



Workshops, Awards Luncheon & AGM
November 2019

TODAY'S PLAN

- HIGH WATER LEVELS – Rick Layzell
- OVERVIEW BOARD ROLE & RESPONSIBILITIES
- MUST HAVES FOR A CLUB
- HOT TOPICS (FAQ)

12:00 - Awards Luncheon

1:30 – AGM

PURPOSE OF A BOARD

The purpose of the Board of Directors of a Not for Profit is to provide leadership to the organization's strategic plan through setting policies, providing leadership and expertise, and monitoring the organization's performance.



High Level Focus

Oversight

Giving Destination not Direction

Not managing each detail
Not getting caught in the weeds



LEGAL RESPONSIBILITIES OF A FIDUCIARY

Duty of Due Care

Take care of the non-profit by ensuring prudent use of all assets, including facility, people, and good will; and provide oversight for all activities that advance the non-profit's effectiveness and sustainability.

Duty of Loyalty

Make decisions in the best interest of the non-profit corporation; not in their own self-interest.

Duty of Obedience

Ensure that the non-profit obeys applicable laws and acts in accordance with ethical practices; that the non-profit adheres to its stated corporate purposes, and that its activities advance its mission.

DIRECTOR LIABILITY

A director may be held personally liable for damages arising as a result of various actions (or inaction) by the director.

- Any act that is illegal (such as a breach of their fiduciary or statutory duties),
- Permitting the corporation to act outside of its authority,
- Torts committed individually or on behalf of the corporation (civil act causing harm - negligence, defamation)

Personal liability on directors.

- unpaid employee wages and vacation pay;
- failure by the corporation to remit source deductions for employee income taxes as well as Employment Insurance and Canada Pension Plan contributions;

INSURANCE - Protect directors and former directors against liabilities incurred by reason of them acting as director, provided the director acted consistent with his or her fiduciary duties and had reasonable grounds for believing his or her conduct was lawful

Directors & Officers Liability

Directors & Officers Liability

Protects the personal assets of the directors and officers

Protects the organization from unexpected expenditure

Employment Practices Liability

Protects against employment related claims such as:

wrongful dismissal, discrimination, sexual harassment, breach of an employment contract, wrongful discipline

Includes Third Party Employment Practices

Fiduciary Liability

Protects the organization from exposures resulting from the administration and management of its benefit plans

Claims Example:

A not-for-profit organization that held a parade was sued by a spectator after one of the volunteer performers tossed a free gift into the crowd injuring the plaintiff. Although the direct damages resulting from the bodily injury may seek indemnity under a CGL policy form, the plaintiff sued the directors & officers for financial damages of \$200,000 alleging inadequate safety protocol and training procedures

This claims is still ongoing and no settlement has been reached. Defense costs are accumulating

ACCOUNTABILITY

The Board of Directors is accountable to the Corporate Membership of the club. The organization's bylaws lay out the details of the relationship and the definition of membership in the organization.

Directors are elected to represent the voting members. Similar to a politician they are accountable to ALL voting members.

Reporting Back is Key

GOVERNANCE OVERSIGHT

What does this look like?

Financial

- Approving Annual Budgets (Operations & Capital)
- Reviewing “Top Sheet” Quarterly
- Reviewing Audited Statements
- Evaluating Senior Level Compensation

Risk Management

- Agreement on risk tolerance level
- Passing policies to limit risk
- Having regular risk awareness discussions
- Reviewing insurance

TIPS FOR EFFECTIVE DIRECTORS

- . Know the mission, vision, objectives, operations, and bylaws.
- . Always act objectively, and in the best interest of the organization.
- . Prepare for all board & committee meetings, reviewing agendas & reports.
- . Attend, and participate in all board and committee meetings.
- . Keep careful notes at meetings, and review the minutes of all meetings.
- . Maintain a positive relationship with all your colleagues – Board, Volunteers and Staff
- . Obtain outside expert advice whenever necessary, ensuring the expert's qualifications, recent and relevant knowledge base fit need.

Know your Role & Responsibilities

Decision Making?

What should you consider as a Board when you have to make a decision?

