

Resources

OWHA ROWAN'S LAW MATERIALS INCLUDING REMOVAL FROM PLAY and RETURN TO PLAY
<https://cloud.rampinteractive.com/whaontario/files/Forms%20and%20Policies/ROWAN%207S%20LAW%20Document%28FINAL%20June%2027%29%20small.pdf>

OWHA SUGGESTED OPTION Records Retention Policy regarding Documentation related to Rowan's Law

[Rowan's Law \(Concussion Safety\), 2018, S.O. 2018, c. 1 \(ontario.ca\)](#)

[Hockey Canada Injury Report including Appendix 2](#)

Purpose

The purpose of this communication is to set out the minimum requirements for removal-from-sport and return-to-sport protocols for athletes who have sustained a concussion or are suspected of having sustained a concussion during training, practices or competition in accordance with *Rowan's Law* and the regulation made under that Act, O.Reg. 161/19: General.

Everyone involved in sports, including athletes, parents or guardians, coaches, team trainers, officials, teachers and licensed health-care professionals, can play a role in helping to prevent, identify and manage concussions. For more information on concussions and concussions in sport, please visit www.Ontario.ca/concussions.

Designated Person(s) Named and Roles

Under the Removal-from-Sport protocol for Oshawa Girls Hockey Association, the designated person(s) is/are responsible for ensuring that:

- An athlete is immediately removed from further training, practice or competition if the athlete has sustained a concussion or is suspected of having sustained a concussion, regardless of whether or not the concussion was sustained from a sport activity associated with Oshawa Girls Hockey Association.
- If in the opinion of the designated person(s), there is an emergency and/or any red flag signs and/or symptoms appear – including those resulting from a suspected concussion, call 911;
- Removal of the athlete from further training, practice or competition; and if the athlete is under 18 years of age, the parent or guardian is informed of the removal;
- The athlete, or the parent or guardian if the athlete is under 18 years of age, is advised that the athlete is required to undergo a medical assessment by a physician or nurse practitioner before the athlete will be permitted to return to training, practice

or competition according to the Return-to-Sport protocol for Oshawa Girls Hockey Association.

- An athlete or, if the athlete is under 18 years of age, the athlete's parent or guardian receives the Removal-from-Sport and Return-to-Sport protocols for Oshawa Girls Hockey Association as soon as possible after the athlete's removal;
- Once removed, the athlete is not permitted to return to training, practice or competition, except in accordance with Oshawa Girls Hockey Association Return-to-Sport protocol;

Under the Return-to-Sport protocol for Oshawa Girls Hockey Association, the designated person(s) is/are responsible for ensuring that:

- An athlete who has sustained a concussion or is suspected of having sustained a concussion does not return to training, practice or competition until permitted to do so in accordance with the Oshawa Girls Hockey Association Return-to-Sport protocol;
- When an athlete has **not** been diagnosed with a concussion, the athlete is only permitted to return to training, practice or competition if the athlete or, if the athlete is under 18 years of age, the athlete's parent or guardian provides confirmation to the designated person(s) about the outcome of the athlete's medical assessment, specifically that the athlete:
 - has undergone a medical assessment by the physician or nurse practitioner and has **not** been diagnosed as having a concussion, and
 - has been medically cleared to return to training, practice or competition by a physician or nurse practitioner;
- When an athlete **is** diagnosed by a physician or nurse practitioner as having a concussion, the athlete is not permitted to move on to unrestricted training, practice or competition unless the athlete or, if the athlete is under 18 years of age, the athlete's parent or guardian provides a confirmation of medical clearance by the physician or nurse practitioner to the designated person(s);
- An athlete is not permitted to return to training, practice or competition through Oshawa Girls Hockey Association graduated Return-to-Sport steps unless the athlete or, if the athlete is under 18 years of age, the athlete's parent or guardian has shared the medical advice or recommendations they received, if any, with the designated person(s);
- When an athlete is diagnosed by a physician or nurse practitioner as having a concussion, the athlete or, if the athlete is under 18 years of age, the athlete's

parent/guardian has been informed of the importance of disclosing the diagnosis to any other sport organization with which the athlete is registered or school that the athlete attends.

