



Hamilton Croatia S.C. (since 1957)
Emergency Action Plan (EAP)
for Coaches & Managers

<u>Policy Type</u>	<u>Author</u>	<u>Approved By</u>	<u>Approval Date</u>
Technical/Administrative	F. Ljubanovich	HCSC Board of Directors	March 1, 2022



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Emergency Action Plan (EAP) for Coaches & Managers

The Hamilton Croatia Club Coach Emergency Action Plan has been implemented to ensure that all coaches, team officials & Adult League captains understand what is required of them in the event of an incident or injury during an HCSC sanctioned game or practice.

An Emergency Action Plan (EAP) is a plan designed by coaches to assist them in responding to emergencies. 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.

An EAP should be prepared for the facility or site where you normally hold practices and for any facility or site where you regularly host competitions. For away competitions, ask the host team or host facility for a copy of their EAP.

The Canada Soccer document can be found at the following link or on the Hamilton Croatia SC website:

[https://canadasoccer.com/wp-content/uploads/2022/03/ce - code of safety -
emergency action plan - template2.pdf](https://canadasoccer.com/wp-content/uploads/2022/03/ce - code of safety - emergency action plan - template2.pdf)

Incident Reports

HCSC requires that in the event of an incident or injury during a Club sanctioned game or practice that an Injury/Incident Report must be completed by the coach or team official and the following protocol be adhered to. Please note this applies to all coaches/team officials/referees in HCSC's House League and Competitive programs, and all coaches/team captains in the HCSC COSL League. This incident report can be found on the HCSC website.

Incidents & Injuries

An incident or injury includes any occurrence that should be brought to the Club's attention including but not limited to:

- Any injuries, whether minor or major.
- Verbal and/or physical altercations between any parties associated with the game/practice (coaches, players, parents, referees, spectators, etc.)
- Any instance in which Emergency Services (Police, Fire, Ambulance) are notified/required to attend the scene.

The Technical Director or VP of Soccer needs to be notified immediately after the game/event.



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Minor vs. Major Incidents/Injuries

A minor incident would be a situation that 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 event.

A major incident would include but is not limited to a situation that 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 (EMS attending the scene or parental transport to a hospital, urgent care center or doctor's office), it is considered a major injury.

When having difficulty determining whether an incident or injury is minor or major, please err on the side of caution and adhere to the Minor vs Major Incidents/injuries above.

In the event of a head injury, please use the **Concussion Recognition Tool** and adhere to the **HCSC Concussion/Return to Play Protocols**.



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HCSC Coach Incident/Injury Protocol (Outdoor Fields/Gyms/External Training/Game Facilities):

- 1) Determine whether the Incident/Injury is major, or minor based on the definitions stated in the HCSC protocols.
- 2) If the occurrence is minor, complete the appropriate Incident & Injury report form and submit it to the HCSC contacts (listed on the bottom of the form) within 24 hours. If the occurrence is major, proceed with the following steps:
 - a) Remain calm and in control of the situation.
 - b) Instruct someone to phone 9-1-1 and perform first aid as required.
 - c) Involve/contact the parent of the player if applicable.
 - d) Contact the appropriate HCSC staff member immediately to notify them of the situation:

Frank Ljubanovich, Technical Director: (416) 418-4637 OR by Email: ljubie2@hotmail.com

Mike Radencic, VP of Soccer: (905) 517-4918 OR by Email: mradencic@gmail.com

- 3) Complete the appropriate **Incident & Injury Report** form and submit it to the Club within 24 hours of the incident.

****Please note - if Emergency Services are called or a player is transported directly to a medical care center, the HCSC staff member listed above must be notified.**

Revision History

Rev. #	Date	Revisor	Comments
.001	March 1, 2022	F. Ljubanovich	New Document