



# CONCUSSION MANAGEMENT LEAGUE AND CLUB ADMIN GUIDE

---

## Contents

<b>1. Concussion</b>	<b>2</b>
<b>2. Overview</b>	<b>2</b>
<b>3. Create a concussion incident – at a game</b>	<b>3</b>
<b>4. Create a concussion incident – non game</b>	<b>4</b>
<b>5. Submitting a clearance to return to play</b>	<b>7</b>
<b>6. Reviewing a concussion incident</b>	<b>11</b>
<b>7. Reviewing the medical clearance of a player</b>	<b>11</b>
7.1 As a Team Manager with Management Access, navigate to My Teams via playhq.com	11
7.2 As a Club or League Admin with Admin Access	13
<b>8. Reporting Dashboard</b>	<b>14</b>
<b>9. Frequently Asked Question (FAQs)</b>	<b>19</b>

## 1. Concussion

**Concussion is a brain injury.** It can happen when players get a head knock, a bump or an impact to the body that sends force to the head. In footy it could be from a tackle, a mark or even a bad landing or fall. Basically, it's a short-term change in how the brain works. For a little while, it takes more energy for the nerves to talk to each other. And you don't need to be knocked out to have a concussion. In fact, most concussions happen without the person losing consciousness.

**Spotting a suspected concussion is key.** A suspected concussion is a head knock or impact to the body that sends force to the head plus signs or symptoms afterwards. But here's where it gets tricky – concussion signs and symptoms aren't always obvious. Players might feel fine right after a knock, but symptoms can show up hours or even up to a few days later. Remember: if in doubt, sit it out.

**Recovery is crucial, and is different for everyone.** The good news is most players make a full recovery from concussions. But they need to give their brain time to heal. Just like with a sprained ankle, they can't rush back into play. Kick off recovery by seeing a doctor, and following the AFL Guidelines for Graded Return to Play. Take it slow and steady, building up their confidence as symptoms improve. And then it's back to playing the game we love!

Remember, concussions can happen at any level of play. Whether you're a parent or a player, speak out if you see something that worries you. Sitting isn't quitting!

## 2. Overview

A suspected concussion can be entered by:

- a) Team Manager or Club admins
- b) League admin and above

A suspected concussion can be entered in relation to a match or training incident, i.e. a game or non-game incident.

When a suspected concussion is recorded, a player is automatically suspended from upcoming games and cannot be selected in line-ups.

The participant/profile owner will be notified of the suspected concussion via email, and provided details on the process they must follow to safely return to play following a suspected concussion.

The team manager and relevant club administrators will be able to see this concussion record. Once the player has been cleared to return from the suspected concussion, the concussion record will only be visible to the participant/profile owner.

This guide will provide a step-by-step overview on how to record and manage concussion incidents and the steps required by players to return to play.

### 3. Create a concussion incident – at a game

A suspected concussion incident can only be recorded within 7 days of the incident date

a) Navigate to the **Game Details** of the relevant game in the **Admin Portal**

- Club or League  
Game Day > select game date or date range >  
Click on Details for the game
- League Only – a league can also access through  
Competition > Season > Grade Fixture > Update Scores & Stats

b) Switch to the **Incidents** tab and click **Add Incident**

- League can select Behaviour and Injury – Concussion
- Club can only select Injury – Concussion

c) Select **Injury – Concussion** as the **Incident Type** and select **Start**

Game date must be within 7 days from the current date to allow entry

Please note:

- Upon entering a suspected concussion, the Player will be notified of the suspected concussion via email including that they are ineligible for selection on a team sheet until they submit to clear themselves via their profile within PlayHQ. They will be provided with details on the process they must follow to safely return to play following a suspected concussion.
- Upon entering a suspected concussion, the team manager and relevant club administrators will be able to see this concussion record. Once the player has been cleared to return from the suspected concussion, the concussion record will only be visible to the PlayHQ profile owner.

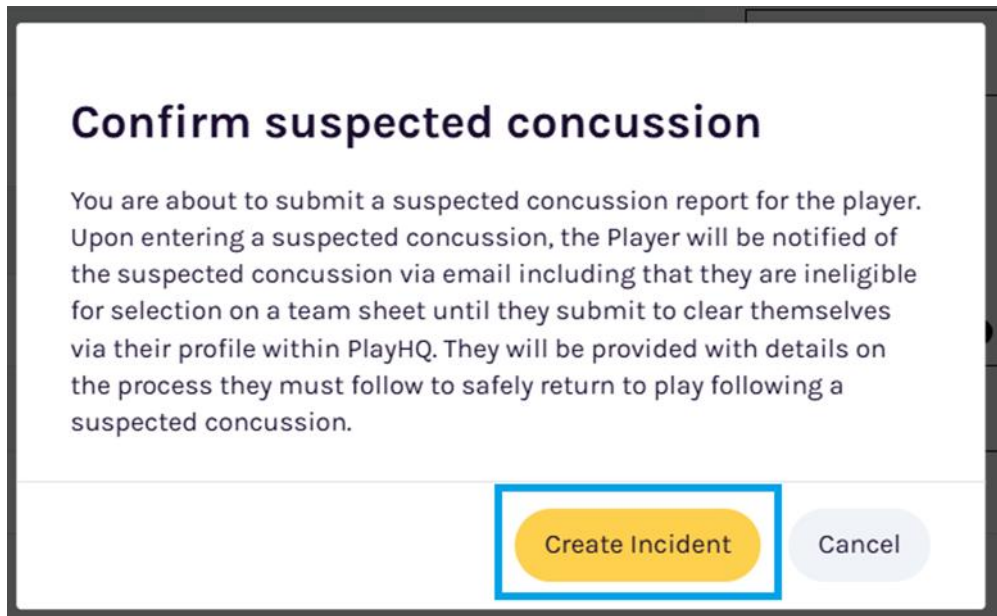
d) Select the **Team** –

Please note:

