



**CMP Concussion Management Partners Inc.**  
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Visit the web site at:  
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<p><b>Robert Kirwan, OCT, M.A. (Ed)</b> Ontario Certified Teacher &amp; School Board Trustee Education, Training &amp; Staff Development Consultant</p>	<p><b>Dr. Michael Czarnota, Ph. D</b> Licensed Neuropsychologist; Sport-Related Concussion Specialist</p>
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## **CONCUSSION WORKSHOP FOR SCHOOL BOARDS & MINOR SPORT ORGANIZATIONS**

Dr. Michael Czarnota, a practicing Neuropsychologist from Detroit with extensive experience in sport-related concussions and Mr. Robert Kirwan, an Ontario Certified Teacher (OCT) who holds a Master's Degree in Education and is currently serving as a School Board Trustee, are the founding partners of a private practice which provides concussion management program development workshops to school boards and minor sport organizations in Canada and the USA.

### **CONCUSSION MANAGEMENT WORKSHOPS**

Dr. Czarnota and Mr. Kirwan will be providing coaches, parents, volunteers and teachers from school boards and minor sport organizations with an opportunity to attend a one-day workshop which will include informative and thought-provoking presentations along with interactive group discussion sessions. The workshop is designed to help establish the foundation for a new and/or revised concussion management program for young athletes and will include the most practical, effective and up-to-date procedures and protocols for sport-related concussion identification and rehabilitation.

The *Hope For Tomorrow* Concussion Management Program Development Workshop will focus on the following major concepts which are contained in a comprehensive Program Development Guide that will be provided to each participant:

1. Training programs for Administrators, Coaches and Student-Athletes;
2. Preparation, Prevention and Safety Guidelines designed to reduce the risk of concussions;
3. Effective & Easy to follow Identification & Rehabilitation protocols;
4. Comprehensive Guidelines for Parents/Guardians;
5. "Return to Learn" Guidelines for Classroom Teachers;
6. Universally accepted progressive "Return to Play" strategies for coaches and student-athletes;

A Certificate of Participation, signed by the workshop leaders, will be provided to each person who attends one of the CMP Concussion Management Workshops as verification of training in concussion management.

### **HOSTING A WORKSHOP**

1. Private workshops may be hosted by a single school board or a local minor sport organization;
2. Several school boards or minor sport organizations in a region may host a joint workshop and share the costs;
3. Corporate sponsors may host a workshop for local school boards and/or minor sport organizations;
4. Private companies or public sector institutions may host a workshop for staff;
5. Professional firms in the legal and/or insurance fields may host a workshop for clients.

More details regarding the administration and organizational details as well as the fees and costs associated with hosting one of the workshops can be found on the last page of this information package.

### **CONTACT INFORMATION**

For further information contact Mr. Robert Kirwan at (705) 969-7215 or

By email at [robertkirwan@concussionmanagementpartners.com](mailto:robertkirwan@concussionmanagementpartners.com)

Visit the web site at: [www.concussionmanagementpartners.com](http://www.concussionmanagementpartners.com)



**CMP**



***Concussion Management  
Training  
&  
Program Development  
Workshop***

**For School Boards and Minor Sports Organizations**

*Presented by...*



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# **CMP Concussion Management Training & Program Development Workshop**



CMP Concussion Management Partners Inc. would like to introduce our special CMP Concussion Management Training & Program Development Workshop which has been designed for school boards and minor sport organizations with particular emphasis on adolescent student-athletes competing in sport activities in which there is a recognized risk of concussion.

The workshop leaders will focus on the universally accepted elements that may be included in an effective concussion management program for adolescent student-athletes. Time will also be spent identifying some of the major challenges and hurdles that will be faced by leaders in their efforts to implement a program. It will be of particular interest to school board trustees, directors, supervisory officers, athletic directors, principals, physical education department heads, teachers, coaches, parents/guardians, as well as minor sports organization executives, convenors, team coaching staff members.

## **GOALS AND OBJECTIVES**

Our mission is to assist school boards and minor sport organizations in the development of a Student-Athlete Concussion Management Program that addresses their local needs and concerns while at the same time embracing universally accepted principles such as the establishment of consistent standards in the areas of training of coaches and student-athletes, the education of parents/guardians and teachers, and the implementation of effective protocols for sport-related concussion identification and rehabilitation.

