

**2026
CANADIAN CHAMPIONSHIP
TEAM GUIDE**

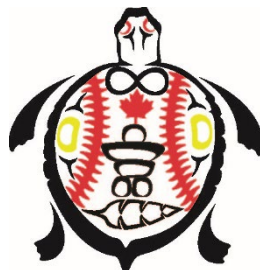




Table of Contents

Affiliated Provincial/Territorial Softball Associations	4
You are on your way to a Softball Canada Canadian Championship!	5
Have You Touched All The Bases?	6
FIRST BASE: TASKS TO DO UPON QUALIFYING	6
Responsibilities	6
Team Information Package	7
Communication	8
Travel Arrangements	8
SECOND BASE: TASKS TO DO BEFORE THE CHAMPIONSHIP	9
Official Players List & Registration Forms	9
Promotions	9
Bat Retrievers (Fast Pitch Only)	9
Trader Pins	9
Medical Information	9
Social Functions & Events	10
Official Schedule	10
Special Operating Rules (SORs)	10
THIRD BASE: AT THE CHAMPIONSHIP	11
Uniforms and Equipment	11
Coin Toss For Home Team Advantage	11
Practice Schedule	11
All-Star Awards	11
Team Conduct	11
Video Recording	12
Communication	12
Discipline Procedures	12
Media Coverage	13
Theft	13
National Team Scouts	13
Drug Testing	13
Doping	14
HOME RUN: AT THE END OF THE CHAMPIONSHIP	15
Canadian Championship Evaluation Form	15



APPENDICES	16
Appendix 1 - Official Player List	17
Appendix 2 - Media Contact Information (if applicable)	18
Appendix 3 - Media Opt Out Form	19
Appendix 4 - Tool to Identify a Suspected Concussion	20
Appendix 5 - Concussion Report.....	21
Appendix 6 - Softball Canada Major Incident Report Form	22
Appendix 7 – Softball Canada Injury Report Form	23



Affiliated Provincial/Territorial Softball Associations

Softball Yukon

4061 – 4th Avenue
Whitehorse, YK, Y1A 1H1
867-667-4487

sarah@sportyukon.com

www.softball yukon.com

Softball Saskatchewan

2205 Victoria Avenue
Regina, SK, S4P 0S4
306-780-9235

info@softball.sk.ca

www.softball.sk.ca

Softball Nova Scotia

5516 Spring Garden Road,
Halifax, NS, B3J 1G6) 902-425-
5454, Ext.313

softballns@sportnovascotia.ca

www.softballns.ca

Softball Northwest Territories

4908 – 49th Street, Box 11089
Yellowknife, NT
X1A 3X7

867-773-2429

nwtsoftball@gmail.com

www.nwtsoftball.com

Softball Manitoba

321-145 Pacific Avenue
Winnipeg, MB, R3B 2Z6
204-925-5674

executivedirector@softball.mb.ca

www.softball.mb.ca

Softball Newfoundland & Labrador

1296A Kenmount Road
Paradise, NL, A1L 1N3
709-576-3418

executivedirector@softballnl.ca

www.softballnl.ca

Softball New Brunswick

900 Hanwell Road, Suite 31
Fredericton, NB E3B 6A2
(902) 978-0014

executivedirector@softballnb.ca

www.softballnb.ca

Softball Ontario

5063 North Service Road,
Suite 200
Burlington, ON, L7L 5H6
416-426-7150

info@softballontario.ca

www.softballontario.ca

Softball Prince Edward Island

40 Enman Crescent Suite 210
Charlottetown, PE, C1E 1E6
902-393-1745

softballpei@gmail.com

www.softballpei.com

Softball British Columbia

PO Box 78050 RPO Northside
Port Coquitlam, BC
V3B 7H5 604-371-0302

info@softball.bc.ca

www.softball.bc.ca

Softball Québec

7665, boul. Lacordaire
Montreal, QC, H1S 2A7
514-252-3061

cgagnon@softballquebec.com

www.softballquebec.com

Softball Alberta

9860-33 Avenue NW
Edmonton, AB T6N 1C6
780-461-7735

info@softballalberta.ca

www.softballalberta.ca



You are on your way to a Softball Canada Canadian Championship!

You should be proud of your accomplishment - the many hours of practice, the participation in numerous tournaments and the personal sacrifice has finally paid off.

