

Emergency Action Plan

Although serious injuries or accidents are rare, one must be ready to deal with them if and when they occur.

As a first step:

- Develop an Emergency Action Plan and write it down so everyone involved is clear on their responsibilities.
- Designate key individuals to carry out the plan (i.e., the person in charge, and the call person).
 - An identified and designated **Person in Charge** should be an individual who is most qualified in first aid and emergency procedures. This individual will:
 - Know what emergency equipment is available at your facility
 - Secure a controlled and calm environment
 - Assess – and tend to – the injured player
 - Direct others involved until medical personnel arrive
 - An identified and designated **Call Person** should be the individual who will:
 - Keep a record of emergency phone numbers and know the location of telephones in the facility
 - Make the telephone call for assistance
 - Guide the ambulance (if required) in and out the facility
- Formal training in first aid and CPR is highly recommended for a minimum of one member of the team staff. This will give the confidence and knowledge needed to deal with emergencies effectively.
- A basic First Aid Kit should be maintained by each team to deal with minor injuries and checked regularly.

Emergency Action Plan Checklist

Access to telephones:

- _____ Cell phone (battery well charged)/ Change for pay phone
- _____ Training venues/ Home/Away venues
- _____ List of emergency phone no.'s

Directions to access the site:

- _____ Accurate directions to the sites (practice, home and away)

Participant information:

- _____ Personal profile forms
- _____ Emergency contacts
- _____ Medical profiles

Personnel information:

- _____ The person in charge is identified
- _____ The call person is identified
- _____ Assistants are identified



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Emergency Action Plan

Telephone number _____

Team/Event _____ Emergency

Site _____ Ambulance

Person in charge _____ Police

Call Person _____ Fire Department

Hospital _____ Facility

Details of location: (to be read over the telephone to emergency dispatcher)



Steps to Follow When an Injury Occurs

Note: it is suggested that emergency situations be simulated during practice in order to familiarize coaches and athletes with the steps below

Step 1: Control the environment so that no further harm occurs

- Stop all the participants
- Protect yourself if you suspect bleeding (put on gloves)
- If outdoors, shelter the injured participant from the elements and from any traffic

Step Two: Do an initial assessment of the situation. Is the participant?

- Breathing
- Have a pulse
- Bleeding
- Conscious/Unconscious
- Injury to neck or head
- Visible trauma to a limb
- Is unable to move or has lost feeling in arms or legs

***If the participant above does not show signs of any of the above move directly to step 3

Step Three: Do a second assessment of the situation

- Gather the facts by asking the injured participant as well as anyone who witnessed the incident.
- Stay with the injured participant and try to calm him/her; your tone of voice and body are critical.
- If possible, have the participant move himself/herself off the playing surface. Do not attempt to move an injured participant.

Step Four: Assess the Injury

Have somebody with first aid training complete an assessment of the injury and decide how to proceed. If the person trained in first aid is not sure of the severity of the injury or there is no one available who has first aid training, activate EAP. If the assessor is sure the injury is minor, proceed to step Five.

Step Five: Control the return to activity

Allow the participant to return to activity after a minor injury only if there is no:

- Swelling
- Deformity
- Continued Bleeding
- Reduced range of motion
- Pain when using the injured Limb

Step Six: Report

Record the injury on an accident report form after contacting and informing the parent(s) or guardian(s).



Incident Report Form

(To be completed by team staff within 12 hours of incident/accident).

Incident Date: _____ Incident Time: _____

Injured Athlete/Staff name: _____

Location Injury Occurred: _____

Staff/Spectator Phone Numbers: _____

Female/Male: _____ Date of Birth: _____

Injury Type: _____

Incident Details: _____

Did the injury require an?

Ambulance. y/n

Hospital visit. y/n

Hospital Stay. y/n

Hospital Name: _____

Hospital Location: _____

Hospital Contact Number: _____

Prepared By: _____

Approved By: _____



Goalpost Safety Guidelines

The Prince George Youth Soccer Association is providing this document outlining the safe usage of goalposts within the game of soccer. Many serious injuries, including death, have occurred in the recent past due to the improper attachment and/or incorrect use of goalposts. The health and welfare of our athletes, coaches, officials, and spectators is of the utmost important and everyone participating within the game must play their part to ensure we prevent similar incidents in the future.

The PGYSA Goalpost Safety Guidelines are as follows:

1. All goalposts, regardless of size, must be anchored to the ground at all times.
 - This includes all portable goalposts of all sizes and shapes. When in use sand bags or anchors must be used at all times.
2. Under no circumstances should children be permitted to swing on, climb on, or play on, goals or goalposts.
3. Weekly inspections should be carried out to ensure the safety and structural integrity of all goalposts.
4. Goalpost that have been modified from their original form, should not be used at any time and destroyed at first opportunity.
5. All manufacturer guidelines should be followed to prevent toppling or structural failure.
6. Before initial use, team staff should:
 - Conduct a safety check of all goalposts.
 - Ensure construction of all goalposts has been done correctly as per manufacturer instructions.
 - Conduct a weekly check to ensure all goalposts have been anchored correctly to prevent toppling.
 - Exert a variety of forces on the goalposts to ensure structural integrity (backward/forward/etc). ***This should be repeated a number of times to ensure structure is secure. If said structure is not secure, alternative pitches must be used.

As a final note, it is imperative for all Club members to take responsibility and test and inspect all equipment. In addition to goalposts, this includes balls, nets, fields, agility equipment, chairs and benches, including any and all other training and playing equipment.



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Diagram of Home Facility

Use the space below to draw a detailed diagram of your home facility. Mark on it the location of telephones, first aid rooms, desired routes for attending medical personnel, and anything else that might be helpful.