



RPEI League Handbook

2020-2021

All league policies, guidelines, and procedures are available online at www.ringettepei.ca. All teams playing in the RPEI league are expected to abide by these regulations as stated. The following is meant to be a summary only.

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Coaching

Certification & Clinics

1. All league coaches and assistant coaches must, at a minimum, be trained in Community Sport Initiation of the National Coaching Certification Program, including the completion of the Make Ethical Decisions online evaluation.
2. Teams are required to have all coaches that will be on the bench trained at the CSI level.
3. At least 1 of these adult coaches must be female.
4. RPEI hosts coaching clinics and can host additional courses if there is sufficient demand.

First-Aid

5. It is recommended that at least 1 bench staff is fully trained in first aid and that teams carry a first-aid kit.

Police Record Check

6. All individuals in a position of trust (as defined by RPEI and by the local club) are subject to a screening process and are required to submit a current Police Record Check and Vulnerable Sector check every 3 years. Please review the full policy online at www.ringettepei.ca.

Helmets

7. All coaches, assistant coaches, officials, and volunteers are required to wear helmets and skates while engaged in on-ice activities.

Manager's Certification

8. Managers are encouraged to become certified through Ringette Canada's Manager's Certification Program, available online at:
www.coachingringette.ca/index.php?page=327

Bench Staff Code of Conduct

9. All bench staff must adhere to RPEI's "Bench Staff Code of Conduct". A signed copy must be submitted to the local club's coaching director. See Appendix A.

Coaches Guidelines

10. See Appendix B

Administration

Scheduling

1. The Competitions Director for RPEI, along with each club's ice assignor is responsible for scheduling all league games at the start of the season.
2. The league schedule will be posted on the RPEI website.

Game results

3. The home team is responsible for updating game results on the website, within 48 hours. Standings will update automatically. Teams that are late to update their game results will be subject to a \$5 fine per incident. For full instructions on how to report game results on the website, see Appendix C.
4. No game result will be recorded with more than a 7 goal spread (on the website or in the local media).

Game sheets

5. Game sheets need to be completed fully.
6. The home team is responsible for forwarding an electronic copy of the game sheet to the RPEI Competitions Director within 24 hours. This could be a scan or legible photo. Both sides should be sent if there is an official report on the back. Hard copies should be kept by the local club. Teams that are late to forward a copy of the game sheet will be subject to a \$5 fine per incident.

Game Cancellations & Rescheduling

7. If school is cancelled in the area of either team, league games are automatically cancelled. If both coaches agree that it is safe enough to travel and play, games can be played on a storm day. It is recommended to get written confirmation.
8. If games need to be cancelled for any other reason, teams must submit a request to the Competitions Director and the home ice scheduler at least 7 days in advance. Requests will be considered following the process outlined here: http://ringettepei.ca/page.php?page_id=32479
9. Teams cancelling without submitting a request are subject to a \$225 fine and forfeit the game. The team that does not forfeit will win the game 7-0.
10. In the event of any game cancellation, due to storm or any other reason, the home team is responsible for notifying the officials and the ice assignor. If the officials are not notified and arrive at the arena, the home team is responsible for paying them.
11. All cancelled games should be rescheduled within 1 week and updated online. Cancelled games should be marked TBD until they are rescheduled. Games should not be deleted online.

Game Protests

12. The protesting head coach must notify the on-ice official of the intent to protest and it must be noted on the game sheet at the time that the cause of the protest occurs.
13. Protests must be sent in writing, via letter or e-mail, to the RPEI president for consideration within 48

hours of the game for a regular season league game and by 12pm the day following a playoff game.

14. Game protests will be subject to a \$100 filing fee. The fee will be returned in the event that the appeal moves forward.

Travelling Off-Island

15. Any team travelling off-Island must fully complete a travel sanction form, 30 days prior to travelling. The form is available on the RPEI website, www.ringettepei.ca/page.php?page_id=32544.
16. U8 & U10 teams will only be granted 1 off-Island permit. U12, U14, U16/U19, & 18+ teams will only be granted 2 off-Island permits. Additional requests will require board approval.
17. RPEI will not be approving off-island play for house league teams for the remainder of 2020, this will be reassessed in January providing travel is still permitted.
18. Interprovincial tournaments and other play, including exhibition games, shall be operated under the current Ringette Canada official rules, unless approval is requested and received, in writing, within a minimum of 30 days prior to the event.