Clubs - Can select either home or away team but will only be permitted to select players from your team

Leagues - Can select either home or away team and will be permitted to select players either team

- e) Choose the affected **Player** and provide a brief **Incident Description**, then click **Next**. You will be prompted with



**Confirm suspected concussion**

You are about to submit a suspected concussion report for the player. Upon entering a suspected concussion, the Player will be notified of the suspected concussion via email including that they are ineligible for selection on a team sheet until they submit to clear themselves via their profile within PlayHQ. They will be provided with details on the process they must follow to safely return to play following a suspected concussion.

**Create Incident** Cancel

- f) Click **Create Incident**

#### 4. Create a concussion incident – non game

- a) From the **Admin Portal** main menu, select **Incidents**
- b) Switch to the **Non-Game** Incidents tab and click **Create a Non-Game Incident**

## Incidents

Game **Non-Game**

Create a Non-Game Incident

All Statuses

Reset

- c) Select **Injury – Concussion** as the **Incident Type** and select **Start**

- League can select Behaviour and Injury – Concussion
- Club can only select Injury – Concussion

**Please select the incident type**

Incident type\*

Injury - Concussion

Start Cancel

d) Search for the affected **Player** by their **Last Name** and click **Search**

You can also search by

First Name

Email

Date of Birth

When the player you want shows in the results, select that player and click **Next**

## Create a Non-Game Incident

Next

Cancel

### Participant Search

Search for a participant you would like to add an incident to.

First name

Please enter

Last name\*

March

Email

Please enter

Date of Birth

DD/MM/YYYY

Reset

Search

### 4 Results

NAME	EMAIL ADDRESS	D.O.B	ADDRESS	
Meg March	marmee.march@littlew.com	17 Oct 2000	TUART HILL WA 6060	<input type="radio"/>
Amy March	marmee.march@littlew.com	04 Apr 2004	TUART HILL WA 6060	<input checked="" type="radio"/>
Beth March	marmee.march@littlew.com	16 Dec 2002	TUART HILL WA 6060	<input type="radio"/>
Jo March	marmee.march@littlew.com	17 Oct 2000	TUART HILL WA 6060	<input type="radio"/>

Please note:

- Upon entering a suspected concussion, the Player will be notified of the suspected concussion via email including that they are ineligible for selection on a team sheet until they submit to clear themselves via their profile within PlayHQ. They will be provided with details on the process they must follow to safely return to play following a suspected concussion.
- Upon entering a suspected concussion, the team manager and relevant club administrators will be able to see this concussion record. Once the player has been cleared to return from the suspected concussion, the concussion record will only be visible to the PlayHQ profile owner.

The non-game incident date must be within 7 days from the current date to allow entry.

The Owing organisation and all organisations above it in the hierarchy will be able to edit this incident, and create and edit outcomes

- e) Select **Related Season** and provide a brief **Incident Description**, then click **Next**

Create a Non-Game Incident

Next

Back

Incident Details

Please note:

- Upon entering a suspected concussion, the Player will be notified of the suspected concussion via email including that they are ineligible for selection on a team sheet until they submit to clear themselves via their profile within PlayHQ. They will be provided with details on the process they must follow to safely return to play following a suspected concussion.
- Upon entering a suspected concussion, the team manager and relevant club administrators will be able to see this concussion record. Once the player has been cleared to return from the suspected concussion, the concussion record will only be visible to the PlayHQ profile owner.

