



Washington Youth Soccer Concussion Compliance Law System (CCL)

Feature Addition 7-2009

Overview

On July 26, 2009, House Bill 1824 – also known as the Zackery Lystedt Law – becomes effective. The law mandates that ALL players and parent(s)/guardian(s) sign and return an informed consent form relating to the nature and risk of concussion or head injury. This information sheet shall include the signs and symptoms of concussion/brain injury. The new law is an important step in ensuring player safety and mitigating head injuries.

Furthermore, the law mandates that **ALL coaches** (paid or volunteer) are educated in the nature and risk of concussion or head injury prior to the first practice/competition. This education shall include signs and symptoms of concussion/brain injury.

Below are instructions on how to retrieve and enter compliance information in the BONZI system for the following personnel:

- **Club Registrars Reports** - [click here to jump to reports](#)
- **Association Registrars Reports** - [click here to jump to reports](#)
- **Coaches Reports** - [click here to jump to reports](#)
- **Member Accounts and Member Home Page** - [click here for description](#)



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Feature Addition 7-2009

CLUB REGISTRARS REPORTS

How Do I Track This for My Players and Coaches

Bonzi software, in partnership with Washington Youth Soccer, has developed a new feature to help you track which players and coaches have complied with the new law. There are a new set of easy tools and reports that should make this process pretty easy.

There are two ways for players and coaches to become registered in your system: 1. Through online registration completed by the player/parent/coach and 2., if the registrar or administrator in your organization hand-enters the registration for the coach or player.

Online Registration

Bonzi has changed the software so during online registration the necessary “waiver” that meets the requirements of the new law is displayed to the player or coach/volunteer who is registering online. This waiver is NOT visible to your organization and will display automatically. Neither you nor the Bonzi staff can turn off the waiver from your registration event, however the waivers will only show for events that report to your state soccer association.

After the waiver displays to the registrant, their CCL (Concussion Compliance Law) record for the season is marked as completed. (How will you know this? See discussion further below.)

Hand Entering Registrations

If you hand-enter or manually enter registration forms for your players or coaches, they will NOT be in compliance automatically as they would if they registered online. So if you manually enter a player or coach/volunteer, the member will need to go online, log into their member account and follow the instructions provided to review and acknowledge the necessary concussion education information. You may also provide your members with a paper copy of the materials and record the receipt by your member in your software once you have the signed copy in your paper files.

How Do I Know Whether or Not My Member is In Compliance with the Law?

Bonzi has developed several tools to help you track who is and who is not in compliance with the concussion management law.

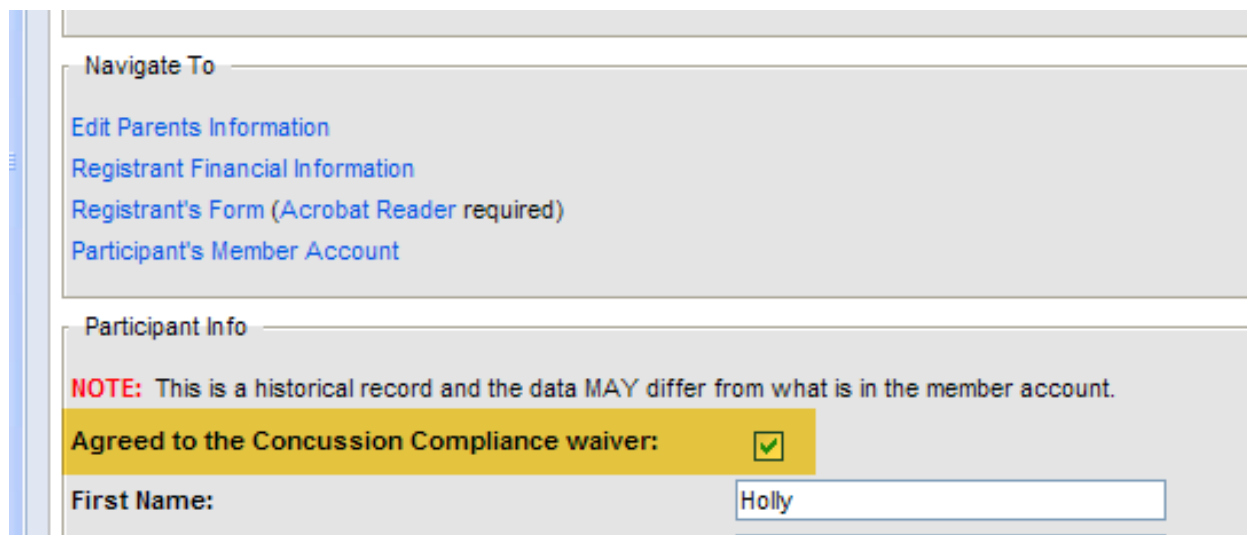
Washington Youth Soccer Concussion Compliance Law System (CCL)

Feature Addition 7-2009

CLUB REGISTRARS REPORTS CONT'D

Registration Form – Check Box

When you use the FIND feature to search for a player or coach, you can double-click on their record when it displays, which then displays their registration form. In the “information” section of the registration form, there is a check box that says **“Agreed to the Concussion Compliance waiver”**. If the box is checked, the member has received and “signed” the waiver. If it’s not checked, the member needs to log onto their member account and follow the directions in the notice displayed on their home page or receive and sign a paper copy of those materials prepared for you by Washington Youth Soccer. This is true for both players and coach/volunteers.



