

EMERGENCY ACTION PLAN POLICY

Revision Date: September 2, 2024



The Rose City Football Club's Coach Emergency Action Plan has been implemented to ensure that all coaches, team officials and Adult League captains understand what is required of them in the event of an incident or injury during a sanctioned game or practice.

INCIDENT REPORTS

Rose City FC mandates 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 the club.

INCIDENTS & INJURIES

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

- Any and all 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

MINOR VS. MAJOR INCIDENTS/INJURIES

A minor incident would be a situation which 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 which 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 centre 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 major incident/injury protocol. In the event of a head injury, please use the Concussion Recognition Tool and adhere to Rose City FCs Concussion/Return to Play Protocol.

Incident/Injury Reports House League Incident/Injury Report Competitive Incident/Injury Report Adult League Incident/Injury Report Rose City FC Incident/Injury Report

COACH INCIDENT/INJURY PROTOCOL - OUTDOOR FIELDS/EXTERNAL TRAINING/GAME FACILITIES

1. Determine whether the Incident/Injury is major or minor based on the definitions stated in Rose City FC's protocol.
2. If the occurrence is minor, complete the appropriate Incident & Injury report form and submit it to the appropriate Rose City FC contact (listed on the bottom of the form) within 24 hours.

If the occurrence is major, proceed with the following steps:

1. Remain calm and in control of the situation
2. Instruct someone to phone 9-1-1 and perform first aid as required
3. Involve/contact the parent of the player if applicable
4. Contact the appropriate staff member immediately to notify them of the situation:

- Leo Sgaravato, President Rose City FC - president@rosecityfcwindsor.com

PLEASE NOTE: If Emergency Services are called or a player is transported directly to a medical care centre, the Rose City FC staff member listed above must be notified.

- 5) Complete the appropriate Incident & Injury Report and submit it to the Club as soon as possible.

**ROSE CITY FC COACH INCIDENT/INJURY PROTOCOL - INDOOR FIELDS
CENTRAL PARK ATHLETICS**

1. Whether the incident is minor or major, notify a Central Park Athletics (CPA) staff member immediately.
2. Comply with the instructions given by the CPA staff which may include but are not limited to calling 9-1-1, administering first aid, contacting/involving a parent/guardian, etc.
3. Complete or assist in the completion of the CPA Incident/Injury Report Form

PLEASE NOTE: That in the event of an injury or incident in Central Park Athletics, coaches must adhere to the instructions given from the CPA staff who will manage the situation according to CPA's Emergency Procedures Manual.

POLICY NAME	EMERGENCY ACTION PLAN POLICY	STATUS	APPROVED, SEPTEMBER 2, 2024
DATE CREATED	SEPTEMBER 2, 2024	REVISION DATE	SEPTEMBER 2, 2024
<i>Any questions or inquires can be sent to president@rosecityfcwindsor.com</i>			