



2017 Personnel (Injury) Report Policy

The Personnel (Injury) Report Policy has been a cornerstone of public confidence in the NFL for many decades. The credibility of the NFL, teams, owners and team personnel requires full compliance with and uniform enforcement of the policy.

The intent is to provide full and complete information on player availability. It is NFL policy that information for dissemination to the public on all injured players be reported in a satisfactory manner by clubs to the league office, the opposing team, local and national media, and broadcast partners each game week of the regular season and postseason (including for the two Super Bowl teams between the Championship Games and Super Bowl).

The information must be credible, accurate, timely, and specific within the guidelines of the policy, which is of paramount importance in maintaining the integrity of the game.

A violation of the policy may result in Commissioner discipline, which may include a fine on the involved club, fines or suspensions of involved individuals, as well as the possible forfeiture of draft choices by the involved club.

Each Public Relations Director is responsible for ensuring that all required injury and practice/game participation information is reported to the NFL Communications Department, and issued to the opposing team, local and national media, broadcast partners, etc., via the NFL Intranet site as provided hereinbelow.

The Personnel (Injury) Report Policy is comprised of three sections:

- 1) Practice Report
- 2) Game Status Report
- 3) In-Game Injury Report

1. Practice Report

The Practice Report is expected to provide clubs and the public an accurate description of a player's injury status and his level of participation during the practice week. All players who have reportable injuries must be listed on the Practice Report, even if the player takes all the reps in practice, and even if the team is certain that he will play in the upcoming game. This is especially true of key players and those players whose injuries have been the subject of local or national media coverage.

Some injuries are automatically reportable because they result in the player's unavailability or limited availability to the club. These include any injury that:

- (a) causes the player to miss a game;
- (b) prevents the player from finishing a game;
- (c) causes the player to miss a practice (Did Not Participate);
- (d) limits the player's participation in practice (Limited Participation); or
- (e) prevents the player from finishing a practice (Limited Participation).

Other injuries may be reportable because of their effect upon the player's performance despite his continuing availability to the club.

As one example, assume a club's quarterback suffers an injury to a finger of his right (throwing) hand during the club's first game of the season. After treatment, he is able to finish the game despite his injury. Given the injury's effect upon the player's performance, and the fact that he is a key player, the injury must be listed on the club's Practice Report each day of the following week, even if the player takes all the reps in practice, and even if the club is certain that he will play in the club's next game. In such a case, the player should be listed as *"Full Participation (right finger)"* in the Practice Report, but would not be listed in the club's Game Status Report for Week 2 because the player is certain to play in the club's upcoming game. See Section 2 (Game Status Report) on page 5. The club must continue to list the player on its weekly Practice Reports until the player's injury no longer affects the player's performance.

Clubs are required to report their players' practice participation according to the following schedule:

Thursday Game	Saturday Game	Sunday Game	Monday Game
Monday	Tuesday	Wednesday	Thursday
Tuesday	Wednesday	Thursday	Friday
Wednesday	Thursday	Friday	Saturday

A list of players who did not participate or fully participate in practice, either due to injury or for any other reason, must be submitted to the NFL Communications Department via the NFL Intranet site and issued to the opposing teams, local and national media, broadcast partners, etc., on the designated reporting days no later than 4:00 p.m., New York time, or as soon as possible after the completion of practice. If a team is scheduled to play an opponent from another time zone, the team is not required to report its information until after the completion of its opponent's practice.

Injuries must be identified with a reasonable degree of specificity in terms that are meaningful to coaches, other club officials, the media, and the public. For example, leg injuries must be specified as ankle, knee, thigh, or calf. Arm injuries must be identified as shoulder, elbow, wrist, hand, or muscle. Listing an injury simply as "leg," "arm," "upper body," or other equally vague description, is not acceptable.

Particular attention must be paid to the submission of Practice Reports for key players, including, but not limited to, quarterbacks, kickers and punters. The report must indicate "left" or "right" if the injury is to the arm or the hand of a quarterback or to the leg or foot of a kicker or punter. Please use the designation on the NFL Intranet site to enter this information.