The screenshot shows a web interface for the Washington Youth Soccer registration system. It features a sidebar on the left with a vertical list of options: "Edit Parents Information", "Registrant Financial Information", "Registrant's Form (Acrobat Reader required)", and "Participant's Member Account". The main content area is divided into two sections. The top section, titled "Navigate To", contains the same four options. The bottom section, titled "Participant Info", contains a red "NOTE" stating: "This is a historical record and the data MAY differ from what is in the member account." Below the note is a yellow highlighted row with the text "Agreed to the Concussion Compliance waiver:" followed by a checked checkbox. At the bottom, there is a label "First Name:" next to a text input field containing the name "Holly".

Team Settings Page

After you’ve rostered players and coaches to your teams, you’ll now notice an extra column at the right of the roster titled CCL for Concussion Compliance Law. If the box is checked, your members are in compliance. If it’s not checked, they need to log into their member account to review and acknowledge the materials necessary for compliance OR receive and sign a paper copy of those materials prepared for you by Washington Youth Soccer.

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Feature Addition 7-2009

CLUB REGISTRARS REPORTS CONT'D




Check the box
and UPDATE
to save

Coaches	Title	RMA Number	RMA Status	Coach Tools	CCL
Baker, John	Assistant Coach	299	Cleared	☐	☒
Smith, John	Trainer	311	Cleared	☐	☒
Smith, Jenny	Head Coach	1380	Cleared	☐	☒

Print Medical Release Forms For Team Roster (Acrobat Reader required)

Participants	Jersey #	Home Phone	Email	CCL
Smith, Ronnie		(425) 836-	test@bonzidev.com	☒
Baker, Nelson		(425) 296-	test@bonzidev.com	☒
Douglas, Steven		(425) 836-	test@bonzidev.com	☐

How Does "The Box" Get Checked?

The check box on the registration form and on the Team Settings page "gets checked" in one of two ways:

- 1.) the member logs into their member account and follows the instructions in the "notice box",

or

- 2.) you as the registrar or administrator may check the box on the registration form or the team settings page to indicate that your member has received the materials necessary for compliance. You may only do so if you have paper copy signed by the member on file.

There Are Also 3 New Reports

Under Reports / Registration there's a new report called Concussion Compliance and Concussion Compliance Status.

Concussion Compliance Report - This report will display all the players and coaches in your organization who are IN or OUT of compliance for the season. You can send a group email from that report reminding those members that they need to log onto their member account, receive and "electronically acknowledge" for their materials at which time they will be recorded as "in



Washington Youth Soccer Concussion Compliance Law System (CCL)

Feature Addition 7-2009

CLUB REGISTRARS REPORTS CONT'D

compliance". For a pre-written email with instructions on this, visit the concussion resource center on wsya.com.

Concussion Compliance Status – This report will email the head coach for each team the current status of each of their players and staff members. You can select (click on) your entire registration event OR you can chose only one team if you wish. The status information is sent directly in the email so there's no attachment, decreasing the likelihood of the email being blocked.

Sample of Email-

Dear Coach,

Here is a list of players and coaches assigned to your team, and the current status for complying with the new concussion law as of today.

<i>First Name</i>	<i>Last Name</i>	<i>In Compliance</i>
<i>Coaches</i>		
<i>Bob</i>	<i>Robins</i>	<i>No</i>
<i>Players</i>		
<i>Michael</i>	<i>Smith</i>	<i>No</i>
<i>Don</i>	<i>Black</i>	<i>Yes</i>

If any of the members of your roster are not in compliance, please ask them to log onto their member account, (found on the club's web site) read and agree to the Concussion Waiver.

If you or your members have any questions, please contact BONZI for assistance.



Washington Youth Soccer Concussion Compliance Law System (CCL)

Feature Addition 7-2009

CLUB REGISTRARS REPORTS CONT'D

Detailed Team Roster – Under Reports/Folders and Teams you have a Detailed Team Roster.

This roster includes all information the coach needs about the team AND includes a new column indicating who is and is not in compliance with the concussion law.

You can email this roster to the coach(es) by clicking on the team itself in your folder and clicking the EMAIL ROSTER button.

Coaches can also retrieve this roster through their Coach Tools if you've given them access. This roster or the safe rosters can be printed and used as proof of compliance for tournaments and other events.

