

Ancaster Skating Club Concussion Policy

Approved by the ASC Board of Directors, August 6, 2025

Policy Statement

The Ancaster Skating Club (ASC) is focused on ensuring the wellbeing and safety of all skaters, coaches, officials, volunteers, staff, and all other participants. ASC recognizes the potential severity of a head injury and the commitment and intent behind research to manage concussions.

Through this policy, ASC is committed to the following actions regarding concussions:

1. Educating and creating awareness to those involved with the Club, regarding what concussions are and the potential for serious complications.
2. Implementing preventative actions to help reduce the number of concussions.
3. Establishing procedures that support Participants, coaches, instructors, staff and volunteers in ensuring quick recognition and removal of any individual with a suspected concussion from ASC activities.
4. Ensuring that following a concussion or suspected concussion there are clear steps for the Participant, parents/guardians and ASC to follow before a Return-to-Sport occurs and to ensure the focus is on long-term health.

Application

This policy applies to:

- Participants in ASC programs, events and activities;
- Parents/guardians of Participants who are under the age of 18;
- ASC coaches, instructors, staff and volunteers.

This policy is supported by the ASC Concussion Code of Conduct, ASC Removal-from-Sport and Return-to-Sport Protocols, the Skate Canada Concussion Protocol, as well as any requirements of the Skate Canada Incidents of Injury Reporting and Management Policy.

Definitions

Concussion:

- a brain injury that causes changes in how the brain functions, leading to symptoms that can be physical (e.g. headache, dizziness), cognitive (e.g. difficulty concentrating or remembering), emotional/behavioral (e.g. depression, irritability) and/or related to sleep (e.g. drowsiness, difficulty falling asleep)
- may be caused either by a direct blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull
- can occur even if there has been no loss of consciousness
- cannot normally be seen on X-rays, standard CT scans or MRIs
- can result in symptoms that are evident immediately or may evolve and persist over the course of hours, days or even months.

Designated Person (Removal From Sport): The ASC Designated Person (Removal From Sport) is responsible to carry out the applicable requirements of the ASC Removal From Sport Protocol for ASC programs, events or activities, in the event a concussion or suspected concussion occurs or has occurred. The ASC Designated Person (Removal From Sport) shall be as follows:

- ASC training/practice session or event (in order of availability, and assisted by a Board member if needed): Coach Coordinator, Head Coach, Instructor
- Competition: Competition Coach in Attendance

Designated Person (Return to Sport): After a concussion (or suspected concussion) has occurred, the Designated Person (Return to Sport) is responsible to coordinate the return of the skater to sport, in accordance with the ASC Return To Sport Protocol and in conjunction with the skater or their parent/guardian. The ASC Designated Person (Return to Sport) shall be as follows:

- Applicable Program Coach Coordinator, assisted by an assigned Board member if needed

Rowan's Law): Rowan's Law was named for Rowan Stringer, a high school rugby player from Ottawa, who died in the spring of 2013 from a condition known as second impact syndrome (swelling of the brain caused by a subsequent injury that occurred before a previous injury healed). Rowan is believed to have experienced three concussions over six days while playing rugby. She had a concussion but didn't know her brain needed time to heal, and neither did her parents, teachers or coaches. A law (Rowan's Law) was passed in Ontario that requires parents of athletes under the age of 18 and athletes aged 18 and over to review Government of Ontario concussion awareness resources and sign an acknowledgement, on an annual basis prior to the start of the sporting season.

Accountability

All Participants (or parents/guardians of Participants under the age of 18) registered in ASC programs/activities/ events, as well as ASC coaches/instructors/Board of Directors, are responsible for:

- Supporting ASC's vision of providing the safest possible environment for all participants in our skating community;
- Being familiar with and understanding the provisions of this policy;
- Preventing concussions through using proper equipment and maintaining it in good condition, following safety rules, being respectful of others, etc.;
- Reporting all incidents of concussion (suspected and/or actual);
- Adhering to this policy, its requirements and associated protocols, including:
 - Completing an annual review of the applicable Government of Ontario Rowan's Law resource (Appendix A) and ASC Concussion Code of Conduct (Appendix B);
 - Completing an acknowledgement (Appendix C) of having reviewed Appendices A & B and committing to abide by their requirements;
 - In the event of a concussion or suspected concussion, following the ASC Removal-from-Sport and ASC Return-to-Sport protocols (Appendices D & E) including obtaining a medical assessment and clearance to return to sport (Appendix F).