Everyone at Softball Canada, your Provincial/Territorial Softball Association, and your Canadian Championship Host Committee are all working hard to make this a memorable experience for you.

This Guide provides teams attending the championship with an overview of what can be expected when they attend a Canadian Championship. Please take the time to read it carefully. Each year there may be changes approved by the membership and implemented the following year. These changes will be listed at www.softball.ca with the current Special Operating Rules (SOR). We hope that this guide will provide you with the answers to most of your questions. Note – the SORs will take precedent over any written rule in the Team Guide.

If you have any further questions, please direct them to your Provincial/Territorial Association or Softball Canada.

Good luck... and enjoy!

Canadian Championship Committee
Softball Canada

Brooke Beleza

Coordinator – Events & Officials

223 Colonnade Road, Suite 212

Ottawa, Ontario, K2E 7K3

613 539-2585

bbeleza@softball.ca

Brooks Penrod - Chair

306-280-5229

brookspenrod.sc@gmail.com

Ron Hawthorne - Member

613-791-6175

hawthorn@rogers.com

Neil Teague - Member

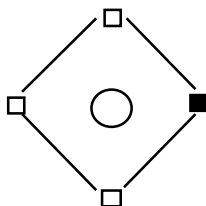
289-983-5850

softballcanada.neil@gmail.com



Have You Touched All The Bases?

FIRST BASE: TASKS TO DO UPON QUALIFYING



Responsibilities

Teams:

- Teams are completely responsible for ALL expenses incurred while participating at a Canadian Championship. Please ensure that all accommodation expenses have been paid prior to your final departure.

Provincial/Territorial Associations (P/T):

- Confirm participation in the Canadian Championship by June 7th (May 1st for Slo-Pitch) of the year of the event. A province/territory registering a team after the deadline will be charged late fee of \$500.
- Each Provincial/Territorial Association will be charged a registration fee for each team entered in a Canadian Championship. The registration fee will be \$850 per team. **This payment is collected by your Provincial/Territorial office, and they pay Softball Canada.**

NOTE: A P/T withdrawing a Slo-Pitch team between May 1st – July 15 deadline will forfeit their registration fee and will be fined \$1,000. After the July 15th deadline, the fine will be \$2,000. This penalty will be equally divided between Softball Canada and the Host.

NOTE: A P/T withdrawing a Fast Pitch team between June 7th – July 15th deadline will forfeit their registration fee and will be fined \$1,000. After the July 15th deadline, the fine will be \$2,000. This penalty will be equally divided between Softball Canada and the Host.

- Determine team representation from the P/T. Initially each P/T in good standing shall be entitled to one representative team at each Canadian Championship. However, other representative teams may include:
 - A host team
 - Defending champions from the previous year's championship (in the same category)
- Review the eligibility of players on the P/T representative team(s) roster.
- Review the eligibility of managers and coaches on the P/T representative team(s) roster.



- The Head Coach is Competition - Introduction Certified in the National Coaching Certification Program and attends all games and on the team's bench. All Assistant Coaches are Competition - Introduction Trained (Fast Pitch only) for U20 categories and below.
- If the Head Coach is not fully Certified and in attendance at all games and on the team's bench, then all coaching staff will not be allowed on the field or in the coaches' box at a Canadian Championship. If the Head Coach is Certified and in attendance at all games and on the team's bench, then the coaching staff (coach, assistant coaches, and manager) may go on the field. If an Assistant Coach is not Trained or Certified (per above) they will not be allowed on the field or in the coaches' box.

NOTE: A province/territory sending a team to a Canadian Championship without the Head Coach Competition - Introduction Certified will be fined \$2,500.

- Approve, in writing, any player, coach or manager addition to the P/T representative team roster.
- Submit copies of the Softball Canada Canadian Championship Official Players List (OPL) and the respective forms to the Softball Canada national office at least **two (2) weeks prior** to the tournament. In the Men's Fast Pitch and Men's and Women's Slo-Pitch categories, the rosters will be made public **two (2) weeks prior** to the Championship. Teams arriving without forms will not be allowed to participate.
- Ensure that the P/T representative team(s) is aware of the Special Operating Rules (SORs) as they apply to Canadian Championships and in particular to the rules that dictate:
 - Mandatory attendance at the Coaches/Managers Meeting
 - Uniform requirements
 - Helmets and Facemasks
 - Attendance at opening banquets, opening ceremonies, etc.
 - Official Players List (OPL)
- Ensure that the P/T representative team is aware of the importance of contacting the Host Committee immediately upon qualifying for the Canadian Championship. This will assist the Host and team(s) in making travel and accommodation arrangements.
- Confirm hotel booking requirements ASAP or at least **three (3) weeks prior** to the Championship.
- A province/territory withdrawing from a Canadian Championship before completing their schedule will be fined \$1,000.

