



Port Moody Soccer Club Emergency Action Plan



The Port Moody Soccer Club has created a club-wide Emergency Action Plan to ensure that all its associative members have clarity & understanding Emergency Protocol. This document is created to inform all coaches, volunteers, administrative staff of the appropriate guidelines which ensure we are taken precaution & risk-management measures for the health & safety of all involved

Enclosed includes the following

- Situational guidelines
 - Links to Team-Emergency Action Plan Templates
 - Considerations based upon season (Spring / Summer vs. Fall / Winter)
- “The Port Moody Soccer Club's Coach Emergency Action Plan has been implemented to ensure that all coaches, team officials and Adult League captains understand what is required of them in the event of an incident or injury during a PMSC sanctioned game or practice. “



Port Moody Soccer Club

Emergency Action Plan

Incident Reports

PMSC mandates that in the event of an incident or injury during a Club sanctioned game or practice that an Injury/Incident Report **must** be completed by the coach or team official and the following protocol be adhered to. Please note this applies to all coaches/team officials/referees in PMSC's league and club programs, and to all coaches/team captains in PMSC's Adult Leagues

Incidents & Injuries

An incident or injury includes any occurrence that should be brought to the Club's attention including but not limited to:

- All injuries, whether minor or major
- Verbal and/or physical altercations between any parties associated with the game/practice (coaches, players, parents, referees, spectators, etc.)
- Any instance in which Emergency Services (Police, Fire, Ambulance) are notified/required to attend the scene

Minor vs. Major Incidents/Injuries

A minor incident would be a situation which was solved/rectified on the spot by the parties involved and did not consist of violent or aggressive behavior.

- **A minor injury** would include but is not limited to an injury that did not require medical attention immediately or after the event.
- **A major incident** would include but is not limited to a situation which involved a physical altercation, verbal abuse, harassment, bullying, etc. and required further resolution and/or required the notification of Emergency Services.

A major injury would include but is not limited to an injury that required first aid and/or medical attention immediately or in the days following the occurrence. Any time Emergency Services or medical attention is required (EMS attending the scene or parental transport to a hospital, urgent care center or doctor's office), it is considered a major injury.

When having difficulty determining whether an incident or injury is minor or major, please proceed on the side of caution and adhere to the major incident/injury protocol..



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Concussion

In an event of a head injury/suspected concussion, player in question is to be removed from activity immediately as all concussions should be regarded as a serious injury. Once removed player in question should look to receive a professional assessment by a medical doctor or nurse.

Return to Play: Player in question is not to return to team activities until they have been medically cleared with written consent.

If you want more information about concussion/concussion protocol, please refer to Port Moody Soccer Club Concussion Policy

Please see additional resource (s) which can support Coaches & Managers with a suspected concussion injury

[Concussion FIFA Resource Form](#)

[BC Soccer Concussion - Resource](#)

[Concussion Pocket - Tool : Important For Team-Officials](#)

PMSC Field Location/ Address

Name	Address	Surface	Season Use
Trasolini Field	300 Ioco Road	Turf	Outdoor
North Shore Community Park	1300 David Avenue	Turf and grass	outdoor
Aspenwood Park	200 Panorama Place	Grass	Outdoor
Heritage Mountain Park	20 Parkglen Place	Grass	Outdoor
Westhill Park	203 Westhill Place	Grass	Outdoor
Heritage Mountain Elementary School Gym	125 Ravine Drive	Hardwood	Indoor
Mountain Meadows Elementary School Gym	999 Noons Creek Drive	Hardwood	Indoor



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PMSC Coach Incident/Injury Protocol Outdoor Fields / Game Facilities

Determine whether the Incident/Injury is major, or minor based on the definitions stated in PMSC's protocol.

- If the occurrence is **minor**, follow the steps 1-6 below and upon completion of the appropriate Incident & Injury report form submit it to the appropriate PMSC Assistant Technical Director (listed on the bottom of the form) within 24 hours. If the Incident/Injury is **major**, activate the Emergency Action Plan immediately, and contact your Assistant Technical Director via phone in addition to emailing the .

