

SMBA Concussion Management Process

This process has been developed in accordance with Rowan's Law and Ontario Regulation 161/19 (General) made under that Act.

This document outlines the process for the immediate removal of an athlete who has sustained, or is suspected of having sustained, a concussion.

This document assigns the designated individuals responsible for ensuring this procedure is followed correctly and defines their roles and responsibilities within each step.

This document establishes the process and defines the requirements for the athlete's safe return to sport.

For the purposes of this document, references to a 'medical professional' will mean a Medical Doctor or a Nurse Practitioner.

For the purposes of this document, references to an "athlete" include the athlete's parent or legal guardian where the athlete is under 18 years of age. Unless otherwise specified, all obligations and responsibilities assigned to the athlete also apply to the athlete's parent or legal guardian.

Soo Minor Baseball Association (SMBA) will limit the collection, use, and disclosure of personal information to that which is reasonably necessary for the purpose of carrying out this protocol. Access to personal information will be limited to only those individuals who require it for the purpose of fulfilling their duties or obligations under this process. Personal information collected during this process shall be retained, disclosed and disposed of in a secure manner.

1 - Designated Person(s)

In accordance with the requirements set out in Rowan's Law and its associated regulation, SMBA is required to identify a designated person(s) to assume responsibility for the specific duties under the removal-from-sport and return-to-sport processes.

The responsibilities for the designated person(s) may be shared between one or more individuals.

The regulation states that a designated person(s) may rely on the information received from an athlete in carrying out their responsibilities under SMBA Return-to-Sport processes.

The Individuals on SMBA Health and Safety committee are recognized by SMBA as the 'Designated Person(s)' with respect to Removal-from-sport and Return-to-sport processes.

The following individuals are on the SMBA Health and Safety Committee and will remain a 'Designated Person' until they resign from the Health and Safety Committee.

1. Stephanie Schoenauer – VP of Communication
2. Pat Henderson – Special Events Coordinator
3. Michelle Morley - Secretary

2 - Removal-from-Sport Process

The following outlines the process for removal of an athlete from play who is suspected of having sustained a concussion. A concussion should be suspected in any athlete who sustains a significant impact to the head, face, neck, or body AND demonstrates ANY of the visual signs of a suspected concussion OR reports ANY symptoms of a suspected concussion.

2.1- Remove the Athlete

2.1.1 – If an Athlete is suspected of sustaining a concussion during participation in any event for a SMBA Team.

A Coach, Parent or Umpire can immediately remove an athlete from further training, practice or competition if the athlete has sustained a concussion or is suspected of having sustained a concussion. They are to report the incident to the Health and Safety Committee by emailing healthandsafety@soominorbaseball.com as soon as possible, no later than by the end of that day.

Their email must include:

- The athletes Name involved in the incident,
- Name and contact information for the athletes parent or guardian if the player is under 18,
- The date and time of the incident,
- What happened during the incident,
- Signs and symptoms the athlete was experiencing at the time of the incident,
- If the player went home or to the hospital.

2.1.2 - If the player sustained a concussion outside of SMBA activities.

The athlete must still be removed from play until cleared by an appropriate medical professional. The athlete must email healthandsafety@soominorbaseball.com to inform the committee of the concussion to ensure appropriate return to sport safety guidelines are followed.

2.2- Record the Incident

The designated person is to make and keep a record of this incident report regardless of whether the athlete is later diagnosed with a concussion. The designated person is to complete a **Removal from Sport Letter** to keep on file as record of the incident report.

2.3- Inform the athlete

The designated person is to inform the athlete about the removal from further training, practice or competition. They are to provide the athlete with a copy of the completed **Removal from Sport Letter**.

The designated person is to advise the athlete that they are required to undergo an assessment by a medical professional, and obtain the appropriate completed documentation, before they will be permitted to return to training, practice or competition.

2.4- Protocols and Letters

The designated person is to provide the athlete with a copy of **This Protocol**, a copy of a blank **Medical Assessment Letter** and a blank **Medical Clearance Letter** that they are going to require a medical professional to complete before they can return to play. These documents may be emailed to the athlete or provided in paper format if the athlete is unable to print them.

