



2019 Concussion Safety Protocol Review Process

Frequently Asked Questions

The purpose of this document is to assist Division I member institutions in preparing for the 2019 Concussion Safety Protocol Review Process. Each concussion safety protocol that is submitted will be reviewed by the Concussion Safety Protocol Committee or, with respect to nonautonomy institutions, by an alternative review team to which the Committee has delegated review responsibilities. Review feedback will be emailed in June to the Athletics Health Care Administrator (AHCA), via the contact information on file. Thank you for your commitment to the health and safety of student-athletes.

Q1. Which institutions can participate in the 2019 Concussion Safety Protocol Review Process?

A1. All Division I institutions can participate in the process. Institutions in the five autonomy conferences (the ACC, Big 12, Big Ten, SEC and Pac-12) are required to participate under Section 3.2.4.18.1 of the Division I Manual. All other Division I institutions, as well as Divisions II and III institutions that sponsor a Division I sport, may demonstrate their choice to “opt in” to the autonomy protocol legislation by submitting a protocol for review through the 2019 Program Hub review process.

Q2. What is the deadline for submitting an institutional protocol for review?

A2. Your protocol must be submitted through the NCAA Program Hub by 5 p.m. Eastern time May 1. Any protocol received later, or through any means other than the Program Hub, will not be considered or accepted.

Q3. Who on my campus is responsible for organizing and submitting my institution’s protocol?

A3. Your Athletics Health Care Administrator is responsible for organizing and submitting the protocol. Section 3.2.4.17 of the Division I Manual requires the designation of an AHCA who independently oversees the administration and delivery of athletics health care on behalf of the institution. These activities would be considered part of that oversight.

Q4. How do I submit my institution’s protocol?

A4. You must submit your protocol via the NCAA [Program Hub](#). Each protocol must be submitted by the AHCA, as one complete document, in PDF or Microsoft Word format.

Program Hub will accept only a single Word or PDF file. Any protocol submitted outside of Program Hub (such as via email, fax or mail) will not be considered or accepted.

Q5. What needs to be included in my institutional protocol?

A5. Section 3.2.4.18.1 of the Division I Manual provides that each protocol must be consistent with the [Interassociation Consensus: Diagnosis and Management of Sport-Related Concussion Best Practices](#), and must include *all* of the following elements:

- Policies and procedures that otherwise meet the requirements of Section 3.2.4.18 of the Division I Manual (the Concussion Management Plan requirements).
- Procedures for pre-participation baseline testing of each student-athlete.
- Procedures for reducing exposure to head injuries.
- Procedures for education about concussion, including a return-to-learn policy.
- Procedures to ensure that proper and appropriate concussion management, consistent with best known practices and the Interassociation Consensus: Diagnosis and Management of Sport-Related Concussion Best Practices, is made available to any student-athlete who has suffered a concussion.
- Procedures requiring that the process for identifying, and removing participants from a game or practice, and assessing a student-athlete for a possible concussion, are reviewed annually.

In early 2015, the Concussion Safety Protocol Committee created the Concussion Safety Protocol Checklist to promote and facilitate institutional compliance with legislative requirements. The Committee will use the Checklist as a template for evaluating whether the content of your protocol is consistent with the legislative protocol requirements described above. If the Committee identifies any inconsistencies between your protocol and the Checklist, the Committee will provide you with that feedback and instruct you to address the inconsistencies prior to submitting your final Compliance Certification Form.

Q6. If I received feedback that our institutional protocol is not consistent with legislative requirements, do I need to resubmit a revised version for further review?

A6. You are not required to resubmit a revised version of your Concussion Safety Protocol and the Committee will not participate in any additional subsequent Concussion Safety Protocol review activities. Accordingly, it is important that you consult and work closely with applicable institutional personnel as necessary to ensure that each of the identified concerns is adequately addressed.

Q7. What is the annual Compliance Certification Form?

A7. . Section 3.2.4.18.1(g) of the Division I Manual requires that the institutional AHCA certify in writing that the institutional protocol complies with legislative requirements. To facilitate compliance with this requirement, the NCAA has developed a standard Compliance Certification Form. The form can be found by going to ncaa.org/program hub and accessing the NCAA Program Hub. Carefully review the content of the 2019-20 Certification Form and acknowledge your agreement by signing and dating where indicated. All executed forms should be submitted no later than August 1 5 p.m. ET.

Q8. Have legislative requirements changed since 2018?

A8. No, neither the Division I concussion safety protocol legislative requirements nor the content of the Checklist has changed since the 2018 submission review process.

Q9. My institution's protocol was previously reviewed and submitted. Do I still need to submit a protocol this year?