Incident Type\*

Injury - Concussion

Participant

Amy March

Owing Organisation\* ⓘ

Concussion Club

Incident Date\*

DD/MM/YYYY

Related Season\* ⓘ

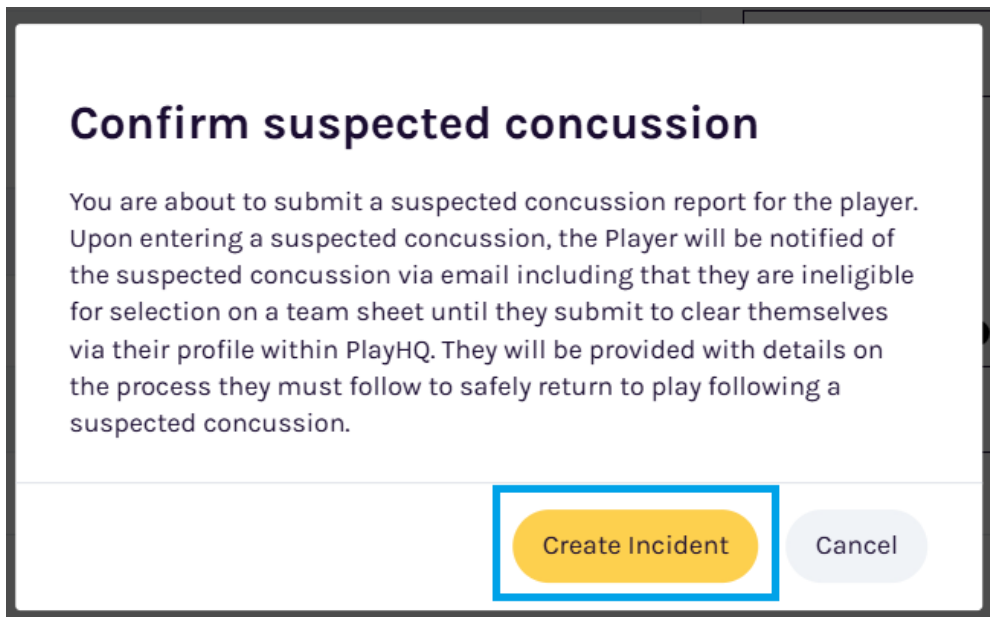
Please select

Incident Description\*

Please provide a brief description of the incident that resulted in the suspected concussion including any signs or symptoms of concussion.

You will be prompted with

Page | 6



**Confirm suspected concussion**

You are about to submit a suspected concussion report for the player. Upon entering a suspected concussion, the Player will be notified of the suspected concussion via email including that they are ineligible for selection on a team sheet until they submit to clear themselves via their profile within PlayHQ. They will be provided with details on the process they must follow to safely return to play following a suspected concussion.

Create Incident Cancel

- f) Click **Create Incident**

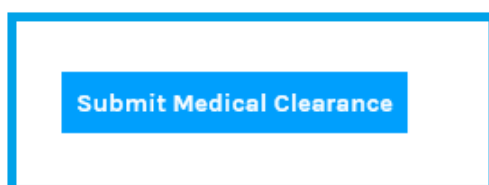
## 5. Submitting a clearance to return to play

Only a player (or profile owner on the player's behalf) can submit a clearance to return to play.

The player will be notified via email that a suspected concussion has been recorded, and that they are ineligible for upcoming games until they follow the provided steps to return to play

- a) Review the **Suspected Concussion** email received – including the steps to return to play – before clicking **Submit Medical Clearance**

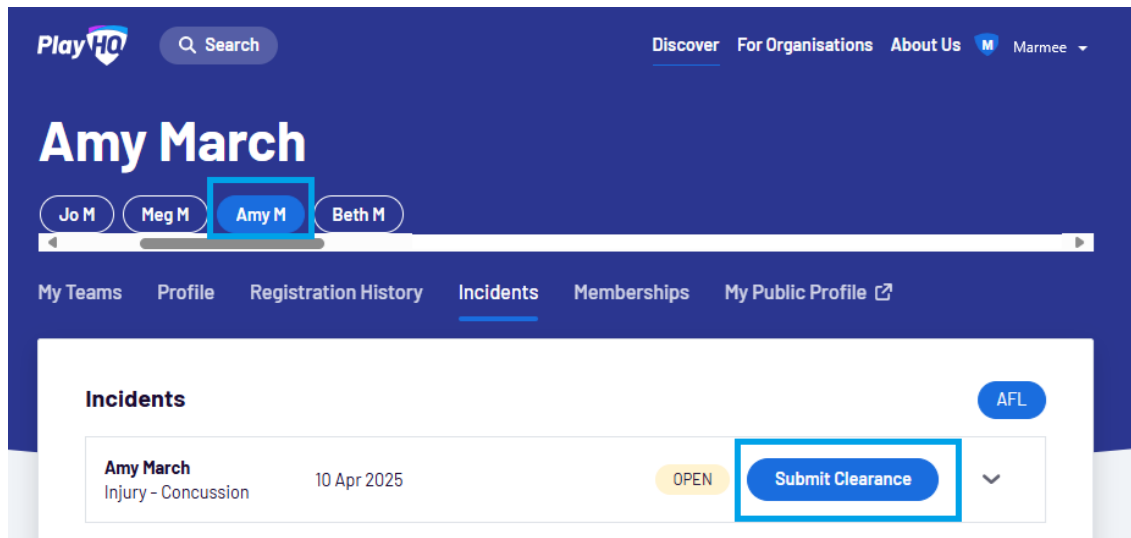
If a medical doctor determines that the player did not suffer a concussion, the player must provide a medical report and clearance to their club. It is vital that players are honest in outlining to their doctor the reasons for the suspected concussion and any signs / symptoms. Where a player has been cleared of having suffered a concussion, they may submit to clear themselves via their PlayHQ profile. In these circumstances their team manager or club administrator must confirm via PlayHQ that they have sighted the medical clearance for the player to then be cleared and eligible for selection on a team sheet.