If a player has sustained multiple reportable injuries, all such injuries must be noted on the club's Practice Report. In other words, under the policy, the club's obligation is not satisfied by reporting only the most acute injury sustained by the player. The club is not entitled to unilaterally determine which of the player's reportable injuries might preclude his participation or affect his performance on game day.

The Practice Report's player participation categories are defined as follows:

Did Not Participate: means zero percent of a player's normal repetitions.

Limited Participation: means less than 100 percent of a player's normal repetitions.

Full Participation: means 100 percent of a player's normal repetitions. In general, this category should be used for players who missed or could not complete the prior game due to injury, but have returned to participate fully in practice the following week. It should also be used for a player who (i) sustained an injury in the prior game that affects his performance, but was able to finish the game, and (ii) participates fully in practice the following week, as in the example on page 2 (injured quarterback).

The term "normal repetitions" applies to a player's participation in both individual drills and the team portion of practice. Consequently, a player who participates in less than 100 percent of his normal repetitions during either the individual or team portion of practice should be listed as "Limited Participation."

A player who participated in individual drills, but does not participate in the team portion of practice should be listed as "Limited Participation" for that day.

A healthy player who is injured during practice and, as the result, is unable to complete the practice should also be listed as "Limited Participation," with an accompanying description of the player's new injury or reaggravation of a prior injury.

A player who participates in individual drills, but for medical reasons does not take his normal repetitions during the team portion of practice and is assigned to the scout team should be listed as "Limited Participation." Participation on the scout team, no matter how extensive, by a player whose normal repetitions would be with the starters but for his medical condition, would not alter the player's proper designation as "Limited Participation."

A team that conducts a walk-through instead of a regular practice is still required to submit a list of injured players in its Practice Report if the walk-through occurs on a normal reporting day. The same requirement applies to Practice Report days on which players have a day off. A player should be placed in the appropriate practice participation category based on the level of participation he would have had in a regular practice. The report should indicate that the selected category is an estimation because the team conducted a walk-through practice or gave its players a day off that day.

The supplemental entry "Not Injury Related" applies to situations in which a player is withheld from his normal repetitions for reasons other than injury. Examples include: resting veteran players, team discipline, jury duty, illness in family, personal matter, etc. In these cases, the club must explain specifically – on its own participation release issued to the media – why the player missed or was limited in practice. Use of this category is prohibited if the player in question has an injury that is otherwise reportable under the policy. An injured player cannot be listed as a "resting veteran."

A sample Practice Report is provided below:

Did Not Participate

RB Bill Jones (calf)
T Dave Johnson (wrist)
DE John Jackson (not injury related – personal matter)

Limited Participation

QB Moses Madison (right hand)
TE Aaron Monroe (ankle, shoulder)
S Bob Smith (not injury related – resting veteran)

Full Participation

G Andrew Pierce (hand)
K William Harrison (right ankle)

It is the responsibility of the club's Public Relations Director to obtain and disseminate accurate injury and practice participation information. It is the responsibility of the clubs to review doubtful or unusual situations with Michael Signora or Randall Liu of the NFL Communications Department to determine if a player should be included on the Practice Report. A club's failure to do so will be taken into account in any enforcement proceeding. When in doubt, it is best to include a player on the report.

Please see Appendix A, for further details regarding the submission of Practice Reports.

2. Game Status Report

The Game Status Report is expected to provide clubs and the public with an accurate description of a player's anticipated availability for the club's next game. Clubs are required to indicate the status of their injured players on the NFL Intranet site by 4:00 p.m., New York time, and issue notice to the opposing team, local and national media, broadcast partners, etc., as follows:

Thursday Game	Saturday Game	Sunday Game	Monday Game
Wednesday	Thursday	Friday	Saturday

The Game Status Report's player availability categories are defined as follows:

Out – Will not play

Doubtful – Unlikely to play

Questionable – Uncertain if player will play

If a player will not play – whether due to injury or non-injury reasons – that fact must be reported. If a player's game status is in question for non-injury reasons ("Not Injury Related"), that information must appear in the Game Status Report and must be explained publicly and included in the release issued by the club to the media.