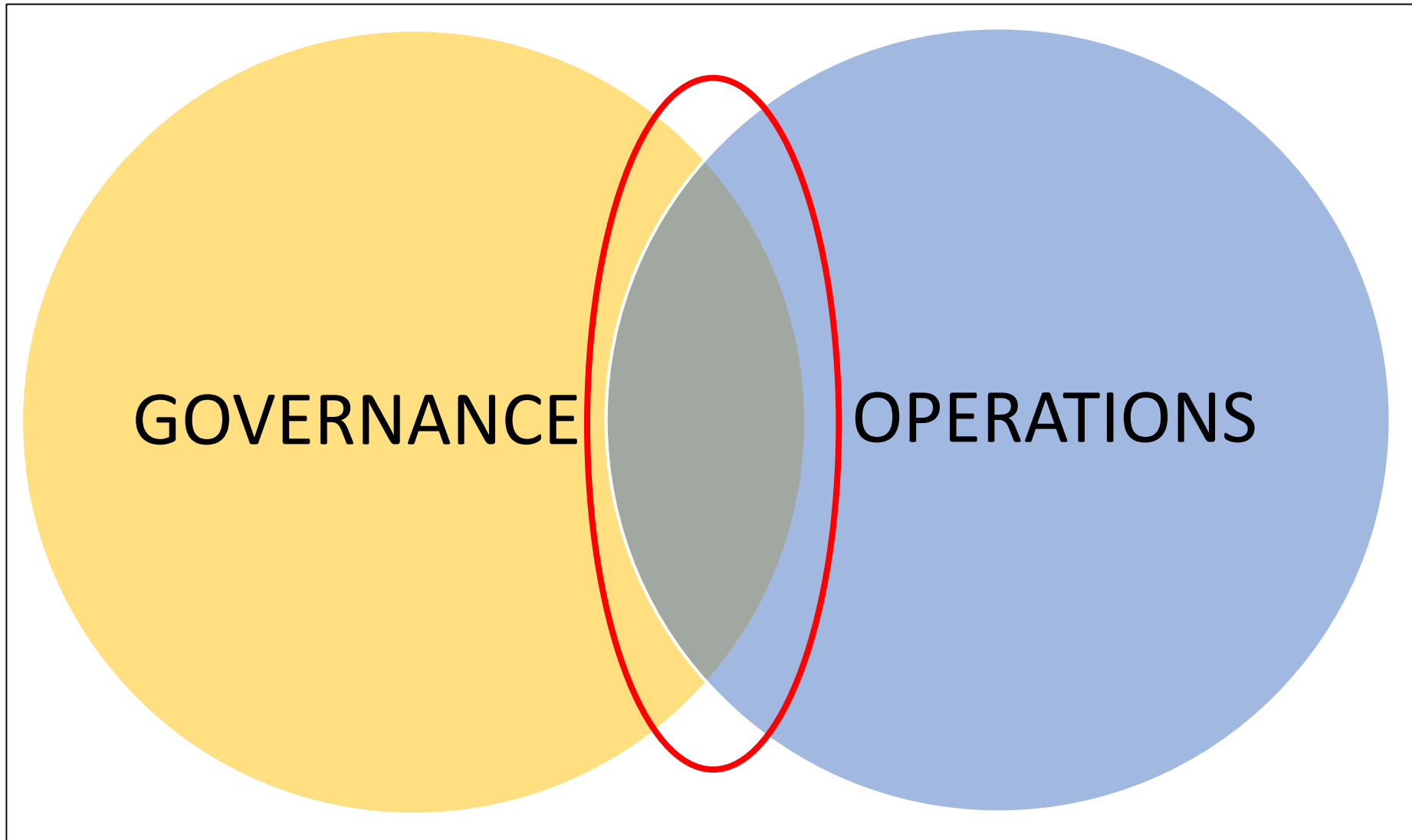
Key Questions

- Does it fit our Bylaws & Policies & Legislation?
- Does it fit our Mission & Vision Statements?
- Does it support our Strategic Plans?
- Is it a Prudent Use of Assets?
- Does it Advance Organization's Effectiveness & Sustainability?

BOARD & STAFF (COMMITTEE) RELATIONSHIP



BLACK & WHITE & GREY



WHAT GOES WHERE?



	ARTICLES OF INCORPORATION	BYLAWS	Policies	Procedures
What Goal	Name, Purpose and Location – Request for incorporation Service Ontario	Defines corporate membership & conditions. Describes relationship between Board & members – Corporate structure	Covers reason & philosophy behind club operations. Legally required to have certain policies.	Less formal the day to day of club operations. Often the step by step process.
Who create/change	Changes through Service Ontario Need 2/3 approval of members to change	Board makes changes. Confirmed by majority of voting members at AGM (quorum met)	Board creates & passes. Should be reviewed annually or bi-annually	Can be created by any level – including committees Reviewed and updated regularly as needed.
Access	Filed with government, available to members & directors	Have to be available to members and directors	May be asked to produce certain legally required policies. Some public some internal.	No requirement to have any available, up to club to share what is appropriate with appropriate individuals

BYLAWS

Bylaws are the structure for how Board works
and commitment to voting members
Bylaws should guide your actions



FIRST STEPS

What do they say?
Do you follow them?
Are they legally correct?

BYLAWS

Common Issues with Club Bylaws

- Operational Items – Bylaws should be governance only
- Confusion about AGMs, meetings - types & content
- Conflicts between sections
- Not following current laws i.e. financial statements
- Incorrect terminology – Constitutions, Flag Officers
- Membership reflecting marketing needs not corporate needs

Bylaws - Member Classes - ONCA

NEW Legislation:

ONCA – Ontario's New Corporations Act

ONCA gives more power to members, be prepared

Update sooner rather than later -- Expected to be implemented 2020

Each membership class will have power as a class.

Customer Groups as compared to a Voting Member

- Each membership class has collective rights as a class – veto changes to the class, each class voting separately must approve fundamental changes to organization
- Non – voting members will have vote on major items (mergers or dissolution)

Bylaws – Process

Review Current

- COAST can review and make comments
- Review template to see topics & suggested wording
- Everyone review it current and comments to ensure understanding, helpful to have each person focus on a couple of sections specifically
- Highlight any areas that you are not following

Before Making A Change, Check What Is Mandatory

- Certain items you may want to change, make sure you meet minimum requirements

Have Draft Reviewed

- More eyes are better - Extra set of eyes for typos etc.
- COAST can help, legal advice if desired

GOVERNMENT REPORTING

ServiceOntario



Canada



Canada Revenue
Agency

As a Not for Profit organization you have responsibilities to report a variety of items to the Government each year

Not following the rules could result in the club being dissolved!

It is worth it to pay the price to have an expert work with you

Follow rules – not worth the risk!

	Articles of Incorporation	Bylaws	POLICIES	Procedures
What/Goal	Name, Purpose and Location – Request for incorporation Service Ontario	Defines corporate membership & conditions. Describes relationship between Board & members – Corporate structure	Covers reason & philosophy behind club operations. Legally required to have certain policies.	Less formal the day to day of club operations. Often the step by step process.
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"Before I write my name on the board, I'll need to know how you're planning to use that data."