APPENDIX A – ROWAN’S LAW RESOURCES (Government of Ontario)

PLEASE NOTE: These resources and links are also available:

- On the Ancaster Skating Club Website, under the Resources/Policies tab;
- On the following Skate Ontario Resource Page: <https://skateontario.org/rowans-law-concussion-information/>.

Parents of Participants under 18 years of age and Participants aged 18 and over who are registered with the Ancaster Skating Club must review the appropriate Government of Ontario Concussion Awareness Resource prior to registration and/or the first day of skating.

Government of Ontario Concussion Awareness Resources Booklets:

- [Ages 10 and Under](#)
- [Ages 11-14](#)
- [Ages 15 and Up](#)
- [A Guide for Students & Athletes of All Abilities](#)
- [A Supplementary Resource to the Guide for Students & Athletes of All Abilities](#)

Videos:

- [Described video: Concussion Awareness Resource Video for Ages 10 and Under](#)
- [Transcript: Concussion Awareness Resource Video for Ages 10 and Under](#)
- [Described video: Concussion Awareness Resource Video for Ages 11-14](#)
- [Transcript: Concussion Awareness Resource Video for Ages 11- 14](#)
- [Described video: Concussion Awareness Resource Video for Ages 15 and Up](#)
- [Transcript: Concussion Awareness Resource Video for Ages 15 and Up](#)

E-Module:

This [interactive learning e-module](#) will help you learn more about concussions so you can keep yourself and others active and safe – whether you’re an athlete, student, parent, coach, official or educator.

APPENDIX B – ASC CONCUSSION CODE OF CONDUCT

PLEASE NOTE: This resource is also available on the Ancaster Skating Club Website, under the Resources/Policies tab.

Ancaster Skating Club Concussion Code of Conduct:

I will help prevent concussions by:

- *Wearing the proper equipment for my sport program and wearing it correctly.*
- *Developing my skills so that I can participate safely and 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 participants, program instructors, or officials).*

I will care for my health and safety 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 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 my program or competition immediately, or tell an adult if I think another participant has a concussion.)

- *Continuing to participate in my program 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 program instructor, official, parent or another adult I trust if I experience any symptoms of concussion.*
- *If another participant tells me they have concussion symptoms, or I see signs they might have a concussion, I will tell a program instructor, official, 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 or activity and that I will not be able to return to physical activity, program or competition until I undergo a medical assessment by a medical doctor or nurse practitioner and have been medically cleared (by providing a medical note) to return to physical activity, program, or competition.*
- *I have a commitment to sharing any pertinent information regarding incidents of removal from sport with my school and any other sport organization with which I am registered. (Meaning: If I am diagnosed with a concussion, I understand that letting all of my program instructors, 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 to my health:

- *I understand my commitment to supporting the ASC Return to Physical Activity or Program protocol.*
- *I understand I will have to be medically cleared by a medical doctor or nurse practitioner (bringing a medical note) before returning to my program or competition.*
- *I will respect my program instructor, parents, health-care professionals, medical doctors and nurse practitioners, regarding my health and safety.*

APPENDIX C – Acknowledgement of this Policy and Its Requirements

By accepting this policy below:

- (1) I acknowledge that I am one or more of the following:
 - the Participant in this account (aged 18 or over);
 - the parent/guardian of the Participant(s) in this account who are under the age of 18;
 - a coach, instructor, staff member or volunteer with ASC;
- (2) I acknowledge that I have reviewed the appropriate Government of Ontario resource (listed in Appendix A), and the ASC Concussion Code of Conduct (Appendix B) and will abide by their requirement; and,
- (3) I acknowledge that if any Participant in this account experiences a concussion or is suspected of having experienced a concussion, the ASC Designated Person is obligated to initiate the ASC Removal from Sport and Return to Sport Protocols (Appendices D&E), which include the Participant being required to undergo appropriate medical assessment(s).

Appendix D: ASC Removal From Sport Protocol

Approved by the ASC Board of Directors, August 6, 2025

The following outlines the process for immediate removal of an individual who is suspected of having sustained, or has sustained, a concussion during training, practices, competition or during another activity. Once removed, the individual is not permitted to return to ASC training or practice or to competition, except in accordance with the ASC Return-to-Sport Protocol.

