

Policy Category	Operational - Program
Policy Name	CDMFA Safety Personnel Standards & Requirements
Source	Football Canada, Football Alberta, Coach.ca, sirc.ca/canadian-sport-policies, Sport Medicine Council of Alberta, Hockey Canada, Ringette Canada, Rugby Alberta https://thelocker.coach.ca/onlinelearning#EAP-E , Centers for Disease Control & Prevention, Football Alberta “Equipment Manager 101”
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Safety Personnel Standards & Requirements

Keeping participants safe is one of the most important aspects in the game of football. The Team Safety Personnel (Medical Trainers) play a significant role in ensuring that participants are kept safe during all team activities by identifying and managing risks, leading injury management, and championing a safe environment within the team and organization.

1. Medical Trainers & Staff

1.1. Tasks & Responsibilities of Medical Safety Personnel

- 1.1.1. Manage an effective Risk Management program with your team that strikes to prevent injuries and accidents before they happen.
- 1.1.2. Assume a proactive role in identifying and minimizing or eliminating risks during all activities, and if ever in doubt, always err on the side of caution.
- 1.1.3. Ensure that all players are provided with meaningful opportunities and enjoyable experiences free from physical and/or emotional maltreatment.
- 1.1.4. Promote proper conditioning, warm-up and cool down techniques as effective methods of injury prevention.
- 1.1.5. Maintain accurate medical information files on all players and bring these to all team activities.
- 1.1.6. Maintain a **Player Injury Log**
- 1.1.7. Maintain a fully **stocked Medical Kit** and bring it to all team activities.
- 1.1.8. Implement an effective Emergency Action Plan with your team and practice it regularly to ensure all involved understand their roles and are prepared to act promptly when an incident occurs.
- 1.1.9. Recognize life-threatening and significant injuries and be prepared to deal with serious injuries.
- 1.1.10. Manage minor injuries according to basic injury management principles and refer players to medical professionals when necessary.
- 1.1.11. Recognize injuries that require a player to be removed from action. Refer players to medical professionals and coordinate **Return to Play Protocol**.

- 1.1.12. Promote a healthy lifestyle with all participants by being a good role model and by educating participants regarding hygiene, performance-enhancing substances, drug and alcohol abuse, nutrition and hydration.
- 1.1.13. Facilitate communication with players, coaches, parents, physicians, therapists, paramedical personnel, officials and other volunteers regarding safety, injury prevention and player's health status.
- 1.1.14. Act as Safety Person for both your team and your opponents if only one Safety Person is present.
- 1.2. Safety Personnel Code of Ethics
 - 1.2.1. Strive to enhance the safety of all participants at all times.
 - 1.2.2. Use only those techniques that you are qualified to administer.
 - 1.2.3. Always err on the side of caution and never practice any behaviour that may ultimately harm a participant or worsen an injury.
 - 1.2.4. Never intentionally mislead or lie about your qualifications, education or professional affiliations.
 - 1.2.5. Strive to achieve the highest level of competence and continue to educate yourself to update and improve your skills.
 - 1.2.6. Strive to promote the values of Fair Play, integrity and friendship in football, and never condone, encourage, engage in or defend unsportsmanlike conduct, including the use of performance enhancing substances.
 - 1.2.7. Always put the player's best interest first and ensure that all players are treated with respect and integrity; free from any form of physical and/or emotional maltreatment.
 - 1.2.8. Never practice, condone, defend or permit discrimination on the basis of race, colour, sex, gender identity, age, religion or ethnic origin.
 - 1.2.9. Respect all participant information as confidential. Such information shall not be disclosed to any person without the consent of the participant and their parents or guardians, except where required by law or in the event of an emergency
- 1.3. Certification & Terms
 - 1.3.1. Making Headway (NCCP course)
 - 1.3.2. Safe Sport (NCCP online program)
 - 1.3.3. AED training
 - 1.3.4. Athletic Injury Management (1-day session with sportmedab.ca)
 - 1.3.5. Sport Taping & Strapping (1-day session with sportmedab.ca)
 - 1.3.5.1. Or combined 2-day course: Sport Trainer
 - 1.3.6. Alternatives to the first aid training requested:
 - 1.3.6.1. Medical Doctor/Student
 - 1.3.6.2. Certified Fire/Emergency Personnel
 - 1.3.6.3. Registered Nurse (copy of current license requested)
 - 1.3.6.4. Ambulance Training - EMT
 - 1.3.6.5. Athletic Therapy
 - 1.3.6.6. Sport Physio Designation or Sport First Responder
 - 1.3.7. The Certified Trainer on site must be 16 years or older
 - 1.3.8. Vulnerable Sector Check (for those 18 years and older)