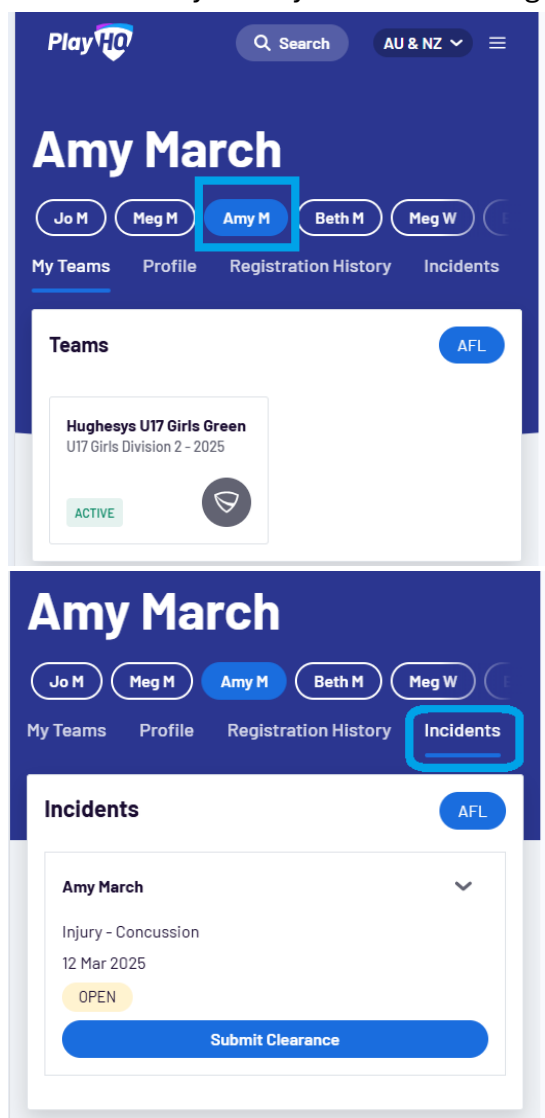
Submit Medical Clearance



- b) Alternatively, login to playhq.com and navigate **My Account > Incidents**, and click **Submit Clearance**



Mobile View- you may need to scroll right to see the Incidents Tab



- c) Enter the proposed **Return Date** to return to play, provide your registered medical doctor / GP name, Address and Contact Number, confirm compliance with the return to play steps, and click **Submit Clearance**

### Amy March - clearance to return to play

10 Apr 2025 (Injury - Concussion Incident)

Review and submit your clearance to return to play. Please submit the date which you are proposing to return to play.

Return Date\*

10/04/2025



Returning before the 21 day period requires you to show your clearance to return to play to your team manager or club admin.

GP/Doctor Name\*

Please enter

Provider Number

Please enter

Medical Centre Address\*

Please enter

Medical Centre Contact Number\*

Please enter

- ☐ I / Player have sought medical attention for the suspected concussion and have received a clearance to return to play from a medical practitioner (i.e. doctor) that confirms that a concussion was not sustained.
- ☐ I / Player declare that the reasons for the suspected concussion (i.e. description of the incident, signs / symptoms at the time of the incident and subsequently) were outlined honestly to the doctor.
- ☐ I / Player declare that I have / the player has been free of any concussion related symptoms since the incident and has been able to return to school, study or work without any issues.
- ☐ I / Player declare that I understand the importance of managing concussion conservatively including the possibility of delayed onset of symptoms.
- ☐ I / Player understand that I must show my team manager or a club administrator the clearance to return to play and that the team manager or a club administrator will then confirm via PlayHQ that they have sighted the clearance.

Once the request for clearance is submitted, the team manager and relevant club administrators will be notified and will assess all relevant information prior to confirming eligibility for selection on a team sheet.

Submit Clearance

Cancel

# Amy March

Jo M

Meg M

Amy M

Beth M

Meg W

E

My Teams

Profile

Registration History

Incidents

## Amy March - clearance to return to play

12 Mar 2025 (Injury - Concussion Incident)

Review and submit your clearance to return to play. Please submit the date which you are proposing to return to play.

Return Date\*

13/07/2025

GP/Doctor Name\*

Please enter

Provider Number

Please enter

Medical Centre Address\*

Please enter

Medical Centre Contact Number\*

Please enter

☐ I / player have successfully completed the stages of the graded return to play and have remained symptom free throughout the graded loading program

☐ I / player have obtained a medical clearance (from a registered medical doctor) to return to full contact training and / playing

☐ I / player feel confident to return to play

☐ I / player understand that I may be required to show my team manager or a club administrator my clearance to return to play

Submit Clearance

Cancel

If there was no concussion, as defined by a medical practitioner, the player can elect to return to play straight away. The process is the same as the above steps a) through c)

## 6. Reviewing a concussion incident

Once a clearance to return to play has been submitted, the Team Manager and relevant Club Administrators will be notified via email of the next steps.

The Incident status will update from **OPEN** to either

- **NEEDS REVIEW** – A Team Manager or Club Administrator must take action before a player can be selected in a team sheet.
- **PENDING** – No action is needed, and the incident will automatically close on the player's return to play date (if 21 days or more after the incident)