Exhibition Games

19. All house league level exhibition games must be approved by the RPEI board. House league teams wishing to play an exhibition game should submit their request through their RPEI club representative.

Rules and Officiating

Officials' Dressing Room

1. Team officials/bench staff are not authorized to enter the officials' dressing room at any time without permission. If any team official/bench staff are found in violation of this policy, they will be subject to a minimum 1 game suspension pending a disciplinary committee meeting.

Certification

2. All RPEI league games must use certified ringette officials.

Minimum Age

3. Officials must be at least 14 by December 31st of the current year.

Number of Officials

4. Two officials will be used in league games whenever possible. If only 1 official can be found, the game will be played only if it is agreed by both coaches and the official. It is recommended to get written confirmation. If it is not agreed to by all parties it is not considered a forfeit and the game is to be rescheduled.

Shot Clocks

5. Shot clocks are to be used for the U12, U14, U16/U19, and 18+ divisions. No protests will be allowed for the reason of lack of shot clock operator or shot clock malfunction.

6. Ringette PEI recommends that each team train 2-3 shot clock operators for the season.

Discipline

7. A discipline policy is in effect with automatic suspensions for some game incidents and disciplinary measures for other incidents. Please see Appendix E for full details on this policy.

Other League Regulations

Team Roster

1. Players can only be registered on one team roster. The official roster as of December 31st of that season is the roster that is submitted and used for playoffs. Any changes to the roster after December 31st must be approved by the board.

Playoff Eligibility

2. In order to be eligible with a team for the playoffs, a player is required to play a minimum of 50% of the team's regular season league games.

Players Called Up

3. Players can play games up with other teams in their club and associated players need to be marked clearly on game sheets with an AP.
4. Female goaltenders can play up or across from any club during the 2020-2021 regular season but only up within their club for the playoffs. Male goaltenders are restricted to playing across a maximum of 5 times.
5. Teams may only call up players if it is felt they will have fewer than 10 skaters. AP players may only be used to round up the roster to 10 skaters.
6. It is permissible for 18+ teams to call players across from other 18+ teams if they have too few skaters.
7. It is permissible for 18+ teams to call up U19 skaters if it is felt they will have too few skaters.

Game Lengths

8. Game length for U10 is 2 fifteen minutes stop time periods. Game length for U12, U14, U16, U19, and 18+ is 2 seventeen minute stop time periods.
9. During the regular season, ties will stand. No overtime or shootouts will be played. During play downs, ties will be broken by a shoot-out. For Championship Day only, overtime will stand until a winner is declared.

Season Lengths

10. U10 division will play 18 games starting from November 1st– March 20th.
11. U12 division will play 20 games from November 1st – March 7th.
12. U14 division will play 21 games from November 1st – March 7th.
13. U16/U19 and 18+ will play 22 games from November 1st – March 7th.
14. Some teams may play 21 or 23 games in order to ensure all teams get a full season of play. In these cases, the game will not count in the standings for the team playing its 21st or 23rd game but will count for the other team.
15. All league games must be completed no later than the 1st Sunday of March (Sunday, March 7th, 2021) or result in a forfeit.
16. U8 division will play half-ice in a series of mini jamborees hosted by each club. (Format for these TBD for 2020-2021 season)

Tiering

1. The U14 division will be tiered after a full round robin. Once those games are played, the division will be split into 2 divisions with a full round robin to determine standings.
2. The U12 division will be tiered after a full round robin. Once those games are played, the division will be split into 2 divisions with a full round robin to determine standings. In the U12 division there will be play downs and a championship game for both divisions.
3. The U10 division will play a full round robin. The remaining games will be scheduled based on the results of the round robin.

Playoffs

4. U10 division will compete in a year-end jamboree.
5. The last jamboree scheduled for the U8 division will be considered the year-end jamboree.
6. U12 and 18+ divisions will participate in playdowns as outlined in Policy C. 20.
7. Both U14 divisions and the U16/U19 division will play in a 4 team play down tournament following a play down to determine the final 4 teams.

