



Concussion Training Manual

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Purpose

This concussion training manual was created to assist Dive Ontario stakeholders (including clubs, athletes, parents, judges, administrators, and staff) understand concussions, Rowan's Law, and the concussion documents created by Dive Ontario to meet the requirements of Rowan's Law.

Concussions

A concussion is a brain injury. It can't be seen on X-rays, CT scans or MRIs. It may affect the way a person thinks, feels, and acts. Any blow to the head, face, or neck may cause a concussion. A concussion may also be caused by a blow to the body if the force of the blow causes the brain to move around inside the skull. Examples include falling hard onto the floor or hitting your head against a diving board.

A concussion is a serious injury. While the effects are typically short-term, a concussion can lead to long-lasting symptoms and even long-term effects, such as memory problems or depression.

There are many signs and symptoms of a concussion to look out for, including:

- Headache
- Dizziness
- Ringing in the ears
- Memory loss
- Nausea
- Light and sound sensitivity
- Drowsiness
- Depression

If you notice signs of a concussion in others, or experience any of these symptoms yourself, consult with a physician or nurse practitioner.

Preventing a Concussion

The following outlines ways everyone can help prevent a concussion:

- Educate yourself and others about concussions
- Ensure athletes are using equipment that is in good condition
- Ensure athletes wear sports equipment properly
- Ensure athletes respect the rules of the sport
- Commit to your sport organizations/school's Concussion Code of Conduct and make sure other athletes do too
- Promote a safe and comfortable environment for everyone to report injuries.
Make sure everyone understands the risks of not speaking up

Rowan's Law

Rowan's Law legislation was passed by the Ontario Government in 2018. This legislation is named after Rowan Stringer, a high school athlete who tragically died in 2013 after suffering multiple concussions while playing rugby. She had a concussion but did not know her brain needed time to heal. Neither did her parents, teachers, or coaches. Rowan's Law and Rowan's Law Day (the last Wednesday of each September)

was established to honour her memory and bring awareness to concussions and concussion safety.

Rowan's Law makes it mandatory for sports organizations (such as Dive Ontario) to:

1. Ensure that athletes under 26 years of age, parents of athletes under 18, coaches, team trainers, and officials confirm every year that they have reviewed Ontario's Concussion Awareness Resources.
2. Establish a Concussion Code of Conduct that sets out rules of behaviour to support concussion prevention that must be reviewed and signed off each year by athletes, parents, coaches, trainers, and officials
3. Establish a Removal-from-Sport and Return-to-Sport protocol.

Sport organizations cannot allow athletes, coaches, team trainers, or officials to participate or complete their duties with the sport organization unless they provide confirmation that they have reviewed one of the Concussion Awareness Resources and the sport organization's Concussion Code of Conduct every year.

Rowan's Law can be found at the following link: [Rowan's Law \(Concussion Safety\), 2018, S.O. 2018, c. 1 - Bill 193 \(ontario.ca\)](#)

Ontario's Concussion Awareness Resources

The Ontario government created concussion resources to help Canadians learn more about concussions, so we can keep ourselves and others, active and safe. Ontario's Concussion Awareness Resources are available in the following three formats:

- E-booklet
- Video
- E-module

All three formats contain similar information. Dive Ontario stakeholders are encouraged to choose the format that best suits their learning style.

If an athlete is involved in more than one sport, they are only required to review an Ontario Concussion Awareness Resource once within that year. However, athletes are required to review the Concussion Code of Conduct of each sport organization they are registered with.

Dive Ontario Concussion Documents

This section will outline the concussion documents Dive Ontario created to meet the requirements of Rowan's Law.

Dive Ontario Concussion Code of Conduct – Athletes and Parents

This Concussion Code of Conduct outlines Dive Ontario's expectations of athletes and concussions. The Concussion Code of Conduct must be reviewed and signed by every athlete, or their parent/guardian (if athlete under 18 years of age), that registers with a Dive Ontario club. This must be done every year. Each Club Designated Person will be

responsible for ensuring that all athletes sign the code of conduct before being permitted to practice, train, or compete.

Dive Ontario recommends that clubs include Dive Ontario Concussion Code of Conduct as part of their registration process in September.

Dive Ontario Concussion Code of Conduct – Coaches, Officials, Administrators, Staff, and Board Members

This Concussion Code of Conduct outlines Dive Ontario's expectation of coaches, officials, administrators, staff, and board members. The Concussion Code of Conduct must be reviewed and signed by every coach, official, administrator, staff, and Board Member part of Dive Ontario. This must be done every year. Each Club Designated Person will be responsible for ensuring that all stakeholders sign the code of conduct before being permitted to fulfill their duties.