PRIVACY POLICY

Collect only what you actually need - PURPOSE

Get consent for the information you collect, use & disclose.

Remember to include photo releases!

Federal Law – Personal Information Protection and Electronic Documents Act (PIPAEDA)

PCI Compliance – Payment Card Industry Compliance

CONFLICT OF INTEREST POLICY

Conflict can be
Real OR Perceived

Preparation for if conflict
arises – what is process?

Lots of opportunity for
perceived conflict of
interest as active
participants

I.E. Boat Storage/Placement



CERTIFICATIONS POLICY

What is needed for role?

Does individual have it?

Is it current?

They should provide proof

Important at start but also ongoing need to monitor and track.

Having current certified individuals required in some cases
(regulations, insurance, contracts)



STATUS AS EMPLOYER

ASSOCIATED RESPONSIBILITIES

employer

A legal entity that controls and directs a servant or worker under an express or implied contract of employment and pays ...



Employment Standards Act
Occupational Health & Safety Act

Health & Safety Policy
Workplace Violence Policy
Workplace Harassment Policy
Accessibility Policy

Training & documentation for each

ACCESSIBILITY POLICY



Think beyond facility & visible disabilities

Key is that you are willing to work with individuals

Are the staff/volunteers prepared?

AODA – Accessibility for Ontarians with Disabilities Act
A 20 year plan

Are you AODA compliant?

- Policy in place
- Training of staff & volunteers

SAFE SPORT

CBC Investigation (Feb 2019)

Over 20 years - 340 Coaches Convicted of sexual offences against athletes
under 18

600 Victims, 222 Convictions, 34 ongoing cases spanning 36 sports

Athlete Study – National Team (inc. recently retired)

60% + response rate to survey

Over 90% reported some form of harm during athlete career

Only 15% of these were reported to PSO/NSO

ATHLETE PROTECTION POLICY

Protects the Child, the Coach and the Club

SCREENING

Staff & Volunteer
Screening

Interviews,
Reference Checks
&
Criminal Record
Checks



ABUSE REPORTING

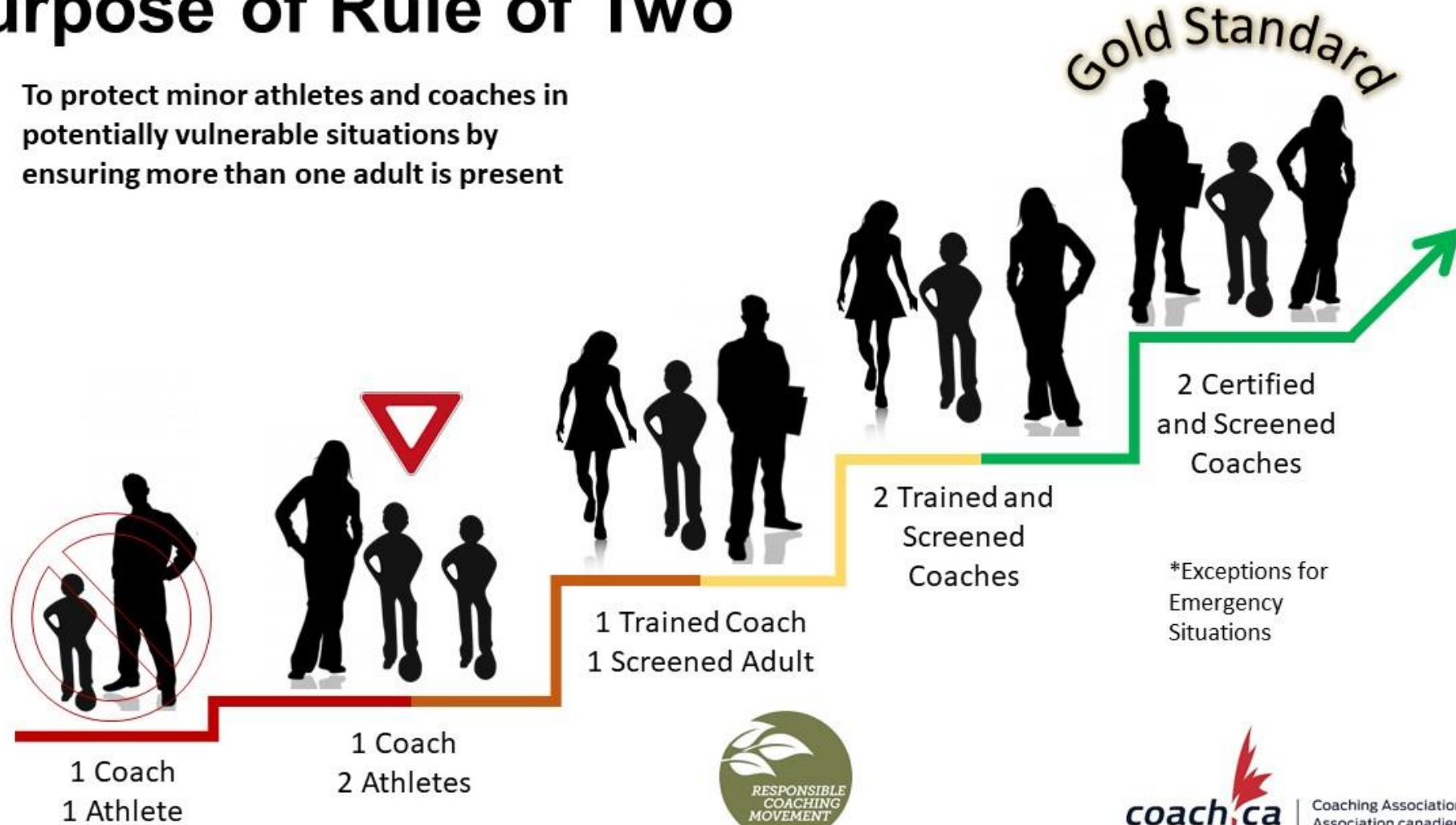
Children's Aid
Reporting

Clear Avenues &
Procedures

SAFE SPORT

Purpose of Rule of Two

To protect minor athletes and coaches in potentially vulnerable situations by ensuring more than one adult is present



