

PROCEDURE MANUAL

POLICY SECTION:	ORGANIZATION – RISK MANAGEMENT	PROCEDURE #	O-002-09
RESPONSIBILITY:	Clubs and Registrants		
SUBJECT:	CONCUSSION MANAGEMENT	EFFECTIVE	
AUTHORIZED BY:	Chief Executive Officer	REVISED	Feb. 2023
		TO BE REVIEWED	Annually

Procedure Support

Swim Ontario has a duty of care to protect and not place at unreasonable risk its Clubs and registrants.

Rowan's Law S.O. 2018 c. 1 also mandates that Swim Ontario establish the following removal-from-sport and return-to-sport procedure to keep our participants (registrants and volunteers) safe and healthy.

Swim Ontario takes the health and well-being of all participants in sport and recreation activities very seriously and is committed to helping everyone in the Swim Ontario family succeed in swimming and other activities.

Procedure for Rowan's Law Concussion Management

Application

This procedure applies to all Clubs and Participants (including Coaches, Officials, Swimmers and other Volunteers) for all Swim Ontario sanctioned events (training or competition) worldwide.

Responsibility for concussion management

Parents, coaches, officials, volunteers and swimmers all have a role to play in ensuring the safety of all participants at sanctioned Swim Ontario activities.

We must create an environment that encourages and motivates all participants to assume responsibility for their own safety and the safety of others.

<i>Responsibility</i>	<i>Action</i>
Clubs and Club Presidents	Review Rowan's Law Concussion Resources, Concussion Management Procedure & Rowan's Law
Swim Ontario Staff	Review Rowan's Law Concussion Resources, Concussion Management Procedure & Rowan's Law Ensure registrants complete the Swim Ontario Code of Conduct and Concussion Management Acknowledgement
All Registrants	Review Rowan's Law Concussion Resources, Concussion Management Procedure Complete the Swim Ontario Code of Conduct and Concussion Management Acknowledgement as part of their registration requirements

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Parents	Report any suspected or diagnosed concussions to the coach Review Rowan's Law Concussion Resources Review the Concussion Management Procedure Complete the Swim Ontario Code of Conduct and Concussion Management Acknowledgement as part of registration requirements for swimmers
All Participants (Coaches, Swimmers, Officials, Volunteers)	Report any significant head, face, neck or body impacts to those in authority of any activity
Clubs, Head Coaches, Supervising Coaches	Designated Person(s) to administer the Swim Ontario Removal-from-Sport Protocols and Return-to-Sport Protocols at training sessions Administer the Return-to-Sport Protocols
Competition Coordinator and Meet Manager	Designated Person(s) to administer the Swim Ontario Removal-from-Sport Protocols and Return-to-Sport Protocols at competitions

As more specifically outlined below, any injury/incident resulting in a significant impact to the head, face, neck or body of any registered participant at any Swim Ontario member sanctioned event where concussion symptoms are present must be reported to the Chief Operating Officer of Swim Ontario within 24 hours using the Swim Ontario Injury reporting form.

Establishment of a Concussion Awareness / Management Procedure by Clubs

Clubs shall establish a concussion awareness/management procedure which contains the requirements outlined below in accordance with *Rowan's Law* for all Swim Ontario sanctioned events including training and competition and any other club event.

Clubs shall also establish a concussion reporting procedure with their registrants (Swimmers, Coaches, and Officials) for occurrences outside of club related activities.

These procedures must be available for inspection by Swim Ontario upon request.

Concussion Management at Competitions

Meet Managers shall establish a concussion awareness/management procedure (i.e. a Removal-from-Sport and Return-to-Sport protocols) with their host facility staff that includes keeping the Competition Coordinator informed when someone seeks first aid treatment and possible concussion symptoms are present. The Procedure must include:

1. The Competition Coordinator as the designated person or persons whose responsibility will include the administration of the Removal-from-Sport and Return-to-Sport protocols.
2. A "Removal-from-Sport Protocol" where the designated person(s) is/are responsible for ensuring that:
 - a. If a participant has sustained, or is suspected to have sustained a concussion, regardless of whether or not the concussion was sustained from a sport activity associated with Swim Ontario, the participant is immediately removed from further competition.

