in the event of an emergency (this may very well be the coach).
 - b) Have available a cell phone with the battery charged.



- c) Have emergency telephone numbers available (facility manager, fire, police, ambulance, etc.) as well as contact numbers (parents/ guardians, next of kin, family doctor) for the participants.
- d) Have the “Player Medical Information Form (*Ref: BCSA-FORM-002*) for each participant on hand so this information can be provided to emergency medical personnel. Include a signed consent from the parent/ guardian to authorize medical treatment in an emergency in this profile.
- e) Prepare directions to provide to Emergency Medical Services (EMS) to enable them to reach the site as rapidly as possible. You may want to include information such as the closest major intersection, one-way streets, or major landmarks.
- f) Have a first aid kit accessible and properly always stocked (all coaches are strongly encouraged to pursue first aid training).
- g) Designate a “call person” (the person who contacts medical authorities and otherwise assists the person in charge) in advance. Be sure that your call person can give emergency vehicles precise instructions to reach your facility or site.

7 First Aid

- 7.1** Consult the “First Aid Policy” (*Ref: BCSA-POL-019*) if the injured person:
- Is not breathing.
 - Does not have a pulse.
 - Is bleeding profusely.
 - Has impaired consciousness.
 - Has injured back, neck, or head.
 - Has a visible major trauma to a limb.
- 7.2** Activate the EAP to contact emergency services for the more severe conditions of the person.
- 7.3** If the player’s parent/ guardian is not present, contact them using the “Player Medical Information Form” (*Ref: BCSA-FORM-002*).
- 7.4** Record the injury using the “Soccer Player Incident Form” (*Ref: BCSA-FORM-017*).



8 Concussions

- 8.1 A concussion is a traumatic brain injury caused by a hit or jolt to the head or body. This movement can cause the brain to impact the inside of the skull and trigger swelling on parts of the brain. The swelling and pressure can affect brain function (*Ref: Concussion Information from Respect in Sports*).
- 8.2 Coaches are to follow BCSA's "Concussion Policy" (*Ref: BCSA-POL-005*) and ensure the "Remove-From-Sport Protocol Summary" (*Ref: BCSA-FORM-003*) is being followed.
- 8.3 If the player's parent/ guardian is not present, contact them using the "Player Medical Information Form" (*Ref: BCSA-FORM-002*).
- 8.4 The Coach is to record the incident using the "Suspected Concussion Report" (*Ref: BCSA-FORM-005*).

9 Lightning and Severe Weather

- 9.1 Lightning and severe weather present a serious risk and danger to not just the soccer players but also the spectators that are present at the soccer event.
- 9.2 Lightning and severe weather will be handles as per the "Lightning and Severe Weather Policy" (*Ref: BCSA-POL-006*).

10 Heat and Humidity as Risk Factors

- 10.1 If the air temperature is high during vigorous activities such as playing outdoor soccer, young athletes can lose a significant amount of water during sweating. High temperatures and high relative humidity make it hard for the body to dissipate heat; heavy sweating occurs, but the water lost does not help cool off the body. Under these conditions, participants run the risk of overheating.
- 10.2 The humidex describes how hot and humid the weather feels to the average person. The humidex combines the temperature and humidity into one number to reflect the perceived temperature.



Relative Humidity (%)

	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
20						20	20	21	22	22	23	24	24	25	25	26	27	27
21						21	22	22	23	24	24	25	26	26	27	28	29	29
22					22	22	23	24	25	25	26	27	27	28	29	30	30	31
23					23	24	24	26	27	27	28	28	29	30	31	31	32	33
24					24	25	26	27	28	28	29	30	31	32	33	33	34	35
25				25	26	26	27	28	29	30	31	32	33	33	34	35	36	37
26				26	27	28	29	30	31	32	33	33	34	35	36	37	38	39
27				27	28	29	30	31	32	33	34	35	36	37	38	39	40	41
28			28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43
29			29	30	31	32	33	35	36	37	38	39	40	41	42	43	45	46
30			30	31	33	34	35	36	37	39	40	41	42	43	44	46	47	48
31			32	33	34	35	37	38	39	40	42	43	44	45	47	48	49	50
32		32	33	34	36	37	38	40	41	42	44	45	46	48	49	50	51	53
33		33	34	36	37	39	40	42	43	44	46	47	48	50	51	53	54	55
34		34	36	37	39	40	42	43	45	46	48	49	51	52	53	55	56	58
35		36	37	39	40	42	43	45	47	48	50	51	53	54	56	57	59	
36		37	39	40	42	44	45	47	49	50	52	53	55	57	58	60		
37	37	38	40	42	44	45	47	49	51	52	54	56	58	59				
38	38	40	42	43	45	47	49	51	53	54	56	58	60					
39	39	41	43	45	47	49	51	53	55	57	59							
40	41	43	45	47	49	51	53	55	57	59								

Combined the temperature with the humidity for the perceived temperature.

Temperature (C°)

Figure 1 – Humidex

10.3 Depending on the temperatures, during a soccer event, steps may be necessary to prevent players from being harmed due to extreme heat and humidity. For competitive games, the Match Official will monitor heat and humidity and will make special plans with the coaches in response to the heat and humidity i.e. frequent breaks for water, seeking shade for a break, call the game under extreme and dangerous conditions.

11 Emergency Action Plan (EAP)

11.1 The Coach is to complete an EAP using the “Emergency Action Plan Template” (Ref: BCSA-FORM-023) for their soccer events.

11.2 The Coach and/ or designated Team Representative is to have available at each soccer event the completed “Player Medical Information Form” (Ref: BCSA-FORM-002). This information will be accessed in the event of an activation of the EAP involving a player being injured and the parent/ guardian is not present.



11.3 Before each competitive game, the home Coach will share, make available, and/ or inform the visiting Coach of the EAP that is in place should there be an emergency during the soccer event.

Note:

- ii. *It is recommended that a standard EAP be developed that the home Coach can give to the visiting Coach so that each time they visit, the visiting Coach can complete some of the information specific to their team using the “Emergency Action Plan Template” (Ref: BCSA-FORM-023) as prepared for by the home Coach.*
- iii. *If the home Coach has changes to the EAP, it is important to ensure that the updates are shared to the visit Coach, as necessary.*

12 Emergency Action Plan (EAP) Training

12.1 BCSA recommends the following take the National Coaching Certification Program training on Emergency Action Plan (EAP) in support of emergency preparedness and the SQS requirements of BCSA:

- a) BCSA Board-Mandatory
- b) Registered Member Boards- Mandatory
- c) Team Managers- Mandatory
- d) Team Head Coach and Assistant Coach- Mandatory
- e) All other volunteers- recommended.