The regulation states that a designated person(s) may rely on the information received from an athlete or, if the athlete is under 18 years of age, from the athlete's parent or guardian in carrying out their responsibilities under Oshawa Girls Hockey Association Return-to-Sport protocol.

The following individual(s) is/are recognized by Oshawa Girls Hockey Association as the "designated person(s)" with respect to Removal-from-Sport and Return-to-Sport protocols for Oshawa Girls Hockey Association:

Name of Designated person(s):

Lynne Dinsmore: Records Maintenance

Howie McGregor: Records Maintenance

On-site Designates

All Team Trainers:

- on site designate and responsible to provide Hockey Canada Injury Report to concussed players, and to ensure Appendix 2 is completed prior to Return to Play
- Trainers must provide completed Injury Report and Appendix 2 to Lynne Dinsmore or Howie McGregor

Date: January 1, 2022

Term of designation: to May 31, 2022

Removal-from-Sport Protocol

The following outlines a process for immediate removal of an athlete who is suspected of having sustained a concussion.

1. Remove the Athlete

Designated person(s) to immediately remove the athlete from further training, practice or competition if the athlete has sustained a concussion or is suspected of having sustained a concussion regardless of whether the concussion or suspected concussion was sustained from an activity associated with Oshawa Girls Hockey Association

2. Call 9-1-1 if Emergency

Designated person(s) to call 9-1-1 if in their opinion, doing so is necessary (e.g., if there is an emergency and any red flag signs and/or symptoms appear).

3. Inform

If the athlete is under 18 years of age, Designated person(s) to inform the athlete's parent or guardian about the removal from further training, practice or competition.

A medical assessment determines whether the athlete has a concussion. An athlete will not be permitted to return to training, practice or competition until they receive medical clearance by a physician or nurse practitioner to do so.

Designated person(s) to advise the athlete, or the parent or guardian if the athlete is under 18 years of age, that the athlete is required to undergo a medical assessment by a physician or nurse practitioner before the athlete will be permitted to return to training, practice or competition.

4. Give Protocols

Designated person(s) to provide the athlete or, if the athlete is under 18 years of age, the athlete's parent or guardian with Oshawa Girls Hockey Association Removal-from-Sport and Return-to-Sport protocols as soon as possible after the athlete has been removed from further training, practice or competition.

5. Record the Incident

REFER to and Complete the Hockey Canada Injury Report; Appendix 2



OWHA_Injury_Report_
Eng_OWHA_4.pdf

Make and keep a record of incidences where an athlete is removed from further training, practice or competition because they are suspected of having sustained a concussion regardless of whether the athlete is later diagnosed with a concussion.

The sport organization must limit the collection, use, and disclosure of personal information to that which is reasonably necessary for the purpose of carrying out the sport organization's protocols, and to limit access to such personal information to only those individuals who require it for the purpose of fulfilling their duties or obligations under the Act. Personal information collected under this protocol shall be retained, disclosed and disposed of in a secure manner and in accordance with the sport organization's personal information retention policy. The sport organization shall create a retention policy for personal information.

6. Returning to Training, Practice or Competition

Once removed, the athlete is not permitted to return to training, practice or competition, except in accordance with Oshawa Girls Hockey Association Return-to-Sport protocol.

Return-to-Sport Protocol

The following outlines a return-to-sport process for an athlete who has been removed from training, practice or competition due to a suspected or diagnosed concussion, regardless of whether or not the concussion was sustained or is suspected of having been sustained during a sport activity associated with Oshawa Girls Hockey Association.

1. Receive Confirmation

Ensure that an athlete who has sustained a concussion or is suspected of having sustained a concussion does not return to training, practice or competition until the athlete or, if the athlete is under 18 years of age, the athlete's parent or guardian provides confirmation to the designated person(s) that the athlete:

- a) Has undergone a medical assessment by a physician or nurse practitioner and has not been diagnosed as having a concussion, and
- b) Has been medically cleared to return to training, practice or competition by the physician or nurse practitioner.

2. If Diagnosed with Having A Concussion

If an athlete has been diagnosed by a physician or nurse practitioner as having a concussion the athlete must proceed through the graduated return-to-sport steps.

3. 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.

The graduated return-to-sport steps may include the following activities. It is typically recommended that an athlete with concussion rest for 24 to 48 hours before beginning step 1.