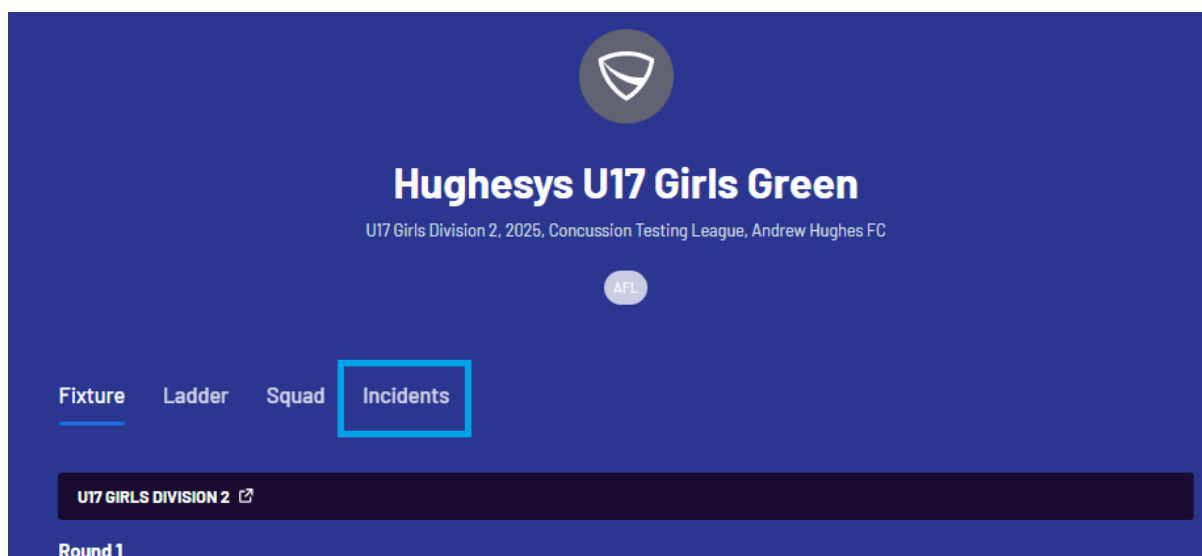
If a player sets their **Return to Play Date** to **less than 21 days** after the incident a Team Manager or Club Administrator must physically sight the medical clearance for the player, and **review and verify the clearance request via PlayHQ**, to confirm a player is eligible for selection on a team sheet. This may occur when a medical doctor has assessed a player and confirms no concussion was sustained.

Follow the below steps to review and verify the clearance request, and close the incident on PlayHQ

## 7. Reviewing the medical clearance of a player

7.1 As a Team Manager with Management Access, navigate to My Teams via playhq.com

a) Switch to the **Incidents** tab



- b) And for the relevant players' concussion incident, click **Review clearance to return to play**

The screenshot shows a web interface with a dark blue header containing navigation tabs: Fixture, Ladder, Squad, and Incidents. The Incidents tab is active. Below the header, the title 'Incidents' is displayed. A table lists three incidents:

Player Name	Incident Type	Date	Status	Action
Amy March	Injury - Concussion	10 Apr 2025	NEEDS REVIEW	<b>Review clearance to return to play</b>
Caitlin Foord	Injury - Concussion	20 Feb 2025	OPEN	Edit
Charlotte Bronte	Injury - Concussion	19 Feb 2025	OPEN	Edit

At the bottom of the table is a 'Create Incident' button. The first row (Amy March) is highlighted with a red border, and the 'Review clearance to return to play' button is also highlighted with a red border.

- c) Review the clearance details provided, and click **I have sighted the clearance to return to play**

The screenshot shows a web interface with a dark blue header containing navigation tabs: Fixture, Ladder, Squad, and Incidents. The Incidents tab is active. Below the header, the title 'Amy March' is displayed. Underneath, the text '10 Apr 2025 (Injury - Concussion Incident)' is shown. A light blue information box contains the text: 'Once complete and for player privacy, this incident will disappear from the incident list after the return date.' Below this, the following details are listed:

- Clearance Return Date**: 10/04/2025
- GP/Doctor Name**: Dr Smith
- Provider Number**: Not yet submitted by participant
- Medical Clinic Address**: 33 Smith St
- Medical Clinic Contact Number**: 0411 222 555

At the bottom of the page, there are two buttons: 'I have sighted the clearance to return to play' (highlighted with a red box) and 'Cancel'.

## 7.2 As a Club or League Admin with Admin Access

- a) Navigate to the **Incidents** tab and for the relevant players' concussion incident, the one showing **Needs Review**, click Details

**Incidents**

Game Non-Game

10/04/2025 - 17/04/2025

All Statuses Reset 1 - 4 of 4 1 of 1

INCIDENT DATE	NAME	TEAM	TYPE	STATUS	
16 Apr 2025	Malakai Youseff	Hughesys Senior Boys	Injury - Concussion	CLOSED	Details
12 Apr 2025	Nicole Bolton	Hughesys U17 Girls	Injury - Concussion	NEEDS REVIEW	Details

- b) Click on **Review Medical Clearance**

Incidents > Game

**View Incident** NEEDS REVIEW Done

**Incident details**

12 Apr 2025 - Concussion Club U17 Girls vs Hughesys U17 Girls  
Andrew Hughes FC, Concussion Test U17 Girls, 2025

Edit

**Outcome Details**

Return to play details for Nicole Bolton

Review Medical Clearance

Note: Once complete and for player privacy, this incident will disappear from the incident list after the return to play date.

- c) Outcome Details will display
- Clearance Return Date
  - GP/Doctor
  - Provider ID
  - Medical Clinic Address
  - Medical Clinic Contact Number
- d) The **Clearance sighted by** details need to be filled in for the person who has sighted the clearance.

- First Name
- Last Name
- Email
- Mobile

Edit outcome

Save

Cancel

### Outcome Details

Return to play details for Nicole Bolton

*i* Once complete and for player privacy, this incident will disappear from the incident list after the return date.

