



Definitions

The following terms have these meanings in this Policy:

- A. “Club” – Ottawa City Soccer Club
- B. “Member” – Any participant of one or more Club activities and/or their parent or guardian(s)
- C. “Player” – A participant in one or more Club activities.
- D. “Staff” – Any person under the employment of the Club in an official capacity. This includes coaches, managers, referees, as well as any other employees that may be present at Club activities.

Purpose

The Ottawa City Soccer Club is committed to providing a safe environment for all employees and members participating in activities provided by the Club. This document is meant to serve as a guide for assessing, preventing, and treating any injuries that could potentially be sustained during Club activities.

Injury Prevention

There are many precautionary measures both players and staff can take to minimize the risk of injury while participating in Club activities. All members and staff are encouraged to consult the following measures and apply them as necessary when participating in Club activities.

All members should:

- Stretch before and after training sessions and games – this is especially important after sessions where players may have exerted themselves more than usual.
- Listen to their body – if something does not feel right, informing the nearest staff member as soon as possible and ceasing play can help prevent a more serious or chronic injury.
- Return to play **gradually** if previously injured – it is recommended to consult a medical professional to develop a recovery plan after sustaining an injury to ensure that it is allowed enough time to properly heal.
 - The Club has Return to Play guidelines available as a starting point, however, a consultation with a professional is highly encouraged to ensure maximum safety.
- Make healthy choices on and off the field – this includes (but is not limited to) hydrating before, after, and during games; getting a good night’s sleep; eating healthy; and following a fitness routine in between Club activities to maintain physical health.
- Wear proper equipment during all Club activities – this includes footwear and any other protective equipment recommended by the Club in the uniform kit (e.g. shin

guards).

Staff members should:

- Have a copy of the Club's Emergency Action Plan (EAP) on hand during all training sessions and games and ensure it is up-to-date.
 - This includes having Emergency Medical Forms for all players and staff members on the team in case of emergency.
- Have a First-Aid kit on hand at all Club events – it is also recommended to restock the First-Aid kit regularly (there is a detailed list in the Emergency Action Plan of what is recommended in the First-Aid kit).
- Have at least one staff member on each competitive team with a First-Aid/CPR certification – it is encouraged for all staff members to get their First-Aid/CPR certification if possible.
- Examine all playing/practice surfaces prior to sessions for any unsafe conditions (e.g. debris, uneven surfaces, foreign objects, etc).
 - All staff members are required to report any unsafe conditions that could pose a risk and take the appropriate measures to eliminate said risk (if it is safe to do so) prior to starting the training session or game (e.g. moving debris or any foreign objects out of the playing area, etc).

Injury Assessment

The Club has an Emergency Action Plan (EAP) provided to all staff members in the case of a severe or life-threatening injury at a Club event. If a player is experiencing a serious or life-threatening injury, call 911 and begin activating the EAP.

If the player is not experiencing or exhibiting any of the symptoms laid out in the EAP, staff members may use the following checklist to assess the player's injury and choose the appropriate course of action.

It is recommended that a staff member with First-Aid/CPR certification provides the assessment, though another staff member can perform the assessment if one with the certification is not available.

1. If a player appears to be injured or states that they are injured, they are required to cease play immediately. Continuing to play through an injury can often make it worse.
2. Before examining the player in any way, it is imperative that they give consent to be examined. For players under 14, it is recommended to ask for consent from both the player and their parent or guardian (if they are present). Asking for consent before every step of the assessment process is required to ensure that no boundaries are crossed between the player and staff member.
3. Ask the player where they believe they are injured and examine the location of the

supposed injury. While some injuries are not easily visible (i.e. bruising, swelling, inflammation, etc.), examining for these visual cues can help determine the cause and type of injury.

4. If the injury is not easily visible, ask the player for consent to touch the site of injury. This may help determine the severity of pain experienced, as well as the severity of the injury.
 - a. A note that this step is not required for all types of injuries, and it is the responsibility of the staff member to determine whether this is an appropriate step to take in the assessment process.
5. Check the First-Aid kit to see if any materials provided within it will be able to provide temporary or permanent relief to the player's injury (e.g. a bandage for a cut, a pair of Tweezers to remove a splinter, etc).
6. If the injury cannot be relieved using the contents of the First-Aid kit, the player and staff member are responsible for discussing and determining the best course of action for the remainder of the session. This may mean sitting out for a portion or for the remainder of the event.
7. Discuss next steps for a treatment and recovery plan with the player and/or their parent/guardian. This can include consulting a medical professional, or simply not participating in Club activities until the injury has healed. All injuries and all players are different; a plan that works for one player may not work for another.
8. Take note of the player's name and injuries, as well as where they were sustained, and report the information to the Program Director and the parent/guardian of the player (if they were not present at the Club activity).

Injury Treatment

It is recommended that any minor injuries sustained at a Club event are treated by staff members with a First-Aid/CPR certification. If the injury cannot be treated by the staff member (i.e. a muscle sprain or strain), it is recommended that the player seek consultation and treatment from a trusted medical professional.

In the case that a player sustains a severe or life-threatening injury, staff members are required to follow the guidelines set out in the Club's EAP until emergency services arrive on the scene.

Additional Resources

- [Ottawa City Soccer Club Emergency Action Plan \(EAP\)](#)
- [Canadian Red Cross Comprehensive Guide for First Aid & CPR](#)