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- b. If the participant sustains a potential injury during a competition, the participant will be removed from the activity until assessed by a host facility certified first aid provider (i.e. lifeguard, pool supervisor):
 - i. If, after assessment from the facility certified first aid provider, the participant is not suspected to have sustained a concussion, the participant may return to the activity.
 - ii. If participant is under the age of 18, regardless of the presence of immediate symptoms, the designated person from the participant's club shall immediately inform the participant's family of a suspected head injury.
 - iii. The club designated person shall continue to monitor the participant for delayed onset or newly occurring concussion symptoms until the participant is released into the care of their family or a support person (i.e. friend or roommate). For an underage participant that means parent or guardian. No individual who sustains a potential concussion shall be allowed to leave the facility by driving themselves.
 - iv. If symptoms emerge, the participant shall be reassessed.
 - v. If, after assessment from the facility certified first aid provider, the participant is suspected to have sustained a concussion, the participant shall be immediately removed from any further Swim Ontario sanctioned activity, **and may only be permitted to return to play once they receive medical clearance from a Physician or Nurse Practitioner and Swim Ontario approval, in accordance with the [Swim Ontario's Return-to-Sport Protocol](#) in this document.**
 - vi. If in the opinion of the host facility certified first aid provider, there is an emergency and/or any red flag signs and/or symptoms appear – including those resulting from a suspected concussion, the host facility certified first aid provider will call 911.
 - vii. If a participant lives alone, the club designated person, will ensure there is a check-in approximately 24 hours after the injury.
- c. The Competition Coordinator will ensure that the participant, or the parent or guardian of a participant who is under 18 years of age is informed of:
 - i. The participant's removal from sport;
 - ii. The Red Flag symptoms at which a participant or the parent or guardian of a participant who is under 18 years of age should re-evaluate the need for emergency care.
 - iii. The requirement that the participant undergo a medical assessment by a physician or nurse practitioner who is to submit proof of medical clearance document to Swim Ontario;
 - iv. Swim Ontario will require the clearance letter to be legibly written on appropriate signed letterhead or a similar signed prescription note pad. Approval will only be given by the Swim Ontario C.O.O. or their designate once all of the appropriate documentation is received and subsequently satisfactorily reviewed. As per the Swimming Canada Concussion Management resource, participants with concussion symptoms shall not be cleared for return to participation on the same day.

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- v. Approval will not be given with respect to medical clearance notes signed by physicians or nurse practitioners who are deemed to be close relations to the injured participant. (i.e. parents, spouse, partner etc.)
 - vi. Swim Ontario's Concussion Management Procedure. A copy of the Concussion Management Procedure and / or Meet Procedure which contain Swim Ontario's Removal-from-Sport and Return-to-Sport protocols will be provided to the participant, or the parents or guardian of a participant who is under 18 years of age as soon as possible.
 - d. The Meet Manager shall be informed immediately by the Competition Coordinator and shall submit a report of the injury/incident to Swim Ontario within 24 hours of the injury/incident
3. A "Return to Sport Protocol" where the designated person(s) is/are responsible for ensuring that:
- a. A participant removed from competition due to a suspected or diagnosed concussion is only permitted to return to play once they receive Swim Ontario approval, in accordance with [Swim Ontario's Return-to-Sport Protocol](#).

Concussion Management at Training Sessions

Clubs and Coaches shall establish a concussion awareness/management procedure with their training facility staff. That includes keeping Swim Ontario, the Head Coach and Club President informed when someone seeks first aid treatment **and** possible concussion symptoms are present. The Procedure must:

1. Appoint a designated person or persons (Head Coach or Supervising Coach) whose responsibility will include the administration of the Removal-from-Sport and Return-to-Sport protocols.
2. Include a "Removal-from-Sport Protocol" where the designated person(s) is/are responsible for ensuring that:
 - a. If a participant has sustained, or is suspected to have sustained a concussion, regardless of whether or not the concussion was sustained from a sport activity associated with Swim Ontario, the participant is immediately removed from further training by Facility staff, the Supervising Coach, and/or the Head Coach.
 - b. If the participant sustains a potential injury during training, the participant will be removed from the activity until assessed by a host facility certified first aid provider (i.e., lifeguard, pool supervisor):
 - i. If, after assessment from the facility certified first aid provider, the participant is **not suspected to have sustained a concussion**, the participant may return to the activity.
 - ii. Regardless of the presence of immediate symptoms, the designated person from the participant's club shall immediately inform the participant's family of a suspected head injury in the participant in under the age of 18.
 - iii. The club designated person shall continue to monitor the participant for delayed onset or newly occurring concussion symptoms until the participant is released into the care of

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their family or a support person (i.e. friend or roommate). For an underage participant that means parent or guardian. No individual who sustains a potential concussion shall be allowed to leave the facility by driving themselves

