**Concussion Policy and Protocol Implementation**

**Roles and Responsibilities Matrix Templates**

**Purpose**

These templates are intended to help guide thinking and discussion around roles and responsibilities for concussion protocol implementation across multiple levels of sport and governance.

**Using the Templates**

There are two templates. Template 1 is a single table for capturing all aspects of protocol implementation at-a-glance. Template 2 is a table that can be used to explore one or selected aspects of protocol implementation. For example, you might create one table focused on education and training, and a separate table on policy/protocol development.

You may want to fill out a template directly or use it as a starting point to guide a planning process. Examples of how to use the templates might include:

* have multiple stakeholders complete the template and collate the results
* host a group discussion and record the results using the template
* develop an electronic survey based on the considerations from the template

The Guiding Questions on the next page provide considerations to include when exploring roles and responsibilities for concussion protocol implementation.

**Customizing the Templates**

Consider if the templates include the concussion protocol components and levels of sport/governance that are relevant for your organization. You may need to add or remove elements. The components in this template are based on the key decision-making or action points of a harmonized concussion protocol, based on the [*Canadian Guideline on Concussion in Sport*](http://www.parachute.ca/guideline) (Parachute, 2017).

**Roles and Responsibilities Matrix: Guiding Questions**

The table below includes key questions to consider when exploring roles and responsibilities for concussion protocol implementation.

|  |  |  |
| --- | --- | --- |
| **Protocol Component** | | **Key Questions** |
| **Policy/ Protocol** | Development | * Is a single policy and/or protocol developed for all levels of sport? (Resource)   + Yes: Who develops it? Who will be consulted?   + No: Who develops each one and for whom? How will the separate policies/protocols be harmonized across levels? * Who is responsible for updating the policy/protocol and how often? |
| Dissemination | * Who is responsible for disseminating the policy/protocol…   + to administrators and boards?   + to coaches?   + to officials?   + to medical personnel?   + to athletes/participants?   + to parents/guardians?   + to volunteers? * Who should have the policy/protocol available on their website? |
| **Education and Training** | Identification/ Development | * Are education and/or training mandated? Who mandates it? Who establishes the standard? * Do appropriate education and training resources already exist for…   + coaches?   + athletes?   + officials?   + other stakeholders? * Who is responsible for identifying appropriate education resources? Training resources? (Resources) * Who is responsible for developing new education and training resources? * Will the same resources be used at all levels of sport? * Who is responsible for ensuring education and training are up to date? How often? |
| Dissemination | * Who is responsible for disseminating education and training resources…   + to administrators and boards?   + to coaches?   + to officials?   + to medical personnel?   + to athletes/participants?   + to parents/guardians?   + to volunteers? * Who should have education and training resources available on their website? |
| Tracking | * Will education and training be tracked? * Who is responsible for tracking education and training completion? * To whom or what level must completion be reported? |
| **Recognition, removal and medical assessment letter** | | * Who is responsible for informing athletes and parents/guardians of medical assessment requirements? * Will a standard medical assessment form be used at all levels of sport? (Resource) * Who is responsible for collecting medical assessment forms from athletes? * To what level must medical assessments be reported? |
| **Injury reporting and tracking (surveillance)** | | * Who is responsible for tracking injury incidents, including concussions? * To what level must injuries be reported? * Who is responsible for providing the tools (e.g., forms, databases) that will be used for tracking and reporting? |
| **Concussion management – progress tracking (recovery and return-to-sport)** | | * Who is responsible for tracking an athlete’s progress through the Return-to-Sport Strategy? * To what level must an athlete’s progress be reported? * Who is responsible for providing the tools (e.g., forms, databases) that will be used for tracking and reporting? (Resource) |
| **Medical clearance for Return to Sport** | | * Who is responsible for informing athletes and parents/guardians of medical clearance requirements? * Will a standard medical clearance form be used at all levels of sport? (Resource) * Who is responsible for collecting medical clearance forms from athletes? * To what level must medical clearance be reported? * Who is responsible for providing the tools (e.g., forms, databases) that will be used for tracking and reporting? |
| **[OTHER]** | | [Insert questions] |

**Concussion Policy and Protocol Implementation**

**Roles and Responsibilities Matrix: Template 1**

| **Component** | | **Level of Sport - Responsibilities** | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **NSO** | **P/TSOs** | **Club/League** | **P/T Government** | **[OTHER]** |
| **Policy/**  **Protocol** | Development | Example:  NSO develops concussion protocol for national team athletes and national competitions.  NSO provides protocol template to P/TSOs to support harmonized approach.  NSO develops sport-specific Return-to-Sport Strategy | Example:  P/TSO adopts concussion protocol for provincial team athletes and provincial competitions.  P/TSO provides protocol template to clubs to support harmonized approach. | Example:  Club adopts concussion protocol for club athletes. |  |  |
| Dissemination |  |  |  |  |  |
| **Education  and Training** | Development |  |  |  | Example:  Establishes minimum standard of education/ training/awareness for athletes, coaches, officials, parents and administrators |  |
| Tracking |  |  |  |  |  |
| **Recognition,  removal and medical assessment letter** | |  |  |  |  |  |
| **Injury reporting  and tracking** | |  |  |  |  |  |
| **Concussion management – progress tracking** | |  |  |  |  |  |
| **Medical clearance**  **for Return to Sport** | |  |  |  |  |  |
| **[OTHER]** | |  |  |  |  |  |

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**Roles and Responsibilities Matrix: Template 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component:**  ***[e.g., Education and Training]*** | **Level of Sport - Responsibilities** | | | | |
| **NSO** | **P/TSOs** | **Club/League** | **P/T Government** | **[OTHER]** |
| *[e.g., development]* |  |  |  |  |  |
| *[e.g., dissemination]* |  |  |  |  |  |