1.3.9. Police Information Check (for those 18 years and older)

1.4. Requirement by Age or Program

1.4.1. Non-Contact Programs:

1.4.1.1. Minimum of 1 Certified Medical Trainer for every 30-40 participants

1.4.1.2. Medical Trainer/Staff present at all practices and games

1.4.1.3. A fully stocked Medical Emergency Kit is available to Safety Personnel during each practice and game.

1.4.2. Tackle Programs (Atom & PeeWee)

1.4.2.1. Minimum of 1 Certified Medical Trainer for every 20-30 participants

1.4.2.2. Medical Trainer/Staff present at all practices and games

1.4.2.3. A fully stocked Medical Emergency Kit is available to Safety Personnel during each practice and game

1.4.3. Tackle Programs (Bantam & Midget)

1.4.3.1. Minimum of 1 Personnel with Sport First Responder Certification or alternative from the list above (1.3.4) for every 20-30 participants

1.4.3.2. Additional Safety Personnel assisting may have standard certification

1.4.3.3. Medical Trainer/Staff present at all practices and games

1.4.3.4. A fully stocked Medical Emergency Kit is available to Safety Personnel during each practice and game.

2. Emergency Action Plan

An Emergency Action Plan (EAP) is a plan designed to assist team staff and personnel in responding to emergency situations. The idea behind having such a plan prepared in advance is that it will help you respond in a responsible and clear-headed way if an emergency occurs.

2.1. The team's EAP should be contained in the "Emergency Binder" be on site with the team, and contain the following items:

2.1.1. Designate who is in charge in the event of an emergency; they cannot be the same person

2.1.1.1. Charge Person (2 backups should be prepared to step in)

- Conduct initial assessment of the injury
- Designate someone to watch the other participants (stop all activities and ensure all participants are in a safe area)
- Wait with the injured participant and help keep them calm until emergency medical services arrive and conduct their assessment of the injury
- Record the injury using the club's accident report form

2.1.1.2. Call Person (2 backups should be prepared to step in)

2.1.1.2.1. Call for emergency help

2.1.1.2.2. Provide all necessary information to dispatch (found in the team "Emergency Binder/Manual")

- Facility location
- Closest door/access point to the injured person

- The nature of the injury
 - A description of any first aid that has already been performed
 - Other medical information, such as allergies or medical conditions
- 2.1.1.2.3. Clear any traffic from the facility entrance or access road before the ambulance arrives
- 2.1.1.2.4. Wait by the entrance to direct the ambulance
- 2.1.1.2.5. Call the participant's emergency contact person
- 2.1.1.2.6. Assist the charge person as needed
- 2.1.2. Have a cell phone accessible and fully charged (or access to a land-line)
- 2.1.3. Have a list of phone numbers, including emergency services and the facility manager/superintendent.
- 2.1.4. Have a medical profile for each participant, so information can be quickly provided to emergency medical personnel, if needed. Include in this profile a signed consent from the parent/guardian to authorize medical treatment in an emergency. Have copies of the FBAB insurance forms to send to the hospital with the player parents or team rep (they must be completed by the treating physician).
- 2.1.4.1. Football Alberta Insurance Form:
<https://cloud.rampinteractive.com/footballalberta/files/PDF/Insurance%20Information/Athletic%20Accident%20Claim%20Form.pdf>
- 2.1.5. Have the address with any specific or special directions needed to assist Emergency Medical Services (EMS) to reach the site as quickly as possible (example: Is there a service road? Which gate at the facility is open to drive an ambulance through?)
- 2.1.6. Sample EAP form:
<https://lms.coach.ca/cac/emergencyactionplan-en/dist/docs/cac-nccp-eap-form.pdf>

