Athlete & coach emergency contact information & medical forms: should be attached

Emergency #: **9-1-1 for all emergencies**

Head coach: name & cell # for all, add more people as needed

Asst. coach(es):

Trainer:

Manager:

**Charge Person**

Charge person #1: name & cell #, these are people who are on the ice/bench

Charge person #2:

Charge person #3:

Charge person responsibilities:

* Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements.
* Designate who is in charge of the other participants
* Protect yourself (wear gloves, etc.)
* Assess ABCs (checks the airway is clear, breathing is present, a pulse is present, and there is no major bleeding)
* Wait by the injured person until EMS arrives and the injured person is transported
* Fill in an accident claim form

**Call Person**

Call person #1: name & cell #, these are more likely people NOT on the ice, so a

Call person #2: parent/family member, recommend those who are most often

Call person #3: at the practices/games

Call person responsibilities:

* Call for emergency help
* Provide all necessary information to dispatch (facility location, nature of injury, what if any, first aid has been done)
* Clear any traffic from the entrance/access road before ambulance arrives
* Wait by the driveway entrance to the facility to direct the ambulance when it arrives (in most arenas this will be the Zamboni door)
* Call the emergency contact person listed on the injured person’s medical profile

**Control Person**

Control person #1: name & cell #, these are people who are on the ice/bench

Control person #2:

Control person #3:

Control person responsibilities:

* Secure a controlled environment
* Retrieve AED and/or first aid kit and bring to charge person
* Seek highly trained medical personnel in the facility if needed
* Ensure teammates, other participants, and spectators are not in the way
* Advise others of the steps being taken

**Reminders:**

* be prepared to offer your EAP to visiting teams
* record and report injury using accident report form
* this may include an insurance form that can accompany injured participant to the hospital
* make sure everyone knows their roles well ahead of time
* familiarize yourself with return to play protocols
* follow up with injured participant/family and provide updates to others as appropriate
* participant (athlete & coach) medical information is confidential, only use in an emergency
* it’s important to include coaches in this EAP

**Most frequented arenas: [list ALL]**(see attached maps)

**[example only] Kinsmen Arena** 1979 111 St NW, Edmonton

**Nearest hospitals: [list ALL]**( (see attached maps)

**[example only] University of Alberta** 8440 112 St NW, Edmonton

**ARENAS [list ALL]**

**[example only] Kinsmen Arena** 1979 111 St NW, Edmonton



**HOSPITALS [list ALL]**

**[example only] University of Alberta** 8440 112 St NW, Edmonton



**Sample emergency contact list:**

\*medical forms should be kept accessible but confidential unless absolutely necessary

\*\*incident report forms & insurance forms should also be on hand to complete

|  |  |  |
| --- | --- | --- |
| **Participant name** | **Emergency contact name** | **Emergency contact #** |
| Ringette Alberta | Mom | Cell # |
| Grandpa | Cell # |
| Coach | Spouse | Cell # |
| Brother | Cell # |
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