Team Information Package

Your Provincial/Territorial Association should have received a Team Information Package from the Host Committee, or it is available on the [Championship website](#). This package will include details about your specific Championship as well as various forms to be completed with a list of deadlines for submission. The following information should be provided:



- Host Committee contact person including phone number and email
- Request for team contact information and deadline for submission
- Request for team requirements for a Bat Retriever
- Location and availability of practice fields
- Information on hotel options including prices, services, and process to book
- Request for submission of team information and picture for event program
- Description of playing facilities
- Ticket information
- Schedule of events including coaches/managers meeting, ceremonies and other special events
- Tournament Schedule (if available)
- Map of area
- A team checklist for information required by Host Committee, (i.e., s, roster, photographs, team biography, etc.) along with deadlines for submission
- Any other information as deemed necessary by the Host Committee

Communication

Provincial/Territorial Association:

The coach or manager of each team should contact the Provincial/Territorial Softball Association to inquire about the following:

- If the Host Committee has sent any information
- If the P/T Association has made any travel arrangements on behalf of the team
- If there are any funding opportunities provided by the P/T Association

Teams:

The coach or manager of each team must contact the Host Chairperson immediately upon qualifying. The host has deadlines for things such as booking rooms, etc. that are very time sensitive. We have developed an “Unofficial” Players List Form to assist hosts with obtaining team information to use in the setting up of their souvenir programs and website (see [Appendix 1](#)).

Please complete the form and submit it to the Host Chairperson immediately.

Travel Arrangements

Arrival Date & Time

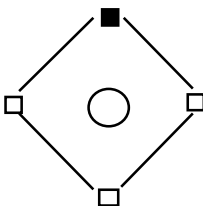
One team representative **MUST** be in attendance for the Coaches/Managers Meeting usually held on the day prior to the first day of competition for **ALL** Canadian Championships. Please verify the time with the host.

Departure Date & Time

While some teams may want to leave a Canadian Championship on their last day of competition, it is strongly recommended that the earliest departure be scheduled for the morning after completion of the Championship in case of inclement weather and the rescheduling of games.



SECOND BASE: TASKS TO DO BEFORE THE CHAMPIONSHIP



Official Players List & Registration Forms

Teams: Complete the Softball Canada Official Players List (OPL) from your P/T and return it to your P/T Softball Association for approval. The P/T Softball Association will then submit a completed copy of the OPL to Softball Canada.

These forms must be received by Softball Canada **a minimum of two (2) weeks prior** to the start of the Championship.

If a player or a coach is added during the **two (2) weeks prior** to the start of the Championship, the team must have a letter or email signed by the Provincial/Territorial Softball Association representative authorizing the additional player(s) or coach(es).

NOTE: Each team **must** carry a copy of the OPL to the Coach/Managers Meeting or will be ineligible to participate.

Promotions

Most Host Committees will request a team photograph, roster, and background information. This material is used in the event program. You may also choose to provide your local media contact with information as a way to keep your hometown informed.

Bat Retrievers (Fast Pitch Only)

Bat retrievers may be supplied for each participating team. Inform the Host Chairperson, **thirty (30) days prior** to the tournament if your team is bringing its own Bat Retriever. Helmets **must** be worn by Bat Retrievers, and it is recommended that they be 10-12 years of age. Softball Canada is pleased to supply a gift to one Bat Retriever per team.

Trader Pins

Be prepared to exchange a provincial/territorial, city, town, etc. souvenir pin with each player of every new opposing team. Bring a generous supply of extra pins, as you will find spectators and umpires also eager to trade.

Medical Information

Teams: It is the responsibility of the coaches to identify and to notify the Championship Supervisor and Host Committee of any players on their team(s) suffering from a disorder or injury who might require special treatment or medical attention

Host: In some cases, the Host Committee will arrange for medical professionals such as physiotherapists, dentists or doctors as needed. The Host will also set up a medical area at each Championship to evaluate each medical situation.



