



Dear Hollywood Soccer Club Coach,

Spring 2014

Thank you for coaching with Hollywood SC! It is your effort that makes this a great organization.

Recently enacted Oregon state law requires all non-profit sports programs to identify and manage suspected player concussions. Here are the key items and the steps you will take.

1) Take concussions seriously, get up to speed:

When registering as a Coach, you acknowledged that you read the Concussion Awareness information. Please be sure to **review the attached 'Concussion Awareness' flier again** before your first practice.

2) If your player might have suffered a concussion in any club activity you supervised:

Attend to the player and **call 911** if indicated by what you have learned and observed. Create proper paperwork to track the incident and to aid the parents, health professionals, and club in safely returning the player to activity. A batch of two-page packets is attached below. Keep them in your coach bag and use them whenever a player on your team has a possible concussion.

3) We have worked with PYSA to streamline the process and paperwork as follows:

Sideline Concussion Documentation: One page, two sides. **Fill out side one** of this document as completely as possible at time of incident. Give the document to the parent or legal guardian as soon as possible. Instruct them that before the player returns to any physical activity with the club, a parent/guardian is required to give you the completed form with the reverse side of the document completed by a physician or other qualified health care professional.

Concussion: Graded 'Return to Participation' Documentation: One page, two sides. **Give blank form** to the parent/guardian. Side one is for parent/guardian notation of any symptoms. Inform the parent/guardian that this matrix was developed by health professionals and is standard documentation for tracking recovery from brain trauma – but their physician may have a different means of tracking. Side two is to be completed by health care professional, providing a 'graded return to participation' for the athlete. Here, the health care provider indicates the timeline and activity levels for the player's return. For example, the player might be allowed to practice dribbling a ball and passing, but not allowed in scrimmages or other team efforts. **The athlete is not to return to practice or games until this form is completed and returned to you. Follow its directions.**

4) Return the completed forms:

Transfer either as electronic images or in hard copy to any member of the Board of Directors. We are required to track and archive all concussion-related incidents. If you have any questions, do not hesitate to contact your Board of Directors.