The purpose of the one-day workshop is to deliver informative and thought-provoking presentations by our workshop leaders and then to provide an opportunity for participants to engage in small- and large-group discussion sessions that will help establish a framework for a practical student-athlete concussion management program that may serve as the foundation for the development of a new or revised student-athlete concussion management program for their school board or minor sport organization.

The CMP Concussion Management Training & Program Development Workshop will focus on the following elements of an effective student-athlete concussion management program:

1. Training programs for School Board and Minor Sport Organization Leaders, Coaches and Student-Athletes;
2. Prevention and Safety Guidelines to be used by Coaches to reduce the risk of concussions;
3. Identification & Rehabilitation protocols which should be followed upon the suspicion of concussion;
4. Comprehensive Guidelines for Parents/Guardians;
5. “Return to Learn” Guidelines for Classroom Teachers;
6. Universally accepted progressive “Return to Play” strategies for coaches and student-athletes;
7. Baseline and post-injury assessment strategies that include both computerized and observational methods which can be useful for health care providers, parents, coaches and classroom teachers in meeting their respective responsibilities in the areas of identification and rehabilitation.

## **PRIMARY FOCUS ON EDUCATION & TRAINING**

The CMP Concussion Management Training & Program Development Workshop will meet the needs of School Boards seeking to provide enhanced professional training for classroom teachers and community volunteers who work with student-athletes in high risk activities. It will also serve the needs of minor sport organizations wishing to improve the training and qualifications of convenors and coaches who are responsible for teams operated by the association. Most importantly, it will provide school board and minor sport organization leaders with an effective process by which to develop a new or revised concussion management program which will address the need to provide a higher standard of care for student-athletes who are involved in competitive sports which have a high risk of concussions.

## CMP CONCUSSION MANAGEMENT TRAINING & PROGRAM DEVELOPMENT WORKSHOP

### MORNING SESSION

- 9:00 a.m.**                    **Introduction:**                    **A Partner Approach To Concussion Management**  
*Presented by:*                    *Robert Kirwan*
- 9:15 – 9:45**                    **Presentation #1:**                    **Signs, Symptoms and Behaviours Consistent With Concussion**  
*Presented by:*                    *Dr. Michael Czarnota, Ph. D., Consulting Neuropsychologist*
- 9:45 – 10:15**                    **Presentation #2:**                    **Return-To-Learn Strategies & Accommodations**  
*Presented by:*                    *Robert Kirwan, OCT, M.A (Ed), School Board Trustee*
- 10:15 a.m.**                    **NUTRITION BREAK**
- 10:30 – 11:00**                    **Presentation #3:**                    **Return-To-Play Strategies & Protocols**  
*Presented by:*                    *Dr. Michael Czarnota*
- 11:00 – 12 noon**                    **Workshop #1:**                    **Identifying The Challenges & Issues of Concussion Management**  
*Presented by:*                    *Robert Kirwan & Dr. Michael Czarnota*
- 12:00 noon**                    **LUNCH BREAK**

### AFTERNOON SESSION

- 1:00 – 1:20**                    **Introduction:**                    **The Formal Concussion Management Program**  
*Presented by:*                    *Workshop Leaders: Dr. Michael Czarnota and Robert Kirwan*  
A Conceptual Framework for a practical and effective concussion management program  
Concussion Management and the Law – Risk Management and Liability Implications
- 1:20 – 2:00**                    **Workshop #2:**                    **The Preparation Stage**  
Training & qualification of system administrators, coaches and student-athletes;  
Student-athlete sport-specific training and skill development;  
Education of parents/guardians and classroom teachers;  
Neuropsychological baseline and post-injury assessment;  
Establishing observable baselines by Parents/Guardians; Classroom Teachers; Coaches
- 2:00 p.m.**                    **NUTRITION BREAK**
- 2:15 – 3:00**                    **Workshop #3:**                    **The Identification Stage**  
Utilizing the full power of the partner approach to concussion management  
Protocols & Procedures for identifying concussions
- 3:00 – 3:45**                    **Workshop #4:**                    **The Rehabilitation Stage**  
Progressive Return-to-Play procedures  
Appropriate Return –to-Learn procedures  
Clearances to return to competition
- 3:45 – 4:00**                    **Closing Comments:**                    **Moving Forward – A Strategic Plan of Action**  
*Presented by:*                    *Dr. Michael Czarnota and Robert Kirwan*

## **CMP CONCUSSION MANAGEMENT TRAINING & PROGRAM DEVELOPMENT WORKSHOP**

The following is a brief outline of the individual segments of the *CMP Concussion Management Training & Program Development Workshop*.