NOTE: Please read carefully - the Concussion protocol located on Softball Canada's website, <https://softball.ca/policies>.

Social Functions & Events

- Softball Canada strongly encourages the Host Committees to organize a variety of social functions for all participants at Canadian Championships. Participating teams should make every effort to attend these functions. These functions are an excellent opportunity to socialize with others off the field.
- The Host may organize a banquet for the teams and attendance is encouraged. The Host Committee will provide tickets for up to a maximum of 22 people (maximum of 17 players and 5 staff) for the banquet. The exact number will be determined by the individuals listed on the OPL. The Host Committee is allowed to charge up to a maximum of \$25 for each banquet ticket. The banquet is for the teams, but the host may choose to sell tickets to team supporters if there is space.
- **ALL** teams must participate in the Opening Ceremonies. Opening Ceremonies are **not** required for Slo-Pitch. Details pertinent to the Opening Ceremonies will be discussed at the Coaches/Managers Meeting. The exact time of the ceremony varies, but usually takes place on the first day of competition between 4:00pm and 7:00pm.

NOTE: Opening Ceremonies are **not** required for Slo-Pitch.

- Awards presentations for the All-Star Team and various Individual Awards take place between the first two (2) games of the Championship Round when ideal.
- The top three (3) teams (gold, silver, and bronze medal winners) will participate in the Closing Ceremonies that take place immediately after the final game.

Official Schedule

The schedule for **ALL** Canadian Championships should be available no later than **three (3) weeks prior** to the start date. A copy of all schedules may be obtained from your respective Provincial/Territorial Softball Association. The official schedule will also be posted on the Championship website.

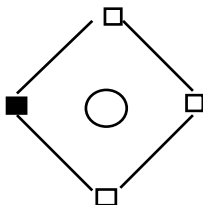
NOTE: Softball Canada reserves the right to make revisions to the schedule at any time.

Special Operating Rules (SORs)

It is imperative that all coaches/managers review the Special Operating Rules prior to attending a Canadian Championship. Rules are outlined in the current Softball Canada Rulebook and shall apply for all Canadian Championships. The SORs can be viewed online at [Softball Canada website](https://softball.ca), under [Resources](#) (Rulebook).



THIRD BASE: AT THE CHAMPIONSHIP



Uniforms and Equipment

Please note that all Canadian Championship teams must have more than one set of uniform jerseys, each in a different colour (light and dark). Helmets are to be worn at all Championships. If a team has only one set of uniforms, please inform the Host and Softball Canada Supervisor as soon as possible.

Coin Toss For Home Team Advantage

'Home' and 'away' in the Qualifying Round will be determined at the Coaches/Managers meeting prior to the start of the Canadian Championship by the coin toss. In the **next round of play**, home teams will be determined by the **previous** round standings, the higher placing team will have a choice of inning.

- If **two or more** divisions were in the previous round, the highest placed team from the division pairings will have choice of inning **in the first game**.
- **In subsequent games**, the higher ranked team of all divisions (of the previous round) combined will have choice of inning.
- If teams **of all divisions combined (of the previous round)** are ranked equal, a coin toss will determine the higher placing team.

Exception: In the Championship Game, the undefeated team in the Championship Round will have the choice of inning (i.e., home, or away).

Practice Schedule

All Host Committees will make practice times available for those teams wishing to take advantage of this service. All team requirements must be communicated to the host.

All-Star Awards

The All-Star Team will be announced prior to the start of the Championship Round. Athletes receiving an award are asked to be in attendance for the presentations between the first two games of the Championship Round.

Team Conduct

The success and quality of a Canadian Championship depends greatly on the participation, behaviour and integrity of all teams involved. Be prepared to conduct yourselves with dignity at all times. Remember, you represent your Province/Territory as well as yourself! **Misconduct**,



on or off the playing field, will not be tolerated. Teams will be disqualified from the Canadian Championships for improper behaviour. The Supervisor of the Canadian Championships, if necessary, will make this decision. Please review Softball Canada's [Discipline Policy](#).

Video Recording

Video recording from the dugouts is prohibited.

Communication

An arrangement must be made with the Host Committee for a cell phone for communication purposes in case of re-scheduling of games or inclement weather.

