

Complete Concussion Management

Implementation Guide



A GUIDE TO ENHANCE YOUR CONCUSSION PROTOCOL



WHAT IS THE PURPOSE OF THIS GUIDE?

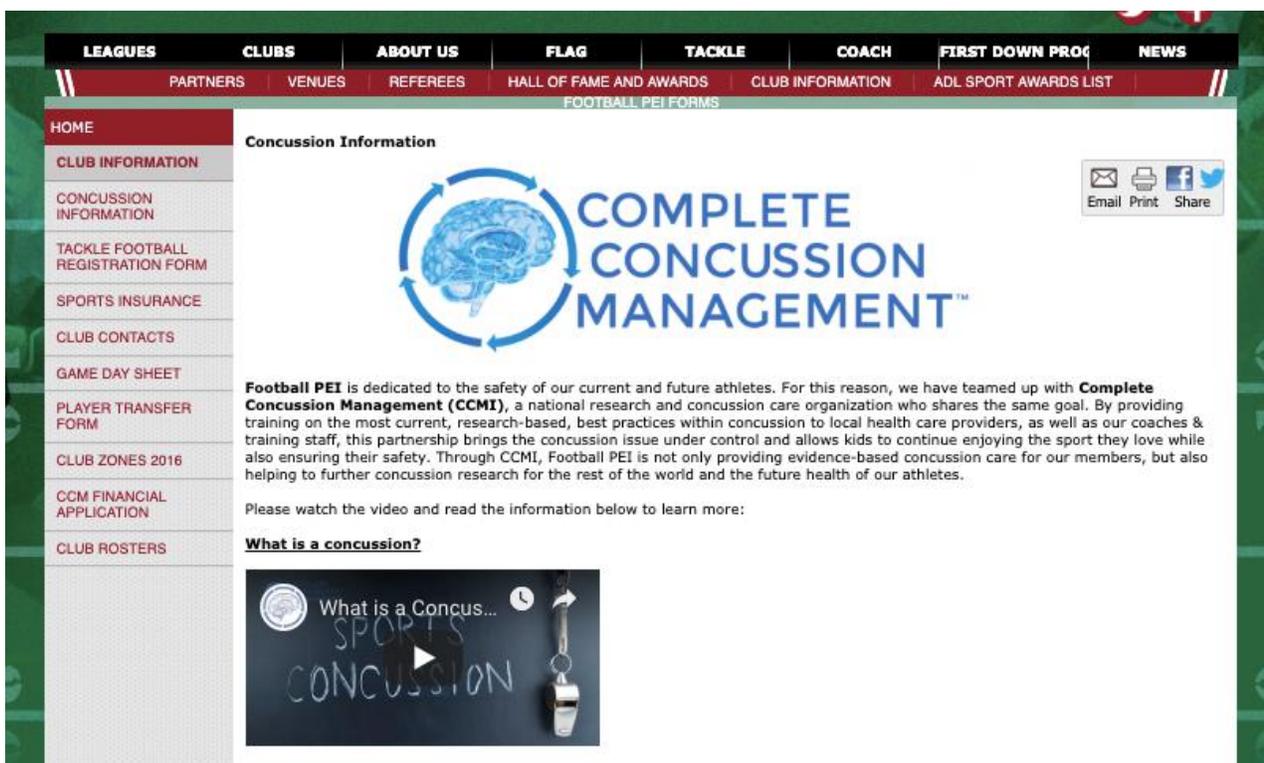
The contents of this guide will help your organization provide all the necessary information to your membership, including: athletes, parents, coaches, trainers and executives. We recommend you carefully read this document and work with your organization to implement all aspects of the Complete Concussion Management Program.

STEP 1: INFORMATION FOR YOUR WEBSITE

CCMI will provide you with a templated [Concussion Information Webpage](#) to educate your members on the risk surrounding concussions and the importance of reporting concussions, baseline testing, proper treatment, access to the CCMI network, etc. Videos, pictures and text will be used to make the page interesting and easy to understand. All you need to do is provide the template to your webmaster, so that they can create the concussion information page on your organization's website.

In addition to the *CCMI - Website Page For Associations* a few additional pieces of documentation will be linked or attached to this page including:

- Concussion Policy
- Concussion Handbook
- Code of Conduct
- Links to Concussion Sideline Course & Concussion Tracker App



STEP 2: POLICY DEVELOPMENT

CCMI will provide you with a customized **Concussion Policy** that outlines proper steps and protocol for concussion management. The policy will be customized to represent the requirements or recommendations of your executive board. We recommend you work closely with your CCMI Program Development Manager to develop and finalize your Concussion Policy.

The policy will be provided to you in PDF format to distribute as needed, and will also be included to view on the *Concussion Information* webpage.

STEP 3: CODE OF CONDUCT

CCMI will provide you with a templated **Code of Conduct** that outlines prevention strategies and rules of behaviour for your athletes. We recommend you provide this information to your players and their parents before each season to be reviewed.

The Code of Conduct will be provided to you in PDF format to distribute as needed, and will also be included to view on the *Concussion Information* webpage.