Coaching Association of Canada
Association canadienne des entraîneurs

SAFE SPORT

Other Related Policies

Communication Policy

Social Media Policy

Travel Policy

Whistleblower Policy

Code of Conducts

Discipline & Complaints

Dispute Resolution

Appeal Policy

Screening Policy

Making Sport Safer for EVERYONE

***Participants
Instructors/Coaches
Volunteers***

***Staff
Directors
Organizations***

Protecting the Sport Itself

MEMBER HARASSMENT POLICY



Clubs feel like everyone will get along:
All is good until it is not good.

Member to Member Harassment is
VERY common - #1 Call to COAST

Often club has nothing in place so advice is to
call a lawyer - very costly!!

Club and Board Members need guidelines:
What to do Before, During & After

(For Staff legally need
Policy & Procedures - Bill 132/Bill 168)

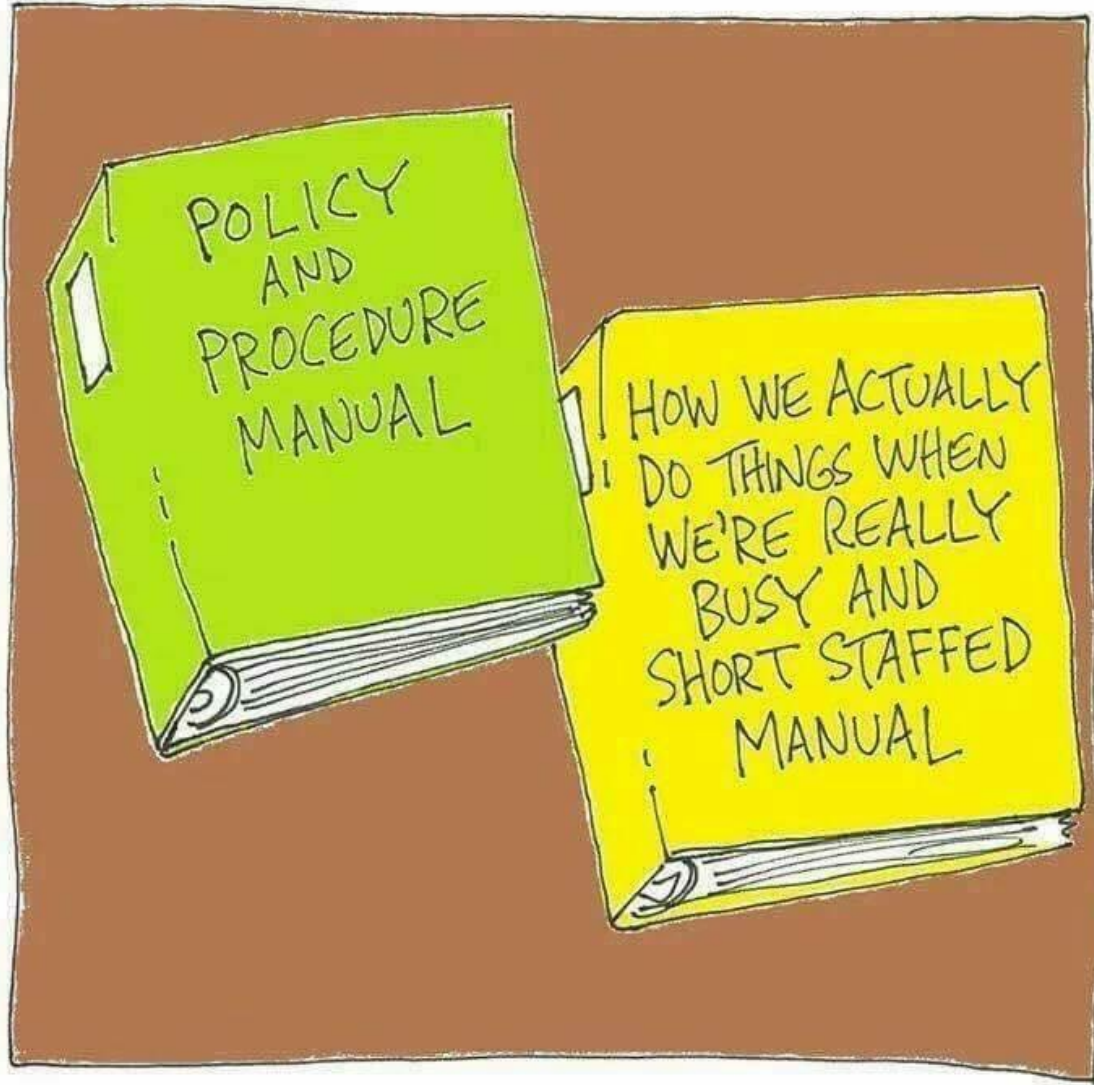
Related:
Code of Conduct
Member Agreement
Procedures for Complaints & Concerns

TRAINING COMMUNICATION

Without training all your hard work become just pieces of paper

Everyone (club leaders, staff, volunteers) need to know policies and procedures

More will be remembered if training is:
Fun and engaging and interactive!