Softball Canada Policies

The below Softball Canada's Policies, can be viewed in greater detail at <https://softball.ca/policies> and <https://softball.ca/safesport>.

- | | | |
|-------------------------|----------------------------|----------------------|
| • Abuse | • Copyright | • Investigations |
| • Anti-Doping | • Discipline & Complaints | • Official Languages |
| • Appeals | • Dispute Resolution | • Privacy |
| • Athlete Protection | Procedure | • Product/Equipment |
| • Blood | • Event Discipline | Approval Protocol |
| • Canadian Championship | • Gender Equity | • Safe Sport |
| Umpire Permanent | • Impairment and | • Screening |
| Resident | Accommodation | • Social Media |
| • Code of Conduct and | • Inclement Weather | • Trans Inclusion |
| Ethics | • Inclusion, Diversity and | • Whistleblower |
| • Concussions | Access | |
| • Conflict of Interest | • Intellectual Property | |

Discipline Procedures

The Canadian Championship Discipline Committee will be comprised of the Supervisor, the UIC and a third person appointed by the Supervisor from the Host community. The Discipline Committee will make rulings on any incidents that occur during Canadian Championships. Incident Report Forms must be completed by all parties. These forms will be available in the Umpires' change rooms during the tournament or can be obtained from the Supervisor.

All incidents must be reported even if no further action is required. Provincial/Territorial Associations wish to be informed of all incidents involving their teams at Canadian Championships. Incident reporting may be for both on and off field incidents. See Softball Canada's Discipline Policy located on Softball Canada's website, <https://softball.ca/policies>, for more information.

In all matters of Canadian Championship Discipline, the Supervisor shall have final authority.



The reporting process will be:

- An Incident Report Form will be completed by all parties involved (i.e., the umpire and coach and/or player will each give a written account of the events).
- Based on the report, the Discipline Committee will decide if a minor or major infraction occurred.
- If the incident was a **minor infraction**, the Discipline Committee will determine a disciplinary sanction.
- If the incident was a **major infraction**, the Discipline Committee will convene a hearing and determine a disciplinary sanction.

Media Coverage

Your local media may be interested in relaying your game results to your fans. If so, collect their contact information (see Media Contact Information Form in [Appendix 2](#)) and forward it to the Host Committee.

The Host Committee will add your local media to their media list and forward game results for your team. It is recommended that you contact your local media a few times throughout the week to ensure that they are receiving the results. All results will be displayed on the tournament website.

Theft

Theft will not be tolerated at any of the Championships. Theft of banners, signs, water jugs, etc., will be directed immediately to the local police.

National Team Scouts

National Team Scouts may be present at some Canadian Championships identifying and evaluating possible candidates for the Softball Canada National Teams Program.

Drug Testing

Sport Integrity Canada is a national, non-profit organization committed to a fair and ethical sport system through the promotion of doping-free sport, equity, fair play, safety and non-violence. Sport Integrity Canada works closely with National Sport Organizations (such as Softball Canada), athletes, coaches and others to promote and strengthen the positive values and rewarding experiences of sport.

An important mandate of Sport Integrity Canada is the prevention of doping in sport. Sport Integrity Canada fulfils this mandate through a comprehensive approach involving research, education, advocacy, detection and deterrence. As part of this mandate, they manage all aspects of doping control in Canada, including the appeal, arbitration and reinstatement systems that are in place to protect athletes' rights.

From time-to-time Sport Integrity Canada will conduct in-competition doping control at a sporting event. The common perception is that this only occurs at major international events such as the Olympic Games, Pan American Games or a World Championship. However, all athletes in the



National Team Athlete Pool are subject to drug testing at any time including during participation at events such as a Canadian Softball Championship.

For competitions at which event doping control is planned, the host committee should be contacted in advance by the National Sport Organization (Softball Canada) and/or Sport Integrity Canada. This will allow ample time to set-up the necessary facilities and recruit volunteers.

In the event of no-advanced notice in-competition, the Doping Control Officer (DCO) will simply show up at your event and execute doping control under the Sport Integrity Canada guidelines. It is requested that you provide assistance to the DCO, if required.

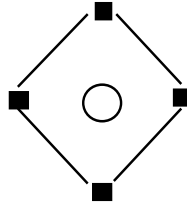
For more information regarding doping control procedures please consult the Sport Integrity Canada website (<https://sportintegrity.ca/>, 1-800-672-7775).

