



Owen Sound Minor Soccer Association

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Emergency Action Plan Guidelines

Purpose

An Emergency Action Plan (EAP) is a safety plan designed by coaching staff or other team personnel to help respond to emergency situations. An EAP should be made for each location/facility that the team normally uses for games or practices. For activities taking place at away locations, the EAP of the host club or facility should be requested in advance.

Guidelines

At minimum, an EAP should cover the following:

- Designate in advance who is the **Person in Charge** in the event of an emergency (this could be the coach, assistant coach, manager or team 'first aider').
- Have a cell phone with you, with battery fully charged. If this is not possible, know exactly where a telephone that you can use is located. Have spare change in the event you need to use a pay phone.
- Have emergency telephone numbers with you (facility manager, fire, police, ambulance, public safety) as well as contact numbers for your participants (parents, guardians, next of kin, family doctor).
- Have on hand a medical profile for each participant, so that this information can be provided to emergency medical personnel. Include in this profile a signed consent from the parent/guardian to allow medical treatment in an emergency.
- Have a First Aid kit accessible and properly stocked at all times. All coaches are strongly encouraged to pursue First Aid training.
- Designate in advance a **Call Person** (the person who contacts medical authorities and otherwise assists the person in charge).
- Be sure that your call person can give emergency vehicles precise instructions to reach your location or site.

Safety Person

In addition to the EAP, it is recommended that each team identifies a Safety Person.

The Safety Person is responsible for:

- Ensuring safety during all soccer-related activities, both on and off the field
- Taking a proactive and preventative approach to safety
- Being prepared for accidents, injuries, or medical emergencies
- Implementing an effective risk management and safety strategy for the team
- Identifying and minimizing or eliminating risks during all activities. If in doubt, always err on the side of caution
- Promote Fair Play and set an example of these values for all participants
- Ensure that all participants can enjoy soccer free from maltreatment
- Conduct regular checks of players' equipment to ensure proper fit, size, protective quality, and maintenance and advise the players and parents/guardians when equipment needs to be replaced
- Conduct regular checks of team equipment and advise the head coach or OSMSA when equipment needs to be replaced
- Conduct a safety check of the facility before use according to [OSMSA's Safety Guidelines](#)
- Promote proper conditioning, warm-up, and cool down techniques to prevent injury
- Maintain accurate medical information on file for all players and team officials and bring these to all team activities
- Maintain a Player Injury Log
- Maintain a fully stocked First Aid Kit to bring to all team activities
- Implement an effective EAP and practice it with the team to ensure that all members are aware of the plan and their role if an incident occurs
- Recognize life-threatening and significant injuries and be prepared to deal with serious injury
- Manage minor injuries
- Recognize injuries that require a player to be removed from action
- Refer to medical professionals and coordinate a Return to Play if a player was removed from action
- Promote a healthy lifestyle, educating players about hygiene, performance-enhancing substances, drugs, and alcohol abuse, nutrition, and hydration
- Facilitate communication with all team members and medical personnel
- Act as a Safety Person for the opponents' team if only one SP is present