**Clearance Return Date**  
16 Apr 2025

**GP/Doctor**  
Dr Brown

**Provider ID**  
*Not yet submitted by participant*

**Medical Clinic Address**  
140 Harbour Esplanade

**Medical Clinic Contact Number**  
0412555888

Clearance sighted by

**First Name\***

Please enter

**Last Name\***

Please enter

**Email\***

Please enter

**Mobile\***

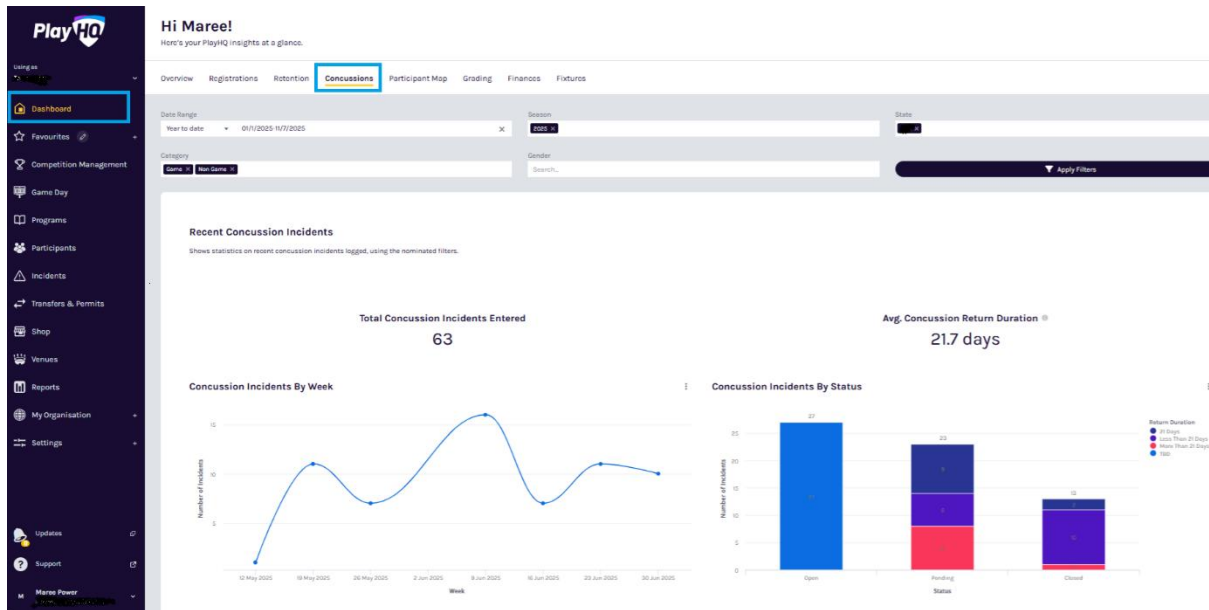
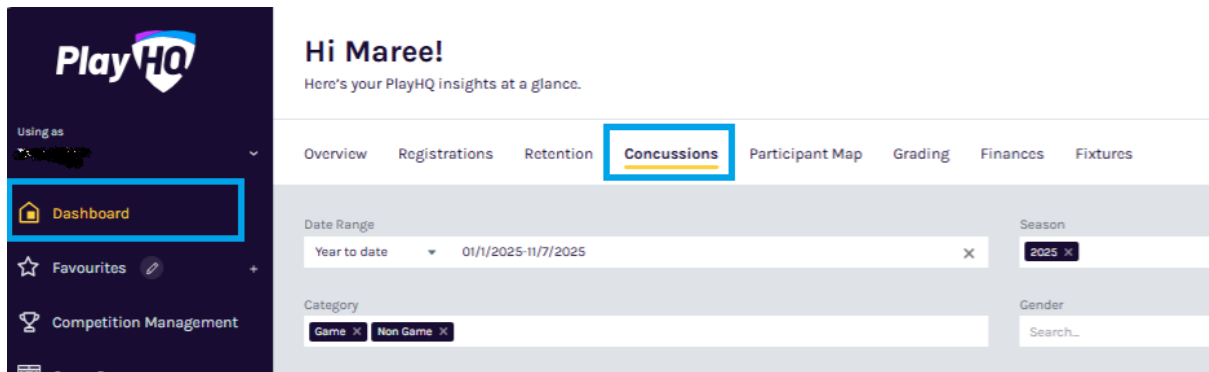
Please enter

e) Click on **Save**

## 8. Reporting Dashboard

The dashboard can be used to monitor concussion incidents through their various stages.