Dive Ontario Club Designated Person Responsibilities

Under Rowan's Law, every sports organization is required to identify a designated person(s) as having specific responsibilities under the removal-from-sport and return-to-sport protocols. The responsibilities for the designated person(s) may be shared between one or more individuals.

Each diving club in Ontario is responsible for selecting a Club Designated Person for their club. Every year, clubs must report to Dive Ontario who their Club Designated Person is, as outline in this document. The Club Designated Person is responsible for collecting their club's coaches, administrators, board members, athletes (and/or parents/guardians) signed Concussion Code of Conduct every year.

The Club Designated Person responsibilities under the removal-from-sport and return-to-sport protocols are limited to their club (not responsible for other clubs). These responsibilities are listed within the Dive Ontario Club Designated Person Responsibilities document.

Club Attestation Form

This form confirms that club coaches, administrators, Board members, and athletes have reviewed one of the Concussion Awareness Resources and completed the appropriate Dive Ontario Code of Concussion before they could register/participate in diving. This form must be submitted to Dive Ontario.

Dive Ontario Concussion Code of Conduct, Designated Person(s), and Attestation Tracker

This excel document will be used each year by Dive Ontario's Executive Director to track the completion of our Concussion Code of Conduct by Dive Ontario Staff, Board Members, and Officials. The document will also be used to track each Club Designated Person and completed attestation forms.

Clubs Concussion Code of Conduct Tracker

This excel document can be used by the Club Designated Person each year. The document was created to assist the Club Designated Person track the completion of Dive Ontario's Concussion Code of Conducts by club coaches, administrators, Board members, athletes. This document is only a suggested tracking template, and does not need to be submitted to Dive Ontario.

Club Designated Persons are also responsible for ensuring athletes (and/or parents/guardians) sign the Concussion Code of Conduct each year. This can be incorporated into the club's registration process or sent to the designated person directly.

Dive Ontario Removal-from-Sport Protocol

This protocol outlines a process for immediate removal of an athlete who is suspected of having sustained a concussion.

If the Club Designated Person is not present, the removal-from-sport protocol must be followed by another adult. The Club Designated Person will follow up with the person that conducted the protocol and ensure all steps were followed.

Dive Ontario Removal-from-Sport Protocol Summary Chart

This chart was created to summarize Dive Ontario's Removal-from-Sport Protocol. The summary chart can be referred to when following through the removal-from-sport protocol.

Dive Ontario Medical Assessment Form

If an athlete has been removed from diving with a suspected concussion, they are required to undergo a medical assessment by a physician or nurse practitioner before the athlete will be permitted to return to training, practice, or competition. A medical assessment determines whether the athlete has a concussion. An athlete will not be permitted to return to training, practice, or competition until they receive medical clearance by a physician or nurse practitioner to do so.

Dive Ontario Medical Assessment Form must be brought to an athlete's appointment with a physician or nurse practitioner. The assessment will verify whether the athlete has been diagnosed with a concussion. The completed form must be given to the Club Designated Person.

Dive Ontario Suspected Concussion Form

Dive Ontario clubs must keep a record of incidences where an athlete is removed from further training, practice, or competition because they are suspected of having sustained a concussion regardless of whether the athlete is later diagnosed with a concussion.

In the event of a suspected concussion during training, practice, or a competition the Dive Ontario Suspected Concussion Report Form must be completed. Once complete, one copy of the report must be given to athlete, or their parent/guardian if the athlete is under 18 years of age, and another copy is given to the athlete's club. This form must be taken to medical appointment with a physician or nurse practitioner with the recommended Dive Ontario Medical Assessment Form.

The Suspected Concussion Form documents how the athlete sustained the injury and whether they showed any concussion symptoms. This form must be completed by the individual that oversaw the removal-from-sport protocol.

Dive Ontario Return-to-Sport Protocol

This protocol outlines a return-to-sport process for an athlete 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 Dive Ontario.

The Club Designated Person oversees the return-to-sport protocol for a concussed athlete at their club.

Dive Ontario Return-to-Sport Protocol Summary Chart

This chart was created to summarize Dive Ontario's Return-to-Sport Protocol. The summary chart can be referred to when following through the return-to-sport protocol.

Dive Ontario Medical Clearance Form

The athlete, or the athlete's parent/guardian if under 18 years, must provide their Club Designated Person with confirmation of medical clearance by a physician or nurse practitioner before the athlete is permitted to move on to unrestricted training, practice, or competition (Steps 5 and 6 of Dive Ontario Return-to-Diving Steps).