Doping

Softball Canada has adopted the Canadian Policy on Doping in Sport and as a result all softball events are subject to doping control testing. Therefore, all athletes in the National Team Athlete Pool are subject to drug testing at any time including during participation at events such as a Canadian Softball Championship. It is important to note that due to the cost of these tests, testing may not be carried out at all events and quite possibly at any events. But you should prepare your athletes as there is always a possibility. If you would like further information on the doping policy, please consult the Sport Integrity Canada website (<https://sportintegrity.ca/>, 1-800-672-7775).



HOME RUN: AT THE END OF THE CHAMPIONSHIP



Canadian Championship Evaluation Form

You will be sent a link to an electronic survey/evaluation form to be completed after the Championships. This information is very helpful to further improve the Canadian Championships. Please complete this evaluation by September 15.



APPENDICES

Appendix 1	Official Players List (OPL)	Page 17
Appendix 2	Media Contact Information (if applicable)	Page 18
Appendix 3	Media Opt Out Form	Page 19
Appendix 4	Tool to Identify a Suspected Concussion	Page 20
Appendix 5	Concussion Report	Page 21
Appendix 6	Softball Canada Major Incident Report Form	Page 22
Appendix 7	Softball Canada Injury Report Form	Page 23



Appendix 1 - Official Player List

Championship: _____ Team Colours: (H) _____ (A) _____
(Third) _____

Team Name: _____

Contact : _____

Address: _____

City and Postal Code: _____

E-mail: _____ Phone: _____

Representing Province: _____ P/T Rank: _____

	Full Name	Last Name	Date of Birth (mm/dd/yyyy)	Uniform #	Position	Province	E-mail
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
	Coach/Staff's Name	CC#	NCCP Level	Province	E-mail		
C/ E							
C/ E							
C/ E							
C/ E							
ST AF F							



Appendix 2 - Media Contact Information (if applicable)



Please contact your local radio, newspaper and television stations to collect their contact information for the Media Office at the Canadian Championship that your team is participating in. Kindly complete the form below with their contact information and submit the completed forms to the Host Committee as soon as possible.

Organization	
Name - <i>Editor/Sports Editor</i>	
Title	
Media Type	☐ Radio ☐ Print ☐ Television ☐ Other specify
Contact Details	
Email address	
Telephone Number	
Fax Number	
Town/City	
Team (s) or Athlete (s) you are interested in following	



Appendix 3 - Media Opt Out Form

Participants at Softball Canada, Canadian Championships, because of the nature of the high-profile event, will have their images photographed and/or video images recorded (collectively the “images”). An individual’s participation in the Canadian Championships is construed as implied consent for the following:

- Softball Canada, on a worldwide basis, to disclose, take, use, and copyright in their own name the images and sell such images in any format, style, form, or media in perpetuity.
- The Participant and/or their parent/guardian will not receive compensation or other payment of any kind, including but not limited to, any royalties or fees for the use of the images by Softball Canada.
- The Participant and/or their parent/guardian releases, discharges, and agrees to hold harmless Softball Canada for any and all claims, demands, actions, damages, losses, or costs that might arise out of the collection, use, or disclosure of the images or from the taking, publication, sale, distortion of the images, plates, negatives, masters, or any other likeness or representation of the participant that may occur or be produced in the taking of said images or in any subsequent processing thereof, including without limitation any claims for libel, passing off, misappropriation of personality, or invasion of privacy.

If the Participant wishes to expressly opt out of this implied consent and does not want the participant’s images to be published in Softball Canada promotional materials, please complete the form below and submit it to Softball Canada.

Name _____

☐ Athlete ☐ Coach/Manager ☐ Umpire ☐ Host volunteer ☐ Other

Address: _____

Phone number: _____

Email: _____

- ☐ I do not want my photo published in Softball Canada promotional materials.
☐ I do not want my image in a video/audio clip published in Softball Canada promotional materials.

Signature _____



Appendix 4 - Tool to Identify a Suspected Concussion

Athlete's name: _____ Age: _____

Name of parent/guardian: _____

Name of person monitoring athlete at scene: _____

Date of incident: _____ Time: _____

Description of incident: ☐ Blow to the head ☐ Hit to the body

What happened?