- iv. If symptoms emerge, the participant shall be reassessed
 - v. If, after assessment from the facility certified first aid provider, the participant is suspected to have sustained a concussion, the participant shall be immediately removed from any further Swim Ontario sanctioned activity, **and may only be permitted to return to play once they receive medical clearance from a Physician or Nurse Practitioner, and Swim Ontario approval, in accordance with the return to sport protocol.as required by Rowan's Law.**
 - vi. If in the opinion of the host facility certified first aid provider, there is an emergency and/or any red flag signs and/or symptoms appear – including those resulting from a suspected concussion, the host facility certified first aid provider will call 911
 - vii. If a participant lives alone, the club designated person, will ensure there is a check-in approximately 24 hours after the injury.
- c. The Supervising Coach, and/or the Head Coach will ensure that the participant, or the parent or guardian of a participant who is under 18 years of age is informed of:
- i. The participant's removal from sport;
 - ii. The Red Flag symptoms at which a participant or the parent or guardian of a participant who is under 18 years of age should re-evaluate the need for emergency care.
 - iii. The requirement that the participant undergo a medical assessment by a physician or nurse practitioner who is to submit proof of medical clearance document to Swim Ontario. An acceptable clearance document for return to Swim Ontario sanctioned activity would be legibly written on appropriate signed letterhead or a similar signed prescription note pad;
 - iv. Swim Ontario will require the clearance letter to be legibly written on appropriate signed letterhead or a similar signed prescription note pad. Approval will only be given by the Swim Ontario C.O.O. or their designate once all of the appropriate documentation is received and subsequently satisfactorily reviewed. As per the Swimming Canada Concussion Management resource, participants with concussion symptoms shall not be cleared for return to participation on the same day.
 - v. Approval will not be given with respect to medical clearance notes signed by physicians or nurse practitioners who are deemed to be close relations to the injured participant. (i.e. parents, spouse, partner etc.)
 - vi. Swim Ontario's Concussion Management Procedure. A copy of the Concussion Management Procedure and / or the Swim Club's Procedure which contain Swim Ontario's Removal-from-Sport and Return-to-Sport protocols will be provided to the participant, or the parents or guardian of a participant who is under 18 years of age as soon as possible.

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- d. The Supervising Coach, and/or the Head Coach shall submit a report of the injury/incident to Swim Ontario within 24 hours of the injury/incident.
3. Include a “Return to Sport Protocol” where the designated person(s) is/are responsible for ensuring that:
 - a. A participant removed from training or competition due to a suspected or diagnosed concussion is only permitted to return to play once they receive Swim Ontario approval, in accordance with Swim Ontario’s Return-to-Sport Protocol.

Swim Ontario Return-to-Sport Protocol

1. A participant who has sustained a concussion or is suspected of having sustained a concussion is permitted to return to training or competition when the participant, or, if the participant is under 18 years of age, the participant’s parent or guardian provides a Clearance document to the Head Coach or Supervising Coach and Swim Ontario confirming that:
 - a. The participant has undergone a medical assessment by a physician or nurse practitioner and has not been diagnosed as having a concussion, and
 - b. The participant has been medically cleared in writing to return to training, practice or competition by the physician or nurse practitioner. Swim Ontario will require the clearance letter to be legibly written on appropriate signed letterhead or a similar signed prescription note pad. Approval will only be given by the Swim Ontario C.O.O. or designate once all of the appropriate documentation is received and subsequently satisfactorily reviewed. As per the Swimming Canada Concussion Management resource, participants with concussion symptoms shall not be cleared for return to participation on the same day.
 - c. Approval will not be given with respect to medical clearance notes signed by physicians or nurse practitioners who are deemed to be close relations to the injured participant. (i.e. parents, spouse, partner etc.)
2. If participant has been diagnosed by a physician or nurse practitioner as having a concussion the participant must proceed through the graduated return-to-sport steps, following the Swimming Canada graduated Return-to-Sport Strategy: <https://www.swimming.ca/content/uploads/2017/11/appendix-a-graduated-return-to-play.pdf>
3. A participant, or the participant’s parent or guardian must share the medical advice or recommendations they receive with the Head Coach or Supervising Coach before being permitted to return to training or competition through the graduated return-to-sport steps, if any.
4. Head Coach or Supervising Coach must inform the participant or, if the participant is under 18 years of age, the participant’s parent or guardian of the importance of disclosing the diagnosis to any other sport organization with which the participant is registered or school that the participant attends.
5. The Club must make and keep a record of the participant’s progression through the graduated return-to-sport steps and share them with Swim Ontario, until the participant, or the participant’s parent or guardian, has provided a confirmation of medical clearance by a physician or nurse practitioner to the Designated Person.