



PGYSA IMPACT

Emergency Action Plan & Strategy

Prince George Youth Soccer Association IMPACT



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

FIRST STEPS

- 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 a telephone call for assistance.
 - Guide the ambulance (if required) in and out of 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



EMERGENCY ACTION PLAN

Organization Name	Prince George Youth Soccer Association
Organization Contact Number	250-564-5900; 250-617-3439
Club/Team Event	PG IMPACT/WFC Acceleration Program
Venue Contact Number	250-564-5900; 250-617-3439
Location of Emergency	965 Winnipeg Street
Person in Charge	Ryan Beer (President)
Call Person	Sabina Power/Charles Aboyeji/ On-Field Coach
Emergency (Ambulance/Police/Fire)	911
Nearest Hospital Location	UHNBC
Nearest Hospital Address	1475 Edmonton Street

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

- The Prince George Youth Soccer Association Indoor Clubhouse can be found at 965 Winnipeg Street in Prince George, BC.
- The Clubhouse entrance faces North. The entrance to Duchess Park Secondary and the entrance to the PGYSA Clubhouse face each other.
- There are two parking lots emergency vehicles can use to enter the building. One is west of the building, and one is east of the building. The best parking lot to access the PGYSA Clubhouse is the West parking lot



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 importance and everyone participating in the game must play their part to ensure we prevent similar incidents in the future.

The PGYSA Goalpost Safety Guidelines are as follows:

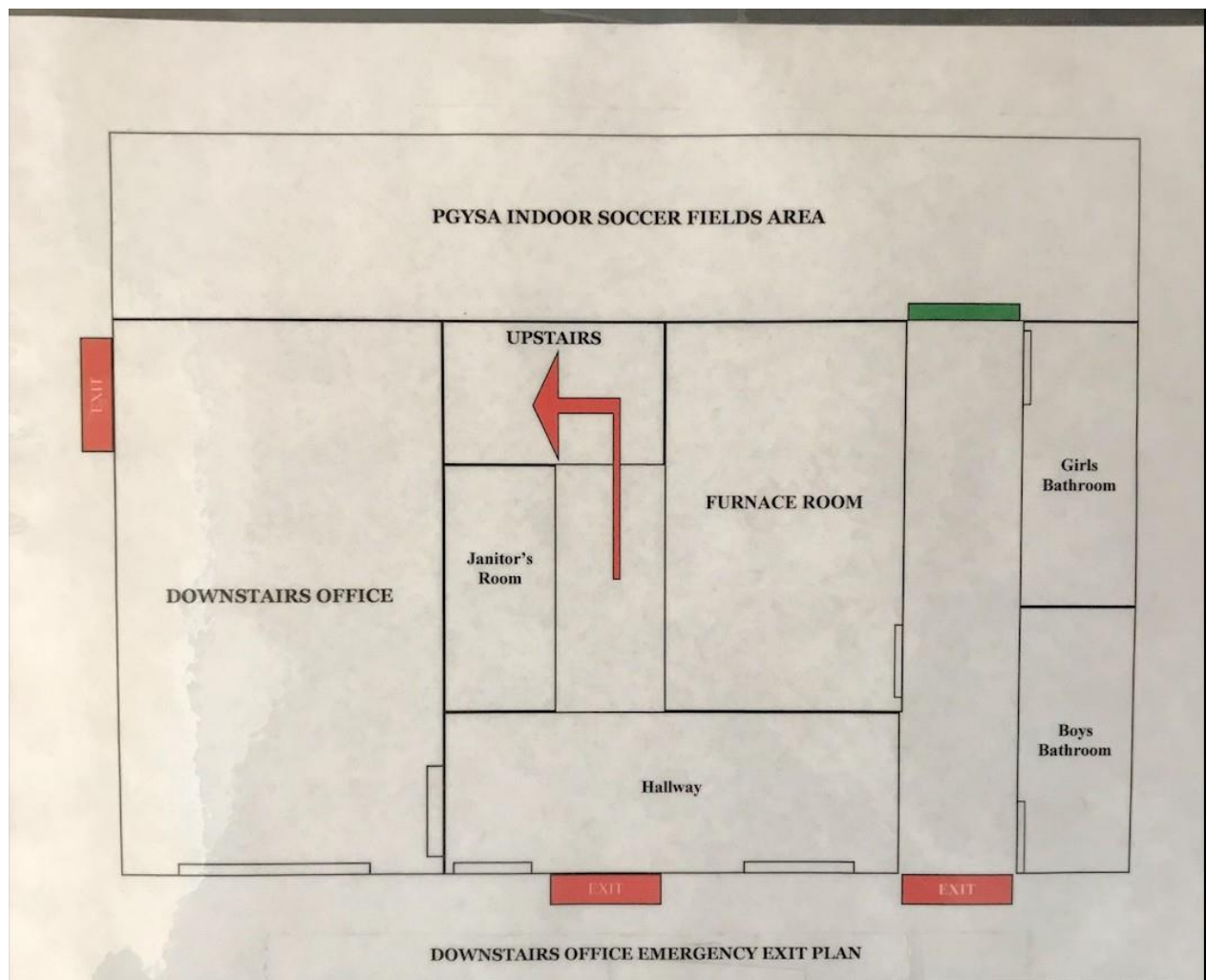
1. All goalposts, regardless of size, must always be anchored to the ground.
 - This includes all portable goalposts of all sizes and shapes. When in use sandbags or anchors must be always used.
2. Under no circumstances should children be permitted to swing on, climb on, or play on, goals or goalposts.
3. Weekly inspections should be carried out to ensure the safety and structural integrity of all goalposts.
4. Goalpost that has 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 few 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 all other training and playing equipment.



DIAGRAM OF 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.



- **Telephones**
 - Cell Phones will be maintained fully charged on the field-of-play at all times.
 - Extra landline phones are available in the Office.
- **First Aid Rooms**
 - Although a specific First Aid room is not available, the players' lounge on the second floor has the capability of providing a specific first aid area.
 - Stairs to the second floor are available from the training area and from the stairwell adjacent to the office main entrance.
- **Routes for Emergency Access Personnel**
 - Immediate access to the field area is through entrance/exit 2, which is beside the bathrooms and immediately adjacent to the Duchess Park Parking Lot.