

Concussion Policy

of the North Shore Artistic Swimming Club

Policy Number	CON-001
Version	1.0
Adopted by	Board Resolution
Adoption date	January 15, 2026
Review cycle	Annually, and whenever CAS, BCAS, or Parachute Canada update upstream policy
Owner	Board of Directors

1. Purpose

North Shore Artistic Swimming Club (the "Society" or "NSASC") is committed to the prevention, recognition, removal, and management of concussion in artistic swimming. This Policy sets out how the Society complies with the Canada Artistic Swimming (CAS) Concussion Policy and Protocols, and reflects the standards of practice promoted by Parachute Canada and the BC Concussion Awareness Training Tool (CATT).

2. Adoption by Reference

The Society hereby adopts, as if set out in full in the governance of the Society, the following documents, as amended or replaced from time to time by the authoring bodies:

- Canada Artistic Swimming Concussion Policy.
- Canada Artistic Swimming Concussion Protocols (including the pre-season concussion education form).
- BC Concussion Awareness Training Tool (CATT) for sport organizations.
- Parachute Canada's Canadian Guideline on Concussion in Sport, as amended.

In the event of any inconsistency between this Policy and a document adopted by reference, the adopted document prevails to the extent of the inconsistency.

3. Scope

This Policy applies to all athletes, coaches, officials, Directors, officers, employees, contractors, and volunteers participating in or supporting Society programs.

4. Concussion Manager

The Board will designate, by Board Resolution, a Concussion Manager for the Society. The Head Coach is the default Concussion Manager. The Concussion Manager is responsible for distributing pre-season concussion education, recording acknowledgments, supporting the on-deck recognition-and-removal protocol, coordinating return-to-sport, and reporting to the Board on concussion incidents.

5. Pre-Season Education

The Society will distribute the CAS Pre-Season Concussion Education materials to every athlete, coach, and Parent of a minor athlete prior to the start of each season. Every athlete and coach must complete the pre-season education and submit the signed Pre-Season Concussion Education form before participating in any Society activity for the season. Forms are retained by the Society for the duration of the athlete's registration plus seven (7) years.

6. Coach Training

Every coach must hold current completion of the NCCP Making Head Way concussion e-learning series before any on-deck activity, as required by the BCAS Coach Certification Policy and the Society's Coach Registration and Certification Policy (CRC-001).

7. Recognition and Removal

Where an athlete sustains, or is suspected of having sustained, a concussion (whether the mechanism is a blow to the head, a collision, or another event that may have caused a head injury), the athlete must be immediately removed from the activity. The athlete will not be permitted to return to activity that day under any circumstances. Coaches are not expected to diagnose concussion; the standard is suspicion, not certainty.

8. Medical Assessment and Return to Sport

An athlete removed from activity under Section 7 must be assessed by a licensed medical doctor or nurse practitioner before returning to Society programs. Return to sport will follow the graduated return-to-sport protocol set out in the CAS Concussion Protocols, and the athlete must produce written medical clearance to fully resume activity. The Concussion Manager will

coordinate the return-to-sport stages with the athlete, the family, and the coach.

9. Documentation and Reporting

The Concussion Manager will maintain a confidential record of every suspected concussion, including date, mechanism, removal time, medical assessment status, return-to-sport stage progression, and clearance date. Concussions sustained at a BCAS-sanctioned event will be reported to BCAS in accordance with BCAS incident-reporting requirements.

10. Privacy

Concussion records are personal health information and are governed by the Society's Privacy Policy. Access is limited to the Concussion Manager, the Head Coach, the President, and (with appropriate consent) the athlete's treating clinicians.

11. Review

This Policy will be reviewed by the Board at least annually, and immediately upon notification that CAS, BCAS, Parachute Canada, or the Province of British Columbia has updated the upstream concussion framework.