



**Policy #**  
**Policy Title**    **Concussion Management Policy**

<b>Policy Owner(s) Division / Department</b>	Safe Sport / Operations
<b>Effective Date</b>	June 25, 2024
<b>Last Review Date</b>	June 25, 2024
<b>Applicable Laws, Regulations, or Other Identified Risks</b>	<ul style="list-style-type: none"> <li>• Rowan’s law (Ontario), and other provincial/territorial legislation as may be applicable*</li> <li>• Canadian Guideline on Concussion in Sport, 2nd edition</li> <li>• International Skating Union (ISU) Constitution and Regulations*</li> <li>• International Skating Union (ISU) Medical Guide*</li> <li>• Universal Code of Conduct to Prevent and Address Maltreatment in Sport (6.0 – effective November 2022)*</li> <li>• Canadian Olympic and Paralympic Sport Institute Network (COPSI Network)*</li> </ul> <p><i>*Current and in force and effect, and as may be amended from time to time</i></p>

**Policy Statement**

Skate Canada is committed to ensuring the safety and well-being of everyone participating in the sport of figure skating and in the skating community. Skate Canada recognizes that participation in any sport or physical activity bears some inherent risk of head injuries and concussions and is aware of the short-and long-term consequences and adverse impacts of concussions including impacts to the cognitive, physical, emotional, and social development of participants. The Concussion Management Policy (“Policy”) has been established in support of Skate Canada’s vision and to ensure we are providing the safest possible environment for all of our members, registrants, and sections. In addition, this Policy demonstrates our commitment to Safe Sport and safety as a top priority.

**Background / Rationale**

Skate Canada recognizes the increased awareness of concussions in sport and the long-term effects. The purpose of this Policy and related Skate Canada Concussion Protocol, Guide to Safe Sport, including helmet use, education and assessment tools for registrants and members is to create a safe and positive environment and build awareness about helmet use, head injury



prevention, resources to recognize and manage a concussion injury, reinforce, and influence behaviour through education and policies, and establish return to play protocols to address the issue of concussion in sport.

The focus of this Policy is on the roles, responsibilities, and practices of everyone involved in skating, including the critical role of coaches, clubs, skating schools, and sections, to work together to ensure the safety of all of our participants, set minimum standards regarding helmet use, and prevent and respond to incidents of injury, specifically for the purposes of this Policy, head injuries and concussions. In addition, it is in the interest of all individuals of Skate Canada that such injuries be reported so that they can be properly addressed.

### **Definitions**

Certain terms used herein may not be capitalized; however, for the purposes of this Policy, the following terms herein have the ascribed meanings as set forth below. In addition, all references in this Policy to the singular include the plural and vice versa.

***athlete***, for the purposes of this Policy, means a skater / person who competes in the sport of figure skating at the national and/or international level for Canada as defined by Skate Canada

***Board***, pursuant to the Bylaws, means the board of directors of Skate Canada

***Bylaws*** means the bylaws of Skate Canada in force and effect, and as amended from time to time

***CSA approved hockey helmet*** means a helmet certified by the Canadian Standards Association (CSA) Group to protect against serious head injuries

***Charter*** means the Governance Charter which establishes the governance structure and defines key organizational elements of the Skate Canada Board

***CEO*** means Chief Executive Officer of Skate Canada, a Board appointed position

***club***, pursuant to the Bylaws, means a not-for-profit organization that is operating for the general purpose of providing Skate Canada programs and is managed by a volunteer board of directors

***coach***, pursuant to the Bylaws, means a skating expert with the required National Coaching Certification Program qualifications to provide a remunerated service at Skate Canada sanctioned clubs and skating schools, both on and off-ice. These individuals shall



have registered, provided full payment, and have met all professional coach registration requirements as set annually by Skate Canada

