

 <p>POLICY MANUAL</p>	<table border="1"> <tr> <td>Subject:</td> <td>Concussions</td> </tr> <tr> <td>Number:</td> <td>OVCA- Number</td> </tr> <tr> <td>Enacted Date:</td> <td>June 19, 2024</td> </tr> <tr> <td>Last Revised:</td> <td>Last Modified</td> </tr> </table>		Subject:	Concussions	Number:	OVCA- Number	Enacted Date:	June 19, 2024	Last Revised:	Last Modified
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VERSION CONTROL		
Version	Date	Comments
1.0	June 19, 2024	First Version

PREAMBLE

This Policy is based on the 5th Consensus Statement on Concussion in Sport (SCIS) that was released in April 2017.

This Policy interprets the information contained in the report that was prepared by the 2017 Concussion in Sport Group (CISG), a group of sport concussion medical practitioners and experts, and adapts concussion assessment and management tools.

This Policy is intended to be compliant with Ontario's *Rowan's Law (Concussion Safety), 2018*. If any provision of the policy is in conflict with Rowan's Law, that legislation shall prevail.

The CISG suggested 11 'R's of Sport-Related Concussion ("SRC") management to provide a logical flow of concussion management. This Policy is similarly arranged. The 11 R's in this Policy are: Recognize, Remove, Re-Evaluate, Rest, Rehabilitation, Refer, Recover, Return to Sport, Reconsider, Residual Effects, and Risk Reduction.

A concussion is a clinical diagnosis that can only be made by a qualified and licensed physician or any other health practitioner that is qualified and licensed and has the necessary authority to make such a diagnosis.

PURPOSE

The OVCA is committed to ensuring the safety of Participants in its activities. The OVCA recognizes the increased awareness of concussions and their long-term effects and believes that prevention of concussions is paramount to protecting the health and safety of Participants.

DEFINITIONS

The following terms have these meanings in this Policy:

- a) "*Designated Person*" – an individual or individuals identified by The OVCA who shall have the responsibilities as described this Policy including, but not limited to, as it relates to the removal from sport and return to sport protocols described herein
- b) "*Participant*" – coaches, athletes, volunteers, officials, event coordinators and other Registered Individuals
- c) "*Registered Individuals*" – all individuals employed by, or engaged in activities with the OVCA, including but not limited to, employees, volunteers, administrators, committee members and directors and officers.
- d) "Suspected Concussion" – means the recognition that a Participant appears to have either experienced an injury or impact that may result in a concussion or who is exhibiting unusual behaviour that may be the result of concussion.

- e) “*Sport-Related Concussion* (“SRC”) – A sport-related concussion is a traumatic brain injury induced by biomechanical forces. Several common features that may be used to define the nature of an SRC may include:
 - i) Caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head.
 - ii) Typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, signs and symptoms evolve over a number of minutes to hours.
 - iii) May result in neuropathological changes, but the acute clinical signs and symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality may be visibly apparent
 - iv) Results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged.
- f) “*Event Coordinator*” - a person who is not an Employee, Coach or an Official, but has been designated to represent the OVCA to operate an event (ie. competition, training camp) on behalf of the OVCA.
- g) “*Organization*” - The Ottawa Valley Curling Association (OVCA)

POLICY

1. This Policy describes the common signs and symptoms of a concussion and how to identify them, the protocol to be followed in the event of a possible concussion and a Return to Sport protocol should a concussion be diagnosed. Awareness of the signs and symptoms of concussion and knowledge of how to properly manage a concussion is critical to recovery and helping to ensure that the Participant is not returning to physical activities too soon, which may result in further complication.
2. This Policy applies exclusively to all activities and events for which The OVCA is the governing or ruling body for the event, including, but not limited to, competitions, practices, tryouts and training camps.