A league or club can access the concussion incident information from the dashboard. Navigate to the Dashboard on the main menu and click on Concussions



You can choose concussion to be displayed by

- Date Range
- Season
- State
- Category (Game, Non-Game)
- Gender

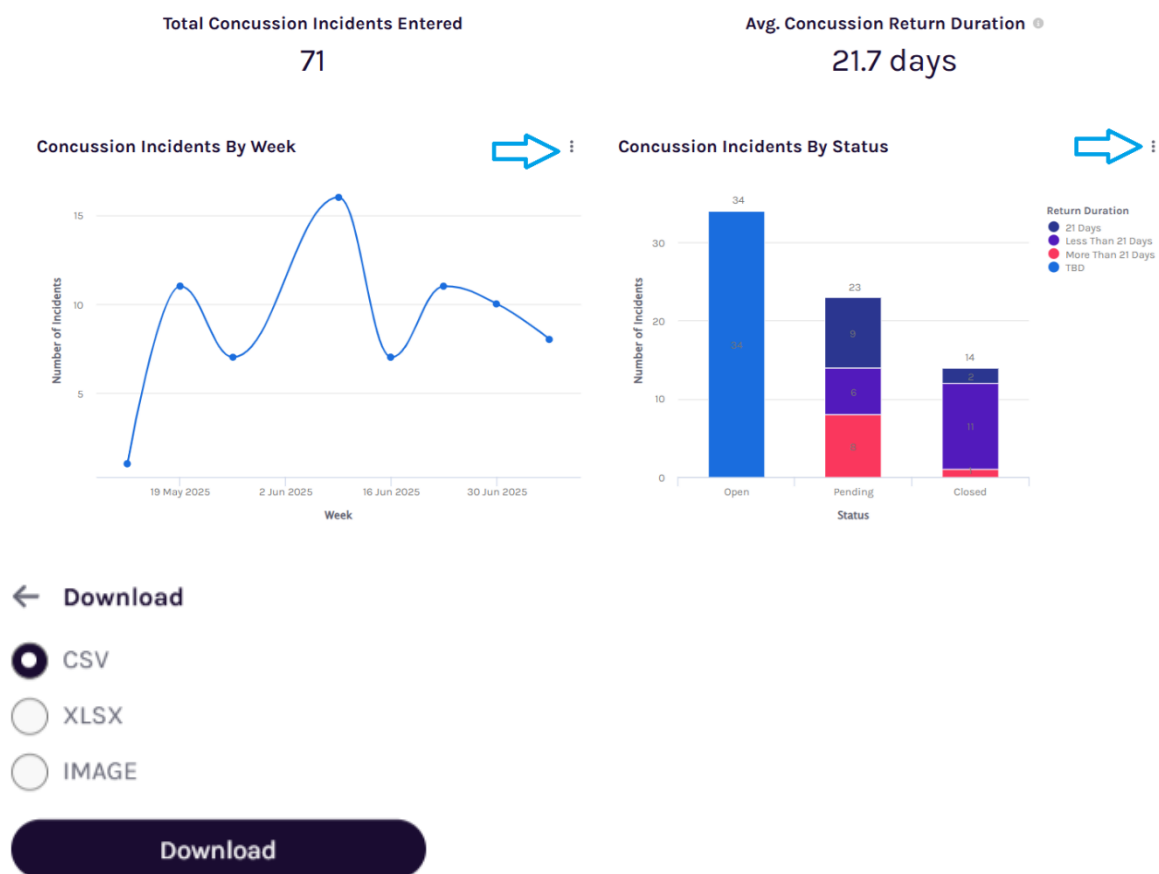
The first section will show graphs by the number of concussion incidents entered and the average concussion return duration

The return duration displays as

- 21 Days
- Less Than 21 Days
- More Than 21 Days
- TBD

Clicking on the three dots – highlighted by the blue arrow in the below screenshot, you can download as CSV, XLSX, Image





## Concussion Incidents by Association view – if viewing from a league level or higher

The below details will display on the screen

- State
- Association Name
- Number of incidents (can be sorted high to low or low to high)
- Open incidents
- Closed incidents
- Needs Review incidents
- Pending incidents
- Closed incidents (21-Day+ Return)
- Average Return-To-Play Duration (21-Day+ Return)



This section of the dashboard can be downloaded by clicking on the download button on the right hand side. You can select three file options to download PDF, CSV, XLSX


You can also select to filter the data by any of the field names that are

- Is in
- Is not

- Is not in
- is empty
- is not empty
- =, ≠, <, >, ≤, ≥

**Concussion Incidents By Association**

State	Association Name	Incidents 	Open Incidents	Closed Incidents	Needs Review Incidents	Pending Incidents	Closed Incidents (21-Day+ Return)	Avg. Return-To-Play Duration (21-Day+ Return)
	Western Sydney Wanderers FC	6	3	0	0	3	0	
	Wentworthville FC	2	0	0	0	2	0	
	Wentworthville FC	2	1	0	0	1	0	
	Wentworthville FC	1	1	0	0	0	0	
	Wentworthville FC	1	1	0	0	0	0	
	Wentworthville FC	1	0	1	0	0	0	
	Wentworthville FC	1	1	0	0	0	0	

10 results

< Page  of 1 >

## Concussion Incidents by Reporting Organisation – if viewing at a league level or higher

This section of the dashboard can be downloaded by clicking on the download button on the right hand side. You can select three file options to download PDF, CSV, XLSX

You can also select to filter the data by any of the field names that are

- is
- is not
- Is in
- Is not in
- Contains
- Does not contain
- is empty
- is not empty

## Concussion Incidents by Reporting Organisation



Organisation State	Organisation Name	Organisation Type	Incidents	Open Incidents	Closed Incidents	Needs Review Incidents	Pending Incidents	Closed Incidents (21-Day+ Return)	Avg. Return-To-Play Duration (21-Day+ Return)
TAS	Association	Association	30	10	6	0	14	2	21.0 days
TAS	Association	Association	12	7	3	0	2	0	
TAS	Association	Association	10	8	2	0	0	1	23.0 days
TAS	Association	Association	6	3	0	0	3	0	

12 results

< Page 1 of 1 >

## Demographics

Shows statistics on the demographics of concussion incident participants, using the nominated filters.