The morning will focus on providing participants with an overview of the universally accepted principles that may be included in an effective concussion management program for adolescent student-athletes. This will provide the background information that will be used during the subsequent workshop sessions where participants will be working in small group settings and will be involved in more interactive activities.

The final presentation of the morning will include time spent identifying some of the major challenges and hurdles that will be facing minor sport organizers and school boards in their efforts to implement a program which meets local needs. This will be an opportunity for participants to work in small groups where they will share what they see as major challenges.

The afternoon will consist of small- and large-group interactive workshops where participants will develop practical strategies and solutions under the direction and guidance of the Workshop Leaders. Each of the afternoon workshops will be designed to begin putting together the conceptual framework for a concussion management program that they might actually be able to use in their own situations.

### **MORNING SESSIONS:**

#### **Introduction:**

##### ***A Partner Approach to Concussion Management***

Robert Kirwan will provide some context with respect to the importance of a partner approach to concussion management and the implications for both the sport and academic components of an effective program. He will also set the goals and objectives for the rest of the day and discuss general expectations of the workshop.

#### **Presentation #1:**

##### ***Signs, Symptoms & Behaviours Consistent With Concussion***

Dr. Michael Czarnota, Ph. D., Consulting Neuropsychologist, will provide a presentation to explain brain function before, during and after a trauma occurs. He will also go over the universally accepted signs, symptoms and behaviours consistent with a concussion and will explain how neuropsychological baseline and post-injury assessment can assist in the identification and rehabilitation of a concussion.

#### **Presentation #2:**

##### ***Return-To-Learn Strategies and Accommodations For Both Home and School***

Robert Kirwan, OCT, M.A. (Ed), School Board Trustee and Consulting Education & Training Specialist, will provide a presentation dealing with the accommodations that should be considered for a student-athlete in order to help him/her return to normal functioning in the classroom and at home as well as the personal lifestyle adjustments that may be necessary during the rehabilitation process. This presentation will contain the main components which should be included in a Guide for Teachers that should be followed for student-athletes suffering from traumatic brain injuries obtained in both sport- and non-sport related activities, whether at school or in the community.

#### **Presentation #3:**

##### ***Return-to-Play Strategies for the Coach and the Student-Athlete***

Dr. Michael Czarnota will review the universally accepted progressive return to play guidelines for preparing a student-athlete to return to competition once concussion symptoms have been resolved. He will also provide some insight into the pressures faced by a student-athlete who suffers a concussion while competing at the secondary, post-secondary and professional levels or while taking part on a team operated by a community minor sports club. Some perspective will also be given with respect to concussion management protocols and strategies for the coach.

#### **Workshop #1**

##### ***Identifying the Challenges & Issues of Concussion Management***

The Workshop Leaders will provide participants with an overview of some of the challenges and issues that must be faced when developing and implementing an effective concussion management program for student-athletes. Participants will be given some time to work in small groups to discuss what they feel are the main challenges and issues and will share their ideas in a large group session during which time other participants and the panel of experts will have an opportunity to comment and provide further insight.

This session will help participants become aware of the challenges and issues that need to be addressed during the discussions which will be held during the afternoon workshop sessions.

## **AFTERNOON SESSIONS:**

### **Introduction:**

#### ***Putting It All Together: A Framework for a Formal Concussion Management Program***

Participants will be given a general introduction to a conceptual framework for a formal concussion management program that includes three main stages or elements, namely: Preparation, Identification & Rehabilitation. The Workshop Leaders will then provide appropriate direction and assistance as participants work in small groups where they will take into consideration strategies for overcoming the challenges, issues and barriers which will come up in each of the three areas during the implementation of any program within their jurisdiction.

During the second half of each of the following workshops the groups will share their results in a large group discussion to come up with a general agreement on the main elements that should be included in an effective concussion management plan as well as effective strategies which will ensure successful implementation.

### **Workshop #2:**

#### ***The Preparation Stage***

Participants will be provided with direction and assistance from the Workshop Leaders as they work in small groups to consider the procedures and protocols that would be effective for the training and education of coaches, student-athletes, parents, teachers, etc.

