Concussion Policy, Protocols & Rowan's Law Acknowledgement

This package contains 4 documents:

- Concussion Policy
- Removal-from-Sport Protocol
- Return-to-Sport Protocol
- Rowan's Law Acknowledgment Form

CONCUSSION POLICY

Approved Date: October 13, 2026

EXECUTIVE SUMMARY

When a Concussion Is Suspected

- Remove the skater immediately
- The designated person checks symptoms and calls 911 if needed
- The family/emergency contact/skater receives the protocols

Roles and Responsibilities

Designated Person

- For each session, the designated person will be a coach on the ice, designated by the club and responsible for carrying out the duties outlined in this policy

Parents / Emergency Contact

- Pick up the skater
- Seek medical assessment when symptoms suggest concussion
- Share assessment results
- Follow Return-to-Sport steps when required
- Provide medical clearance only when medical care occurred

Coaches

- Watch for head or neck impacts.
- Remove the skater when symptoms appear **or** when the impact itself raises concern.
- Wait for designated person approval before return.
- Support Return-to-Sport steps.

When a Skater Can Return

- When symptoms indicate no concussion, after Return-to-Sport steps, or with medical clearance when required.

Leaside Skating Club Policy Statement
The Leaside Skating Club is focused on ensuring the wellbeing and safety of all skaters, coaches, officials, volunteers, staff, and all other participants. It recognizes the potential severity of a head injury and the commitment and intent behind research to manage concussions. The Leaside Skating Club is committed to educating those involved with Leaside Skating Club, creating awareness to help prevent injuries and appropriately managing any suspected concussions and diagnosed concussions.

Application
This policy will be enforced at all Leaside Skating Club events, activities and programs with Leaside Skating Club staff and/or volunteers or those acting as agents of Leaside Skating Club as instructors, facilitators or any other capacity as designated by Leaside Skating Club.

This policy applies to:
All skaters, officials and coaches
All participants that includes:

- Individuals
- Parents/guardians
- Persons who interact with skaters, all defined as skater support personnel, including but not limited to team leaders, referees, medical/licensed healthcare professionals, paramedical or any other person working with, treating or assisting a skater or other individual
- Persons employed by or engaged in activities, competitions, and programs with and/or hosted by the Leaside Skating Club, including but not limited to, directors of the Board, officers, employees and event volunteers of the Leaside Skating Club

This policy is to be read in conjunction with the Skate Canada Incidents of Injury Reporting and Management Policy and supporting procedure, the Leaside Skating Club Removal-from-Sport Protocol and the Leaside Skating Club Return-to-Sport Protocol.

Definitions
Concussion:

- is a brain injury that causes changes in how the brain functions, leading to symptoms that can be physical (e.g. headache, dizziness), cognitive (e.g. difficulty concentrating or remembering), emotional/behavioral (e.g. depression, irritability) and/or related to sleep (e.g. drowsiness, difficulty falling asleep)
- may be caused either by a direct blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull
- can occur even if there has been no loss of consciousness
- cannot normally be seen on X-rays, standard CT scans or MRIs
- can result in symptoms that are evident immediately or may evolve and persist over the course of hours, days or even months.

Designated Person:

At each Leaside Skating Club event, activity, or program with Leaside Skating Club staff or those acting as agents of Leaside Skating Club, Leaside Skating Club will name a “designated person” who will have the following responsibilities:

In accordance with Rowan’s Law, under the Removal-from-Sport Protocol for Leaside Skating Club the designated person(s) is/are responsible for ensuring that:

- A skater is immediately removed from further training, practice or competition if the skater 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 the Leaside Skating Club.
- 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 skater from further training, practice or competition; and if the skater is under 18 years of age, the parent or guardian is informed of the removal; if the skater is over 18 years of age the emergency contact is informed of removal;
- The skater and their emergency contact, or the parent or guardian if the skater is under 18 years of age, is advised that the skater is required to undergo a medical assessment by a physician or nurse practitioner if the skater’s situation and/or symptoms warrant, before the skater will be permitted to return to training, practice or competition according to the Return-to-Sport Protocol
- The skater and their emergency contact, or, if the skater is under 18 years of age, the skater’s parent or guardian receives the Removal-from-Sport and Return-to-Sport Protocols for Leaside Skating Club as soon as possible after the skater’s removal
- Once removed, the skater is not permitted to return to training, practice or competition, except in accordance with the Return-to-Sport Protocol;

In accordance with Rowan’s Law, under the Return-to-Sport Protocol for Leaside Skating Club the designated person(s) is/are responsible for ensuring that:

- A skater 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 Return-to-Sport Protocol
- When a skater has <u>not</u> been diagnosed with a concussion, the skater is only permitted to return to training, practice, or competition if the skater or, if the skater is under 18 years of age, the skater’s parent or guardian provides confirmation to the designated person(s) about the outcome of the skater’s medical assessment, or the parent/guardian's determination regarding medical intervention. Specifically that the skater:
    - has undergone a medical assessment by the physician or nurse practitioner and has <u>not</u> been diagnosed as having a concussion, and has been medically cleared to return to training, practice or competition by a physician or nurse practitioner
    - If the skater is under 18 years of age, the skater’s parent or guardian has determined that a medical assessment by a physician or nurse practitioner was not necessary and the skater is cleared to return to training, practice or competition.