***Child Sport Concussion Assessment Tool – 6<sup>th</sup> Edition (Child SCAT6)*** means a standardized tool for evaluating concussions in individuals aged eight (8) to 12 years, designed for use by physicians and other licensed healthcare professionals. Published in 2023 by the Concussion in Sport Group, the SCAT6 replaces previous version of the tool. (Source for definition: Canadian Guideline in Sport, 2<sup>nd</sup> edition (Parachute))

***concussion*** means a form of traumatic brain injury induced by biomechanical forces that result in signs and symptoms that typically resolve spontaneously within one to four (1-4) weeks of injury (Source for definition: Canadian Guideline in Sport, 2<sup>nd</sup> edition (Parachute))

***Concussion Recognition Tool – 6<sup>th</sup> Edition (CRT6)*** means a tool intended to be used by anyone for the identification of suspected concussion in children, youth, and adults. Published in 2023 by the Concussion in Sport Group, the SCAT6 replaces previous version of the tool. (Source for definition: Canadian Guideline in Sport, 2<sup>nd</sup> edition (Parachute))

***department*** means a group of multiple divisions in an organization (e.g., Events and Production Services, Operations, Performance Excellence)

***director***, pursuant to the Bylaws, means a person elected or appointed to serve on the Board

***division*** means a section of a department dealing with specific areas of activity, expertise and/or responsibility (e.g., Corporate Services, Finance, Information Technology, and Safe Sport, are some examples of divisions within the department of Operations)

***employee*** means a person who is hired by Skate Canada on a permanent full-time or short-term on-going basis, or on a temporary / contract basis for a defined period of time. Employees may also include certain independent contractors/consultants who, while not technically employees within the meaning of applicable labour or tax laws, have been identified as being subject to this Policy

***event*** means the name given to a group of skaters entered in a category. There may be one event per category or several events per category depending on the number of total entries. Each event is independent of the other events within the category



***FERM Committee*** means the Finance and Enterprise Risk Management Committee, a standing committee of the Board

***individual*** means a natural person, and includes registrants and members

***IST*** means Integrated Support Team as designated by Skate Canada

***interdisciplinary concussion care*** means coordinated care by licensed healthcare professionals from multiple disciplines, with direct and ongoing access to a physician with training and experience in concussion management. (Source for definition: Canadian Guideline in Sport, 2<sup>nd</sup> edition (Parachute))

***ISU*** means the International Skating Union, which is the exclusive international sport federation recognized by the International Olympic Committee (IOC) administering sports in the branches of figure skating and speed skating throughout the world. The ISU is composed of a number of national associations called ISU Members, who administer ISU sports at the national level and recognize that all international matters are under the sole jurisdiction and control of the ISU. ISU is responsible for the ISU Anti-Doping Rules and ISU Anti-Doping Procedures, as compiled in accordance with the WADA Code, which apply to all skating activities over which the ISU has jurisdiction

***licensed healthcare professional*** means a healthcare provider who is licensed or certified by a provincial, territorial, or national professional regulatory body to provide concussion related healthcare services that fall within their licensed scope of practice (including without limitation, medical doctors, nurses, physiotherapists, and athletic therapists). (Source for definition: Canadian Guideline in Sport, 2<sup>nd</sup> edition (Parachute))

***medical assessment*** means the evaluation of an individual by a licensed healthcare professional to determine the presence or absence of a medical condition or disorder, such as a concussion. (Source for definition: Canadian Guideline in Sport, 2<sup>nd</sup> edition (Parachute))

***member***, pursuant to the Bylaws, means each person that meets the requirements of any of the three-member classes as defined in Article 3 of the Bylaws and that has been duly admitted as a member of Skate Canada (*which includes coaches, clubs, and skating clubs*)

***minor*** means a child under the age of majority and as defined in the province or territory of Canada, as may be amended from time to time. It is the responsibility of the adult to know the age of a minor

***officer***, pursuant to the Bylaws, means the President and such other officers as the Board may determine by Ordinary Resolution