Other issues will include specific safety measures; the use of neuropsychological assessment to establish baseline cognitive levels; how parents, teachers and coaches can establish their own pre-injury baseline levels; how to ensure proper equipment is available; general nature of sport-specific skill development and play-safe strategies that should be incorporated by coaches; whether to make training mandatory or voluntary; who should be in charge of the program; how to maintain consistent standard of care from school to school and team to team; communication networks; etc.

The protocols discussed by the participants will ensure that all possible preparation has been done in order to be able to properly treat student-athletes who suffer a concussion during the season. There will also be considerable attention given to the legal responsibilities and expectations necessary to reduce the risk of liability on the part of school boards and minor sport organizations. Risk management recommendations will emphasize evidence-based compliance.

### **Workshop #3:**

#### ***The Identification Stage***

Participants will be provided with direction and assistance from the Workshop Leaders as they work in small groups to discuss the universally accepted signs, symptoms and behaviours of concussion and reflect upon effective procedures and protocols that should be put into action to identify when a concussion may have occurred.

This will include the discussion of who should be responsible for identifying a concussion; what should happen when a possible concussion is suspected; the kind of information that should be gathered at the game and who should be collecting that information; assessing post-injury functioning against baseline levels; etc.

Emphasis will be placed on the role of various partners in identifying concussion symptoms as well as the importance of “all” partners to be in agreement when deciding that no further symptoms consistent with concussion have been identified. Basically, it will only take one of the partners (doctor, coach, parent/guardian, classroom teacher, or student-athlete) to remove a player upon suspicion of a concussion, but it will take “all” of the partners to declare symptoms have subsided before a player may return to physical competition.

### **Workshop #4:**

#### ***The Rehabilitation Stage***

Participants will be provided with direction and assistance from the Workshop Leaders as they work in small groups to discuss the elements of an effective rehabilitation protocol for home & school as well as a return-to-play procedure that should be conducted by the coach.

This will include such items as the role of the medical doctor in determining when a student-athlete should return to physical activity; accommodations that may be necessary in class in order to facilitate a successful return to pre-injury learning functionality; accommodations that may be necessary at home in order to deal with functional deficiencies and assist in the return to normal levels; adjustments that the student-athlete may find necessary in his/her lifestyle; the step by step progression that should be followed to help the student-athlete get back to normal physical levels; the role of the coach in helping the student-athlete return to the pre-injury skill levels; what the coach should be doing to adjust the student-athlete’s style of play to reduce the risk of further concussions, etc.

## **WORKSHOP LEADERS**

**ROBERT KIRWAN, OCT, M.A. (Ed)**

**School Board Trustee; Education & Training Consultant**



Robert Kirwan is an Ontario Certified Teacher (OCT) who has a Masters Degree in Education Administration. He retired from a 28 year teaching career which included extensive experience in the application of education law, labour relations and risk management to open a private practice as an education, training and staff development consultant. He was elected in 2010 as a School Board Trustee in the Province of Ontario. During the workshop he will provide information with respect to the academic implications of sport-related concussions among student-athletes, including accommodation guidelines for classroom teachers, home care guidelines for parents/guardians, and lifestyle adjustments student-athletes must consider in dealing with the effects of a concussion.

Kirwan has also written a comprehensive Program Development Guide which will be used during the workshop as a source of reference for all participants. The Program Development Guide

contains the core curriculum of the CMP Student-Athlete Concussion Management Program.

**DR. MICHAEL CZARNOTA, Ph. D.**

**Consulting Neuropsychologist; Sport-Related Concussion Specialist**



Since 1998, Dr. Czarnota has been applying the latest concussion management guidelines and research to help athletes recover as fully and as quickly as possible. He is a Credentialed ImPACT consultant and is the Consulting Neuropsychologist for the O.H.L., the W.H.L., the Q.M.J.H.L., the N.O.J.H.L, Team Canada's National Junior Team, and other teams and organizations in Canada and the USA. He operates a private practice as a licensed Neuropsychologist in Detroit, Michigan.