Registration

3. When a Participant registers with the OVCA, the Participant must provide written or electronic confirmation that they have reviewed concussion awareness resources within the past 12 months. The Ontario Government has produced age-appropriate concussion resources located here:
 - a. Ages 10 and under:
<https://www.ontario.ca/page/ontario-government-concussion-awareness-resource-e-booklet-ages-10-and-under>

- b. Ages 11-14:
<https://www.ontario.ca/page/ontario-government-concussion-awareness-resource-e-booklet-ages-10-and-under>
- c. Ages 15+:
<https://www.ontario.ca/page/ontario-government-concussion-awareness-resource-e-booklet-ages-15-and-up>
4. Participants must also sign the Concussion Code of Conduct (Appendix B).
5. Coaches, officials and team trainers must provide confirmation that they have also reviewed the concussion resources and sign the Concussion Code of Conduct. Coaches and team trainers must also sign the Concussion Code of Conduct found in Appendix A. In addition, any individual involved with the event (Officials, Ice Techs, Volunteers) must sign the Concussion Code of Conduct as in Appendix A.

Recognizing Concussions

6. The following observable signs may indicate a possible concussion:
 - a. Lying motionless on the playing surface
 - b. Slow to get up after a direct or indirect hit to the head
 - c. Disorientation or confusion / inability to respond appropriately to questions
 - d. Blank or vacant look
 - e. Balance or gait difficulties, absence of regular motor coordination, stumbling, slow laboured movements
 - f. Facial injury after head trauma
 - g. A concussion may result in the following symptoms:
 - h. Headache or “pressure in head”
 - i. Balance problems or dizziness
 - j. Nausea or vomiting
 - k. Drowsiness, fatigue, or low energy
 - l. Blurred vision
 - m. Sensitivity to light or noise
 - n. More emotional or irritable
 - o. “Don’t feel right”
 - p. Sadness, nervousness, or anxiousness
 - q. Neck pain
 - r. Difficulty remembering or concentrating
 - s. Feeling slowed down or “in a fog”
7. Failure to correctly answer any of these memory questions may suggest a concussion:
 - a. What venue are we at today?
 - b. Where was your last major competition?

- c. What day is it?
- d. What event are you participating in?

Removal from Sport Protocol

8. If a Participant demonstrates or reports any of the following red flags, an on-site licensed healthcare professional** shall be summoned (if available) and, if such an individual is not available or if deemed necessary by the on-site licensed healthcare professional, an ambulance should be called:
 - a. Neck pain or tenderness
 - b. Double vision
 - c. Weakness or tingling / burning in arms or legs
 - d. Severe or increasing headache
 - e. Seizure or convulsion
 - f. Loss of consciousness
 - g. Deteriorating conscious state
 - h. Repeated vomiting
 - i. Increasingly restless, agitated, or combative
 - j. Increased confusion.
9. In the event of a Suspected Concussion (regardless of whether the concussion or suspected concussion was obtained while curling) where there are observable signs of a concussion, symptoms of a concussion, or a failure to correctly answer memory questions, the Participant shall be immediately removed from the training, practice or competition by a Designated Person.
10. After removal from training, practice or competition, the following actions shall be taken:
 - a. The Designated Person who removed the Participant shall 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);
 - b. The OVCA must make and keep a record of the removal (Appendix C);
 - c. The Designated Person must inform the Participant's parent or guardian if the Participant is younger than 18 years old, and the Designated Person must inform the parent or guardian that the Participant is required to undergo a medical assessment by a physician or nurse practitioner before the Participant will be permitted to return to training, practice or competition; and
 - d. The Designated Person will remind the Participant, and the Participant's parent or guardian, as applicable, of The OVCA's Return-to-Sport protocol as described in this Policy.
11. Subject to the advice of a qualified and licensed physician, Participants who have a Suspected Concussion and who are removed from participation should:

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- a. Be isolated in a dark room or area and stimulus should be reduced
 - b. Be monitored
 - c. Have any cognitive, emotional, or physical changes documented
 - d. Not be left alone (at least for the first 1-2 hours following the occurrence of the Suspected Concussion)
 - e. Not drink alcohol
 - f. Not use recreational/prescription drugs
 - g. Not be sent home by themselves
 - h. Not drive a motor vehicle until cleared to do so by a medical professional
12. A Participant who has been removed from participation due to a Suspected Concussion shall not return to participation until the Participant has been assessed medically. It is preferable the assessment be conducted by a qualified and licensed physician who is familiar with the Sport Concussion Assessment Tool – 5th Edition (SCAT5) (for Participants over the age of 12) or the Child SCAT5 (for Participants between 5 and 12 years old), even if the symptoms of the concussion resolve.

Medical Evaluation

13. A Participant with a Suspected Concussion shall be evaluated by a qualified and licensed physician who should conduct a comprehensive neurological assessment of the Participant and determine the Participant's clinical status and the potential need for neuroimaging scans.

Return to Play

14. A Participant who has been removed from play cannot return to training, practice or competition until the Participant, or if the Participant is under 18 years of age, the Participant's parent or guardian, provides confirmation to the Designated Person that the Participant:
- a. Has undergone a medical assessment by a qualified and licensed physician and has not been diagnosed as having a concussion, and
 - b. Has been medically cleared to return to training, practice or competition by the physician
15. If Diagnosed with an SRC:
- a. The Participant must proceed through the graduated return-to-sport steps.
 - b. The Participant's return-to-sport strategy should be guided and approved by a qualified and licensed physician with regular consultations throughout the process. The OVCA's recommended return-to-Sport protocol can be found in Appendix D.
 - c. A Participant, or the Participant's parent or guardian – if under 18 years of age, must share the medical advice or recommendations they receive with

Concussions

- the Designated Person(s) before being permitted to return to training, practice or competition through the graduated return-to-sport steps, if any. For the avoidance of doubt, this does not require the Participant or the Participant's parent or guardian to share confidential medical information with the Designated Person(s).
- d. The Designated Person 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 other sport organization(s) with which the Participant is registered or the school the Participant attends.
 - e. The Participant, or the Participant's parents or guardians, if under 18 years of age, must disclose to the Designated Person(s) if the Participant has been diagnosed with a concussion during an activity/school/sport outside of curling activities.
 - f. The Participant, or the Participant's parent or guardian if the Participant is under 18 years of age, must provide The OVCA with a medical clearance form, signed by a qualified and licensed physician, following Stage 5 and before proceeding to Stage 6 (See Table 1 within the return-to-sport protocol).

Risk Reduction and Prevention

- 16. Curling Canada and the OVCA mandate the use of helmets (either CSA or designed specifically for the sport of curling) for all Participants age under the age of 12.
- 17. The OVCA strongly recommends that anyone that participates in a 'Learn to Curl Program' (age 12 or older) and anyone who is vulnerable (related to experience, medical, etc) wear protective headgear on ice.
- 18. The OVCA recognizes that knowing a Participant's SRC history can aid in the development of concussion management and the return-to sport-strategy. The clinical history should also include information about all of the Participant's previous head, face, or cervical spine injuries. The OVCA encourages Participants to make coaches and other stakeholders aware of their individual histories.

Non-Compliance

- 19. Failure to abide by any of the guidelines and/or protocols contained within this Policy may result in disciplinary action in accordance with the OVCA's Discipline and Complaints Policy.

Liability

20. The OVCA shall not be liable for any Participant or other individual's use or interpretation of this Policy. Further, none of The OVCA's members, directors, officers, employees, agents, representatives and other individuals involved in any way in the administration of this Policy shall be liable to any other individual in any way, in relation to any lawful acts or omissions committed in the honest application, administration, and/or enforcement of this Policy.

Renewal

21. This Policy will be reviewed as often as necessary and no less often than annually and will be updated if legislative or regulatory developments or any new medical advances are communicated by or included in the Canadian Concussion Protocol Harmonization Project (Parachute) and the Canadian Concussion Collaborative.

