

CONCUSSION MANAGEMENT COMPETITION MANAGER CHECKLIST

If a player at a Club has been injured and **suffered a potential head injury or concussion** they **MUST** follow the information detailed in Rugby Australia’s Concussion Management Procedure.

It is requirement that all players who suffer a concussion seek the highest level of medical care reasonably available to ensure concussion is managed appropriately.

ADULTS AGED 19 AND OVER – the MINIMUM period before RETURN TO PLAY is 12 days

CHILDREN & ADOLESCENTS AGED 18 AND UNDER – the MINIMUM period before RETURN TO PLAY is 19 days

The checklist actions outlined below are provided to assist the Competition Manager meet their obligations and requirements relating to the Management of Concussion in Rugby Australia.

STEPS	ACTIONS	✓
1	<p>RECORD</p> <ul style="list-style-type: none"> i. review in Rugby Xplorer the notifications for concussion cases in the case management tab against players in your Competition recorded as concussed as part of post-match tasks. ii. enter the exclusion ‘to’ date based on the age of the player and leave the status of case to OPEN. Add any notes in the notes section as required. iii. Upload any evidence files for the injury case and share the public file links for each file item you want to share. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	<p>RECORD</p> <ul style="list-style-type: none"> i. request from the Club they MUST present a copy of the completed *Rugby Australia Concussion Referral and Return Form. ii. check section 3 has be completed by the medical doctor, and confirmation that they have fully recovered from concussion. iii. approve and advise the Club that the player can return to full contact training and play. Rugby Xplorer will automatically ‘release’ the player to be available for team sheet selection upon expiry of date ‘to’. <p>*NOTE: FAILURE TO COMPLETE ANY SECTION OF THIS FORM WILL RESULT IN THE PLAYER BEING EXCLUDED INDEFINITELY FROM FULL CONTACT TRAINING AND PLAYING.</p> <p><i>If this occurs, please follow actions in step 3, otherwise process to step 4.</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	<p>RECORD</p> <ul style="list-style-type: none"> i. extend the exclusion date ‘to’ by a minimum of another week. ii. request again from Club they present a copy of the completed Rugby Australia Concussion Referral and Return Form. iii. complete steps 2.ii & 2.iii above. <p><i>Repeat the 3.i & 3.ii above indefinitely upon failure to supply required information.</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	<p>RECORD</p> <ul style="list-style-type: none"> i. Upload the completed Rugby Australia Concussion Referral and Return Form for this player. ii. CLOSE the player concussion injury case. <p><i>NOTE: This changes permissions on the evidence files to private.</i></p>	<input type="checkbox"/> <input type="checkbox"/>

Detailed guidance on how to manage concussion can be found at <https://australia.rugby/about/codes-and-policies/safety-and-welfare/concussion-management>

*As of 17 January 2018