

ATHLETICS HEALTH CARE ADMINISTRATOR CHECKLIST

June 2017

This checklist is designed to serve as a resource and provide recommended roles for designated athletics health care administrators of NCAA member schools.

1. Be aware of all NCAA health- and safety-related legislation, interassociation recommendations and resources.

- Work with your athletics compliance staff to identify current NCAA health and safety legislation.
- Download and read the NCAA Sports Medicine Handbook.
- Download and read the interassociation recommendations published by the SSI.
- Familiarize yourself with the health and safety resources provided by the SSI.
- Visit the SSI website for the latest health- and safety-related information.
- Receive the latest SSI health and safety information by ensuring your email address is up to date in the NCAA Membership Directory.
- Sign up for the SSI quarterly newsletter.
- Contact the SSI staff with questions.

To find the resources listed above, visit ncaa.org/ahca or contact the SSI at ssi@ncaa.org.

2. Share health and safety legislation, interassociation recommendations and resources with stakeholders within your athletics department and on your campus.

- Identify stakeholders at your school who have some responsibility for student-athlete health and safety.
- Meet with the stakeholders you have identified above. Introduce yourself, explain your new role and learn what health and safety information is important to their work in supporting the health and safety of student-athletes.

- Develop a system for sharing and disseminating relevant health and safety information with identified stakeholders. This may include developing an electronic communication system or scheduling standing individual and/or group meetings.
- Ensure the email addresses of relevant stakeholders (e.g. team physicians and head athletic trainers) are up-to-date in the NCAA Membership Directory.

To update information in the NCAA Membership directory, log in to NCAA My Apps at apps.ncaa.org.

3. Monitor your athletics department health and safety policies and practices to ensure compliance with NCAA legislation and establish consistency with interassociation best practice guidance.

- Work with identified stakeholders to determine roles and responsibilities for fulfilling, monitoring and rehearsing health and safety-related requirements.
- Establish an action plan for identifying and addressing policies and practices not aligned with NCAA legislation and interassociation best practice guidance.