Instructions for

Organisation Coaches

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PLAYER WELFARE 🌳 Cigna.
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return2play
the player welfare specialists

What is the Return2Play system?

An injury management platform which allows organisations to record, communicate about and track injuries as well as document compliance with best practice.

1 Check that your players are fit to play via the online platform

2 Record new injuries against a player using simple reporting forms

3 Automatic communication to all who need to know about the injury

4 Monitor a players recovery on the platform

5 Concussions are linked to doctors to undertake assessments

6 Everyone receives a notification to confirm the player has been cleared to return to sport

7 All injuries are stored in the player's "Injury Passport" which can be shared with schools, clubs and doctors

8 Organisations can review injury details and Return2Play can provide reports to show trends

What are Coaches able to do?

Administrators for an organisation have the ability to do the following actions on the Return2Play system;

1. **Access your organisation's register of players to see fitness to play.**

2. **Record an injury against any player at the organisation.**

3. **Review an injury and add notes to an injury record.**

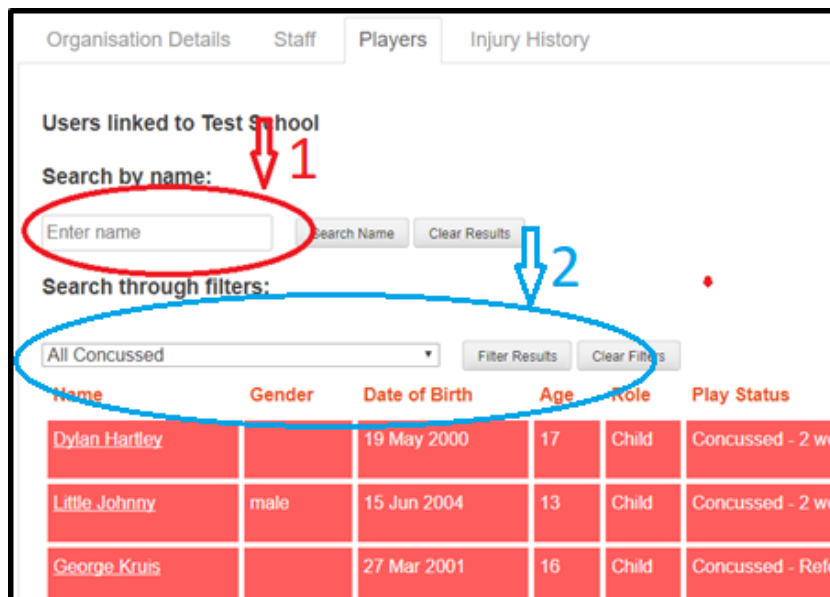4. **View your organisation's injury history.**

Overleaf are step-by-step guidelines on how to do each of the above processes.