NOTE: Items marked in the Code(s) of Conduct with an asterisk* are mandatory by [O.Reg. 161/19: General](#)



**CONCUSSION CODE OF CONDUCT
(Coaches, Officials, Event Coordinators, Ice
Technicians, Employees)**

I can help prevent concussions through my:

- Efforts to ensure that my athletes wear proper equipment and wear it correctly.
- Efforts to help my athletes develop their skills and strength so they can participate to the best of their abilities.
- Respect for the rules of my sport to ensure that my athletes do, too
- Commitment to fair play and respect for all (respecting other coaches, officials and all participants and ensuring my athletes respect others and fair play)*.

I will care for the health and safety of all participants by taking concussions seriously. I understand that:

- A concussion is a brain injury that can have both short and long-term effects.
- A blow to the head, face, or neck, or a blow to the body may cause the brain to move around inside the skull and result in a concussion.
- A person doesn't need to lose consciousness to have a concussion.
- An athlete with a suspected concussion should stop participating in training, practice or competition **immediately**.
- I have a commitment to concussion recognition and reporting, including self-reporting or possible concussion and reporting to a designated person when an individual suspects that another individual may have sustained a concussion*.
- Continuing to participate in further training, practice or competition with a suspected concussion increases a person's risk of more severe, longer lasting symptoms, and increases their risk of other injuries or even death.

I will create an environment where participants feel safe and comfortable speaking up. I will:

- Encourage athletes not to hide their symptoms, but to tell me, an official, parent or another adult they trust if they experience **any** symptoms of concussion after an impact.
- Lead by example. I will tell a fellow coach, official, trainer, and seek attention by a physician or nurse practitioner if I am experiencing any concussion symptoms.
- Understand and respect that any athlete with a suspected concussion must be removed from sport and not permitted to return until they undergo a medical assessment by a physician or nurse practitioner and have been medically cleared to return to training, practice or competition.
- For coaches only; Commit to providing opportunities before and after each training, practice and competition to enable athletes to discuss potential issues related to concussions.*

I will support all participants to take the time they need to recover.

- I understand my commitment to supporting the return-to-sport process.*
- I understand the athletes will have to be cleared by a physician or nurse practitioner before returning to sport
- I will respect my fellow coaches, parents, physicians and nurse practitioners and any decisions made with regards to the health and safety of my athletes.



**OTTAWA VALLEY
Curling Association**

**CONCUSSION CODE OF CONDUCT
(Coaches, Officials, Event Coordinators, Ice
Technicians, Employees)**

By signing here, I acknowledge that I have fully reviewed and will commit to this Concussion Code of Conduct.

Coach/Official/Employee/Ice Technician/Event Coordinators

Print Name: _____

Signature: _____

Date: _____



I will help prevent concussions by:

- Wearing the proper equipment for my sport and wearing it correctly.
- Developing my skills and strength so that I can participate to the best of my ability.
- Respecting the rules of my sport or activity.
- My commitment to fair play and respect for all* (respecting other athletes, coaches, and officials).

I will care for my health and safety by taking concussions seriously, and I understand that:

- A concussion is a brain injury that can have both short- and long-term effects.
- A blow to my head, face or neck, or a blow to the body that causes the brain to move around inside the skull may cause a concussion.
- I don't need to lose consciousness to have had a concussion.
- I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when an individual suspects that another individual may have sustained a concussion.* (Meaning: If I think I might have a concussion I should stop participating in further training, practice or competition **immediately**, or tell an adult if I think another athlete has a concussion).
- Continuing to participate in further training, practice or competition with a possible concussion increases my risk of more severe, longer lasting symptoms, and increases my risk of other injuries.

I will not hide concussion symptoms. I will speak up for myself and others.

