



MHYSC Coach Emergency Action Plan

Policy Type: Technical/Administrative

Author: Carl Horton

Approver: MHYSC Board of Directors

Approval Date: February 22, 2022

The Mount Hamilton Youth Soccer 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 an MHYSC sanctioned game or practice.

An Emergency Action Plan (EAP) is a plan designed by coaches to assist them in responding to emergency situations. The idea behind having such a plan prepared in advance is that it will help you respond in a responsible and clear-headed way if an emergency occurs.

An EAP should be prepared for the facility or site where you normally hold practices and for any facility or site where you regularly host competitions. For away competitions, ask the host team or host facility for a copy of their EAP.

Please [click here](#) to access Ontario Soccer / Coaching Association of Canada EAP Document.

Incident Reports

MHYSC requires 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 MHYSC's House League, Academy, and Competitive programs, and to all coaches/team captains in MHYSC's Adult League. This incident report can be found on the MHYSC Website by clicking [here](#).

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

The Technical Director needs to be notified immediately after the game/event



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 doctors 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 Minor vs Major Incidents/injuries above.

In the event of a head injury, please use the **Concussion Recognition Tool** and adhere to **MHYSC's Concussion/Return to Play Protocol**.

MHYSC Coach Incident/Injury Protocol - Outdoor Fields/Gymnasiums/External Training/Game Facilities

1) Determine whether the Incident/Injury is major or minor based on the definitions stated in MHYSC's protocol.

2) If the occurrence is minor, complete the appropriate Incident & Injury report form and submit it to the MHYSC 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 MHYSC staff member immediately to notify them of the situation:

Carl Horton – 905-318-1933 – chorton@mhysc.org

*Please note - if Emergency Services are called or a player is transported directly to a medical care centre, the MHYSC staff member listed above must be notified.



5) Complete the appropriate Incident & Injury Report and submit it to the Club within 24 hours of the incident.

Revision History

Rev. #	Date	Revisor	Comments
0	February 22, 2022	Carl Horton	New Document