**Improving Awareness of Your Organization’s Concussion Protocol:**

**Strategies Checklist**

**1. Ensure your concussion protocol is easy to find online**

* Post on your organization’s website
* Post in an easy-to-find location. Consider:
	+ Where would visitors to your website expect to find this information?
	+ How many clicks does it take to get to the protocol?
	+ Is it searchable from within your site?
	+ Do you have a webpage with concussion or other safe sport resources? Is the protocol linked there?
* Encourage sport partners to post the protocol on their websites [e.g., Provincial/Territorial Sport Organizations (P/TSOs), clubs, leagues]

**2. Share the protocol directly with your stakeholders**

* Email to all registrants (athletes, coaches, trainers, officials) at the start of every season
* Provide it to your board members
* Make specific references to your protocol in education or training about concussion, injury prevention or other safe sport topics

**3. Make your protocol easy to understand**

In addition to the full protocol, providing the information in other formats may help make it less overwhelming to your stakeholders:

* Provide a one-page summary of your protocol that highlights its basic principles
* Provide a copy of your Concussion Pathway diagram

Helpful resource: [*Sample Concussion Summary Template*](https://parachute.ca/en/professional-resource/concussion-collection/concussion-protocol-resources-for-sport-organizations/)

**4. Embed your protocol in other health and safety information**

* Include a link to the protocol in all safety information and manuals
* Include a link to or copy of the protocol in event personnel materials (e.g., medical volunteer and athlete/team orientations)

**5. Identify who is in charge of tracking your protocol**

Determine or assign key roles to ensure that**:**

* education and training requirements are met
* medical assessment and clearance forms are collected
* injuries are reported and/or tracked

Helpful resource: [*Roles and Responsibilities Matrix Templates*](https://parachute.ca/en/professional-resource/concussion-collection/concussion-protocol-resources-for-sport-organizations/)