3. Medical Kit

3.1. It is the responsibility of the team/club to ensure a fully stocked Medical Kit is on site for every applicable team activity. Minimum recommendations include, but are not limited to:

1	Pocket Mask		
1	Black handled Utility Scissors	25	Knuckle bandaids
1	5.5" Bandage Scissors	25	Regular bandaids
1	Shark Tape Cutters	2	Packs Steri-strips
1	Penlight	10	Alcohol Prep Pads
1	Nail clippers	5	Rolls athletic tape
10	Safety pins	2	Rolls pro-wrap (underwrap foam)

1	Bottle Eye-Wash (saline)	2	Rolls Heavyweight Tape
		2	4" Tensor Bandages
5	Individual packets Polysporin	3	Triangular Bandages
10	Plastic ice bags	2	Rolls 3" Conforming Gauze
10	Sterilized Tongue Depressors	10	Sterilized 3x3" Gauze pads
1	Tuf-Skin (4oz can)	1	Sheet Moleskin
1	Skin lube (2.75 oz tube)	2	Sheets Adhesive foam/felt
		20	Heel & lace pads
1	Helmet Quick Release Tool	5	Instant cold packs
1	Quick SAM Splint		
	Concussion Assessment Supplies (SCAT card)		Female Sanitary Supplies

3.2. Trainers are expected to keep a record of supplies and inform their respective manager/board when supplies are depleted or expired.

3.3.

4. **Equipment Managers**

An equipment manager oversees a team's or club's equipment, often including uniforms and practice materials, to ensure the players and coaches have the supplies they need for practices and games. Equipment managers often perform other related duties to keep sporting equipment in usable function and ensure the team or player has the gear they require, no matter where they're competing.

4.1. Tasks & Responsibilities

- 4.1.1. Responsible for understanding and educating players and coaches on the equipment requirements as outlined in the "Canadian Amateur Rule Book for Tackle Football"
- 4.1.2. Conduct regular checks of player equipment to ensure proper fit, protective quality and maintenance, and advise players and parents regarding the selection or replacement of equipment.
- 4.1.3. **Ensuring equipment readiness:** Equipment managers ensure the sports equipment is in optimal shape by adding air to balls, washing dirty equipment and patching gear as needed.
- 4.1.4. **Inventorying equipment:** Regularly counting and checking the team or department's equipment is an important duty for equipment managers.
- 4.1.5. **Ordering new equipment as needed:** When equipment is no longer usable, equipment managers must order replacement gear.

4.1.6. **Maintaining uniforms:** Some equipment managers are also responsible for caring for the team's uniforms.

4.2. Certifications & Terms

4.2.1. Football Alberta "Equipment Manager 101"

4.2.2. Police Information Check

4.2.3. Vulnerable Sector Check

5. Equipment Fitting, Maintenance, Safety (Refer also to Equipment & Fields Policy and Equipment Manager Resource Guide)

5.1. Helmet:

For an example demo/resource for Helmet fitting:

<https://www.youtube.com/watch?v=HXBYLs9mTPM>

5.1.1. Helmet Decals: be sure to use decals specifically rated for football helmets

5.1.1.1. Stickers may be easily affected by water/weather, or may leave glue residue, they may damage the paint if not removed properly

5.2. Shoulder Pad Fitting

For an example demo/resource for pad fitting:

<https://www.youtube.com/watch?v=j-ZoCY9Sidk>

6. Failure to Comply

Teams are required to have trainers and medical kits (as described in parts 1 & 3) at all practices and games.

6.1. Teams who attend games and do not have either a trainer or medical kit

6.1.1. Must approach the opposing team and ask if they will share their resources, if not then

6.1.2. The team without the appropriate resources may be forced to forfeit the game, as per the Forfeit guidelines in CDMFA Policy "Schedules, Reporting & Cancellations"