The following signs/symptoms were observed/reported (Please circle as appropriate):

Possible Symptoms Reported	Possible Signs Observed
Physical - Headache - Pressure in head - Neck pain - Feeling off/ not right - Ringing in ears - Seeing double or blurry/loss of vision - Seeing stars, flashing lights - Pain at physical site of injury - Nausea/stomachache/pain - Balance problems or dizziness - Fatigue or feeling tired - Sensitivity to light or noise Cognitive - Difficulty concentrating or remembering - Slowed down, fatigue or low energy - Dazed or in a fog Emotional/Behavioral - Irritable, sad, more emotional than usual - Nervous, anxious, depressed	Physical - Vomiting - Slurred speech - Slowed reaction time - Poor coordination or balance - Blank stare/glassy eyes/dazed or vacant look - Decreased playing ability - Loss of consciousness or lack of responsiveness - Lying motionless on the ground or slow to get up - Amnesia - Seizure or convulsion - Grabbing or clutching of head Cognitive - Difficulty concentrating - Easily distracted - General confusion - Does not know time, date, place, type of activity in which he/she was participating - Cannot remember things that happened before and after the injury - Slowed reaction time (answering questions or following directions) Emotional/Behavioral - Strange or inappropriate emotions
*Note – Continued monitoring of the athlete is important as signs and symptoms of a concussion may appear hours or days later. If any signs worsen, call 911.	



Appendix 5 - Concussion Report

_____ (athlete name) sustained a suspected concussion on _____ (date) at _____ (time). As a result, this athlete must be seen by a medical doctor or nurse practitioner. Prior to returning to active softball practices/games, the parent/guardian must inform the team coach of the results of the medical examination by completing the following:

Results of Medical Examination

- ☐ This athlete has been examined and **no concussion** has been diagnosed, and therefore may resume full participation in learning and physical activity with no restrictions.
- ☐ This athlete has been examined and **a concussion has been diagnosed**, and therefore must begin a medically supervised, individualized and gradual Return to Play Plan using the Return to Play Guidelines.
- ☐ I have been informed of the team's/association's concern regarding my child having a suspected concussion and decline to have him/her assessed by a medical professional. I understand my child will still need to follow Return to Play guidelines as directed by the coach, staff, trainer, etc.

Parent/Guardian signature: _____ Date: _____

Physician signature: _____ Date: _____

Comments:





Appendix 7 – Softball Canada Injury Report Form



Softball Canada Injury Report Form

Please complete the following at the time of injury, and return the form to Softball Canada directly following the

SECTION A: PERSONAL INFORMATION					
First Name: _____			Last Name: _____		
Team Name: _____				Date of Injury: _____ Time of Injury: _____	
Age: _____	Sex: M ___ F ___	Email: _____	Phone Number: _____		
Address: _____		City: _____	Province: _____	Postal Code: _____	
Event: _____			Location of Event: _____		
Witness Information					
First Name: _____		Last Name: _____		Role (i.e. Fan, coach, etc.): _____	
Email: _____			Phone Number: _____		
SECTION B: INJURY DETAILS					
Body Part(s) Injured (Please Select all that apply)					
☐ R. Shoulder ☐ L. Shoulder ☐ Chest ☐ Abdomen ☐ Groin ☐ R. Hand ☐ L. Hand ☐ R. Knee ☐ L. Knee ☐ R. Ankle ☐ L. Ankle			☐ Head ☐ Neck/Spine ☐ L. Elbow ☐ R. Elbow ☐ Lower Back ☐ Buttocks ☐ L. Hamstring ☐ R. Hamstring ☐ L. Calf ☐ R. Calf ☐ L. Foot ☐ R. Foot		
FRONT			BACK		
Nature of Injury: Dislocation ___ Skin Injury ___ Sprain/Strain ___ Swelling ___ Fracture ___ Head Injury ___ Bruising ___ Other (please specify below) ___ 					
Note that any injury involving loss of consciousness or a possible concussion requires immediate medical consultation					
Care: Trainer ___ Hospital Care ___ EMS ___ Doctor ___					
Initial Treatment: RICE (Rest, Immobilize, Cold, Elevate) ___ SCAT 2 ___ Wrapping/Taping ___ Stretch/Exercises ___ CPR ___ Sling/Splint ___ Manual Therapy ___ Dressing ___ None ___					
Please indicate here what caused the injury, and whether it could have been avoided:					
Name of Individual completing the form: _____ Signature: _____					