Status

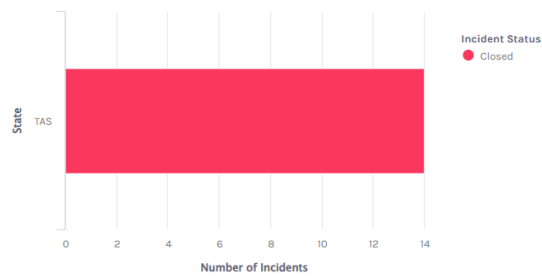
Closed

Return Duration

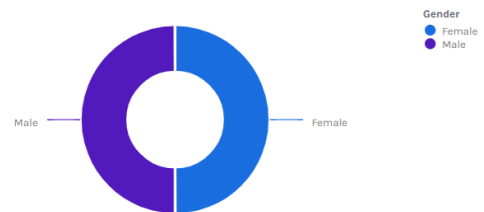
21 Days

More Than 21 Days

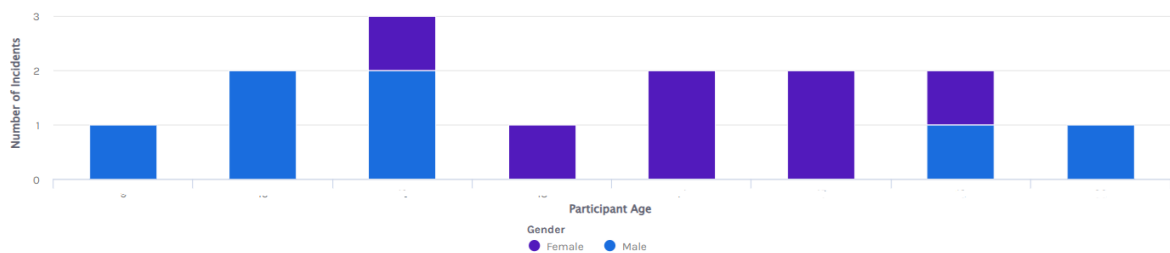
### Concussion Incidents By State



### Concussion Incidents By Gender

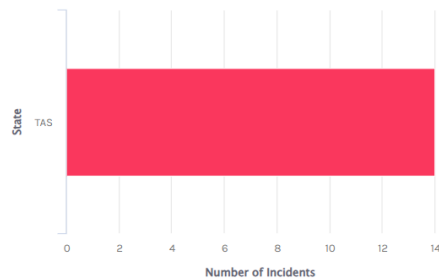


### Concussion Incidents By Participant Age

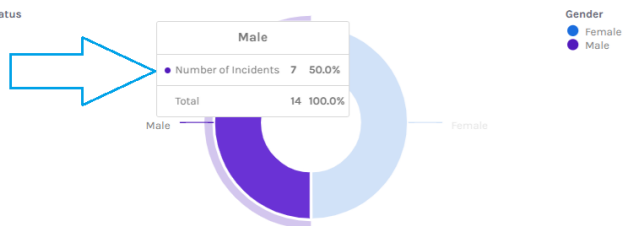


Hover over a graph and the detail will show in a pop up box

### Concussion Incidents By State



### Concussion Incidents By Gender



## 9. Frequently Asked Question (FAQs)

### **What happens once a player has been recorded as having a suspected concussion?**

When a suspected concussion is recorded by a player's Team Manager or Club Administrator, the player is automatically suspended from upcoming games and cannot be added to a team sheet until they complete the clearance to return to play process

Team Managers and Club Administrators can view current concussion incidents via the **incidents** list in the **Admin Portal** and **My Teams**

### **How does a player request a clearance to return to play?**

The player must login to playhq.com to submit a clearance to return to play request, via the incidents tab in their Account details (PlayHQ Profile)

The earliest that a player may return to play following a concussion (once they have completed a graded loading program and have obtained medical clearance) is on the 21<sup>st</sup> day following the concussion.

### **My medical doctor / GP cleared me of a concussion, but my Coach can't select me on a team sheet. What should I do?**

If a medical doctor / GP determines that a player did not suffer a concussion, the player must login to playhq.com and provide a medical report and clearance to their club via their PlayHQ Profile

In these circumstances, the player's Team Manager or a Club Administrator must confirm via PlayHQ that they have signed the medical clearance for the player to then be cleared and eligible for selection on a team sheet

### **Can concussion incidents be edited or deleted?**

Team Managers and Club Administrator can edit a concussion incident date, or incident description, or delete the incident altogether if accidentally created. Edits must be made within 7 days of the incident date, and so long as no action has been taken by the player to request clearance to return to play.

### **Can concussion incident be viewed after a player returns to play?**

Team Managers and Club Administrators will be unable to view a player's concussion incident history, after they are cleared to return to play.

Only the profile owner of the player can view historic concussion incidents in their Account Details, under the incidents tab

**Our Coach or Captain enters team line-ups – can they record a suspected concussion incident?**

No – only Team Managers and Club Administrators can create and manage suspected concussion incidents. If a team does not have an assigned Team Manager with Management Access, please contact a Club Administrator with Admin Portal access, to record a suspected concussion incident.