1.   Accessing your organisations player register.

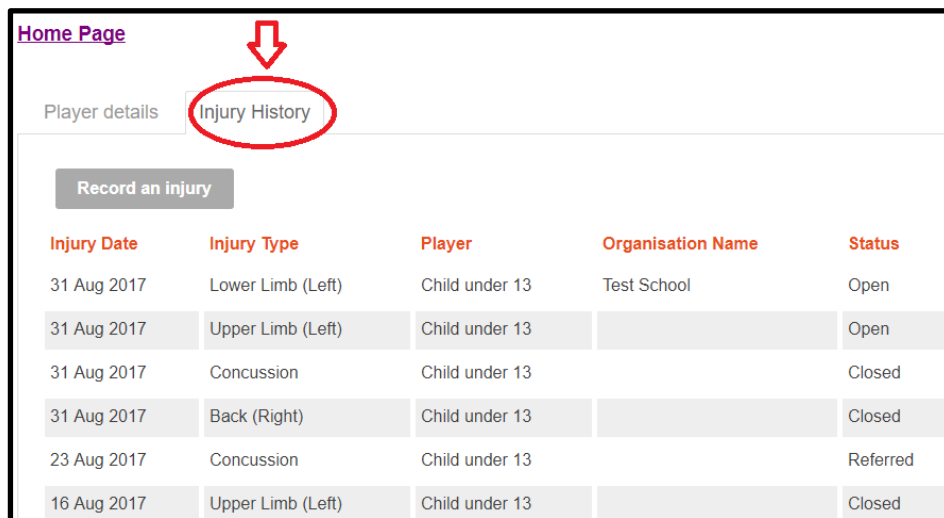- Once logged in select the 'My Teams' tab.
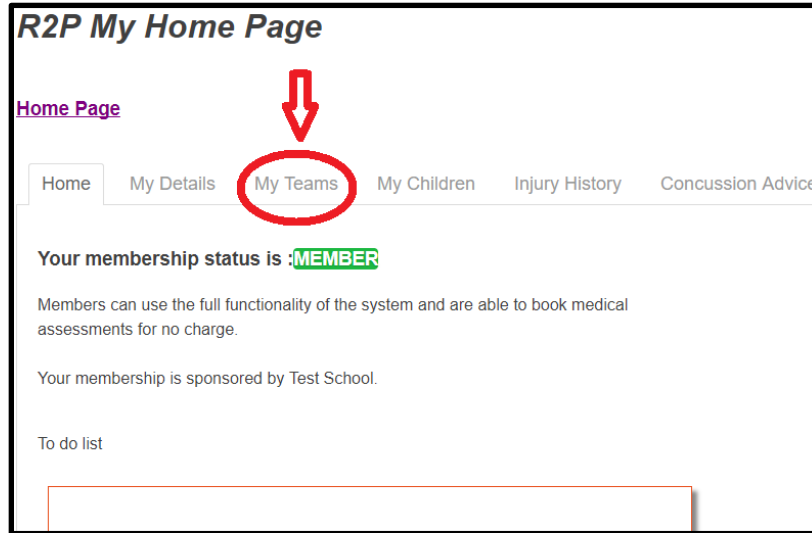
- Select your organisation (this will direct you to the live register of players for the organisation).

- Players are automatically sorted so that those who are NOT safe to play sport appear at the top.

- You can search for an individual player using the search box **(1)** or sort by injury type and playing status **(2).**

2.   Recording an injury.

- Follow the instructions for "Accessing your organisation's player register".

- Search for the injured player and select their name.

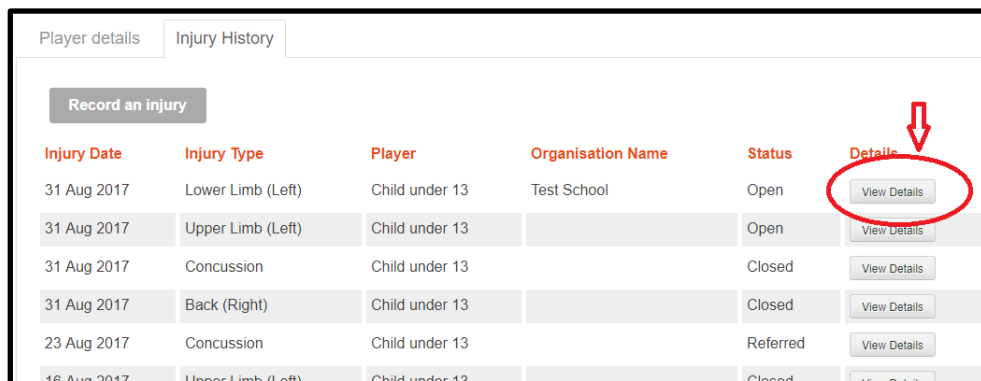- Choose the player's 'Injury History' tab, click 'Record a New Injury' and follow the on-screen instructions.