A9. Section 3.2.4.18.1 of the Division I Manual requires annual protocol submissions, so you are required to submit your protocol through the NCAA Program Hub in order to participate in the 2019 process. However, if you submitted a protocol during the 2018 review process and you received feedback that the content of your protocol is consistent with legislative requirements (no inconsistencies were identified) and there have been no changes to your protocol since that time, you may indicate that as part of the submission process. 2019 protocol review will not be required in those instances, and you will receive expedited information about your submission of the Compliance Certification Form.

Q10. Will the Division I concussion legislation or the Checklist tool change in the future?

A10. The Sports Science Institute continues to work with the NCAA Committee on Competitive Safeguards and Medical Aspects of Sport to identify and review information that may inform recommendations about future legislative changes. Similarly, a newly created NCAA Concussion Advisory Group, made up of a wide variety of industry experts and stakeholders, will meet periodically to discuss and review emerging knowledge and medical practices and will be tasked with recommending related resulting changes to the Checklist and other NCAA concussion education tools and information.

Q11. What is the NCAA Concussion Protocol Template, and why was it created?

A11. In April 2018, Management Councils in NCAA Divisions II and III adopted noncontroversial legislation that requires member schools in those divisions to have a concussion safety protocol that adheres to the Checklist.

To facilitate and support member compliance with this legislation, the Committee on Competitive Safeguards and Medical Aspects of Sport approved a Concussion Safety Protocol Template that includes all components of the Checklist. The Template is available for download in Microsoft Word format and allows schools to individualize certain highlighted areas of the document and to otherwise modify the Template to accommodate and reflect the individual needs and practices of their specific institution. A copy of the Template can be found [here](#).

Q12. Which schools can access and use the Template?

A12. The Template is available to every NCAA member school and may be utilized by institutional staff in preparation for the 2019 Protocol Review Process and otherwise as an educational and compliance tool.

Q13. How do the legislative requirements relate to institutional obligations arising from the Arrington settlement?

A13. The proposed Arrington Settlement Agreement includes a number of institution-specific concussion management obligations, some of which overlap with portions of the DI legislative requirements, the Interassociation Consensus: Diagnosis and Management of Sport-Related Concussion Best Practices and the Checklist, but others of which differ from existing institutional health and safety requirements. Institutions that participate in the 2019 Protocol Review Process and receive feedback that protocol content is consistent with legislative requirements and the Checklist will be in a very positive position with respect to their ability to demonstrate compliance with Arrington settlement expectations and should have adequate time, prior to settlement deadlines, to evaluate and implement necessary changes, if any, that may be required for Arrington purposes. Additional detailed information about institutional settlement obligations and the differences between those and NCAA legislative requirements will be provided to all member institutions when we receive formal communication from the court about its settlement approval decision. We anticipate that we will receive that communication in the next month or so, but it could occur at any time.

Q14. How do I know if my institutional protocol was reviewed as part of the 2018 process and whether we received any related feedback?

A14. If your institution participated in the 2018 Protocol Review Process, feedback would have been provided in the form of a letter addressed to your institution's athletics director, AHCA, conference commissioner and senior compliance administrator. Any inconsistencies between your protocol and the Checklist would have been identified and described as part of that feedback communication. If you are unable to locate a copy of this communication and are unsure of your 2018 submission or review status, you can request that information by emailing ssi@ncaa.org.

Q15. If my institution participates in the 2019 Protocol Review Process, when will we receive feedback?

A15. Each institution that properly and timely submits a protocol via the NCAA Program Hub will receive review feedback by email in June of this year.

Q16. Will the NCAA publish copies of any institutional protocols?

A16. Division I concussion legislation requires compliance with The Interassociation Consensus: Diagnosis and Management of Sport-Related Concussion Best Practices (The IACM). These materials provide that institutions should make their final concussion management plan publicly available, either through printed material, their website, or both. Accordingly, we encourage you to consult with applicable institutional personnel and consider how best to comply with this Division I publication requirement. The NCAA will continue its practice of maintaining copies of some institutional Protocols on its website.

Q17. How do I access the NCAA Program Hub?

A17. You can access the NCAA Program Hub by clicking on this link: ncaa.org/programhub. If your institution has not previously created a program profile, you will be required to do so before you can proceed with the protocol submission process. Simply follow the instructions provided after clicking on the "create a new profile" button.

Q18. I'm having problems accessing Program Hub. Who should I contact?

A18. You should contact the Program Hub administrator at programhub@ncaa.org.

Q19. I have a question not covered here. Who can I contact?

A19. If you have reviewed the content of this FAQ and cannot find the answer, please email the Sport Science Institute at: ssi@ncaa.org.