

VIA ELECTRONIC MAIL

MEMORANDUM

March 12, 2015

TO: Autonomous Five Conference Commissioners and Associate
Commissioners of NCAA Member Institutions.

FROM: Brian Hainline, MD
NCAA Chief Medical Officer.

SUBJECT: Concussion Safety Protocol Committee.

The Concussion Safety Protocol Committee (Committee) met March 9, 2015, at the NCAA headquarters. The purpose of the meeting was to define the scope and parameters of the Committee, in keeping with Autonomy Proposal – Concussion Safety Protocol, and to develop a checklist that outlines the core components for each institution's concussion management plan.

In keeping with the summary below, I have attached the Concussion Safety Protocol Checklist, which will help ensure that the athletic department from each school covered by the autonomy proposal is compliant with the concussion management plan recommended by the Concussion Safety Protocol Committee (Committee). Please distribute the Concussion Safety Protocol Checklist to the athletic director of each school in your conference, and feel free to share this memo. Please copy me on all relevant communications, and I will do everything possible to facilitate a smooth transition of this exciting new chapter in NCAA health and safety.

Following is a summary of our meeting.

- Brian Hainline was chosen as the Committee's administrative chair. The administrative chair is responsible for centralizing all Committee administrative duties and facilitating meetings and conference calls.
- The Committee members feel strongly that their primary role is to serve as an advocate for promoting and developing concussion safety management plans for the autonomous 5 conferences and their member schools. In this spirit, the Committee will offer guidance and education to any member school that requests assistance.

NCAA MEMORANDUM

March 12, 2015

Page No. 2

- The Committee will review all submitted concussion procedures and protocols (we prefer to refer to this as a concussion management plan) according to the timeline below. The Committee's goal is to help assure 100 percent compliance with the necessary core components of the concussion management plan.
 - Timeline:
 - Committee notification to each Conference office of core components of concussion management plan/concussion safety protocol checklist by April 1.
 - Member school concussion management plan, with a signed certificate of compliance by the athletic director, submitted by May 1.
 - Committee review of all submitted concussion management plans completed by June 30.
 - Resolutions of all concussion management plans with public posting of results by July 31.

- The NCAA will develop a public website that will include:
 - The Committee members.
 - The scope and parameters of the Committee.
 - The core components of the concussion management plan/concussion safety protocol checklist.

NCAA MEMORANDUM

March 12, 2015

Page No. 3

- A summary sheet that includes each school that submitted a concussion management plan for review and the number of checklist items that met the core components of the concussion management plan.
- The concussion management plan of each member school. (The Committee believes that such transparency will aid in the development of more uniform concussion management standards, and may spur best practices.)
- The Committee does not believe that it should respond directly to any concerns of a breach in protocol regarding concussion management that is made by a parent, student-athlete, or other outside party.

The Committee also believes that there should not be a specified NCAA “hotline” for addressing such concerns. Rather, any concerns should go through the normal channels that are already established (member school, conference office, NCAA national office), and the conference office should manage such concerns. Management includes, but is not limited to:

- Notification to the Committee administrative chair by the conference that a request for investigation has been made.
- Review of possible protocol breach by member school and/or conference office.
 - The conference office can make a request for the Committee to perform the review.
- Notification to Committee of the results of the investigation. The Committee does not believe that such results should be posted publicly. Rather, they should serve as a springboard for education and guidance from the Committee.
- Any protocol investigation is strictly limited to an assessment of whether the school’s concussion management plan, as submitted, was followed. The Committee will not evaluate any medical records, and will not judge negligence of medical care.

NCAA MEMORANDUM

March 12, 2015

Page No. 4

- The Committee requests that any variance or self-correction of a member school's concussion management plan be reported to the Committee. Such information will not be posted publicly, but will rather serve as an opportunity for education and guidance as this process evolves.

cc: Mr. Scott Anderson
Dr. Doug Aukerman
Dr. Kevin Guskiewicz
Dr. Greg Rowdon
Dr. Allen Sills
Selected NCAA Staff Members