STEP 4: CONCUSSION SIDELINE COURSE

CCMI will provide you with a link to the **Concussion Sideline Course** as well as a unique ID code to be emailed out to all coaches, trainers, parents or members of your organization who will be responsible for recognizing concussions during practice or game play. Using this code will give your members access to the course free of charge and allow us to track who has completed the course and provide you with updates.

We recommend you send an email to your membership one month prior to the start of the season and have a required completion date one week before the season begins.

The *CCMI Concussion Sideline Course* reviews the following topics:

- Concussion basics
- When a concussion is suspected
- Baseline testing
- How CCMI can help
- Return-to-learn & play
- The CCMI Concussion Tracker App

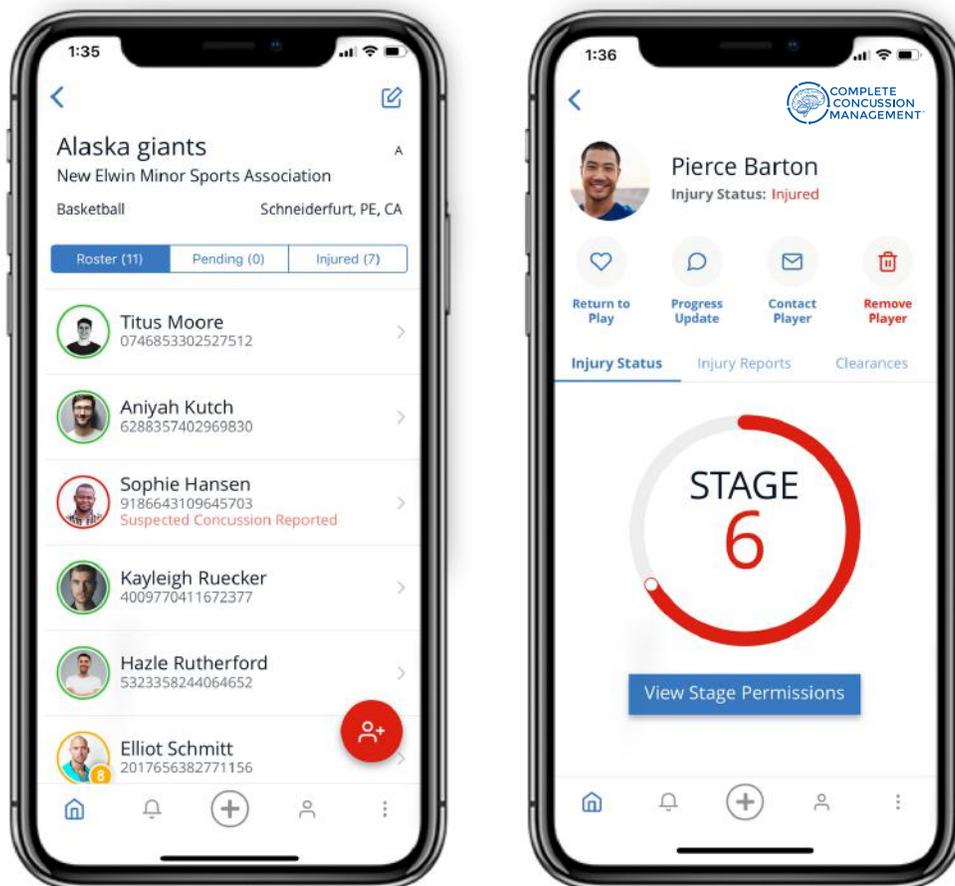
STEP 5: CONCUSSION TRACKER APP

CCMI will provide you with free access to the **Concussion Tracker App** for all coaches, parents and athletes to download. The *Concussion Tracker App* is an excellent resource to help improve communication across all stakeholders to report and track the injury status of your athletes.

We recommend you send an email to your membership one month prior to the start of the season to have your coaches and players download the app. Once you have solidified your rosters or registration is completed you can begin to create your teams and add the necessary coaches and players to each team roster.

The *CCMI Concussion Tracker App* provides the following benefits:

- Review concussion education learned through Concussion Sideline Course
- Perform sideline tests if concussions are suspected
- Injury reports sent directly to affiliated CCMI clinics or taken to family physician
- Upload medical clearance letters
- Track recovery process of athletes as they go through return-to-learn & play process
- Direct communication with treating CCMI clinician



STEP 5: CONNECT WITH YOUR LOCAL CLINIC

Your CCMI Program Development Manager will help you connect with your local clinic(s) in order to discuss the following:

- Educational presentation opportunities
- Baseline testing
- Concussion treatment & rehabilitation

Local CCMI clinics will work alongside you and your CCMI Program Development Manager to implement the CCMI program. Local CCMI clinics should be willing to provide in-person educational presentations to your membership, schedule host baseline testing days for required members either at the clinic or any of your preferred facilities (wifi required). Furthermore, you will have preferred access to your local CCMI clinic in the scenario suspected concussions are recognized at practice or during game play.

To find your local clinic please discuss with your CCMI Program Development Manager or use the [Find A Clinic map](#) directly on the CCMI website.