Team Staff on the Ice

8. RPEI sanctions the involvement of team staff to assist U10 players on ice during games every season until Christmas.

Injured Players

9. No injured players are allowed on the bench during any RPEI sanctioned event. The term 'bench' includes the penalty box area as well as the player's bench.

10. If a player seeks medical attention for a head injury, that player shall require medical clearance to continue as an active player in all sanctioned events, including league games and practices.
11. If a player seeks medical attention for a bodily injury, that player shall require parental clearance to continue as an active player in all sanctioned events, including league games and practices.

Appendix A: RPEI Bench Staff Code of Conduct

As a member of the coaching staff you must at all times act with integrity, and respect, and in accordance with the following standards.

1. The bench staff's first responsibility is to the health and safety of all participants.
2. Open communication with players and parents will be maintained throughout the playing season. There must be an explanation of the goals and objectives of the team, and a coaching philosophy.
3. All players will be instructed to play fairly and to respect the rules of the game, opponents, officials, bench staff, and their teammates.
4. All players will receive instruction, support and ice time in an equitable manner. All players will be given the opportunity to improve their skills, confidence and develop self-esteem. The bench staff will be sensitive to the developmental needs of their players.
5. Abusive or offensive language is not to be used on ice, bench area, dressing rooms, or the public halls or lobbies of the arenas.
6. Bench staff will abide by the decisions of the ice officials.(referee, timekeeper, scorekeeper, and shot clock operators)
7. Bench staff must abide by the rules set down by RPEI and Ringette Canada
8. Bench staff will respect the roles played by the other bench staff, volunteers, tournament officials, and deal with them in a courteous and friendly manner.
9. Bench staff are always in a position of authority, and must never abuse that position of trust.

Bench staff who do not abide by the Code of Conduct may be subjected to discipline by the board of RPEI. This body may impose sanctions up to and including suspension of the Bench Staff for a determined period of time.

I agree to abide by the Bench Staff Code of Conduct

Print

Name_____

Signature_____

Date_____

RPEI Policy as of 03-11-2005

Appendix B: Coaches Guidelines

RESPONSIBILITIES:

Establishment of a Coaching staff: Assistant(s);
Manager; Trainer in accordance with Association policy

BOUNDARIES/ LIMITATIONS:

Never alone with player (Rule of Two)
Role model - no drugs/alcohol/smoking -
practices/games/tournaments or use of abusive or
profane language
Appropriately dressed
Zero tolerance policy as mandated by Association
Embrace Association values, principles, and policies as
per Association Constitution
Ability to set and maintain standards for players (i.e.
respect, discipline, fair play)

SKILLS/ QUALIFICATIONS/ EXPERIENCE:

As set by the Association and the League in the team
plays
Knowledge of all aspects of the Game
Experience as a player with ability to instruct through
demonstration
Ability to relate to the 'age' of the player
Minimum age requirement – 18 (with coaches under 18
requiring written permission)

PERSONAL TRAITS/ QUALITIES: Interest

Positive role model

Fair-minded, sportsmanlike approach

Ability to communicate with players, parents, and officials

Patience, understanding and a sense of humour

Ability to exercise good judgment and to discipline in accordance with Association General Policy and Rep Coaches' Code of Conduct

BENEFITS (VOLUNTEER):

Working with young people

Imparting the values of active participation, team work, and fair play

Overseeing the development of players to their potential

Assisting athletes in 'trying to be the best that they can be

Community contribution

Appendix C: How to Report Game Results on the Website

Once a game has been played, you'll need to record the game score. This can only be done on the RPEI website. If the game has been played against another team in the league, the game score needs to be reported by the home team. The score will automatically update the league standings.

Before you can report game scores, each club's ice scheduler will need to forward a list of users from the club to the Competitions Director who will create user names and passwords on the RPEI website. Once you receive your user name and password, you can login to the RPEI website. Once you are logged in, use the following instructions.