***organization*** means Skate Canada, unless otherwise noted



**participant** means a person, and includes individuals (registrants and members), parents, guardians of minor skaters, as well as other persons in any way connected with skaters/athletes of Skate Canada all defined as athlete support personnel. This includes but is not limited to team leaders, referees, licensed healthcare professionals, integrated support team (IST) as designated by Skate Canada, paramedical, or any other person working with, treating, or assisting a registrant, persons employed by or engaged in activities with Skate Canada, including directors, officers, employees, and event volunteers of Skate Canada and includes, for the purposes of this Policy, a Skate Canada section, and spectators

**President** means the chair of the Board and officer of Skate Canada

**recognition** means the detection of an event (i.e., a suspected concussion) occurring during sport or a sport activity (Source for definition: Canadian Guideline in Sport, 2<sup>nd</sup> edition (Parachute))

**registrant**, pursuant to the Bylaws, means an individual who is registered by a club or skating school with Skate Canada and who is subject to all applicable rules, regulations and policies of Skate Canada but who is not a member; and (ii) an individual who is engaged in any activity provided, sponsored, supported, sanctioned or recognized by Skate Canada and registered directly with Skate Canada but who is not a member, which includes skaters and officials

**Return-to-School Strategy** means a graduated stepwise strategy for the process of recovery and return to academic activities and the school environment after a concussion. The broader process of returning to cognitive activities is also commonly referred to as “return to learn” (Source for definition: Canadian Guideline in Sport, 2<sup>nd</sup> edition (Parachute))

**Return-to-Sport Strategy** means a graduated stepwise strategy for the process of recovery and return to sport participation after a concussion. The broader process of returning to unstructured and structured physical activity is also commonly referred to “return to play” (Source for definition: Canadian Guideline in Sport, 2<sup>nd</sup> edition (Parachute))

**Safe Sport division** means a division internal to Skate Canada, reporting to the Senior Director, Operations, through which an individual may report incidents of injury and general disputes to Skate Canada



**section**, pursuant to the Bylaws, means an organization incorporated or organized in a particular province or territory (and in some cases, a combination thereof) strategically aligned with Skate Canada, that may receive funds from provincial or territorial Governmental Authorities and be subject to applicable sport recognition programs and transfer payment arrangements. Each Section is held to the governance and operating requirements of their respective province and / or territory(ies) and is responsible for skating in their respective jurisdictions

**skater**, pursuant to the Bylaws, means a person who is registered at a club or skating school with Skate Canada and who is subject to all applicable rules, regulations, and policies of Skate Canada but who is not a member; and (ii) a person who is engaged in any activity provided, sponsored, supported, sanctioned, or recognized by Skate Canada and registered directly with Skate Canada but who is not a member

**skating school**, pursuant to the Bylaws, means an organization other than a club that is operating for the general purpose of providing Skate Canada skating programs

**Sport Concussion Assessment Tool (SCAT6)** means a standardized tool for evaluating concussions in individuals aged 13 years and older, designed for use by physicians and other licensed healthcare professionals. Published in 2023 by the Concussion in Sport Group, the SCAT6 replaces previous version of the tool. (Source for definition: Canadian Guideline in Sport, 2<sup>nd</sup> edition (Parachute))

**we, us, our** means Skate Canada, unless noted otherwise

### **Policy Scope/Applicability:**

This Policy applies to

- all individuals, defined as registrants (skaters/athletes and officials), members (coaches and clubs/skating schools)
- all participants, defined as
  - individuals
  - parents/guardians
  - persons who interact with skaters/athletes of Skate Canada, all defined as skater/athlete support personnel, including but not limited to team leader, licensed healthcare professional, IST, paramedical, or any other person working with, treating, or assisting a registrant
  - persons employed by or engaged in activities, competitions, and programs with and/or hosted by Skate Canada, including, but not limited to, directors of the Board, officers, employees, and event volunteers of Skate Canada
  - sections



- spectators
- all Skate Canada events, activities, and programs, including CanSkate and Adult CanSkate programs

This Policy establishes the requirement for clubs and skating schools offering Skate Canada CanSkate programs to ensure that all CanSkate and Adult CanSkate participants up to and including Stage 5 must wear a CSA approved hockey helmet while on the ice.

