

Instructions for Emergency Action Plan

Each club/team is responsible for completing an Emergency Action Plan (EAP).

Complete page 2 of the EAP with directions for each practice and game facility used by a club/team.

Submit a completed packet via email to mtyouthrugby@gmail.com by February 25th. Notify the Administrator in writing of any changes to your club/teams EAP. Clubs/Teams will not be considered in compliance until the EAP is submitted and on file.

The Rugby Montana Administrator will compile all EAP's by Club/Team and post to the website.

Each Club/team will ensure that copies of the EAP are available at all practices and matches.

Each hosting Club/team will designate (1) one person to act as the match administrator. The match administrator's role is to:

- Maintain blank copies of injury reports
- Maintain copies of the Rugby Montana Concussion Policy to provide to players/parents if injuries arise.
- Ensure that medical staff (Athletic Trainer or Certified EMT) is present for all matches. Recommended to have all medical staff arrive 30 minutes prior to game to become familiar with reports and get situated in correct area of technical zones.
- Confirm that each team has their required team binder with all player information and medical consents for treatment.
- Document any disputes over medical treatment.
- Ensure completed injury reports from medical staff are provide to referee to include with match report
- Ensure that a medical kit is provided and available between the team areas on the player side of field.
- Ensure that medical staff stays within the area between teams on the player side of the field.

EMERGENCY ACTION PLAN

MEDICAL PLAN – Games - There will be one (1) Certified Athletic Trainer or Certified EMT from 30 minutes prior to start time to the end of all matches. The host club will designate one match administrator to whom questions, reports, etc. are directed. The match administrator will ensure that all teams have team binders with all medical and player information prior to match start. The match administrator will also have sufficient blank copies of the injury report available for each match.

Ice, water, medical kit, will be provided at all matches. Medical kits will be located between the team zones on the field.

In case of an injury the procedure will be:

If injury occurs during warm ups or outside of a schedule game the athlete should report to the head coach for assistance. The coach will contact medical staff to conduct a primary assessment.

If injury occurs during a match the referee will contact medical staff to conduct a primary on-field assessment. If the injury is not serious the medical staff will bring the athlete to the sidelines and conduct a secondary assessment. If the injury is serious the medical staff will contact an ambulance for transport to the hospital. All major treatment of injuries will be recorded in an injury report by the medical staff that administered treatment. The match administrator will collect the reports at the end of each day of competition. If there is a dispute over the medical care of an athlete this must be brought to the attention of the match administrator and the incident will be recorded in writing. Situations such as this will be dealt with on a case-by-case basis. Match administrators will submit all injury reports to the Rugby Montana Administrator within 24 hours.

****All head injuries and suspected head injuries must be reported per the Rugby Montana Concussion policy****

Catastrophic Injuries

This is defined as any condition in which a student athlete's life is threatened or the student athlete risks permanent impairment. Examples include, but are not limited to, respiratory or cardiac arrest, spine & head injuries and possible fractures.

- 1. Call 9-1-1.**
- 2. Be sure to have the following information:**
 - Name, address, telephone number of caller
 - Number of athletes injured
 - Condition of Athlete(s)
 - First aid initiated by first responder
 - Consent to treat documents for injured player