TO REPORT GAME RESULTS:

1. To enter game stats, under Statistics Tools, Report Game Score for: click 2020-2021 Regular Season Schedule
2. Choose a date range to view, or select a game already displayed and click Report
3. Enter the Visitor and Home scores
4. When the stats are in, click Enter to submit them
5. Use the Reset button to clear the entire contents of the reporting sheet

Appendix D: Harassment Policy

F.1 Policy Statement

1. Ringette P.E.I. is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

(a) Harassment is a form of discrimination. Harassment is prohibited by the *Canadian Charter of Rights and Freedoms* and by human rights legislation in every province and territory of Canada.

(b) Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offence under Canada's *Criminal Code*.

(c) Whether the harasser is a director, supervisor, employee, coach, official, volunteer, parent or athlete, harassment is an attempt by one person of abusive, unwarranted power over another.

(d) Ringette P.E.I. is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

2. This policy applies to all directors, officers, volunteers, coaches, athletes, officials, and members of Ringette P.E.I. and Ringette P.E.I. encourages the reporting of all incidents of harassment, regardless of who the offender may be.
3. This policy applies to harassment which may occur during the course of all Ringette P.E.I. activities and/or local ringette associations' activities and events which adversely affects relationships within the sport environment.
4. Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from the provincial Human Rights Commission, even when steps are being taken under this policy.
5. Only the person who has directly and allegedly suffered the harassment has standing under this policy.
6. It is the intention of this policy to resolve any complaint related to harassment at the earliest possible opportunity.

For full details of this policy, please visit:
http://ringettepei.ca/page.php?page_id=32473

Appendix E: Discipline Policy

1.1 General Principles

1. Members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Rules of Ringette as published by Ringette Canada, the Bylaws of RPEI, and the Policies & Procedures of RPEI.
2. Any violation of these rules, bylaws, policies, and procedures may be subject to sanctions pursuant to this policy.

1.2 Discipline Committee

3. The discipline committee will consist of the presidents of each member club and the RPEI president.
4. In the event that the matter involves one of the members, a family member or any team that they coach or manage, a designate with no conflict-of-interest from the same club or the RPEI board of directors will be chosen.

1.3 Game Incidents- Reporting

5. It is the responsibility of the official to report any game incidents.
6. The official must summarize the incident on the official game sheet, either when the incident occurs or immediately following the game. When completed, the official must sign and date the report.

7. A full report must be written and sent to the Director of Officials no later than 24 hours after the incident.
8. The Director of Officials will bring the report to the attention of the RPEI president and the RPEI Executive Director
9. The RPEI president, or designate, will inform those involved of automatic sanctions within 72 hours of the incident
10. The board of RPEI will be advised of any automatic suspensions. Others may also be advised as deemed necessary to ensure compliance.

1.4 Automatic Suspensions for Game Incidents

11. The following game suspensions will be applied automatically for any player or coach or other bench staff for game play misconduct as reported by the officials in 3.:

	1 st Offence (minimum)	2 nd Offence (within a season of play, minimum)	3 rd Offence (within a season of play)
Spitting	3	6	remainder of season
Hair Pulling	3	6	remainder of season
Head Butting	3	6	remainder of season
Spearing	4	8	remainder of season

Butt Ending	4	8	remainder of season
Stick Swinging	4	8	remainder of season
Kicking	3	6	remainder of season
Attempt to Injure	4	8	remainder of season
Fighting- instigator	3	6	remainder of season
Fighting- participator	2	4	remainder of season
Abuse of official-verbal	1	2	remainder of season
Abuse of official-physical (minimal-ex. Touch or brush)	3	remainder of season	remainder of season
Abuse of official-physical (moderate- ex. Push)	5	remainder of season	remainder of season
Abuse of official-physical (excessive- ex. Punch, attempt to punch)	7	remainder of season	remainder of season

12. Automatic suspensions are placed as a minimum. Increased suspension time or additional sanctions may be imposed by the disciplinary committee.