Assigning Coach Tools Access:

You can turn on Coach Tools easily for your coaches who are already rostered to a team. Simply locate the team in the folder tree and select the team. The Edit Folder and Team Settings page displays. Scroll down the page to the area where your assigned coach names are listed and beside EACH name will be a check box for Coach Tools.

Click the check box and click the UPDATE button in the middle of the page. That does a couple things for you:

1. Access to Coach Tools is setup for the coach using his/her member account username and password.
2. The coach is emailed instructions on where to log into Coach Tools, confirms their username and password to log into Coach Tools AND includes a tutorial on how to use Coach Tools, so your job is done after you click that check box!

See next illustration.

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Feature Addition 7-2009

Edit Folder and Team Settings

Team Settings

Current Settings & Information

Name: Tigard Tigers
 Display Name:
 Gender: Male
 Age Group: U-08
 Season: 2009-2010
 Team Number: 4231
 Folder Path: Season 2009 > Recreational Soccer Fall 09-10 > Boys > U-08 > Tigard Tigers

Update

Team Data

Coaches	Title	Coach Tools
Barry Bailey	Head Coach	☒

[Print Medical Release Forms For Team Roster](#) (Acrobat Reader required)

Email Team Email Roster

Participants	Jersey #	Home Phone	Email
Abbott, Benjamin		(555) 555-5556	test@bonzidev.com
Aylward, Nolan		(541) 318-5583	test@bonzidev.com
Bailey, Alex		(541) 312-5585	test@bonzidev.com



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Feature Addition 7-2009

ASSOCIATION REGISTRARS REPORTS

Association Registrars have access to these same reports accessible by clubs (see Club Registrar Reports):

1.) Logging into their Bonzi software and choosing the CLUB menu option and then the club name

OR

2.) For those managing their own clubs, logging into the software and running the reports from the REPORTS menu.

Association registrars can also choose ADMIN/STATE TOOLS or log into the Washington Youth Soccer State Tools software at <http://sda.bonzidev.com/sda> to access the following reports. These reports have a new column added that shows who is in CCL compliance and who is not. You can filter by that compliance, save your report, and email everyone on the report who is out of compliance.

Choose the following reports:

- Reports / Player / Detail
- Reports / Coach / Detail



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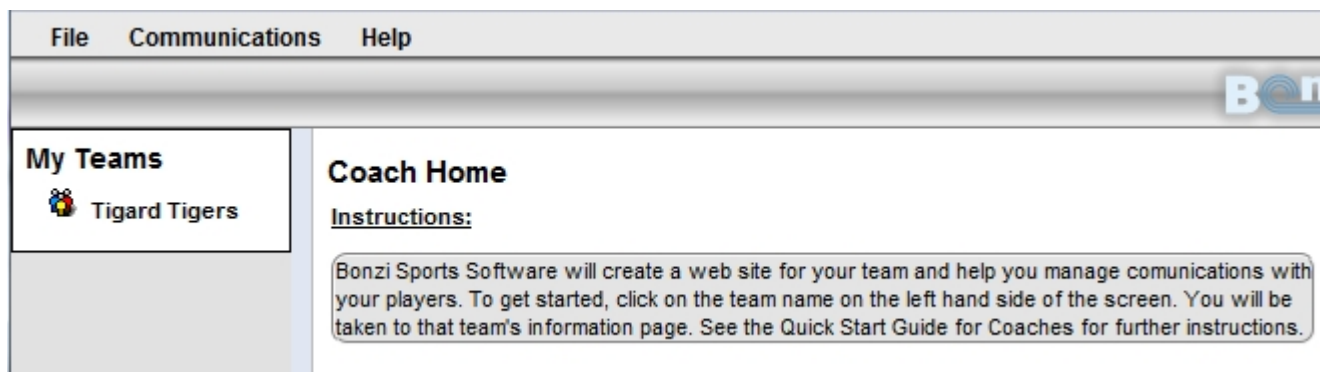
Feature Addition 7-2009

COACH'S REPORTS

Detailed Team Roster – Coaches can retrieve this roster through their Coach Tools if given access by their club registrar. This roster or the safe rosters can be printed and used as proof of compliance for tournaments and other events.

Accessing Coach Tools

- Log into the Bonzi software using your username and password.
- Select the team through the folder tree for which you want to use the Coach Tools.
- Click on the Detailed Roster or Safe Roster to view and/or print CCL information about players and coaching staff.
- Illustrated below is a screenshot of the Coach tool page:





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Feature Addition 7-2009

MEMBER ACCOUNT AND THE MEMBER HOME PAGE

When your members log on, the notice displayed will explain that this is a new law that came into effect in the State of Washington. They can follow the directions in the notice to become compliant. It only takes 1 click! Furthermore, should they wish to re-print any of the materials presented, there are links in their member account under ACCOUNT OPTIONS where they can review and/or print, at any time, the parent/player or coach/volunteer materials required to be compliant with the new law