- I will not hide my symptoms. I will tell a coach, official, team trainer, parent or another adult I trust if I experience **any** symptoms of concussion.
- If someone else tells me about concussion symptoms, or I see signs they might have a concussion, I will tell a coach, official, team trainer, parent or another adult I trust so they can help.
- I understand that if I have a suspected concussion, I will be removed from sport and that I will not be able to return to training, practice or competition until I undergo a medical assessment by a medical doctor or nurse practitioner and have been medically cleared to return to training, practice or competition.
- I have a commitment to sharing any pertinent information regarding incidents of removal from sport with the athlete's school and any other sport organisation with which the athlete has registered* (Meaning: If I am diagnosed with a concussion, I understand that letting all of my other coaches and teachers know about my injury will help them support me while I recover.)

I will take the time I need to recover, because it is important for my health.

- I understand my commitment to supporting the return-to-sport process* (I will have to follow my sport organisation's Return-to-Sport Protocol).
- I understand I will have to be medically cleared by a medical doctor or nurse practitioner before returning to training, practice or competition.
- I will respect my coaches, team trainers, parents, health-care professionals, and medical doctors and nurse practitioners, regarding my health and safety.



**OTTAWA VALLEY
Curling Association**

**CONCUSSION CODE OF CONDUCT
(Athletes and Parents/Guardians for athletes under 18)**

By signing here, I acknowledge that I have fully reviewed and will commit to this Concussion Code of Conduct.

Athlete (Print Name): _____

Parent/Guardian Name (of athletes who are under 18 y.o.): _____

Athlete or Parent/Guardian Signature: _____

Date: _____

Sample Accident Report Form

Date of Report (DD/MM/YY): _____/_____/_____

PARTICIPANT INFORMATION (INJURED PERSON)

LAST NAME:		FIRST NAME:	
STREET ADDRESS:		CITY:	
POSTAL CODE:		PHONE: ()	
E-MAIL:		AGE:	
SEX: ___M ___F	HEIGHT: _____	WEIGHT: _____	DOB: _____/_____/_____ dd / mm / yyyy
KNOWN MEDICAL CONDITIONS/ALLERGIES:			

INCIDENT INFORMATION

DATE & TIME OF INCIDENT:	TIME OF FIRST INTERVENTION:	TIME OF MEDICAL SUPPORT ARRIVAL:
_____/_____/_____ dd mm yyyy	____:____ AM/PM	____:____ AM/PM
_____ : _____		
_____ AM/PM		

DESIGNATED PERSON - DESCRIBE THE INCIDENT: (what took place, where it took place, what were the signs and symptoms of the injured person)

INJURED PARTICIPANT - DESCRIBE THE INCIDENT: (see above)

EVENT and CONDITIONS: (what was the event during which the incident took place, location of incident, surface quality, light, weather, etc.):

ACTIONS TAKEN/INTERVENTION:

After treatment, the injured person was (*Participant cannot return to play if concussion suspected):

Sent home

Sent to hospital/a clinic

Returned to activity*

OVER

Sample Accident Report Form (cont'd)

DESIGNATED PERSON INFORMATION

LAST NAME:	FIRST NAME:
STREET ADDRESS:	CITY:
POSTAL CODE:	PHONE: ()
E-MAIL:	AGE:
ROLE (Coach, assistant, parent, official, bystander, therapist):	

WITNESS INFORMATION (someone who observed the incident and the response, not the charge person)

LAST NAME:	FIRST NAME:
STREET ADDRESS:	CITY:
POSTAL CODE:	PHONE: ()
E-MAIL:	AGE:

OTHER COMMENTS OR REMARKS

FORM COMPLETED BY:

PRINT NAME: _____ **SIGNATURE:** _____

Return-to-Sport Protocol

The Participant's Return-to-Sport strategy should be guided and approved by a qualified and licensed physician with regular consultations throughout the process.

Rest and Rehabilitation

1. Participants with a diagnosed Sport Related Concussion (SRC) should rest during the acute phase (24-48 hours following the SRC) but can gradually and progressively become more active so long as activity does not worsen the Participant's symptoms. Participants should avoid vigorous exertion.