The ASC Designated Person (Removal From Sport) shall be as follows:

- ASC training/practice session or event (in order of availability, and with assistance from a Board member if needed): Coach Coordinator, Head Coach, Off-Ice Instructor
- Competition: Competition Coach in Attendance

The ASC Designated Person (Removal From Sport) will:

1. Remove the Individual

- a) Immediately remove the individual from further training, practice or competition if the individual has sustained a concussion or is suspected of having sustained a concussion, regardless of whether the concussion or suspected concussion was sustained from an activity associated with the Ancaster Skating Club.

2. Call 9-1-1 if Emergency

- a) 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)

3. Inform

- a) If the individual is under 18 years of age, inform their parent or guardian about the removal from further training, practice or competition
- b) Advise the individual, or the parent or guardian if the individual is under 18 years of age, that the individual is required to undergo a medical assessment by a physician or nurse practitioner and receive medical clearance before the individual will be permitted to return to training, practice or competition.

4. Provide Copy of Protocols

- a) Provide the individual, or if the individual is under 18 years of age, the individual's parent or guardian with the ASC Removal-from-Sport and Return-to-Sport Protocols and ASC Return to Skate Form (Appendices D, E & F) as soon as possible after the individual has been removed from further training, practice or competition. In addition, if the individual is a Participant in ASC StarSkate or Synchronized Skating programs, provide them with a copy of the Skate Canada Concussion Protocol (<https://skatecanada.ca/wp-content/uploads/2024/11/Concussion-Protocol.pdf>). Hardcopies are kept in the ASC Storage Shed and Rink A Dressing Room 1 Storage Room.

5. Record/Report the Incident

- a) Make a record (send an email to info@ancasterskatingclub.ca with the message title "Incident Report – (Date)") of any incident where a skater has been removed from further training, practice or competition because they are suspected of having sustained a concussion regardless of whether the skater is later diagnosed with a concussion.
- b) Verbally report the incident to City rink staff and provide requested information and/or complete any forms that they provide.
- c) Complete a Skate Canada incident report (with a copy to Skate Ontario and ASC) in accordance with the Skate Canada Incidents of Injury Reporting and Management Policy and supporting procedure. NOTE: This final step will be carried out by the respective Program Coach Coordinator, if the preceding steps were carried out by the Head Coach or Off-Ice Instructor.

Appendix E: ASC Return to Sport Protocol

Approved by the ASC Board of Directors, August 6, 2025

The following outlines a return-to-sport process for an individual who has been removed from training, practice or competition due to a suspected or diagnosed concussion, regardless of whether or not the concussion was sustained or is suspected of having been sustained during a sport activity associated with ASC. Personal information retained under this protocol shall be retained, disclosed and disposed in accordance with the ASC Privacy Policy.

The ASC Designated Person (Return to Sport) shall be as follows:

- Applicable Coach Coordinator, assisted by an assigned Board member

1. Obtain a Medical Assessment

An individual who has sustained a concussion, is suspected of having sustained a concussion or has been removed from sport, must obtain a medical assessment by a physician or nurse practitioner before returning to training, practice or competition. It is recommended that the individual (or their parent/guardian if the individual is under 18 years of age) provide the health care practitioner with a copy of the ASC Removal from Sport and Return to Sport protocols and ASC Return to Skate form (Appendices D, E and F). In addition, for ASC Participants in StarSkate or Synchronized Skating, it is recommended the Skate Canada Concussion Protocol (<https://skatecanada.ca/wp-content/uploads/2024/11/Concussion-Protocol.pdf>) be provided to the health care practitioner.

2. Provide Confirmation

The individual (or their parent/guardian if the individual is under 18 years of age), must provide confirmation (using the ASC Return to Skate form in Appendix F, or equivalent) to the ASC Designated Person (Return to Sport) that the individual:

- a) Has undergone a medical assessment by a physician or nurse practitioner 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 or nurse practitioner.

3. If Diagnosed with Having A Concussion

If an individual has been diagnosed by a physician or nurse practitioner as having a concussion the individual must proceed through the graduated return-to-sport steps.

4. Graduated Return-to-Sport Steps

The graduated return-to-sport steps may include the activities outlined below. For Participants in ASC StarSkate or Synchronized Skating programs, more specific activity lists are available in the Skate Canada Concussion Protocol:

(<https://skatecanada.ca/wp-content/uploads/2024/11/Concussion-Protocol.pdf>).

It is typically recommended that an individual with concussion rest for 24 to 48 hours before beginning step 1; it is important to note that typical recovery times vary from person to person, and some individuals may require more time to progress through the steps.