13. Incidents resulting in automatic suspensions accumulate within a season of play and accumulate based on occurrence, not on the specific nature of each offence.
14. All incidents subject to an automatic suspension are kept on file for a rolling 24 month period and will be considered in cases of disciplinary hearing.
15. These suspensions apply to all game incidents taking place during RPEI sanctioned events including league play, tournaments, and exhibition games.
16. If a person incurs a 3rd offence within a season of play, he/she will be subject to a disciplinary committee meeting and RPEI reserves the right to extend the suspension indefinitely.

1.5 Appeals of Automatic Suspensions

17. Automatic suspensions may be appealed on sufficient grounds if filed in writing to the RPEI president between 24-48 hours after notice is sent. Sufficient grounds are limited to:
 - a. Mistake on the part of the official (ex. the official did not give the penalty he/she intended)
 - b. Procedural errors
18. Appeals of automatic suspensions will be subject to a \$100 filing fee. This fee will be returned in the event that the appeal moves forward.
19. Appeals of automatic suspensions will be handled following the procedures outlined in 1.7 & 1.8.

20. The decision of the Disciplinary Committee will be final; no further appeals can be filed regarding the incident in which the original complaint was filed.

1.6 Other Incidents- Reporting

21. Complaints of other incidents must be sent in writing, via letter or e-mail, to the RPEI president for consideration.
22. Complaints must be signed.
23. Complaints must be submitted within 7 days of an incident.
24. The RPEI president may bring any incident, including game incidents, to the attention of the executive for consideration of whether or not further sanctions may be required and to determine if the discipline committee should review the incident

1.7 Handling of Complaints

25. Within 7 days of the incident, the executive of RPEI must decide whether or not a complaint will be forwarded to the discipline committee. Three out of 4 executives must agree to either forward the complaint or dismiss the complaint as frivolous.
26. The RPEI president will inform those involved of the complaint if it is being considered by the discipline committee.
27. If a complaint is not being forwarded to the discipline committee, a record of the complaint will be kept on file and no further action will be taken.

1.8 Discipline Committee Procedures

28. Once forwarded to the discipline committee, they will consider the evidence and make a decision within 7 days.
29. The discipline committee may seek information from those involved and those who witnessed the incident.
30. All parties have a right to be heard by the discipline committee if a hearing takes place however the hearing will proceed if they decide not to be present.
31. Once a decision has been reached, the RPEI president, or designate, will inform those involved of any sanctions within 24 hours
32. The following sanctions may be applied:
 - i. Written reprimand may be placed in the individual's file
 - ii. Request for a written apology
 - iii. Removal of certain privileges of membership
 - iv. Suspension from team, events, and/or activities
 - v. Payment of a financial fine in an amount to be determined by the discipline committee
 - vi. Suspension from all RPEI activities for a designated period of time
 - vii. Suspension of RPEI funding
 - viii. Expulsion of membership
 - ix. Publication of the Disciplinary Committee's decision
 - x. Other sanctions as may be considered appropriate for the offense
35. Decisions of the discipline committee will be kept on file at the RPEI office

36. The board of RPEI will be advised of any decisions made by the discipline committee. Others may also be advised as deemed necessary to ensure compliance.
37. Decisions of the discipline committee may be appealed using the Appeal Policy, (give section details). For appeals of decisions by the discipline committee, the appeals committee should consist of the RPEI Vice-President, or designate, and 2 independent members of the board or the organization.

1.9 Serving Game Suspensions

35. Any coach, player or bench staff serving a game suspension must be recorded on the official game sheet with "suspended" written next to his/her name.
36. It is the responsibility of the head coach and team staff to ensure that suspensions are fully served.
37. Game sheets should be kept on file by the local club and a copy forwarded to the RPEI office within 24 hours to record compliance.
38. Suspensions must be served at the next scheduled game(s) immediately following notice of the suspension, based on the following guidelines:
 - a. The person only belongs to a house league team- no exhibition games will count. Suspensions must be served during regularly scheduled house league or tournament games.

