COLLEGE SOCCER AVAILABILITY HANDOFF TOOLKIT

1. Trace one report

Use these four pages with the staff involved. Write roles and process notes only, not real athlete health information. Start with the example, then map your own route. This makes missed handoffs easier to spot.

ONE FICTIONAL SCENARIO, USED THROUGHOUT

At Harbor College, Maya Reed reports a new, nonurgent concern after Monday's soccer match. Her report goes to the sports-medicine team through its approved channel. It does not automatically change her participation.

READ HARBOR'S EXAMPLE, THEN COMPLETE "YOUR PROGRAM"

Step	Harbor College example	Your program
Player reports	Maya uses the approved reporting channel after the match.	
Staff review	The designated Athletic Trainer reviews the report and records that review.	
Follow-up owner	The Athletic Trainer accepts the next step and records who will follow up.	
Current availability	Authorized staff maintain the dated participation instruction in the approved availability record.	

When you finish: You have a route from report to current information. Check it with the roles you listed; clarify ownership on page 2.

This is a process exercise, not a clinical assessment or clearance tool. Urgent concerns follow existing institutional emergency procedures, not routine report review.

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2. Name the reviewer and next owner

Agree who checks reports, who accepts follow-up and who covers absence. A report being visible does not prove someone owns its next step. Use the same Harbor College scenario.

COMPLETED EXAMPLE: WHO DOES WHAT

Review: Designated Athletic Trainer, covered by the duty Athletic Trainer.
Follow-up: Reviewing Athletic Trainer accepts it and records the next step in the approved staff record.
If no one accepts: Contact the duty Athletic Trainer through the agreed staff channel.

Who reviews, and who covers absence?

Write a primary role and backup role. Include where players find monitored hours and the backup route.

How does the next owner accept follow-up?

Write the role and where acceptance or a handoff is recorded. Use Harbor's example above as a pattern.

What happens if the handoff is not accepted?

Write whom staff contact and through which approved channel. Do not assume another person has seen it.

When you finish: You have an agreed owner and backup. Confirm these arrangements with those roles before communicating them to players.

Reviewing a report does not grant clinical decision authority. Assessment and medical participation decisions stay with authorized clinical staff.

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3. Identify the current record

Name the record staff should check, who may update it and what each recipient needs. This prevents an old message or a clinical note becoming the team's assumed participation instruction.

COMPLETED EXAMPLE: CURRENT INFORMATION

For this fictional case, an authorized clinician separately instructs no participation in Tuesday's team session pending review. At 10:00 a.m., authorized staff update Harbor's availability record. The coach receives the instruction, update time and Athletic Trainer contact; the next update is planned for 2:00 p.m. Clinical findings stay in the clinical record.

Where is current availability maintained?

Example: Harbor's approved availability record, updated by authorized staff. Name your record and update role.

What does the recipient need, and what stays private?

Example: Coach sees the current instruction, time and staff contact; clinical findings stay in the clinical record.

How will staff check for the next update?

Example: At 2:00 p.m., check the current record; if unclear or delayed, contact the designated Athletic Trainer.

When you finish: You have one agreed place to check and a role-appropriate update route. Confirm both with the record owner.

A report, missing response or elapsed review time does not itself clear or restrict participation. Follow institutional authority and privacy rules.

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4. Agree one practical improvement

Choose one unclear handoff from pages 1-3. Make a small change, give it an owner and agree how to check it. If the process already works, record what you will preserve rather than invent a new task.

COMPLETED EXAMPLE: HARBOR'S ONE CHANGE

Gap: Their earlier process did not show who accepted follow-up for Maya's report.
Change: Record the accepting role and next step in the existing staff record.
Owner / check: Athletic Trainer lead, by Friday. Walk through three fictional updates with the duty Athletic Trainer; each must have an acknowledged owner and backup.

One gap and one change

Example: Make follow-up acceptance visible in the existing record. Describe your change in one sentence.

Who owns it, and by when?

Example: Athletic Trainer lead, by Friday. Agree the owner's responsibility rather than assigning it silently.

How will you know it works?

Example: Three fictional updates reach an acknowledged owner and backup. Record your check and review date.

When you finish: Share the agreed action with the relevant staff, run the check, then keep, adjust or stop the change. No new software is required by this exercise.

Medical authority: NCAA guidance (NCAA context). Companion article and sources. Follow your institution's requirements.