Dive Ontario Medical Clearance Form must be brought to the athlete's appointment with a physician or nurse practitioner. The clearance form will verify whether the athlete has been cleared to return to unrestricted diving. The completed form must be given to the Club Designated Person.

Dive Ontario Return-to-Diving Tracker

The Club Designated Person must keep a record of the athlete's progression through the return-to-sport steps until the athlete, or the athlete's parent or guardian, has provided a confirmation of medical clearance by a physician or nurse practitioner to the Club Designated Person. The Club Designated Person will review the athlete's Dive Ontario Return-to-Diving Tracker (filled out by the athlete and their parents) to track the athlete's progress.

The Return-to-Diving Tracker will be used by the concussed athlete and their parent to track the athlete's recovery progress through the 6 Return-to-Diving Steps. Upon the successful completion of Step 5, a completed Dive Ontario Return-to-Diving Tracker

must be sent to the Club Designated Person before the athlete is permitted to proceed to Step 6.

Summary of Responsibilities

Dive Ontario Concussion Responsibilities

Every year, Dive Ontario will:

1. Ensure Concussion Protocols meet the requirements of Rowan's Law
2. Track the completion of Concussion Code of Conducts for Dive Ontario Staff, Board Members, and Officials, using *Dive Ontario Concussion Code of Conduct and Designated Person(s) Tracker*
3. Confirm each club's Attestation and Designated Person with *Dive Ontario Concussion Code of Conduct, Designated Person(s), Attestation Tracker*
4. Send each Club Designated Person *Dive Ontario Designated Persons Responsibilities* document

Athletes and Parents Concussion Responsibilities

Every year, divers and their parent/guardian (if athlete under 18 years of age) will:

1. Review one of Ontario's Concussion Resources at:
<https://www.ontario.ca/page/rowans-law-concussion-awareness-resources>
2. Review *Dive Ontario Concussion Code of Conduct – Athletes & Parents*
3. Sign the second page of *Dive Ontario Concussion Code of Conduct – Athletes & Parents* to confirm they have reviewed one of Ontario Concussion Resource and Dive Ontario's Concussion Code of Conduct. Send document to athlete's club.

If an athlete is suspected of sustaining a concussion, the athlete will

1. Remove themselves from diving and tell their coach or another adult
2. The Club Designated Person (if present) will ask whether the athlete is experiencing any concussion symptoms. The athlete will answer truthfully.
 - a. If the athlete is experiencing any Red Flag symptoms, they will travel to the nearest emergency department
 - b. If the athlete is experiencing any general concussion symptoms, the athlete will schedule an appointment with a physician or nurse practitioner as soon as possible
3. Review the *Dive Ontario Removal-from-Sport and Return-to-Sport Protocols* (available on Dive Ontario's website)
4. Bring the *Dive Ontario Medical Assessment Form* (found on Dive Ontario's website) and the completed *Dive Ontario Suspected Concussion Report Form* (will be sent to them by Club Designated Person) to their appointment with a physician or nurse practitioner.
5. Athlete undergoes medical assessment by a physician or nurse practitioner.

If athlete was NOT diagnosed with a concussion at their medical appointment, the athlete will:

1. Send completed medical documentation (*Dive Ontario Medical Assessment Form*) of medical clearance to their Club Designated Person.
2. The parent/guardian or emergency contact of the athlete will monitor athlete for 24-72 hours in case symptoms appear or worsen.
3. Athlete returns to diving.

If athlete WAS diagnosed with a concussion at their medical appointment, the athlete will:

1. Send completed medical documentation (*Dive Ontario Medical Assessment Form*) of concussion diagnosis to their Club Designated Person
2. If given any medical advice or recommendations (at the medical appointment or throughout the return-to-sport process) they will share it with their Club Designated Person
3. The athlete must disclose their concussion diagnosis to any other sports the athlete is registered with and the school the athlete attends. Students in elementary and secondary school must follow their school board's return-to-school plan.
4. Athlete progresses through Dive Ontario Return-to-Diving Steps. To track the athlete's progress, the athlete and their parent/guardian will complete *Dive Ontario Return-to-Diving Tracker* at each Return-to-Diving Step.
5. Before progressing to Step 5 of the Dive Ontario Return-to-Diving Steps, the athlete must schedule an appointment with a physician or nurse practitioner. Athlete will bring *Dive Ontario Medical Clearance Form* to appointment.
6. If cleared, athlete will provide their Club Designated Person with confirmation of medical clearance (completed *Dive Ontario Medical Clearance Form*) from a physician or nurse practitioner.
7. Before progressing to Step 6 of the Dive Ontario Return-to-Diving Steps, the athlete will send completed *Dive Ontario Return-to-Diving Tracker* to their Club Designated Person.
8. Athlete returns to unrestricted diving