2.5- Returning to play

Once removed, the athlete is not permitted to return to training, practice or competition, except in accordance with SMBA Return-to-Sport process.

3 - Return-to-Sport Process

The following outlines a process for an athlete to return to play who had been removed from play under suspicion of having a concussion.

All completed letters received by the designated person(s) are to be kept as part of the incident report file.

3.1- Receive Medical Assessment

The designated person is to ensure that an athlete who is suspected of having sustained a concussion knows that they must be seen by an approved medical professional for assessment and completion of the **Medical Assessment Letter**.

It is necessary to have the **Medical Assessment Letter** completed and returned to the designated person(s) before the player is allowed to return to play.

3.1.1 - If cleared of having a Concussion

If the athlete returns the **Medical Assessment Letter** stating they do not have a concussion, then they are cleared to return to play.

The designated person(s) will inform the athlete that they can participate in their team's next event and document the return to sport date on the **Medical Assessment Letter**. The designated person(s) will sign the letter signifying acknowledgment, receipt, and the athletes return to sport.

3.1.2 - If diagnosed with a Concussion

If the athlete has returned the **Medical Assessment Letter** indicating they have been diagnosed by a medical professional as having a concussion the athlete must proceed through the **Graduated Return-to-Sport Steps**.

The Athletes must submit all received Medical Letters to the designated person(s). The designated person must sign and date each letter at the bottom to acknowledge receipt of the letter and its contents. All completed **Medical Letters** must be kept as part of the incident report file.

3.2 - Graduated Return-to-Sport Steps

It is important to note that typical recovery times vary from person to person, and that some individuals may require more time to progress through the graduated return-to-sport steps.

An athlete is typically ready to progress to the next step when they can tolerate activities. Returning to some activities may make their symptoms feel a little worse. This is common and OK. However, if during steps 1 to 3 their symptoms get worse more than mildly and briefly, the athlete should stop and try again the next day at the same step. "Briefly" means symptoms should settle back down within an hour.

After medical clearance, the athlete's concussion symptoms should not come back. If they do, the athlete should return to step 3 and visit a medical professional to be reassessed.

If symptoms do not improve or if the symptoms continue to worsen, the athlete should return to a medical professional to be reassessed.

The athlete must be reassessed by a medical professional and have a **Medical Clearance Letter** completed before progressing to step 4. Submit this letter to the designated person(s).

The graduated return-to-sport steps include:

	Activities	Goal of Step	Duration
STEP 1: Activities of daily living and relative rest	Daily activities at home that don't worsen symptoms more than mildly and briefly Minimize screen time	Gradual reintroduction of typical activities	First 24 to 48 hours
STEP 2: Light then moderate effort aerobic exercise	Walking or stationary bicycling, slowly at first then increase the pace May begin light resistance training (if appropriate)	Increase heart rate	At least 24 hours
STEP 3: Individual sport-specific activities, without risk of head impact	Individual physical activity (away from other participants), such as running or simple drills No contact or head impact activities	Increase the intensity of aerobic activities and introduce low-risk sport-specific movements	At least 24 hours Obtain clearance from physician or nurse practitioner before unrestricted training, practice or competition
Must be reassessed by a medical professional before progressing to Step 4			
STEP 4: Non-contact training, practice drills	High intensity exercises and harder training drills, including activities with other participants No contact	Resume usual intensity of exercise, co-ordination and activity-related thinking skills	At least 24 hours
STEP 5: Unrestricted practice	Unrestricted practice- with contact where applicable	Return to activities that have a risk of falling or body contact, restore confidence and assess functional skills	At least 24 hours
STEP 6: Return-to-Sport	Unrestricted game play or competition		

3.3 - Record Progression

SMBA must keep a record of the athlete's progression through the graduated return-to-sport steps until the athlete has provided confirmation of medical clearance by a medical professional to the designated person(s). The designated person(s) must document the athletes' progress on the **Return to Sport Documentation Form**.

3.4 - Share Medical Advice

The athlete must share the medical advice, all letters, documentation and recommendations they receive with the designated person(s) as they progress through the graduated return to sport steps.

