




PARKS, RECREATION & CULTURAL SERVICES DEPARTMENT REGULATIONS AND PROCEDURES

Subject	PRCS Concussion Protocols	Reference Number PRCS-S-006
Section	Safety	Effective Date February 14, 2025
Applicability	All Parks, Recreation, and Cultural Services Personnel	Supersedes Regulation Dated Date if Applicable
Director Approval		Signature Date 2/14/2025

Purpose: To establish a regulation for policy and procedures for potential concussion injuries during a PRCS program.

Authority: Novi City Ordinances 81-36 gives the Parks and Recreation Director the authority for the administration of the Parks and Recreation Department.

Department Regulation:

1. The City of Novi Parks, Recreation, and Cultural Services Department (PRCS) incorporates safety protocols for programs in the area of concussion recognition and awareness. When a customer registers for the first time for any PRCS program, they are asked to review concussion information (Attachment A). Customers will be asked to review this information annually, which is tracked by our registration software. In addition, all volunteer coaches, full time, permanent part time, building attendants, and site supervisors are asked to complete concussion training through cdc.gov every three years per Michigan Law. Once a person completes the training, they are responsible for sending the completed certificate (Attachment B) to a PRCS full time staff member to keep in an internal file.

Procedures:

1. Provide prompt for customers to read and check when registering for a program.

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1. Require all volunteer coaches and recreational staff to complete the cdc.gov training every three years. This will be communicated through email and/or phone calls and will be tracked through a shared internal document to ensure everyone is up to date.

Attachments:

Attachment A: Prompt Example

Attachment B: Concussion Certificate

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