During the conference Dr. Czarnota will provide information on how the brain is affected by traumatic brain injuries as well as provide details on the administration and assessment of the baseline and post-injury neuropsychological testing of student-athletes. He will also review the signs, symptoms and behaviours consistent with concussions and provide valuable information on

how parents, coaches, teachers, school administration, minor sport organization executives and student-athletes themselves can better identify the occurrence of concussions as soon as they happen.

### **PROGRAM DEVELOPMENT GUIDE**

Each participant in the workshop will receive a digital copy of the most recent Hope For Tomorrow Student-Athlete Concussion Management Program Development Guide that contains the universally accepted principles, practices, and protocols which will be presented by the Workshop Leaders. The CMP Program Development Guide contains up to date information about concussions and traumatic brain injuries, with particular focus on youth athletes. Participants will find the Program Development Guide to be a very useful resource when they follow-up the workshop with meetings in their own jurisdiction to develop and/or refine their particular concussion management programs. Participants will also be able to receive future versions of the Program Development Guide simply by registering on an email list which will enable Kirwan to send out revised versions two or three times per year.

### **CERTIFICATE OF PARTICIPATION**

Each participant in the workshop will be provided with a Certificate of Participation signed by both Dr. Czarnota and Robert Kirwan as verification of their attendance at the session. A record of the participants for each workshop will be kept on file in order to provide future verification via email upon request. It is expected that as more legislation is forthcoming in the states and provinces, more focus will be placed on the training that is being done to prepare coaches and teachers with respect to the identification and rehabilitation of sport-related concussion injuries. Therefore, participation in a CMP Concussion Management Workshop may be something that local school boards and minor sport organizations will use to demonstrate their compliance with legislative requirements.

# HOSTING A WORKSHOP

## ADMINISTRATION DETAILS

Arrangements for the holding of a workshop in any particular city will be done between Robert Kirwan, representing CMP Concussion Management Partners Inc., and a representative of the Host Sponsor.

A Host Sponsor may be a local school board or group of school boards; a local minor sport organization or group of minor sport organizations; or a local corporate sponsor or group of corporate sponsors that has decided to provide the workshop for one or more school boards and/or minor sport organizations in the surrounding community.

The Host Sponsor will be responsible for making all of the arrangements to invite participants or to promote the workshop to the general public. The Host Sponsor will also determine what form of marketing and/or publicity will be conducted with regards to the Concussion Management Workshop.

## ORGANIZATIONAL DETAILS

The workshop will be organized in accordance with the following understandings:

1. The workshop leaders and representatives from the host sponsor will discuss enhancements and/or minor alterations to the agenda that may be needed in order to address specific local concerns of the participants;
2. A mutually agreeable and available date will be determined that is most convenient for the host sponsor. The workshop leaders are available at any time of the year and will conduct the workshop on a weekday or weekend.
3. There is no limit to the number of people who may attend the workshop but the facility should be large enough for participants to sit in groups of six to eight per table to facilitate group discussions without the need to leave the room. Everyone must also have a view of a large power point screen at the front of the room. The host sponsor will be responsible for providing all necessary equipment, such as a microphone, power point equipment, etc.
4. The venue must allow wireless access to the internet. Participants will be asked to download a copy of the Program Development Guide and to bring along a laptop computer for use during the discussion sessions.
5. Dr. Czarnota and Robert Kirwan will be available no later than 8 p.m. the night before the workshop to meet with local organizers to discuss any last minute details if necessary. They are prepared to meet with the host group for as long as needed. It may also be possible for one or more of the workshop leaders to attend a pre-workshop session with a smaller group of people the evening or afternoon before.
6. A total fee of \$20,000 plus applicable taxes will be paid by the host sponsor to CMP Concussion Management Partners Inc. This fee will be used to cover the costs incurred by Dr. Czarnota and Robert Kirwan for expenses related to traveling to and from the workshop (allowing for a day to travel to the location and a day to travel back to their home offices); for their services as workshop leaders on the day of the workshop; for two nights of accommodations at a local hotel; as well as all meals and other incidental expenses.
7. Besides the fee for the workshop leaders, the host sponsor will be responsible for covering all expenses associated with providing nutritional snacks and refreshments for breaks as well as a lunch for the participants, any costs for rental of space and/or equipment, and any other incidental expenses related to the workshop.

## CONTACT INFORMATION

Contact Mr. Robert Kirwan at (705) 969-7215

or by email at [rkirwan@infocomcanada.com](mailto:rkirwan@infocomcanada.com)

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