- When a skater is diagnosed by a physician or nurse practitioner as having a concussion, the skater is not permitted to move on to unrestricted training, practice or competition unless the skater or, if the skater is under 18 years of age, the skater's parent or guardian provides a confirmation of medical clearance by the physician or nurse practitioner to the designated person(s)
- A skater is not permitted to return to training, practice or competition through the graduated return-to-sport steps unless the skater or, if the skater is under 18 years of age, the skater's parent or guardian has shared the medical advice or recommendations they received, if any, with the designated person(s)
- When a skater is diagnosed by a physician or nurse practitioner as having a concussion, the skater or, if the skater is under 18 years of age, the skater's parent/guardian has been informed of the importance of disclosing the diagnosis to any other sport organization with which the skater is registered or school that the skater attends
- The regulation states that a designated person(s) may rely on the information received from a skater or, if the skater is under 18 years of age, from the skater's parent or guardian in carrying out their responsibilities under Return-to-Sport Protocol
- The club does not assess or validate medical advice and relies on information provided by the skater or parent or guardian when applying this policy.

Accountabilities

All individuals and participants are responsible for:

- Being familiar with and understanding the provisions of this policy, the Removal-from-Sport protocol, Return-to-Sport protocol, as well as other applicable Leaside Skating Club, Skate Ontario and Skate Canada policies and protocols
- Supporting the Leaside Skating Club's commitment to providing the safest possible environment for all of our participants in the skating community
- Reporting all incidents of concussion, suspected and/or actual as outlined in the Skate Canada Incidents of Injury Reporting and Management Policy and supporting procedure
- Adhering to this policy and associated protocols as a minimum standard in addressing concussion injuries and the Return-to-Sport requirements
- Taking all applicable concussion and education training, as prescribed from time to time

Through this policy, the Leaside Skating Club is committed to the following actions regarding concussions:

1. Increasing awareness regarding what concussions are and the potential for serious complications.
2. Enforcing procedures and training that promote preventative actions to help reduce the number of concussions.
3. Providing procedures that support staff, its agents, volunteers and skaters in ensuring quick recognition and removal of any individual with a suspected concussion from the Leaside Skating Club activities.

4. Ensuring that following a suspected concussion there are clear steps for both the individual and the Leaside Skating Club to follow before a Return-to-Sport occurs to ensure the focus is on the individual's long-term health.

This policy has been written to ensure compliance with Rowan's Law and to complement the Leaside Skating Club's Removal-from-Sport Protocol, Leaside Skating Club's Return-to-Sport Protocol, the Leaside Skating Club's Codes of Conduct, and the Leaside Skating Club's Rowan's Law acknowledgment forms.

REMOVAL-FROM-SPORT PROTOCOL

The following outlines a process for immediate removal of a skater who is suspected of having sustained a concussion:

1. Remove the Skater

a. Designated person(s) to immediately remove the skater from further training, practice or competition if the skater 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 the Leaside Skating Club.

2. Call 9-1-1 if Emergency

a. 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

a. If the skater is under 18 years of age, designated person(s) to inform the skater's parent or guardian about the removal from further training, practice or competition. If the skater is 18 or older, designated person(s) to inform the skater's emergency contact about the removal from further training, practice or competition.

b. Designated person(s) to advise the skater and their emergency contact, or the parent or guardian if the skater is under 18 years of age, that the skater is required to undergo a medical assessment by a physician or nurse practitioner if the skater's situation and/or symptoms warrant, before the skater will be permitted to return to training, practice or competition.

4. Give Protocols

a. Designated person(s) to provide the skater and their emergency contact, or, if the skater is under 18 years of age, the skater's parent or guardian with the Leaside Skating Club, Removal-from-Sport and Return-to-Sport Protocols as soon as possible after the skater has been removed from further training, practice or competition.