WHAT WILL THEY READ?

The average attention span for adults dropped from 12 seconds in the year 2000, to **8 seconds** by 2013.



igw INFO
GRAPHIC
WORLD

Source: StatisticBrain.com

PS Goldfish have an attention span of 9 seconds



EXPLAIN THE WHY

- Multiple ways of communication – social media, membership package, newsletter
- Ongoing messaging is key
- Key information always available – online, hard copy distributed

**PEOPLE NEED TO BE
REMINDED MORE
OFTEN THAN THEY
NEED TO BE
INSTRUCTED**

Samuel Johnson



HOT TOPICS

Frequently Asked Questions

NEW MEMBERSHIP PACKAGE 2020

- Online Process
- Allows Ontario Sailing to have updated information – you need to tell us when contacts change
- Provides us with better data to support you as well as garner support for sailing in province
- Puts all pieces into one – for example Sailing School Contracts with Organization Membership Package

POLICIES, PROCEDURES, & DOCUMENTS					
Please indicate which of the following your club currently has in place. Any missing items can be developed with the assistance of the COAST Manager, Lisa Roddie, lisa@ontariosailing.ca					
Yes	No		Yes	No	
☐	☐	By-laws updated within last 5 years	☐	☐	Child Protection/Vulnerable Sector Policy
☐	☐	Emergency Action Plan	☐	☐	Privacy Policy
☐	☐	Emergency Procedures	☐	☐	Filed Annual Returns with Service Ontario
☐	☐	Conflict of Interest Policy	☐	☐	Appropriate classification of employees, independent contractors, or volunteers
☐	☐	Confidentiality Policy	Clubs with Employees		
☐	☐	Member's Code of Conduct	☐	☐	Workplace Violence & Harassment Policies
☐	☐	Code of Conduct Concerns Procedures	☐	☐	Health & Safety Policy
☐	☐	Accessibility Policy	☐	☐	Leaves, vacation, and, hours of work procedures

SWIMMING IN PROGRAMS

Sailing Instructors are not Lifeguards.

Lifeguards have specialized training and equipment

Lifeguarding a waterfront requires different training and procedures than a pool.

PFD's are not a guarantee!



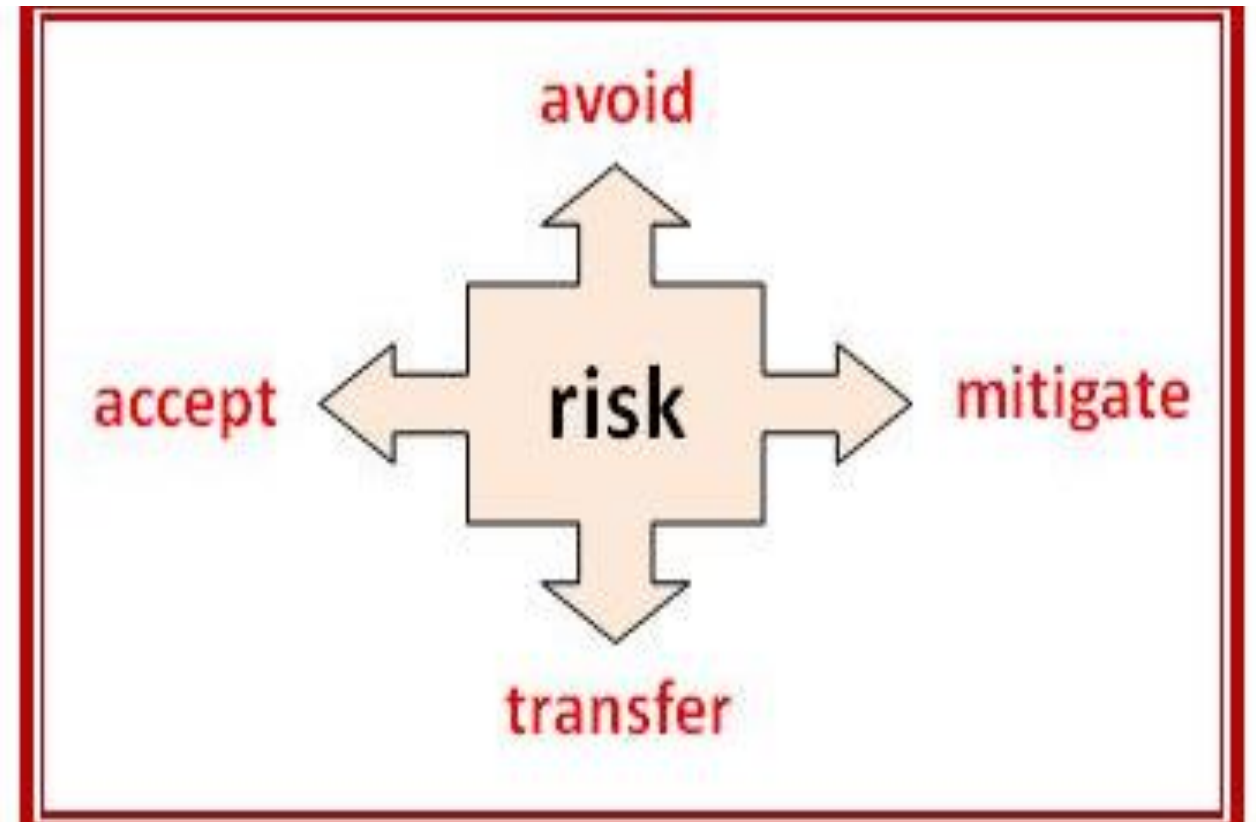
RISK MANAGEMENT

Ask:

What can possibly go wrong?