- b. The person only belongs to a high performance team- exhibition games will count including those scheduled following notice of the suspension. RPEI reserves the right to determine what qualifies as an exhibition game. Suspensions must be served during high performance team games.
 - c. The person belongs to both a house league team and a high performance team- the suspension must be served during games at the same level in which the incident occurred (ex. if the incident occurred in a house league game, the suspension will be served in house league games.) according to the guidelines in a. and b.
- 39. Anyone serving a suspension is not allowed to participate in any game in any capacity (athlete, coach, official) until the suspension is fully served (ex. if a person belongs to both a house league team and a high performance team and is serving a suspension in house league, they are not allowed to participate in high performance games either until the suspension is served). Anyone serving a suspension is allowed to participate in practices and other off-ice team activities.
- 40. Unserved suspensions at the end of the season will be carried over to the following season. In the case of suspensions which are carried over from the previous season, a player may apply to the President of RPEI for permission to play in exhibition or tournament games for the purpose of trying out for a team. If granted permission, such games do not count towards serving of the suspension.

41. For the purposes of this policy, tournament games are considered exhibition games.

1.10 Suspension

42. Notwithstanding the existing disciplinary policies already in place within Ringette Canada and Ringette PEI policies and procedures, this policy will allow the disciplinary committee and president to deal with any issues outside this scope.
43. The president, with supervision by the provincial board, augmented by the disciplinary committee if necessary, shall have the power to fine, suspend and/or discipline any member, coach, team official, player, spectator, and on an off-ice officials for any conduct that breaches the Rules of Ringette as published by Ringette Canada, the Bylaws of RPEI, or the Policies & Procedures of RPEI, or any action that may be considered detrimental to the sport of Ringette. This includes both conduct on and off the ice, comments made in public (including online social media) about any member of the coaching staff, players, on and off ice officials or volunteers, as well as any conduct at any Ringette Canada sanctioned event (including events outside the province of PEI).
44. The affected person does have the right to appeal within the specified time frames as outlined in the Appeal Policy, section H of the RPEI Policy and Procedures Manual.
45. Any conduct that avails itself to be in contract to the Criminal Code of Canada, or the laws of the Province of Prince Edward Island must be reported to outside authorities for further action.

I.11 Procedural Time Frames

46. RPEI and the discipline committee reserve the right to shorten or increase the timelines of the procedures if circumstances warrant

Appendix F: AED Locations

Arena	Location
CARI	1 – Hallway by Subway 2 – Ice level by Zamboni/maintenance office 3 – Pool office
Simmons Sports Centre	Lobby area upon entering the building
Cody Banks Arena	Lobby area upon entering the building
Cavendish Farms Wellness Centre	Wall to the right of the canteen
Credit Union Place	1 – Hallway dressing room area 2 – 1 st floor admin office 3 – 2 nd floor fitness centre hallway
Eastern Kings Sportsplex	Canteen
Gateway Arena	Upon entering the building attached to the glass
North Star Arena	Canteen
Northumberland Arena	Beside the office
Pownal Sports Centre	Main office
Plex at Slemon Park	None available

Appendix G: Concussion Recognition Tool

To help identify concussion in children, youth, and adults

Recognize & Remove

Concussion should be suspected if one or more of the following visible clues, signs, symptoms, or errors in memory questions are present.

1. Visible clues

- Loss of consciousness or responsiveness
- Lying motionless on ground/slow to get up
- Unsteady on feet/balance problems or falling over/incoordination
- Grabbing/clutching of head
- Dazed, blank or vacant look
- Confused/not aware of plays or events

2. Signs and symptoms

- Loss of consciousness
- Seizure or convulsion
- Balance problems
- Nausea or vomiting
- Drowsiness
- More emotional irritability
- Sadness
- Fatigue or low energy
- Nervous or anxious

- “Don’t feel right”
- Difficulty remembering
- Headache
- Dizziness
- Confusion
- Feeling slowed down
- “Pressure in head”
- Blurred vision
- Sensitivity to light
- Amnesia
- Feeling like “in a fog”
- Neck pain
- Sensitivity to noise
- Difficulty concentrating

3. Memory function

Failure to answer any of these questions correctly:

- “At what venue are we at today?”
- “Which period is it now?”
- “Who scored last in this game?”
- “What team did you play last week/game?”
- “Did your team win the last game?”

From McCrory et. Al, Consensus Statement on Concussion in Sport. Br J Sports Med 47 (5), 2013

www.ringettepei.ca