Home Page

Player details	Injury History

Record an injury

Injury Date	Injury Type	Player	Organisation Name	Status
31 Aug 2017	Lower Limb (Left)	Child under 13	Test School	Open
31 Aug 2017	Upper Limb (Left)	Child under 13		Open
31 Aug 2017	Concussion	Child under 13		Closed
31 Aug 2017	Back (Right)	Child under 13		Closed
23 Aug 2017	Concussion	Child under 13		Referred
16 Aug 2017	Upper Limb (Left)	Child under 13		Closed

- Once you have checked the summary page and saved the injury notifications will automatically be sent out to all who are linked to the player and the player register will be updated.
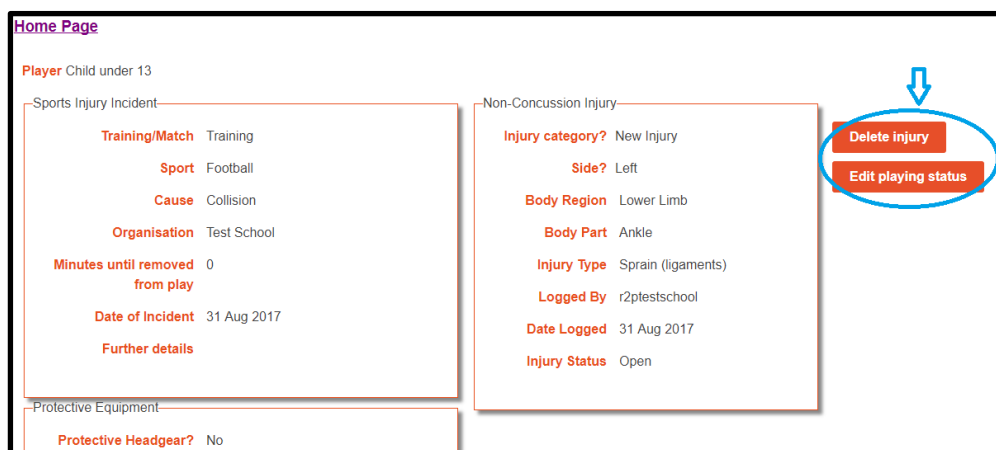
3. Review an injury and add notes to an injury record.

- Follow the instructions for "Recording an injury" to access the player's 'Injury History' tab.

- Select 'View Details' for the injury you wish to edit the status of.

- Select "Delete Injury" for injuries which were added in error.
  (please note that this removes an injury from the player's and organisation's record. If you wish to clear a player as fit to play please use "Edit Playing Status").

- Select "Edit Playing Status" to change what activities the player should be allowed to do.


- This page can also be used to add notes to the injury.

4. View your organisations injury history.

This functionality can be used to look back at all injuries that have happened to your players without having to go into each individual player's account.

- From your organisation's player register, select the "Injury History" tab **(1).**

- Click on "View Details" to look at the full details of every injury **(2).**
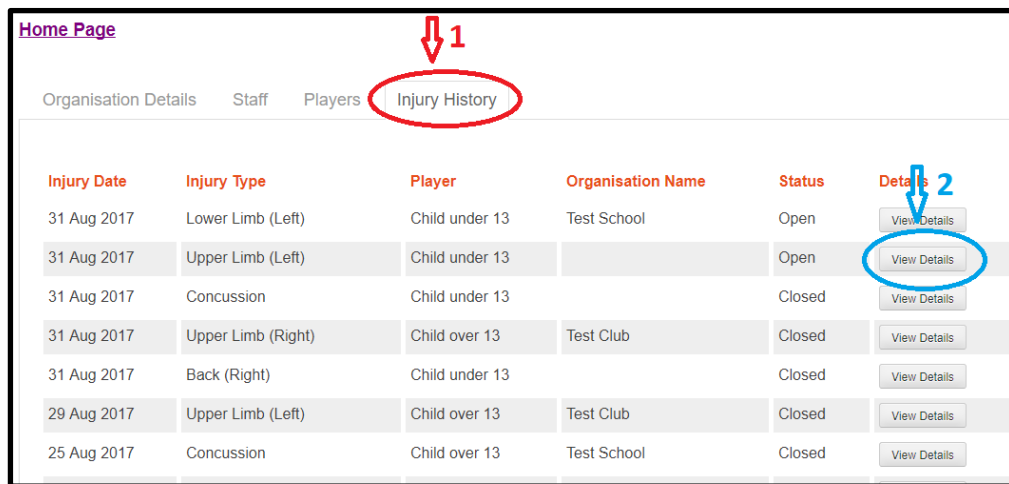
If you have any further queries about how to use the Return2Play system, then please get in touch with us and we'll be happy to help.