This Policy also applies to all other Skate Canada programs, therefore, any person who lacks good control/balance when skating forward, backward, and has difficulty stopping, as well as maneuvering around obstacles on the ice must wear a CSA approved hockey helmet.

This Policy also applies to registrants and members who may sustain a suspected concussion during a Skate Canada sport activity and/or event.

This Policy is also to be read in conjunction with the National Safe Sport Program, the Incidents of Injury Policy, the Incidents of Injury Procedure, the Skate Canada Code of Ethics, and the Safe Sport Handbook.

This Policy establishes the Skate Canada Concussion Protocol (“Concussion Protocol”) which is designed to:

- take every reasonable measure to optimize the prevention and management of concussion through continuing education, awareness on concussion and head injury, and help identify and manage an individual with a suspected concussion
- ensure that individuals with a suspected concussion receive timely and appropriate care and proper management to allow them to return back to their sport safely
- cover the areas of concussion awareness, detection, and management

This Policy enables the implementation of the Concussion Protocol. The Concussion Protocol sets out the pathway on appropriate measures and procedures to be taken to implement this Policy including:

- pre-season education
- head injury recognition
- on-site medical assessment process
- medical assessment
- concussion management, including measures to be taken to ensure proper medical assessment including Return-to-School (return-to-learn/school/coaching) and Skate Canada Sport-Specific Return-to-Sport Strategies
- interdisciplinary concussion care
- Return-to-Sport medical clearance requirements



This Policy is also to be read in conjunction with the Incidents of Injury Reporting and Management and the Incidents of Injury Reporting and Management Procedure, which set out the incident of injury reporting requirements including injuries of concussion.

#### **Important Notes:**

**This Policy sets out the minimum standards for helmet use. Sections, at their discretion, may impose a higher standard which all clubs and skating schools within the sections' boundaries must adopt and implement.**

**A skater beyond a CanSkate Stage level 5 who chooses to wear a CSA approved helmet during competition or test day will not be subjected to any deductions in relation to the use of a CSA approved hockey helmet.**

### **Policy Requirements**

#### **Guiding Principles**

- I. **Promoting a safe environment**, including safe practices in alignment with our vision, mission, and core values
  
- II. **Protecting the safety and well-being of all participants through prevention and awareness**, including comprehensive policies and protocols, helmet use requirements, education, training, resources, and communication on prevention to sport stakeholders as applicable
  
- III. **Providing tools and processes for**
  - recognition of the signs and symptoms of head injuries and/or concussion
  - effective concussion management practices, including the safe practice to discontinue participating in the skating activity/event through to a multi-step Return-to-Sport Strategy and requirements
  - reporting of all incidents of head injury and/or concussion

#### **Principle I: Promoting a Safe Environment**

All individuals and participants have the right to safety. The welfare of all individuals and participants of Skate Canada is paramount to the vision, mission, and values of Skate Canada. We believe that it is everyone's responsibility within the Skate Canada community to embrace Safe Sport responsibilities and compliance with the programs and policies in place to ensure the protection of our Safe Sport environment, including but not limited to the Skate Canada National Safe Sport Program, preventative education, training, and resources.





## **Principle II: Protection through Prevention and Awareness**

Important steps in the prevention of injury include effective policies and procedures; risk identification and management; education, training, and resources; and communication and awareness.

