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Appleton Area Hockey Association
(AAHA) Policy
Injury/Concussion Reporting

Approved by: AAHA Board of Directors on 2/18/2025

Posted: 4/8/2025

Due for next review on or before: 2/18/2028

Purpose – the purpose of this policy is to explain the process for reporting injuries that occur during an AAHA activity or event. Any injury that causes a player to stop participating in a practice, a game, or any other AAHA event should be reported, regardless of the perceived severity of the injury. Any injury to a player's family member or any other spectator or guest that occurs during an AAHA activity or event should also be reported.

Definitions

Health care provider – per Wisconsin Statute 118.293 a health care provider is defined as the following:

"Health care provider" means a person to whom all of the following apply:

1. He or she holds a credential that authorizes the person to provide health care.
2. He or she is trained and has experience in evaluating and managing pediatric concussions and head injuries.
3. He or she is practicing within the scope of his or her credential.

Credential – per Wisconsin Statute 118.293 a credential is defined as the following:

"Credential" means a license or certificate of certification issued by this state.

Injury/Injuries – for the purpose of this policy, there are two general types of injuries being described:

"injuries other than head injuries, concussions, or suspected concussions (e.g. broken wrist, shoulder dislocation, broken leg, etc)" or "head injuries, concussions, or suspected concussions."

Reportable injuries include but are not limited to:

- Head injuries, concussions or suspected concussions
- Player injuries of any type (head injuries, concussions, suspected concussions, as well as injuries other than head injuries, concussions, or suspected concussions) that occur during an AAHA activity or event (this includes away games)
- Injury of any type involving a player's family member or any other spectator (during AAHA activity/event)
- Player injuries of any type that occur outside of an AAHA activity or event *that will be cited in a request to refund skater fees*

REPORTING REQUIREMENTS:

- I. **Head injuries, concussions or suspected concussions** – any head injury, concussion, or suspected concussion must be reported using the "Concussion Report" form.



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- a. These Injury Reports should be turned in to the association President and AAHA Health and Safety Committee within 24 hours of the head injury, concussion, or suspected concussion. AAHA Safety Chair is then required to complete the WAHA - [Concussion Reporting Form](#)
- b. Parents should be notified of the head injury, concussion, or suspected concussion.
- c. It is the parents' responsibility to report ALL HEAD INJURIES, CONCUSSIONS, or SUSPECTED CONCUSSIONS that occur independent of AAHA activities to the AAHA Health and Safety Committee. A medical clearance will be required for these players to return to play.
- d. Any player who is removed from activity due to a head injury, concussion, or suspected concussion must be evaluated by a health care provider and they must provide a "USA Hockey Return to Play" form completed and signed by both their health care provider and by their parent or legal guardian. [USA Hockey Return to Play Form](#)
 - i. This completed form must be turned in to the association president or the AAHA Health and Safety Committee prior to participating in any AAHA activities.

II. Injuries other than head injuries, concussions, or suspected concussions that occur during an AAHA activity or event – any injury other than a head injury, concussion, or suspected concussion that causes a player to stop participating in their practice, game, or other AAHA event should be reported using the "Injury Report" form.

- a. Injury Reports should be turned in to the association president or the AAHA Health and Safety Committee within 24 hours of the injury.
- b. Parents should be notified of the injury.

III. Injuries that occur outside of an AAHA activity or event – any injury other than a head injury, concussion, or suspected concussion that occurs outside of an AAHA activity or event that has the potential to cause an extended absence from participation in AAHA activities resulting in a request for a refund in player fees should be reported.

- a. Player injury reports must be on file for a family to request a refund of fees due to injury.

Supporting Documents and Information:

- Wisconsin Statute 118.293 subsection (4)(a) and (4)(b) - requires that an athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury. *A person who has been removed from a youth athletic activity may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.*



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- Parent Concussion Agreement (signed during registration)
- Athlete Concussion Agreement (signed during registration)
- Coach Concussion Agreement
- CDC Fact Sheet for Youth Athletes
- AAHA Injury Reporting Form
- AAHA Concussion Reporting Form
- USA Hockey Return to Play Form
- AAHA Refund and Prorated Fees Policy