What will you do, both to prevent the harm from occurring and in response to the harm or loss?

If something happens, how will you pay for it?



MITIGATE, ACCEPT OR AVOID RISK

Safety Procedures

- Signage on property
- Policies & Procedures
- Staff and Volunteers Trained
- Mandatory use of PFD's
- First Aid available

Avoid Risk

- Host liquor Liability
- Extreme weather conditions
- Untrained volunteers
- Unsupervised guests
- Ad hoc events

Liability Waivers

- Weak Shield to avoid Nuisance Lawsuits
- Is the waiver enforceable?
- Is the waiver valid. Did the person understand what they were signing?
- Was it explained to them in the clearest terms.
- Did they have time to consider the waiver

Accept Risk

- Certain level is understandable
- At what point can you sleep at night?
- What if it was the headline of local paper?

INSURANCE = TRANSFER RISK

Types of Coverage Available:

- Directors' & Officers' Liability
- Legal Expense Insurance
- Travel Insurance
- Volunteer Accident
- Special Events
- Event Cancellation
- Commercial General Liability
- Cyber Security & Privacy Liability
- Property
- Crime
- Regatta
- Harassment & Investigation

Confirm coverage
for planned
activities with
your insurance
broker

INSURANCE = TRANSFER RISK

What should I be looking for in our policy?

- ✓ Broad definition of insured
- ✓ Full entity coverage
- ✓ Employment practices liability coverage
- ✓ Duty to defend
- ✓ Defence Expenses outside the limits of liability
- ✓ Prior acts coverage
- ✓ Coverage for Reputational Damage resulting from a claim
- ✓ No deductible
- ✓ Unlimited Telephone Legal Advise line
- ✓ Legal Expense Reimbursement Coverage

INSURANCE

**DON'T WASTE YOUR MONEY ON FULL COVERAGE
AUTO INSURANCE, THEY SAID**



IT'LL BE FINE, THEY SAID

ABC's of NEGLIGENCE

- A. A Duty of Care exists
- B. There is a breach of that duty
- C. Damage or injury arises as a result of the breach

“To avoid liability, a person must exercise the standard of care that would be expected of an **ordinary, reasonable and prudent person** in the same circumstances.

The measure of what is reasonable depends on the facts of each case, including the **likelihood of a known or foreseeable harm**, the gravity of that harm, and the burden or cost which would be incurred to prevent the injury.”

- Supreme Court of Canada

SAIL CANADA INSURANCE FAQ's



Covers ONLY Individual Sailing Instructors & Coaches

- When they are registered and current
- When they are teaching what they are trained to teach
- Not covered if not teaching beyond their level/class
- Not covered if helping at public event

This is not club coverage.

This is not employment related.

PASSENGERS ON BOATS

Regulations Respecting Compulsory Insurance for Ships Carrying Passengers (SOR/2018-245)

Is vessel subject to compulsory passenger liability insurance? Depends on 4 areas:

- Statutory & Regulatory definitions
 - pleasure craft or commercial? Under Canada Shipping Act 2001
 - Crew, guests - Has guest paid anything to be there?
- Why Occupants on Board?
 - persons engaged in the business of the ship & guests are exempt
 - ferrying people such as transferring between instructor boat & club boat or taking to start of event would be considered passengers requiring compulsory insurance because not part of that boat's activity
 - Commercial sailing schools would need to have the insurance – however if instructor is skipper would be engaged in the boat activity and therefore exempt

**NEW AREA -
NO CASE LAW**

PASSENGERS ON BOATS

- Why is vessel being used?
 - Is it a commercial purpose such as a for profit sailing school?
 - Work boat – if doing activities for recreation such as laying marks exempt, if working on club infrastructure not exempt if additional people on board
 - Charters - If owner is skipper and invites guests without profit/remuneration than exempt, once owner nominates a skipper chartering arrangements are not pleasure
- Remuneration
 - Guest contributing to operating expenses like fuel is acceptable, but compensation for operation is not
 - Regatta fees are acceptable as long as fee payers are crew
 - Inviting donors to general purposes of club on board would be considered guests, donors to a specific cruise would be passengers.

PAYMENT **EVERYONE'S ROLE ON BOAT **RECREATIONAL USE

**NEW AREA -
NO CASE LAW**



Phase 1

Came into effect July 2019

- Awareness and Education

Phase 2

Comes into effect July 2020

- Removal and Return to Sport





What causes a concussion?

- Any blow to the head, face or neck, or somewhere else on the body that causes a sudden jarring of the head may cause a concussion.
- Direct contact to the head is **not** required to cause a concussion.

WHO DOES LAW APPLY TO?

Sailing is an identified sport

Training and development programs

Race nights if there is any level of organization – such as tracking points, awards at end of season, registration.

If there is anyone under 26 involved.

(Ontario Sailing is promoting all ages follow same procedures, law has certain aspects not applying to over 26.)

Organization that is “hosting” is responsible, that organization’s policies apply to anything interclub. One Province = One policy!

Concussion Must Dos for Clubs

BOARD

- Pass a Concussion Policy. We ask you to adopt the Ontario Sailing Concussion Policy and Concussion Code of Conduct.

REGISTRATION

- Before registration, each participant must acknowledge they have read the Ontario Ministry provided Concussion Resources AND that they have read/agreed to the Ontario Sailing Concussion Code of Conduct – Participant. This must happen annually.

COACHES PRE SEASON

- Before being active, all coaches (and trainers) must acknowledge they have read the Ontario Ministry provided Concussion Resources AND that they have read and agreed to the Ontario Sailing Concussion Code of Conduct – Coach. This must happen annually.