5. Record the Incident

a. Make and keep a record of incidents where a skater is removed from further training, practice or competition because they are suspected of having sustained a concussion regardless of whether the skater is later diagnosed with a concussion. Records will be retained in accordance with applicable Skate Ontario and Leaside Skating Club record retention policies.
b. The incident must be reported to Skate Canada, and copied to Skate Ontario, in accordance with the Skate Canada Incidents of Injury Reporting and Management Policy and supporting procedure. This information will be kept on file by Skate Ontario in accordance with the Skate Ontario Records Retention Policy.

6. Returning to Training, Practice or Competition

a. Once removed, the skater is not permitted to return to training, practice or competition, except in accordance with the Leaside Skating Club's Return-to-Sport Protocol.

RETURN-TO-SPORT PROTOCOL

The following outlines a return-to-sport process for an individual 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 the Leaside Skating Club.

1. Receive Confirmation

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

- Has undergone a medical assessment by a physician or nurse practitioner, if the skater's situation and/or symptoms warrant, and has not been diagnosed as having a concussion, and
- 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 individual has been diagnosed by a physician or nurse practitioner as having a concussion the individual 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	Running or skating drills. No head impact activities. Off-ice warm-up: • sub-maximal with agility exercises. On-Ice intervals:	Add movement No jumps, no spinning. Try to plan ice session with less skaters on the ice.	At least 24 hours

	• stroking, then turns (no twizzles) • 5 x 3 minutes program parts without jumps or spins at 60-70% max heart rate (around 140), and rest until back to 50-55% max HR (around 80-100) Off-ice training (gym): • under 80% of 1 maximal repetition (MR) • No jumps, avoid exercises with head below hips • Core, proprioception, stabilization & flexibility exercises		
STEP 4: Non-contact training, practice drills	Warm up: • Off-ice double jumps without symptoms (start with 5-10 reps) • Agility with intervals, 8 x 30sec. On-Ice training: • Full programs with single jumps; no spins; 80-90% max HR (165-180) o Rest until back to 50-55% max HR (around 80-100) o Single and double jumps outside programs o No spins If tolerated: • Complete programs with single and double jumps, but no spins o Mastered triple jumps outside programs o No spins If tolerated: • Add more difficult triple jumps • No spins	Exercise, coordination, and increased thinking Avoid repetitive falls. Avoid session with a lot of skaters.	At least 24 hours
STEP 5: Unrestricted Training & Practice	Unrestricted training and practice- with contact where applicable Following medical clearance Warm-up Same as previous to injury On-ice training: • Complete/full programs with all jumps but no spins o Spins outside programs	Restore confidence and assess functional skills	At least 24 hours Obtain clearance from physician or nurse practitioner before unrestricted training, practice or competition

	If tolerated: • Progress to full programs Off-ice training (gym): • Pre-injury strength & conditioning • Limit jumping depending on how much was done on ice		
STEP 6: Return-to-Sport	Unrestricted competition. Normal training; no restrictions		

An individual 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 individual, or the individual'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 individual or, if the individual is under 18 years of age, the individual's parent or guardian of the importance of disclosing the diagnosis to any other sport organization with which the individual is registered or school that the individual attends.

6. Medical Clearance

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

7. Record Progression

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

ROWAN'S LAW ACKNOWLEDGEMENT FORM for Athletes and Parents/Guardians

Athletes under 26 and parents of athletes under 18 years of age must confirm that they have reviewed the Government of Ontario Concussion Awareness Resources and the Leaside Skating Club's Concussion Code of Conduct for Athletes and Parents/Guardians prior to registration and/or on the first day of skating.

Government of Ontario Concussion Awareness Resources
Booklets:

- Ages 10 and Under
- Ages 11-14
- Ages 15 and Up
- A Guide for Students & Athletes of All Abilities
- A Supplementary Resource to the Guide for Students & Athletes of All Abilities

Videos:

- Described video: Concussion Awareness Resource Video for Ages 10 and Under
- Transcript: Concussion Awareness Resource Video for Ages 10 and Under
- Described video: Concussion Awareness Resource Video for Ages 11-14
- Transcript: Concussion Awareness Resource Video for Ages 11- 14
- Described video: Concussion Awareness Resource Video for Ages 15 and Up
- Transcript: Concussion Awareness Resource Video for Ages 15 and Up

E-Module:
This interactive learning e-module will help you learn more about concussions so you can keep yourself and others active and safe – whether you're an athlete, student, parent, coach, official or educator.

By signing here, I acknowledge that I have fully reviewed and commit to the following requirements:
☐ One of the Government of Ontario's Concussion Awareness Resources
☐ The Leaside Skating Club's Concussion Code of Conduct for Athletes and Parents/Guardians (for athletes under 18 years of age).

Athlete: _____ Parent/Guardian (of athletes who are under 18 years of age): _____
Date: _____

The signed Acknowledgement Sheet is to be collected and kept at the club or skating school level in the event of an audit by the Government of Ontario