Clubs Concussion Responsibilities

Every year, clubs will:

1. Incorporate *Dive Ontario Concussion Code of Conduct – Athletes & Parents* into their registration process.
2. Collect completed *Dive Ontario Concussion Code of Conduct – Athletes & Parents* from each athlete.
3. Collect completed *Dive Ontario Concussion Code of Conduct – Coaches, Officials, Administrators, Staff, and Board Members* from club coaches, administrators, and Board members
4. Submit *Club Attestation Form* to Dive Ontario to confirm club members completed appropriate Code of Conduct

5. Submit *Dive Ontario Designated Persons Responsibilities* to Dive Ontario to confirm Club Designated Person
6. Assist their Club Designated Person through Removal-from-Sport and Return-to-Sport Protocols

Club Designated Person Concussion Responsibilities

Every year, the Club Designated Person will:

1. Review *Dive Ontario Designated Persons Responsibilities* document to understand their responsibilities
2. Ensure all athletes have signed *Dive Ontario Concussion Code of Conduct – Athletes & Parents* before beginning practice, training, or competition.

If an athlete is suspected of sustaining a concussion, the Club Designated Person will:

1. Immediately remove the athlete from play
2. Assess whether the athlete is experiencing any concussion symptoms.
 - a. If the athlete is experiencing any Red Flag symptoms, call 911 immediately to go to the nearest emergency department
 - b. If the athlete is experiencing any general concussion symptoms, the athlete must schedule an appointment with a physician or nurse practitioner as soon as possible
3. Call and inform the parent/guardian (for athletes under 18 years of age) or emergency contact about the removal from further training, practice or competition. An athlete with a suspected concussion should not be left alone.
4. Advise the athlete, or their parent/guardian if the athlete is under 18 years of age, that the athlete must undergo a medical assessment by a physician or nurse practitioner before the athlete will be permitted to return to sport.
5. Provide the athlete, or their parent/guardian if the athlete is under 18 years of age, with Dive Ontario's *Removal-from-Sport* and *Return-to-Sport protocols* after the athlete's removal.
6. Complete Dive Ontario Suspected Concussion Report Form, give a copy to the athlete, or their parent/guardian if the athlete is under 18 years of age, and another copy to the club (to be recorded).

*Note if the Club Designated Person is not present when an athlete is suspected of sustaining a concussion, another coach/adult must complete the removal-from-sport protocol (for the safety of the athlete). The Club Designated Person will follow up with the person that conducted the protocol and ensure all steps were followed.

If the athlete was NOT diagnosed with a concussion at their medical appointment, the Club Designated Person will:

1. Review the athlete's completed medical documentation (*Dive Ontario Medical Assessment Form*) of medical clearance.
2. Advise the parent/guardian or emergency contact of the athlete to monitor the athlete for 24-72 hours in case symptoms appear or worsen.
3. Athlete returns to diving.

If athlete WAS diagnosed with a concussion at their medical appointment, the designated person will:

1. Review the athlete's completed medical documentation (*Dive Ontario Medical Assessment Form*) of concussion diagnosis
2. Note any medical advice or recommendations (at the medical appointment or throughout the return-to-sport process) the athlete shares
3. Inform the athlete or their parent/guardian of the importance of disclosing the diagnosis to any other sports the athlete is registered with and the school the athlete attends.
4. Supervise the athlete as they progress through Dive Ontario Return-to-Diving Steps.
5. Do not permit the athlete to progress to Step 5 of the Dive Ontario Return-to-Diving Steps until the athlete schedules an appointment with a physician or nurse practitioner and receives medical clearance.
6. Collect confirmation of medical clearance (completed *Dive Ontario Medical Clearance Form*) from a physician or nurse practitioner.
7. Collect completed *Dive Ontario Return-to-Diving Tracker* before permitting the athlete to progress to Step 6 of the Dive Ontario Return-to-Diving Steps.
8. Athlete returns to unrestricted diving

Conclusion

Everyone can help recognize a possible concussion if they know what to look and listen for, which is why concussion education is important at Dive Ontario. Remember:

1. Recognize the signs and symptoms of a concussion and immediately removed yourself or the athlete from diving activities
2. Get yourself/the athlete checked out by a physician or nurse practitioner
3. Support gradual return to school and diving