



# PORT COLBORNE GIRLS HOCKEY ASSOCIATION

## INJURY REPORTING & CONCUSSION PROCEDURES POLICY

February, 2016

### Statement of Purpose:

The unfortunate side of hockey is from time to time injuries may occur. Port Colborne Girls Hockey Association believes strongly that the safety and health of minor hockey players is of paramount importance. This injury reporting procedures policy has been created to encourage greater overall awareness and responsibility regarding the importance of safety of all players and clarify the processes that must be followed at all times by all team staff, players and parents regarding reporting of injuries and return to play.

The PCGHA Injury Reporting Procedures Policy is in accordance with the processes set out in the Hockey Trainers Certification Program and OWHA policies.

### Prevention of Injuries:

All team officials, players and parents/guardians are encouraged to actively work to prevent injuries from occurring. This includes:

- Support fair play and respect as key elements of hockey
- Reduce head checking and hitting from behind through education and rule enforcement
- Reduce violence and fighting in hockey through education and rule enforcement
- Educate, model and enforce PCGHA's and OWHA's code of conduct
- Ensure player equipment is properly fitted and in good condition

### Medical Information Sheet:

Each player on the team must have a completed medical information sheet. It is the responsibility of the Trainer to have these forms accessible at every team function, including but not limited to games, practices and tournaments. Medical Sheet available [here](#)

### Proper Documentation of Injury:

Any injury occurring during a PCGHA sanctioned practice, game or activity must be documented in the Hockey Canada Injury Log. For serious injuries, a Hockey Canada Injury Report must be completed. Online HTCP injury data collection log to be filled out for every injury big or small.

**Hockey Canada Injury Log:** The Trainer will ensure that all information related to their players that require medical attention from the Trainer, are recorded in the Hockey Canada Injury Log, even if it is of a minor incident such as a cut on a finger.

It is further strongly recommended that injuries or conditions that affect players even if they are not related to hockey activities be entered into the log. The purpose of the log is to ensure the player's

health and safety are served best, and such background information will assist the trainer in making sound informed decisions.

The Hockey Canada Injury Log is available [here](#)

Online HTCP Injury Data Collection Log [here](#)

**Hockey Canada Injury Report:** In any case where there is a serious injury during a sanctioned practice, game or off the ice activity, the Hockey Canada Injury Report form must be filled out by the team Trainer. If possible, this shall be done before the player leaves the arena to ensure that the incident is documented with the cause of the potential injury, along with any initial symptoms that exist with the player. If in doubt, the Hockey Canada Injury Report shall be completed to ensure that the incident is documented.

One side of the Hockey Canada Injury Report is for the Trainer reporting the incident and the parent/guardian, and the back side is for the player's physician's statement.

The Trainer will ensure that any fully completed Hockey Canada Injury Report is submitted to the OWHA within **90 days** of the injury. A copy of this submission is to be given to the parents/caregivers. The Hockey Canada Injury Report is available [here](#)

The Trainer and parents/guardians should keep a copy of all documentation submitted to the OWHA.

**No player** is to be allowed to continue their practice or play if the Trainer does not feel that the player is safe to do so. In cases when the Trainer's decision is in conflict with other bench staff or the parent/guardian, the Trainer will notify the President or Vice-President of the PCGHA as soon as possible who will determine the resolution of the matter. Note, the Trainers recommendations and players safety will be a priority over parents and other bench staff suggestions.

Only the Trainer, **no one** unless there is a need to assist or activation of the teams Emergency Action Plan (EAP) will be allowed onto the ice to evaluate the injured player. Parents/caregivers along with bench staff shall remain off the ice.

#### **Suspected Concussion:**

Concussions are brain injuries caused by excessive, rapid movement of the brain inside the skull. Any blow to the head, neck, face or body which causes a sudden jarring of the head may cause a concussion. A concussion most often occurs without a loss of consciousness, though loss of consciousness may occur. If the Trainer suspects a concussion, the Trainer shall not allow the player to participate until AFTER the player has received a professional medical evaluation. If a possible concussion is suspected, and a player is seen to or comes off the ice indicating she has banged her head off the ice/boards/glass, participation in the hockey activity is immediately stopped and the Trainer is to perform the [concussion recognition test](#) as recommended by Hockey Canada. If there is any doubt as to whether a concussion has occurred, it is to be assumed that it has.