2. Participants must consider the diverse symptoms and problems that are associated with SRCs. Rehabilitation programs that involve controlled parameters below the threshold of peak performance should be considered.

Refer

3. Participants who display persistent post-concussion symptoms (i.e., symptoms beyond the expected timeline for recovery – 10-14 days for adults and 4 weeks for children) should be referred to a physician with experience in treating SRCs.

Recovery and Return to Sport

4. SRCs have large adverse effects on cognitive functioning and balance during the first 24-72 hours after injury. For most Participants, these cognitive defects, balance and symptoms improve rapidly during the first two weeks after injury. An important predictor of slower recovery from an SRC is the severity of the Participant's initial symptoms following the first few days after the injury.

5. The table below represents a recommended graduated return to sport for most Participants, in particular, for those that did not experience high severity of initial symptoms after the following the first few days after the injury.

Stage	Aim	Activity	Stage Goal
1	Symptom-limited activity	Daily activities that do not provoke symptoms	Gradual reintroduction of work/school activities
2	Light aerobic exercise	Walking or stationary cycling at slow to medium pace. No resistance training. - Light intensity walking or stationary	Increase heart rate

		cycling for 15-20 minutes at subsymptom threshold intensity	
3	Sport-specific exercise	Running drills. No head impact activities - Low intensity participation like throwing rocks. - The environment should be managed so as to ensure the Participant is at minimum risk of falling or colliding with other Participants. - The Participant may also attempt basic balance drills.	Add movement
4	Non-contact training drills	Increase intensity, difficulty and duration of training drills. May start progressive resistance training	Exercise, coordination and increased thinking
5	Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal participation	

Table 1 – Return to Sport Strategy

- 6. An initial period of 24-48 hours of both physical rest and cognitive rest is recommended before beginning the return-to-sport strategy.
- 7. There should be at least 24 hours (or longer) between each step. If symptoms reoccur or worsen, the Participant should go back to the previous step before progressing any further.
- 8. Resistance training should only be added in the later stages (Stage 3 or Stage 4).
- 9. If symptoms persist, the Participant should return to see their physician.
- 10. The Participant must provide The OVCA with a medical clearance form, signed by a qualified and licensed physician, following Stage 5 and before proceeding to Stage 6.
- 6.Reconsider
- 11. The 2017 Concussion in Sport Group (CISG) considered whether certain populations (children, adolescents, and elite athletes) should have SRCs managed

differently. It was determined that all Participants, regardless of competition level, should be managed using the same SRC management principles.

12. Adolescents (13 to 18 years old) and children (5 to 12 years old) should be managed differently. SRC symptoms in children persist for up to four weeks. More research was recommended for how these groups should be managed differently, but the CISG recommended that children and adolescents should first follow a return to school strategy before they take part in a return to sport strategy. A return to school strategy is described below.

Stage	Aim	Activity	Stage Goal
1	Daily activities at home that do not give the child symptoms	Typical activities of the child during the day as long as they do not increase symptoms (e.g., reading, texting, screen time). Start with 5–15 min at a time and gradually build up	Gradual return to typical activities
2	School activities	Homework, reading or other cognitive activities outside of the classroom	Increase tolerance to cognitive work
3	Return to school parttime	Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day	Increase academic activities
4	Return to school full time	Gradually progress school activities until a full day can be tolerated	Return to full academic activities and catch up on missed work

Table 2 – Return to School Strategy

Residual Effects

13. Participants should be alert for potential long-term problems such as cognitive impairment and depression.

The potential for developing chronic traumatic encephalopathy (CTE) should also be a consideration, although the CISG stated that “a cause-and-effect relationship has not yet been demonstrated between CTE and SRCs or exposure to contact sports. As such, the notion that repeated concussion or subconcussive impacts cause CTE remains unknown.”