

Planning a Practice and Emergency Action Plan

- Ensure that the activities are appropriate for the age, fitness, and ability level of the participants.
- Ensure that the practice starts with a warm-up, and that the activities include a reasonable progression and challenge for the participants.
- Ensure that the activities and environment are appropriate for all athletes identifying that alternative activities are selected given any of the associated disabilities of the athletes.
- Adjust activities for participants who cannot perform them as planned for the larger group.

Designing an Emergency Action Plan

- Guidelines for designing an Emergency Action Plan are included in this Reference Guide.

Inspecting equipment and facilities

- Ensure that you are fully aware of the specific safety standards related to the equipment used in your sport.
- Take an inventory of collective and individual equipment.
- Take an inventory of available first aid equipment. Carry a first aid kit at all times.
- Assess the safety of the facility itself (e.g. walls, playing area, lighting) by completing a facility safety checklist.
- Identify environmental, equipment and facilities and human risk factors.
- Ensure that the participants wear their protective equipment and that it is properly adjusted and in good condition.

Informing participants, caregivers and parents/guardians

- Inform the parents and the participants of the risks inherent to the sport.
- Properly explain the safety procedures and instructions related to all activities, and check that the participants understand them.
- When giving explanations for an activity during a practice or during competition, highlight potential risks.

Examples: If participants are required to cross paths, ask them to keep their heads up and to be alert to where others are as they are moving around; if it has just rained and your team is practising on wet grass, remind your participants that the field is slippery.

Supervising activities

- Ensure that the number of participants involved is not so high as to compromise adequate supervision and safety.
- Keep in mind that participants need to be constantly supervised. Stop all activities when you have to leave the room or site.
- Look for signs of fatigue and aggression in participants and, if necessary, stop the activity.
- Stop the practice if you have to leave the site for any reason, or delegate responsibility for the group to a competent person.

Calling 9-1-1

Questions to Expect

- Address
Type of incident (i.e. what happened?)
- Approximate age of any injured persons
- Whether the injured person(s) is conscious?
- Whether the injured person(s) is breathing?

In all cases, remember the most important thing you can do when calling 9-1-1 is to LISTEN CAREFULLY. Always do whatever the dispatcher asks you to do. Don't tell them to "hurry". They already know that. Every question they ask has an important reason.

[\(http://www.alamance-nc.com/ccom/calling-911/what-to-expect-when-you-call-9-1-1/\)](http://www.alamance-nc.com/ccom/calling-911/what-to-expect-when-you-call-9-1-1/)

Steps to Follow When an Injury Occurs

Note: it is suggested that emergency situations be simulated during practice in order to familiarize coaches and athletes with the steps below.

Step 1: Control the environment so that no further harm occurs

- Stop all participants
- Protect yourself if you suspect bleeding (put on gloves)
- If outdoors, shelter the injured participant from the elements and from any traffic

Step 2: Do a first assessment of the situation

- If the participant:
 - is not breathing
 - does not have a pulse
 - is bleeding profusely
 - has impaired consciousness
 - has injured the back, neck or head
 - has a visible major trauma to a limb
 - Cannot move his/her arms or legs or has lost feeling in them
 - does not show the signs above, **proceed to Step 3**



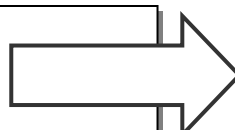
**Activate
EAP!**

Step 3: Do a second assessment of the situation

Gather the facts by asking the injured participant as well as anyone who witnessed the incident
Stay with the injured participant and try to calm him/her; your tone of voice and body language are critical
If possible, have the participant move himself/herself off the playing surface. Do not attempt to move an injured participant.

Step 4: Assess the injury

Have someone with first aid training complete an assessment of the injury and decide how to proceed.
If the person trained in first aid is not sure of the severity of the injury or there is no one available who has first aid training, activate EAP. If the assessor is sure the injury is minor, proceed to step 5.



**Activate
EAP?**

Step 5: Control the return to activity

Allow a participant to return to activity after a minor injury only if there is no:

- Swelling
- Deformity
- Continued bleeding
- Reduced range of motion
- Pain when using the injured part

Step 6: Record the injury on an accident report form and inform the parents or caregivers