As soon as possible, the Trainer must inform the parents/caregivers of the injury and recommend that they take the player to a doctor to verify that the player is not suffering from a serious injury or concussion.

### **Proper Communication:**

When an injury has occurred, the trainer must inform the parents/caregivers of the injury as soon as possible and if applicable, that it is recommended that they take the player to receive a professional medical evaluation. This is applicable outside the PCGHA boundaries as well, i.e. away tournaments.

The Trainer must also make the Head Coach aware of the injury and any recommendations made to the player/parents/caregivers.

Likewise, parents/caregivers should do their best in keeping the trainer and head coach up to date on the player's status with respect to recovery and possible return to play timing.

### **Return to Play:**

The Trainer will ensure that any injured player wishing to return to play after sustaining one of the following injuries during a PCGHA event submits a **Return to Play form**:

1. Any head, neck or spinal injury
2. Any injury where the player received medical attention/treatment
3. Any fracture or dislocation
4. Serious illness (i.e. mononucleosis, influenza)

When a player experiences any of the above at a non PCGHA sanctioned event, or any injury/illness that causes the player to miss any scheduled PCGHA practice or game, the trainer will ensure that a Return to Play form is submitted.

The Trainer will ensure that any submitted Return to Play form is signed by a qualified **Medical Practitioner**. This form does not need to be completed by the physician who diagnosed the original injury/illness but the physician completing the form must be aware of the nature and circumstances of the injury/illness.

After receiving the Return to Play form completed, the player must be evaluated at a practice prior to returning to game action.

Any team official, parent/guardian or player who knowingly disregards their responsibility of requiring a medical doctor's written permission for permitting a player to return to play may be subject to disciplinary action.

Return to Play form found [here](#)

### **Return to Play from Concussion:**

When a player is diagnosed by a medical doctor as having a concussion, the individual must stop participation in all hockey activities immediately. The participant is not permitted to return to any hockey activity until written permission is given by a medical doctor, whether or not the concussion occurred during hockey activity. Returning to normal activities after a concussion is a step-wise process that requires patience, attention and caution. The return to play process is gradual, and begins after a doctor has given the player clearance to return to activity. If any symptoms/signs return during this

process, the player must be re-evaluated by a physician. No return to play if any symptoms or signs persist. The PCGHA follows the six step return to play process, which can be found [here](#)

Helpful web links for Trainers:

[OWHA/Hockey Canada Concussion APP](#)

[OHL Concussion Education Video](#)

[HDCO](#)

[Bauer Helmets](#)

[Smart Hockey Concussion Kit](#)

<http://www.thinkfirst.ca/programs/hockey.aspx>

<http://www.hockeycanada.ca/en-ca/Hockey-Programs/Safety/Concussions.aspx>

### ***HTCP Code of Conduct for Trainers***

- ➡ I will do my best to be a GOODSPORT at all times. I will not condone, permit, defend, or engage in actions, on or off the ice, which are not consistent with good sportsmanship.
- ➡ I will do my best to protect the players; their safety is my primary concern. I will encourage good nutrition and physical fitness for all players.
- ➡ I will strive to provide the highest standard of training appropriate to players' ages, strength, and skills and will seek medical advice whenever necessary.
- ➡ I will work to improve my skills as required.



**ONTARIO WOMEN'S HOCKEY ASSOCIATION** Code of Conduct This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Women's Hockey Association (OWHA) Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and others. OWHA Teams, Associations, Programmes and Leagues are committed to providing a sport environment in which all individuals are treated with respect. Members of the OWHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are

disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment or abuse will not be tolerated by the OWHA. During the course of all OWHA activities and events, members shall avoid behaviour which brings OWHA members or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs. Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods. OWHA members shall at all times adhere to the OWHA Team, Association, Programme and League operational policies and procedures, to rules governing the OWHA events and activities and to rules governing any competition in which the member participates on behalf of the OWHA. Members of the OWHA shall not engage in activity or behaviour which endangers the safety of others. Failure to comply with this Code of Conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the OWHA, including the opportunity to participate in OWHA activities.