	Activities	Goal of Step	Duration
STEP 1: Symptom-limiting activities	Daily activities that don't make symptoms worse, such as moving around the home and simple chores	Gradual reintroduction of daily school, and work activities	At least 24 hours
STEP 2: Light aerobic activity	Light activities such as walking or stationary bicycle at slow to medium pace for 10 to 15 minutes	Increase heart rate	At least 24 hours
STEP 3: Sport-specific exercise	Individual physical activity such as running or skating No contact or head impact activities	Add movement	At least 24 hours
STEP 4: Non-contact training, practice drills	Harder training drills Add resistance training (if appropriate)	Exercise, coordination and increased thinking	At least 24 hours
STEP 5: Unrestricted Training & Practice	Unrestricted training and practice-with contact where applicable	Restore confidence and assess functional skills	At least 24 hours Obtain clearance from physician or nurse practitioner before unrestricted training, practice or competition
STEP 6: Return-to-Sport	Unrestricted competition		

An athlete is typically ready to progress to the next step when they can do the activities at their current step without new or worsening symptoms. If at any step symptoms get worse, they should stop and return to the previous step before trying again. If symptoms do not improve or if the symptoms continue to worsen, the athlete should return to the physician or nurse practitioner.

4. Share Medical Advice

An athlete, or the athlete's parent or guardian must share the medical advice or recommendations they receive with the designated person(s) before being permitted to return to training, practice or competition through the graduated return-to-sport steps, if any.

5. Disclosing Diagnosis

The designated person(s) must inform the athlete or, if the athlete is under 18 years of age, the athlete's parent or guardian of the importance of disclosing the diagnosis to any other sport organization with which the athlete is registered or school that the athlete attends.

6. Medical Clearance

The athlete, or the athlete's parent or guardian must provide the designated person(s) a confirmation of medical clearance by a physician or nurse practitioner before the athlete is permitted to move on to unrestricted training, practice or competition.

7. Record Progression

The sport organization must make and keep a record of the athlete's progression through the graduated return-to-sport steps until the athlete, or the athlete's parent or guardian, has provided a confirmation of medical clearance by a physician or nurse practitioner to the designated person(s).

The sport organization must limit the collection, use, and disclosure of personal information to that which is reasonably necessary for the purpose of carrying out the sport organization's protocols, and to limit access to such personal information to only those individuals who require it for the purpose of fulfilling their duties or obligations under the Act. Personal information collected under this protocol shall be retained, disclosed and disposed of in a secure manner and in accordance with the sport organization's personal information retention policy. The sport organization shall create a retention policy for personal information.

Records Reporting and Retention

The team designate(s) must complete The Hockey Canada Injury Report during the process of Removal from Sport Protocol and Return to Sport Protocol.

A copy of this report must be submitted to the OWHA, and to the Oshawa Girls Hockey Association designate(s)

The Oshawa Girls Hockey Association will retain a copy of the injury report, in a sealed envelope, noting only the Member Name, and date in which the record will be destroyed, as per the period noted below.

RECORD	RETENTION PERIOD	BASED ON
Records related to <i>Removal-from-Sport Protocol</i>	Keep all records related to <i>Removal-from-Sport Protocol</i> for at least three (3) year after: (i) if the athlete enters the <i>Return-to-Sport Protocol</i> ; the dates set out under 'Rowan's Law – Records related to <i>Return-to-Sport Protocol</i> ' below; or (ii) if the athlete does not enter the <i>Return-to-Sport Protocol</i> ; the date on which the <i>Removal-from-Sport Protocol</i> is implemented in relation to the athlete.	Rowan's Law and Ontario's Rowan's Law Phase 2 Implementation Overview
Records related to <i>Return-to-Sport Protocol</i>	Keep all records related to <i>Return-to-Sport Protocol</i> for at least three (3) year after: (i) if the athlete completes the <i>Return-to-Sport Protocol</i> by the provision of medical clearance by a physician or nurse practitioner for the athlete to return to Sport under the <i>Return-to-Sport Protocol</i> ; or (ii) if the athlete does not so complete the <i>Return-to-Sport Protocol</i> ; the date on which the <i>Return-to-Sport Protocol</i> is implemented in relation to the athlete.	Rowan's Law and Ontario's Rowan's Law Phase 2 Implementation Overview