In support of the Skate Canada National Safe Sport Program, Skate Canada has the following preventative measures in place:

- Risk identification and management includes, as an example:
  - active monitoring of risks and ensuring that our governance structures are sound, and our programming is viewed through the lens of Safe Sport to ensure we are providing the safest possible environment for all participants
- Safe Sport prevention programs for all applicable sport stakeholders include, as an example:
  - safety policies, guides, education, and protocols on approaches to prevent concussion (including helmet use requirements), recognition and management of an individual with a suspected concussion
  - concussion resources including this Policy and the Protocol
  - risk management policy and risk assessment processes

## **Principle III: Providing a Concussion Protocol (Recognition and Management) and a National Safe Sport Reporting Process**

**Concussion Protocol: Recognition and Management of Injuries of Concussion**  
Skate Canada has protocols and tools in place to govern the recognition and management of concussions through to return to sport based on the Canadian Guideline on Concussion in Sport developed by Parachute, a national injury prevention organization

### **Reporting of Incidents of Injury**

Incidents of head injury and concussion must be reported to Skate Canada in accordance with the Incidents of Injury Reporting and Management Policy and the Incidents of Injury Reporting and Management Procedure.

Skate Canada supports an effective registrant benefit program for incidents of injury for eligible individuals.

Integral to concussion and head injuries, as part of overall Safe Sport, are support services provided by or in partnership with Skate Canada, together with government and industry. Examples include, but are not limited to, the Government of Canada/Sports Canada, Parachute, Public Health Agency of Canada, and the Coaching Association of Canada.



**Refer to:**

**Guide to Safe Sport for greater details on helmet use, fit and requirements**

**Concussion Protocol for greater details on recognition and management of concussions**

**Roles and Accountabilities**

Creating and maintaining a safe environment in alignment with our core values is the responsibility of all levels within the skating community to work together in partnership to ensure a Safe Sport environment for all of our participants. To achieve and support a Safe Sport environment, all individuals to whom this Policy applies are required to understand and comply with this Policy.

**Skate Canada**

Skate Canada will take all reasonable steps to promote awareness and understanding of concussion management practices. This includes implementing the necessary preventative measures and response to any Safe Sport reported incident of injury, including education and resources regarding concussion prevention, identification, and management to all applicable individuals. In addition, Skate Canada will continue to follow best practices, including those led by Parachute Canada.

Enforce the discipline for any coach, club, skating school, or individual who knowingly disregards their responsibilities as outlined in the Concussion Protocol, specifically, of requiring a medical clearance letter to return to sport following a concussion.

**Board**

The Board is responsible for the approval and oversight of this Policy to ensure that the Policy is consistent with the strategic plan and objectives of Skate Canada.

**CEO**

The Board has assigned the responsibility to the CEO for the implementation of this Policy in conjunction with the National Safe Sport Program, and specifically the Incidents of Injury Reporting and Management Policy and supporting procedure and Concussion Protocol. The responsibilities of the CEO as outlined in the National Safe Sport Program includes prevention and concussion management.



### Senior Director, Operations

The Senior Director, Operations, who has responsibility of the Operations department of Skate Canada, which includes the Safe Sport division, is responsible for the ongoing development, application and maintenance of this Policy, the Concussion Protocol, and the National Safe Sport Program, to meet the Policy goals as outlined under “Guiding Principles” within the Policy Requirements section.

The Senior Director, Operations is also responsible for ensuring the implementation and communication (including interpretation and enforcement) of this Policy through the Concussion Protocol and the Incidents of Injury Reporting and Management Procedure and other related procedures and training, as applicable.

### Safe Sport Division

The Safe Sport Division is responsible for receiving and actioning incidents of injury received through the national Safe Sport division of Skate Canada’s reporting process.

### Clubs, Skating Schools, and Sections

Skate Canada expects dedication by all sections, clubs, and skating schools to the reduction of concussions and their impact through commitment to education and enforcement of the requirements.

Clubs, skating schools, and sections must, on an annual basis prior to the first practice of the season, provide the Pre-Season Education Resources and ensure the execution of the Pre-Season Resources Acknowledgement Sheet (“Acknowledgement Sheet”) to and by all athletes/skates (or parent/guardian if the athlete/skater is under 18 years of age) – including retention of the signed Acknowledgement Sheet.

Clubs, skating schools, and sections who offer Skate Canada programs must ensure the use of a CSA approved helmet as required under this Policy.

