

NYAC's CONCUSSION AWARENESS/MANAGEMENT PROCEDURE

This procedure manual is based on Swim Ontario's Procedure Manual for Concussion Management which can be accessed at [here](#).

Concussion Management at Competitions

These procedures establish NYAC's concussion awareness/management procedure (i.e. a Removal-from-Sport and Return-to-Sport protocols) with its host facility staff that includes keeping the Competition Coordinator informed when someone seeks first aid treatment and possible concussion symptoms are present. The procedure 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.
 - 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, 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 Swim Ontario approval, in accordance with Swim Ontario's Return-to-Sport Protocol by a doctor or nurse practitioner as required by Rowan's Law.
 - iii. 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.
 - 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 requirement that the participant undergo a medical assessment by a physician or nurse practitioner who is to submit proof of medical clearance document to NYAC and if required to Swim Ontario;
 - iii. NYAC and if required, 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 NYAC's GM and if required 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.

- iv. A copy of the Concussion Management Procedure and / or Meet Procedure which contains NYAC and if applicable, 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 NYC and if required to Swim Ontario within 24 hours of the injury/incident.
3. A "Return to Sport Protocol" as noted below 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 NYAC and if required, Swim Ontario approval, in accordance with Swim Ontario's Return-to-Sport Protocol.

Concussion Management at Training Sessions

NYAC will keep Swim Ontario, the Head Coach and Club President informed when someone seeks first aid treatment and possible concussion symptoms are present. The Procedure:

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. 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 Swim Ontario approval, in accordance with Swim Ontario's Return-to-Sport Protocol by a doctor or nurse practitioner as required by Rowan's Law.
 - iii. 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.

- 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 requirement that the participant undergo a medical assessment by a physician or nurse practitioner who is to submit proof of medical clearance document to NYAC and if required to Swim Ontario. An acceptable clearance document for return to NYAC and if required to Swim Ontario sanctioned activity would be legibly written on appropriate signed letterhead or a similar signed prescription note pad;
 - iii. NYAC and 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 NYAC and if required 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.
 - iv. A copy of this Concussion Management Procedure which contains 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 Supervising Coach, and/or the Head Coach shall submit a report of the injury/incident to NYAC and if required to Swim Ontario within 24 hours of the injury/incident.

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 NYAC's Director of Performance or Supervising Coach and if required to 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. NYAC and 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 NYAC and 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.

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, found [here](#)
3. A participant, or the participant's parent or guardian must share the medical advice or recommendations they receive with NYAC's 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. 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.
6. NYAC will 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.