GOVERNMENT OF ONTARIO

CONCUSSION AWARENESS RESOURCE



**ROWAN'S
LAW**

Everyone must use
Government Provided
Resource

Currently only in booklet
format;
Video & e-module
promised

Concussion Information

Ontario Sailing values the long term health of all sailors. As such, we have a comprehensive Concussion Management and Return to Sport Policy and associated procedures.

We have been working closely with current research and national sport and concussion related groups to ensure our policies are up to date and address concerns specific to sailing. The policy and procedures that were passed by our Board of Directors represent countless hours of staff work and consultation.

The policy addresses the four main components from Rowan's Law:

- Education and Awareness
- Concussion Codes of Conduct for participants as well as leaders
- Removal from Sport Protocols
- Return to Sport Protocols

Our policies and procedures are being implemented for all ages and all participants recognizing the potential effects of head injuries. The health and safety of everyone involved with Ontario Sailing is of upmost importance.

REQUIRED ITEMS

[Government of Ontario – Ministry Approved Concussion Awareness Resources](#)

[Concussion Awareness Resources Ages 10 and under](#)

[Concussion Awareness Resources Ages 11 to 14](#)

[Concussion Awareness Resources Ages 15 and up](#)

[Ontario Sailing Concussion Code of Conduct – Athletes and Participants](#)

[Ontario Sailing Concussion Code of Conduct – Coaches](#)

[Procedures for Removal & Return to Sailing Handout](#)

Resources for Concussion Education and Awareness available from Parachute Canada ...

Concussions: the Basics:

http://www.parachutecanada.org/downloads/resources/Concussion_Basics.pdf

Resources for Athletes:

<http://www.parachutecanada.org/downloads/resources/Concussion-Athletes.pdf>

Resources for Parents:

<http://www.parachutecanada.org/downloads/resources/Concussion-Parents-Caregivers.pdf>

Concussion Recognition Tool:

ONTARIO SAILING WEBSITE

Concussion Must Dos for Clubs

REMOVAL

- A coach needs to remove an athlete for a suspected concussion if:
They have suffered an injury where there was potential for direct or indirect force to head, neck, or upper body AND they experience or demonstrate any Concussion related symptoms;
OR the participant discloses they have a concussion or possible concussion through other activities.
- If removed, they are to be referred to a medical doctor (or nurse practitioner) for an assessment
- Upon removal, the coach needs to ensure participant (and parent/guardian if under 18) is aware that they are required to disclose a concussion diagnosis to any other sport organization and/or school they may be associated with.
- Upon removal, each participant (parent/guardian if under 18) needs to be given the Ontario Sailing handout with concussion removal and return to sport procedures.

REMOVAL FROM SPORT PROTOCOL

Includes getting
them off the water

Coach/Instructor is identified as the
“Most Responsible Person” to make the decision
to Remove from Sport

Only Medical Doctors & Nurse Practitioners can diagnosis a concussion. Ontario Sailing's Protocols have been established with the assumption there will not be a medical doctor or nurse practitioner on site to provide medical assessment.

CONCUSSION RECOGNITION TOOL 5[©]

To help identify concussion in children, adolescents and adults



FIFA[®]

Supported by



FEI

RECOGNISE & REMOVE

Head impacts can be associated with serious and potentially fatal brain injuries. The Concussion Recognition Tool 5 (CRT5) is to be used for the identification of suspected concussion. It is not designed to diagnose concussion.

STEP 1: RED FLAGS — CALL AN AMBULANCE

If there is concern after an injury including whether ANY of the following signs are observed or complaints are reported then the player should be safely and immediately removed from play/game/activity. If no licensed healthcare professional is available, call an ambulance for urgent medical assessment:

- Neck pain or tenderness
- Double vision
- Weakness or tingling/burning in arms or legs
- Severe or increasing headache
- Seizure or convulsion
- Loss of consciousness
- Deteriorating conscious state
- Vomiting
- Increasingly restless, agitated or combative

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Assessment for a spinal cord injury is critical.
- Do not attempt to move the player (other than required for airway support) unless trained to do so.
- Do not remove a helmet or any other equipment unless trained to do so safely.

If there are no Red Flags, identification of possible concussion should proceed to the following steps:

STEP 2: OBSERVABLE SIGNS

Visual clues that suggest possible concussion include:

- Lying motionless on the playing surface
- Slow to get up after a direct or indirect hit to the head
- Disorientation or confusion, or an inability to respond appropriately to questions
- Blank or vacant look
- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Facial injury after head trauma

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STEP 3: SYMPTOMS

- Headache
- "Pressure in head"
- Balance problems
- Nausea or vomiting
- Drowsiness
- Dizziness
- Blurred vision
- Sensitivity to light
- Sensitivity to noise
- Fatigue or low energy
- "Don't feel right"
- More emotional
- More Irritable
- Sadness
- Nervous or anxious
- Neck Pain
- Difficulty concentrating
- Difficulty remembering
- Feeling slowed down
- Feeling like "in a fog"

STEP 4: MEMORY ASSESSMENT

(IN ATHLETES OLDER THAN 12 YEARS)

Failure to answer any of these questions (modified appropriately for each sport) correctly may suggest a concussion:

- "What venue are we at today?"
- "Which half is it now?"
- "Who scored last in this game?"
- "What team did you play last week/game?"
- "Did your team win the last game?"

Athletes with suspected concussion should:

- Not be left alone initially (at least for the first 1-2 hours).
- Not drink alcohol.
- Not use recreational/ prescription drugs.
- Not be sent home by themselves. They need to be with a responsible adult.
- Not drive a motor vehicle until cleared to do so by a healthcare professional.