### Individuals and Participants

All individuals and participants are responsible for:

- being familiar with and understand the provisions of this Policy and the Concussion Protocol, as well as other applicable Skate Canada policies and protocols, including those specifically identified in this Policy (e.g., National Safe Sport Program, Incidents of Injury Reporting and Management Policy and supporting procedure, Code of Ethics, etc.)
- supporting Skate Canada’s vision of providing the safest possible environment for all of our participants in the skating community
- reporting all incidents of concussion, suspected and/or actual through the Safe Sport division reporting process as outlined in the National Safe Sport Program,



and specifically in the Incidents of Injury Reporting and Management Policy and supporting procedure

- adhering to the requirements of this Policy to wear a CSA approved hockey helmet for applicable Skate Canada programs as a minimum standard to protecting against serious head injuries
- adhering to this Policy and the Concussion Protocol as a minimum standard in addressing concussion injuries and the return to sport requirements
- reviewing the Pre-season Education Resources and signing the Pre-Season Education Resources Acknowledgement Sheet annually with your club / skating school prior to the first practice of the season
- taking all applicable concussion education and training, as prescribed from time to time

### **Controls and Monitoring**

The primary controls and monitoring mechanisms for this Policy are as follows:

- In accordance with the Policy Management Policy, each member of the management team is required to attest to compliance to all policies every two (2) years, including this Policy
- To meet the guiding principles as established in this Policy:
  - enforcement rules including discipline for any coach, club, skating school, individual or participant who knowingly disregards their responsibilities around reporting and return to sport requirements following a concussion;
  - helmet use requirements and enforcement for Skate Canada CanSkate programs, Adults CanSkate programs, and other Skate Canada programs as outlined in this Policy;
  - this Policy and specifically the Concussion Protocols set out the guidelines on annual education and acknowledgement on prevention, and the recognition and management of individuals who may have a suspected concussion as a result of participation in Skate Canada activities by the club, skating school, and/or section as applicable; and
  - the National Safe Sport Program, the Incidents of Injury Reporting and Management Policy and accompanying Incidents of Injury Reporting and Management Procedure; and the SafeSport Handbook set out the requirements and process for reporting incidents of injury, which includes injuries of concussion.

### **Reporting and Escalation/Exceptions**

There are no exceptions to this Policy. Any issues or conflicts with this policy will be escalated to the Board.



## **Governance / Oversight**

The Board, through the FERM Committee, has oversight over this Policy.

This Policy is reviewed and approved at a minimum every three (3) years, or sooner if there are legislative, regulatory changes and/or industry changes, as part of policy review and validation in accordance with the Policy Management Policy.

## **Related Documents**

### Legislation

Rowan's law (Ontario), and other provincial/territorial legislation as may be applicable

### Skate Canada

Concussion Protocol, including the Concussion Pathway

Concussion Recognition Tool

Pre-season Education Resources

Pre-Season Concussion Education Resources - Acknowledgement Sheet

Concussion Code of Conduct for Coaches and Team Trainers

Concussion Code of Conduct for Athletes

Medical Assessment Letter

Medical Clearance Letter

National Safe Sport Program

Incidents of Injury Reporting and Management Policy

Incidents of Injury Reporting and Management Procedure

Safe Sport Handbook

Code of Ethics

### Industry and Government Resources

Canadian Olympic and Paralympic Sport Institute (COPSI) Network

Sport Related Concussion Guidelines

Federal Government of Canada /Sport Canada

Canadian Guideline on Concussion in Sport, 2<sup>nd</sup> edition - 2024 (developed by Parachute and the Concussion Advisory Committee)

Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)



Parachute

[Concussion Resources](#)

Sport Information Resource Centre (SIRC)

Sport Concussion Recognition Tool (CRT6)

Sport Concussion Assessment Tool (SCAT6)

Child Sport Concussion Assessment Tool (Child SCAT6)

ISU

ISU Constitution and Regulations

ISU Medical Guide

### **Questions/ Contact Information**

For questions, please refer to Senior Director, Operations