

MEMORANDUM



TO: OYSA Member Clubs

From: Brian Scott
Risk Management Coordinator

Date: December 27, 2013

RE: Concussion Educational Materials and Toolkit

As you are no doubt aware, the 2013 Oregon Legislature adopted SB 721 which has been enrolled as [2013 Oregon Laws Chapter 489](#). The new legislation imposes requirements that affect all OYSA member clubs.

The new law requires OYSA member clubs to take action to educate coaches, parents, and players over 12 about concussions. The law further requires coaches to take action when one of their players shows signs or symptoms of a concussion. OYSA has partnered with Providence Sports Care Center and Affinity to help our members comply with the new Oregon law.

Coach Education

At Registration

Effective immediately, when anyone registers as a coach/admin in Affinity, the individual will be required to accept an Electronic Legal Agreement that provides concussion information and will have the opportunity to review and print a [Concussion Quick Reference](#) for recognizing and managing concussions.

Online Education

OYSA strongly encourages its members to require every coach to complete an online concussion education course and retain proof of completion. While there are several sources of online concussion courses, OYSA recommends that every coach take the course offered by the National Federation of High Schools (NFHS). The course is free, but the coach will need to login to take the course. If the coach does not already have an NFHS account, registering and creating an NFHS account is also free.

The NFHS course is available here:

<http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>

While the NFHS online course is the same as the [online course provided by the CDC](#), there are benefits to taking the NFHS course. A benefit to the coach is that the coach's history of taking NFHS courses will be saved in NFHS records and course certificates can be printed as needed.

A benefit to the club is the ability to confirm that someone has taken the course, even when they do not have a printed certificate.

OYSA member clubs should require coaches to provide them with the printed certificate from taking an online concussion education course. If the coach has taken the NFHS course, but does not have a certificate, the club can verify course completion by going to the NFHS Learning Center at <http://www.nfhslearn.com/>, and then clicking on the Coach Search menu link. By entering the coach's name and state in the search box, the club will be able to see the NFHS courses that the coach has completed.

Parent and Player Education

Educational Information

Providence Sports Care Center has prepared a [Concussion Fact Sheet](#) that gives basic guidance about concussions for parents and players. A copy can be downloaded from the OYSA website at

http://www.oregonyouthsoccer.org/assets/about/2013_PHS_OYSA_Concussion_Fact_Sheet_for_Parents.pdf.

OYSA recommends that clubs require every team head coach to hold a team meeting before practices and games begin. At that meeting the coach should deliver a copy of the fact sheet to at least one parent for every player on the team. If the team's players are over 12 years old, a copy of the fact sheet should also be delivered to each player. Delivery of the fact sheet will meet SB 721's requirement of providing concussion education to parents and players.

Delivery of the fact sheet meets the *minimum* requirement for educating parents and players. OYSA strongly encourages both parents and players to review additional information about concussions. A great source for additional information is the CDC website Heads Up: Concussion in Youth Sports (<http://www.cdc.gov/concussion/HeadsUp/youth.html>). OYSA asks every club and coach to recommend that site to their parents and players.

Documenting Delivery

Each member club will need to document that educational materials have been delivered to each player over 12 and to the parents of all players. OYSA has created a [receipt form](#) that can be prepared for each team. The form can be downloaded from the OYSA website at http://www.oregonyouthsoccer.org/assets/about/2013_Concussion_Handout_Receipt_Form.doc. The coach or team manager will fill in the Club and team name and list the players. A parent then signs and dates the form by their player's name to acknowledge receiving the fact sheet.

If the club forms teams in Affinity, a receipt form can be printed from Affinity that will be pre-filled with the club name, team name, and all the players assigned to the team. The coach or team manager can then take the printed form to the team meeting to have parents sign. If the

team is activated in Affinity, a rostered coach or team manager can print the form. If a team is not activated, the club registrar can print the form. The form is available through a button labeled "Print Concussion Handout" at the bottom of the Team Roster page in Affinity.

A coach or team manager can print the receipt form as follows:

- Login to Affinity
- Click the [Edit](#) link on the line by the team name in the Teams section of the My Account page
- Scroll to the bottom of the Team Roster
- Click the "Print Concussion Handout" button. The report will be generated as a PDF. Print the pdf.

Regardless of the way in which the receipt form is created, the club should retain a copy of the signed receipt forms.

Managing Concussions

Concussion Protocol

Providence Sports Care Center has created a [Concussion Protocol](#) to guide the management of concussions and return to play. OYSA recommends that clubs adopt the Providence management protocol. The purpose of the protocol is "...to help ensure athletes with potential concussions are identified, treated and referred appropriately, and are fully recovered before returning to activity." A copy of the document can be downloaded directly as http://www.oregonyouthsoccer.org/assets/about/2013_PHS_OYSA_Concussion_Protocol.pdf.

Recognition and Referral

Every coach and team manager should have with them at practices or games a copy of the [Concussion Checklist Quick Reference](#). Coaches and other team officials should be aware of the guidelines in the checklist and should be sure to follow the recommendations for referral for medical care.

If a player suffers a suspected concussion at a game or practice, the coach or other team official should immediately fill out page one (has the OYSA logo) of the [Sideline Concussion Documentation](#) and should notify a parent or guardian of the injury. Both pages of the concussion documentation form should be given to the parent or guardian along with the [Graded Return to Participation Documentation](#) and [Concussion Care Instructions](#). The parent or guardian must be told that the player cannot return to practice or games until a health care professional has released the player for participation.

Return to Play

When a player has been removed from practice or a game because of a suspected concussion, a coach is not permitted to allow the player to return to participation until at least the next day

when the coach has received a medical release form signed by a medical professional *and* the player no longer exhibits signs, symptoms, or behaviors consistent with a concussion. [See [2013 Oregon Laws Chapter 489](#), Section 1(3)(b)] A coach should be sure to follow any restrictions that a player's doctor has placed on practice activities and game participation. A coach, and the coach's club, should retain a copy of the return to play medical release.

Both the Sideline Concussion Documentation and the Graded Return to Participation Documentation have a form of medical release on page two. A coach needs to receive one of these forms, signed by a health care provider and indicating that a player is released for participation, before allowing a player to return to play.

Leagues and Tournaments

Leagues and tournaments run by OYSA member clubs must be conducted so that they comply with the new law. OYSA recommends that league and tournament rules treat removal from a match because of a suspected concussion similarly to managing the removal of a player for a red card. The player's removal should be documented in the referee's report and a player should be suspended from participation until at least the day following the game from which the player was removed and the player should remain suspended until the league or tournament director receives a copy of a medical release signed by a medical professional that allows a player unrestricted participation in game play.

Additional Resources

All of the Providence documents mentioned in this memorandum, as well as additional resources, are available from the Risk Management page of the Oregon Youth Soccer Website - <http://www.oregonyouthsoccer.org/about/riskmanagement.aspx>. Many documents are available for download from that page. The page also contains links to additional concussion education resources.

Questions?

If you have questions about this memorandum, please contact Brian Scott, OYSA Risk Management Coordinator, 503-626-4625 x234, or brian@oregonyouthsoccer.org.