The CRT5 may be freely copied in its current form for distribution to individuals, teams, groups and organisations. Any revision and any reproduction in a digital form requires approval by the Concussion in Sport Group. It should not be altered in any way, rebranded or sold for commercial gain.

ANY ATHLETE WITH A SUSPECTED CONCUSSION SHOULD BE IMMEDIATELY REMOVED FROM PRACTICE OR PLAY AND SHOULD NOT RETURN TO ACTIVITY UNTIL ASSESSED MEDICALLY, EVEN IF THE SYMPTOMS RESOLVE

© Concussion in Sport Group 2017

Ontario Sailing Concussions

Removal from Sport Procedures



We are concerned about the long term health of all our participants. We have instituted a Concussion Management Policy to help protect their health and in compliance with Ontario's Rowan's Law.

The policy is that if any individual suffers any kind of injury where there is potential for there to have been direct or indirect force to the head, neck, face, or upper body and is experiencing or demonstrating any concussion related signs or symptoms, the individual will be removed from activity immediately.

The designated person to make this decision will be the coach and/or regatta host. In the case of a suspected concussion, the individual may not be in a condition to assess themselves or make appropriate decisions. The decision will be made erring on the side of caution in support of the long term health of the participant.

For individuals under 18, all suspected concussions or situations that occurred that potentially could result in a concussion will be reported to their guardian. The guardian should monitor the individual for delayed signs and symptoms for the next 72 hours.

All individuals of any age with a suspected concussion should see to a medical doctor (or nurse practitioner) for medical assessment and diagnosis.

A CONCUSSION is a serious event, but you can recover fully from such an injury if the brain is given enough time to rest and recuperate. Returning to normal activities, including sport participation, is a stage-wise process that requires patience, attention, and caution.

*If diagnosed with a concussion, please turn over for a sailing specific return to sport protocol. Remember that each stage of the return protocol must take a **minimum of one day** but could last longer, depending on the athlete and their specific situation.*

*For more information and Ontario Sailing's full Concussion Policy please go to:
www.ontariosailing.ca/concussion-information/*

Ontario Sailing Return to Sport Protocol



If you are diagnosed with a concussion, follow the stages to return under medical guidance

STAGE 1: Symptom limited activity – Goal: A gradual reintroduction of activity

After an initial short period of rest of 24-48 hours, light cognitive and physical activity can be initiated as long as they don't worsen symptoms. A physician, preferably one with experience managing concussions, should be consulted before beginning a step-wise return to learn and return to sport strategy.

STAGE 2: Light aerobic exercise – Goal: Increased heart rate

Activities such as walking or stationary cycling. The athlete should be supervised by someone who can help monitor for symptoms and signs. No resistance training or weight lifting. The duration & intensity of the aerobic exercise can be gradually increased over time if no symptoms or signs return during the exercise or the next day.

Symptoms? Return to previous stage and only engage in activities as tolerated. If symptoms persist consult a physician.

No symptoms? Proceed to Step 3 after 24 hours.

STAGE 3: More diverse Cardio– Goal: Add movement

Activities such as light indoor rowing & active yoga can begin at step 3. There should be no jarring motions such as high speed stops or hitting a baseball.

Symptoms? Return to previous stage and only engage in activities as tolerated. If symptoms persist consult a physician.

No symptoms? Proceed to Step 4 after 24 hours.

STAGE 4: Building upon cardio with increased cognitive challenges

Goal: Exercise, coordination, & increased thinking

Activities such as knot tying, boat rigging and resistance training can be added to activities from previous stages.

Symptoms? Return to previous stage and only engage in activities as tolerated. If symptoms persist consult a physician.

No symptoms? The time needed to progress will vary with the severity of the concussion and with the athlete. **Proceed to Step 5 only after medical clearance.**

STAGE 5: On water practice, once cleared by a doctor – Goal: Restore confidence and assess functional skills by coaching staff

Coaches and instructors will allow return to the water in gradually challenging conditions.

Symptoms? Return to previous stage and only engage in activities as tolerated. If symptoms persist consult a physician.

No symptoms? Proceed to Step 6 after minimum of two on water situations without symptoms.

STAGE 6: Competition

Return to sport with normal activities

Concussion Must Dos for Clubs

REPORTING

- Any incident removing an individual due to suspected concussion requires the responsible adult in charge to complete an incident report submit it and track it with a secure system in the club. (If removal is due to participant disclosure a report also needs to be completed.)
- Board President or designate should track all reports to ensure follow up and appropriate compliance with policy.
- Coach will retain a copy of report and update it with progression through the return to sport stages.
- If written clearance is provided, it will be attached to report to complete full package on file.

Concussion Must Dos for Clubs

RETURN TO SPORT

- If removed, athlete may return if they confirm to coach they have undergone a medical assessment and have not been diagnosed with having a concussion.
- If they are diagnosed with a concussion, Coach should stay in touch with them as they work through the first 4 stages of the return protocol under medical recommendations.
- Participant needs to present written medical clearance to begin Stage 5 which allows on the water practice with club. (Full return to school is priority over return to sport.)
- Athlete can only return to competition after two on-the-water situations without a return of symptoms.

HELMETS?

Some considerations:

- Helmets prevent abrasions & bone damage; there is no proof they prevent concussions
- No Canadian Approved Sailing Helmet
- Space awareness concerns— head now bigger
 - (If start young may help as opposed to adding in certain conditions)
- If shared helmets: public health concerns, cleaning protocols (Will need to buy double at minimum)
- Higher risk classes/racing are now wearing helmets

Thank You!



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