



Nepean Minor Hockey Association  
100 Malvern Dr  
Nepean, Ontario K2J 4T2

# NMHA / HEO Injury & Concussion Protocols

*Trainer & Manager Guidance & Reporting Requirements*

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## 1. Injury Reporting Requirements

- **All injuries must be reported**—no matter how minor.
- If a player sustains an injury during a **practice or game**:
  - A **HEO Injury Report** must be completed within **24 hours** and
  - Submit the completed form to **risk.safety@nepeanminorhockey.ca**
  - Injury Report Form: [HEO Injury Report Form \(PDF\)](#)

### Why?

Reporting ensures proper documentation, follow-up, and tracking of injuries to keep all players safe. This also allows for proper insurance coverage.

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## 2. Suspected Concussions

If a trainer, coach, or parent suspects a concussion **OR** if a player, parent or guardian reports a concussion that was a result of an injury outside of hockey, it must be reported to the Risk and Safety Director immediately and the following be implemented:

- The player must immediately be removed from play.
- The player must follow the **HEO Concussion Protocols** before returning to any activity.
- **No same-day return** is permitted if a concussion is suspected.

Reference: [HEO Significant Injury & Return to Play Policy](#)

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### 3. Return to Play (RTP) Process

The **Return to Play process is gradual** and begins **only after** a physician has provided clearance. The physician's clearance **must be on official clinical letterhead and signed by the physician**. There will be **no exceptions**.

If symptoms return at any step, the player **must** stop activity and be re-evaluated by a physician.

#### Steps:

1. **No Activity** – Complete rest as determined by medical protocols.
2. **Light Aerobic Exercise** – Walking, stationary cycling. *No resistance training.*
3. **Sport-Specific Activities** – e.g., skating, jogging.
4. **Drills Without Contact** – May add light resistance, progress to heavier weights.
  - **Only proceed to Step 5 after medical clearance and reassessment.**
5. **Drills With Body Contact** – Resume controlled contact practice.
6. **Game Play** – Return to full competition.
  - *The earliest a concussed athlete should return is **one week**, assuming all steps are followed without symptoms.*

Once player has received medical clearance from their physician, on official letterhead, please submit to [risk.safety@nepeanminorhockey.ca](mailto:risk.safety@nepeanminorhockey.ca)

**Players must not return to the ice until all required steps have been completed.**

#### Important Notes:

- Each step should last **a minimum of one day**.
- **Never return to play if symptoms persist.**
- Symptoms can reappear later in the day or the following day—monitor carefully.

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### 4. Policy Reminder

- These guidelines are in place to protect **player safety**.
  - Every injury and recovery is **unique**—rehabilitation time may vary.
  - Example: Severe sprains/strains may require extended rehabilitation depending on the player's condition and access to therapy.
  - Managers, trainers, coaches, and parents must work together to ensure proper adherence to protocols.
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## Key Takeaways for Trainers and Managers

- ✓ Report **all injuries within 24 hours** to [risk.safety@nepeanminorhockey.ca](mailto:risk.safety@nepeanminorhockey.ca)
- ✓ If a concussion is suspected, **remove player immediately**.
- ✓ Follow the **step-by-step Return to Play process** with medical clearance.
- ✓ A concussion clearance letter must be submitted to [risk.safety@nepeanminorhockey.ca](mailto:risk.safety@nepeanminorhockey.ca) prior to a player returning to game play.
- ✓ Player safety always comes first.

If there are any questions or concerns, please reach out to the Risk and Safety Director at [risk.safety@nepeanminorhockey.ca](mailto:risk.safety@nepeanminorhockey.ca)

**Please be advised that failure to follow the established injury reporting process may result in disciplinary action by NMHA and/or HEO.**

In addition, should an injury insurance claim be submitted through NMHA or HEO, the claim may be denied if the required documentation has not been properly completed and filed.

It is therefore essential that all injury reports are submitted accurately and in a timely manner to ensure both compliance with policy and protection of the player.

Additional helpful links:

Rowan's Law: [Rowan's Law: Concussion safety | ontario.ca](https://www.ontario.ca/rowans-law)

HEO concussion recognition tool:

[www.hockeyeasternontario.ca/media/uh2dt0yj/concussion\\_recognition\\_tool.pdf](https://www.hockeyeasternontario.ca/media/uh2dt0yj/concussion_recognition_tool.pdf)