	Activities	Goal of Step	Duration
STEP 1: Symptom-limiting activities	Daily activities that don't make symptoms worse, such as moving around the home and simple chores	Gradual reintroduction of daily school, and work activities	At least 24 hours
STEP 2: Light aerobic activity	Light activities such as walking or stationary bicycle at slow to medium pace for 10 to 15 minutes	Increase heart rate	At least 24 hours

STEP 3: Sport-specific exercise	Individual physical activity such as running or skating.	Add movement	At least 24 hours
STEP 4: Non-contact training, practice drills	Harder training drills. Add resistance training (if appropriate).	Exercise, coordination, and increased thinking	At least 24 hours
STEP 5: Unrestricted Training & Practice	Unrestricted training and practice - with contact where applicable	Restore confidence and assess functional skills	At least 24 hours; Obtain clearance from physician or nurse practitioner before unrestricted training, practice or competition
STEP 6: Return-to-Sport	Unrestricted competition.		

An individual is typically ready to progress to the next step when they can do the activities at their current step without new or worsening symptoms. If at any step symptoms get worse, they should stop and return to the previous step before trying again. If symptoms do not improve or if the symptoms continue to worsen, the individual should return to the physician or nurse practitioner.

5. Share Medical Advice

An individual, or the individual's parent or guardian must share the medical advice/restrictions/recommendations they receive (using the ASC Return to Skate form in Appendix F, or equivalent) with the ASC Designated Person (Return to Sport) before being permitted to return to training, practice or competition through the graduated return-to-sport steps, if any.

6. Disclosing Diagnosis

The ASC Designated Person (Return to Sport) must inform the individual or, if the individual is under 18 years of age, the individual's parent or guardian of the importance of disclosing the diagnosis to any other sport organization with which the individual is registered or school that the individual attends.

7. Medical Clearance

The individual, or the individual's parent or guardian must provide the ASC Designated Person (Return to Sport) a confirmation of medical clearance by a physician or nurse practitioner before the individual is permitted to move on to unrestricted training, practice or competition (use the ASC Return to Skate form in Appendix F, or equivalent).

8. Record Progression

The ASC Designated Person (Return to Sport) must make and keep a record of the individual's progression through the graduated return-to-sport steps until the individual, or the individual's parent or guardian, has provided a confirmation of medical clearance by a physician or nurse practitioner to the designated person(s). The progression record will be documented in the appropriate ASC on-line folder.

Personal information retained under this protocol shall be retained, disclosed and disposed in accordance with the ASC Privacy Policy.



Ancaster Skating Club Concussion Policy: Appendix F – ASC RETURN TO SKATE FORM

The Province of Ontario passed legislation to enact Rowan's Law (Concussion Safety) in 2018. Rowan's Law mandates that sport organizations establish a Concussion Policy as well as a Removal-from-Sport and Return-to-Sport protocols. The Ancaster Skating Club (ASC) is committed to maintaining the health and safety of its athletes, coaches and officials and believes that their health is of paramount importance. ASC recognizes the potential danger and long-term health consequences of concussions and has a Return-to-Sport Protocol in place for skaters. A Return to Skate Form (or equivalent) is required following ALL concussions, suspected concussions or removal from sport, even those that did not occur while participating in activities run by ASC. The form (or equivalent) must be completed by a health care professional and considerations/restrictions with respect to returning to skate must be identified. An updated form (or equivalent) is required once the individual is symptom-free and able to return to full participation in physical activity at ASC. Completed forms (or equivalent) are to be submitted to the ASC Designated Person (Return to Sport) prior to the skater's return, by sending the completed form (or a photo of the completed form or equivalent) to:

- info@ancasterskatingclub.ca; and,
- starcoordinator@ancasterskatingclub.ca

CONSIDERATIONS/RESTRICTIONS WITH RESPECT TO RETURNING TO SKATE FOLLOWING A CONCUSSION, SUSPECTED CONCUSSION, OR REMOVAL FROM SPORT:

Skater Name:	
Date of Injury:	
Restrictions/ Duration:	
Name of Treating HC Professional:	
Clinic Name & Address:	
Clinic Phone Number:	
Signature:	
Date:	
Received By (ASC Designated Person):	

Personal information used, disclosed, secured or retained by ASC will be held confidentially and safely for the purpose for which it is collected, in accordance with the ASC Privacy Policy.

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