



## North Carolina High School Athletic Association Health and Safety

### Gfeller-Waller Site Visit Expectations

In an effort to provide for an effective use of time when a scheduled site visit is conducted I am requesting that documents 1-5 below are ready for review. It is acceptable for them to be hard copy, electronic, or a combination of the two; whichever is most efficient for you. Experience has taught me that there are multiple effective techniques that can be utilized in organizing this information. Some athletic administrators have chosen to use notebooks with student-athlete information placed in alphabetical order or by sport in alphabetical order. Other administrators have chosen to utilize folders for each individual or perhaps an electronic platform. Typically two to four athletic teams will be selected for evaluation during each visit. Review of current documentation for each student-athlete and staff member remains the most critical site visit emphasis, regardless of the organizational approach selected.

1. A copy of your completed Gfeller-Waller Concussion Awareness Act Seasonal Compliance Checklist.
2. NCHSAA Master Athletic Eligibility List with names of contestants in alphabetical order. *A copy of your original NCHSAA Master Eligibility List is appropriate.*
3. Gfeller-Waller Form: Student-Athlete & Parent/Legal Custodian Concussion Statement for each contestant in alphabetical order and corresponding to the NCHSAA Master Athletic Eligibility List.
4. A roster, in alphabetical order, that contains the names of coach(es)/athletic trainer(s)/first responder(s)/school nurse(s)/volunteer(s) directly affiliated with the athletic team.
5. Gfeller-Waller Form: Coach/Athletic Trainer/ First Responder/School Nurse/Volunteer Concussion Statement for each person directly affiliated with the athletic team in alphabetical order.

For your convenience, all of the necessary documents have been organized and placed in the *Gfeller-Waller Compliance Resource Packet* that is available at [https://www.nchsaa.org/sites/default/files/attachments/G\\_W\\_Compliance\\_Res\\_Packet.pdf](https://www.nchsaa.org/sites/default/files/attachments/G_W_Compliance_Res_Packet.pdf).

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In addition to the aforementioned documentation, please be reminded that your athletic venues are subject to visit while I am on your campus. It is then that your posted venue specific Emergency Action Plan (EAP) will be evaluated. Please go to <http://www.nchsaa.org/sites/default/files/attachments/gen-guide-develop-eap.pdf> should you need strategies for developing an EAP.

My plan is to initially schedule visits two weeks in advance. Be mindful, however, that unscheduled site visits may occur at which time your posted venue specific EAP(s) will be evaluated along with selected student-athlete and staff documents.

Finally, I am convinced that by working together the health and safety of student-athletes in NCHSAA member schools state wide can be enhanced, beginning with yours.

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