



CAPE YOUTH FOOTBALL ASSOCIATION, INC.

Standard Operating Procedures Reporting Injuries

Purpose

It is the policy of the Cape Youth Football Association (CYFA) that the safety of its participants is first priority. The Association will ensure that all participants are fit for play and that teams/coaches are appropriately reporting and monitoring injuries.

Procedure

1. This SOP is directed toward the major injuries that require medical care to include, but not limited to:
 - concussion or any other serious head injury,
 - broken bones,
 - dislocated joints,
 - ligament and/or tendon tears.
2. If a player is removed from any game by medical staff present at the field, that player **MUST** be cleared by medical staff prior to returning to the field of play.
3. At the end of each game, the field monitor will ensure the CYFA Vice President receives the name of any injured player.
4. The CYFA Vice President will manage the injury log each week.
 - The Vice President will contact coaches and parents to ensure they are aware the player remains on the injury log.
 - The Vice President will remind the coach and parent that the player is ineligible to return to practice or games until a medical release is received from a medical provider and given to the Vice President.
5. If a player is removed from practice due to a major injury, the head coach must report the injury to the Vice President within 24 hours. This will be included in the weekly injury log.
6. If a player is on the injury log and has not produced a medical release, then the player will not be allowed to participate in activities and will be required to “dress down.” This applies to both game play and practice.
7. This SOP does NOT apply to minor injuries that occur in day-to-day football.
8. This SOP does NOT apply to a player that is held out by the parent for aches and sprains.
9. If CYFA leadership becomes aware of a player(s) that participates without a proper medical release, an investigation will be conducted by the Vice President. If it is deemed the coach maliciously or intentionally failed to report an injury that meets these criteria or allows a player to participate without a medical release, then progressive discipline will be initiated.
 - First Offense: The Head Coach will be suspended for one week, which includes practice and the next game.
 - Second Offense: The Head Coach will be suspended for the remainder of the season and may be denied his coaching application going forward.



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Reporting Process:

1. The Head Coach or his/her delegate will report any injury qualified under this SOP to the CYFA Vice President within 24 hours of the event.
2. Player is placed on injury log by Vice President once notified by a game day field monitor or from the team (coach or delegate).
3. Vice President will follow-up weekly with the coach or team manager on the progress of recovery for each player on the injury log.
4. Once a player receives medical clearance, the team manager will place the medical clearance in the team book and provide a copy to the Vice President.
5. Vice President will send notification to the head coach or team manager and the CYFA President to notify that the player is eligible for participation.
6. The team manager will place a copy of the email from the Vice President stating the player is eligible to participate in the team book
7. Vice President will ensure an up-to-date injury log is present at each CYFA game field prior to weigh in.
8. The “word” of a parent or guardian is NOT sufficient evidence to allow a player back to practice or games. The Head Coach or delegate MUST physically see and obtain a copy of the medical release prior to the player being allowed back to any practice or game.