1) Control the environment

- Stop the activity
- Shelter the injured participant, if outdoors
- Wear gloves to protect yourself if you suspect participant is bleeding

2) Access the situation (the charge person should conduct an initial assessment of the injured participant)

- **Activate the Emergency Action Plan if the participant:**
 - Isn't breathing
 - Doesn't have a pulse
 - Is bleeding excessively
 - Shows impaired consciousness (they are confused or disoriented, for example)
 - Has injured their back, neck, or head
 - Has visible, major trauma to a limb
- If the participant shows none of these signs, continue to step 3

3) Gather the facts

- Gather the facts by talking to the injured participant and anyone else who saw what happened
- If possible the participant should move themselves off the playing surface
- **Never attempt to move an injured participant yourself**
- Stay with the injured participant and help them stay calm

4) Assess the injury

- Have someone with first-aid training complete an injury assessment and decide how to proceed.
- Activate your EAP if the assessor isn't sure how severe the injury is or there is nobody with first-aid training present
- If the assessor is sure it's a minor injury, continue to step 4

5) Control the return to activity

- The participant can return to activity after a minor injury if they show none of these symptoms:
 - Swelling
 - Deformity
 - Continued bleeding
 - Reduced range of motion or appearance of compensating for the injury
 - Pain during activity
 - Concussion-related symptoms

6) Document and communicate:

- As the coach you are required to record the injury on PMSC accident report form, email the form to your Assistant Technical Director, and tell the participant's parents / caregivers about the injury
 - Dalibor Plavsic (Boys Programming) Assistant Technical Director **778-952-4243**
Dalibor.plavsic@portmoodysoccer.com
 - Michael Girard (Girls Programming) Assistant Technical Director **250-898-4925**
Michael.girard@portmoodysoccer.com

****Please note - if Emergency Services are called or a player is transported directly to a medical care center, the PMSC staff member listed above must be notified.***



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Complete the appropriate PMSC Incident & Injury Report and submit it to the Assistant Technical Director as soon as possible following the incident.

Facility or Event Details: Address or Directions to facility:

Name	Address	Surface	Season Use
Trasolini Field	300 Ioco Road	Turf	Outdoor
North Shore Community Park	1300 David Avenue	Turf and grass	outdoor
Aspenwood Park	200 Panorama Place	Grass	Outdoor
Heritage Mountain Park	20 Parkglen Place	Grass	Outdoor
Westhill Park	203 Westhill Place	Grass	Outdoor
Heritage Mountain Elementary School Gym	125 Ravine Drive	Hardwood	Indoor
Mountain Meadows Elementary School Gym	999 Noons Creek Drive	Hardwood	Indoor

Local Hospital: Eagle Ridge Hospital

Hospital Phone: 604 461 2022

Local Hospital Address: 475 Guildford Way, Port Moody, BC, V3H 3W9



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Charge Person Responsibilities

1. Conduct an initial assessment of the injury.
2. Designate someone to watch the other participants (stop all activities and ensure all participants are in a safe area if nobody is available to supervise).
3. Wait with the injured participant and help keep them calm until emergency medical services arrive and conduct their assessment of the injury.
4. Record the injury using their club's accident report form

Call Person Responsibilities

1. Call for emergency help.
2. Provide all necessary information to dispatch.
 - The facility location
 - The closest access door to the injured participant
 - The nature of the injury
 - A description of first aid that has been performed
 - Other medical information, such as allergies or medical conditions
3. Clear any traffic from the facility entrance or access road before the ambulance arrives.
4. Wait by the entrance to direct the ambulance.
5. Call the participant's emergency contact person.
6. Assist the charge person as needed

REMINDERS · You can save and re-use this form to prepare an EAP for your usual practice site and for any home site where you host competitions. · When preparing for away competitions, please ask the host team or host facility for a copy of their EAP in advance. Attach the medical profile and parent or caregiver contact information for each participant to this emergency action plan.



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EMERGENCY ACTION PLAN TEMPLATE

For all Team-Officials, please use this Team-Template & coordinate with your team-parents who will be the designated Charge & Call Personnel. From there - please refer back to procedural reporting in advising the PMSC Staff.

[EMERGENCY ACTION PLAN TEMPLATE](#)

Please click

THINGS TO CONSIDER

- Weather (Summer, Spring, Fall, Winter)
 - Adequate first-aid kit that can manage to support players in any of the following condition's - consider having the 10 essentials!
- Ensure you have a binder with parent(s) cell phone numbers, and other than parent(s) you have number and contact name for emergency contact for all players.