The designated person(s) will sign and date each document received acknowledging receipt, and they will be kept with the athletes incident report file.

3.5 - Disclosing Diagnosis

The designated person(s) must inform the athlete of the importance of disclosing the diagnosis to any other sport organization with which the athlete is registered or school that the athlete attends.

3.6 - Medical Clearance

The athlete must provide the designated person(s) a confirmation of medical clearance by submitting a completed **Medical Clearance Letter** before the athlete is permitted to move back into unrestricted training, practice or competition.

4 - Concussion Code of Conduct

Effective July 1, 2019, The Ontario Government enacted Rowan's Law (Concussion Safety), 2018 and associated Ontario Regulation 161/19, requiring all sport organizations to have a Concussion Code of Conduct.

SMBA has partnered with Northern Chiropractic and Physiotherapy to provide each Coach and Athlete with information on concussion prevention, signs and symptoms and management.

SMBA requires all coaches to complete the 'Making Head Way in Sport' free online module located through your NCCP certification portal. This course is a one-time module that you are required to complete before you start to coach.

SMBA's expectation is that you must review the government-approved concussion awareness resources, and SMBA Concussion Code of Conduct, annually.

The Following links are the Ontario.ca resources that must be reviewed annually:

<https://www.ontario.ca/page/rowans-law-concussion-safety>

<https://www.ontario.ca/page/rowans-law-concussion-awareness-resources>

Once you have reviewed the two resources above and the SMBA Concussion Code of Conduct found within this document you must complete the Confirmation receipt for Concussion Awareness Resources form. It can be found at the bottom of the page of the second link above. Save the form and email it to healthandsafety@soominorbaseball.com. SMBA must receive a copy of this form each year prior to your coaching.

4.1 - SMBA Concussion Code of Conduct for Coaches, Athletes and Parents/Guardians

I will help prevent concussions by:

- ☐ Wearing the proper equipment for my sport and wearing it correctly.
- ☐ Developing my skills and strength so that I can participate to the best of my ability.
- ☐ Respecting the rules of my sport or activity.
- ☐ My commitment to fair play and respect for all* (respecting other athletes, coaches, team trainers and officials).

I will care for my health and safety by taking concussions seriously, and I understand that:

- ☐ A concussion is a brain injury that can have both short- and long-term effects.
- ☐ A blow to my head, face or neck, or a blow to the body that causes the brain to move around inside the skull may cause a concussion.
- ☐ I don't need to lose consciousness to have had a concussion.
- ☐ I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when an individual suspects that another individual may have sustained a concussion. *(Meaning: If I think I might have a concussion I should stop participating in

further training, practice or competition immediately, or tell an adult if I think another athlete has a concussion).

- ☐ Continuing to participate in further training, practice or competition with a possible concussion increases my risk of more severe, longer lasting symptoms, and increases my risk of other injuries.

I will not hide concussion symptoms. I will speak up for myself and others.

- ☐ I will not hide my symptoms. I will tell a coach, official, team trainer, parent or another adult I trust if I experience any symptoms of concussion.
- ☐ If someone else tells me about concussion symptoms, or I see signs they might have a concussion, I will tell a coach, official, team trainer, parent or another adult I trust so they can help.
- ☐ I understand that if I have a suspected concussion, I will be removed from sport and that I will not be able to return to training, practice or competition until I undergo a medical assessment by a medical doctor or nurse practitioner and have been medically cleared to return to training, practice or competition.
- ☐ I have a commitment to sharing any pertinent information regarding incidents of removal from sport with the athlete's school and any other sport organization with which the athlete has registered* (Meaning: If I am diagnosed with a concussion, I understand that letting all of my other coaches and teachers know about my injury will help them support me while I recover.)

I will take the time I need to recover, because it is important for my health.

- ☐ I understand my commitment to supporting the return-to-sport process* (I will have to follow my sport organization's Return-to-Sport Protocol).
- ☐ I understand I will have to be medically cleared by a medical doctor or nurse practitioner before returning to training, practice or competition.
- ☐ I will respect my coaches, team trainers, parents, health-care professionals, and medical doctors and nurse practitioners, regarding my health and safety.