All such reports must be submitted in a timely manner.

As with Practice Reports, injuries must be identified with a reasonable degree of specificity in terms that are meaningful to coaches, other club officials, the media, and the public. For example, leg injuries must be specified as ankle, knee, thigh or calf. Arm injuries must be identified as shoulder, elbow, wrist, hand, or muscle. Listing an injury simply as "leg," "arm," "upper body," or other equally vague description, is not acceptable.

Also, as with Practice Reports, particular attention must be paid to the submission of Game Status Reports for key players including, but not limited to, quarterbacks, kickers, and punters. The report must indicate "left" or "right" if the injury is to the arm or the hand of a quarterback or to the leg or foot of a kicker or punter. Again, please use the designation on the NFL Intranet site to enter this information.

If a player has sustained multiple reportable injuries, all such injuries must be noted on the club's Game Status Report. In other words, under the policy, the club's obligation is not satisfied by reporting only the most acute injury sustained by the player. The club is not entitled to unilaterally determine which of the player's reportable injuries might preclude his participation or affect his performance on game day.

Changes to the Game Status Report: Injuries or other events that occur after 4:00 p.m., New York time, on the designated game status reporting day must be reported immediately if the injury or event could affect a player's ability to play in that week's game.

It is the club Public Relations Director's responsibility to report information of this type to the opposing team's Public Relations Director and to the NFL Communications Department as soon as such developments occur. In addition, the updated game status information must be released to the club's local media, The Associated Press, and the televising network.

The reporting of late-night and early-morning incidents, defined as those occurring between 11:00 p.m. and 6:00 a.m., local time, may be delayed until 8:00 a.m., local time. At that time, the player's then-current condition must be reported and updated as required by the policy.

Please see Appendix A for further details regarding the procedures for submission of Game Status Reports.

3. Reporting of In-Game Injuries

Club personnel are responsible for reporting in-game injury information factually and accurately as soon as possible for the benefit of the network television audience and the other media covering our games. To ensure fans in the stadium have access to the same information, these injury updates must also be posted on the stadium video boards, scoreboards or ribbon boards. The in-game injury updates must be disseminated simultaneously to all parties – the network television broadcaster, the media in the press box and the fans in the stadium.

In-game injury announcements to the media must be specific to a body part, accurate, and updated as warranted, including any changes to the player's status for the remainder of the game if his status changes after the initial report.

In situations where players have been involved in major collisions in which a concussion is possible, an announcement will be made in the press box indicating that the player is being evaluated for an injury. The club must then provide a further update as soon as practical.

A player who is diagnosed with a concussion in a game will not be made available to the media after the game in the locker room or in a post-game press conference. The concussion-related medical exemption from mandatory media obligations extends until the player has been cleared by the Independent Neurological Consultant (INC) under the NFL Concussion Protocol.

Please contact Michael Signora or Randall Liu of the NFL Communications Department with questions regarding this policy.

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Appendix A

Receiving and Reporting Injury Information

The following information assumes the club is playing a Sunday game. The daily schedule for reporting by game day can be found on page 2 for the Practice Report and on page 5 for the Game Status Report.

Wednesday – No later than 4:00 p.m., New York time, (or as soon as possible after the completion of practice), each club must submit, via the NFL intranet site, its Practice Report. Players must be listed, together with their injury or injuries, using one of the following categories: Did Not Participate, Limited Participation or Full Participation.

The league office will release a league-wide Practice Report to the media and clubs each Wednesday beginning with the Wednesday preceding the first weekend of the regular season. Each club will issue its own Practice Report to its local media on Wednesday.

(Teams whose practice does not conclude by 4:00 p.m., New York time, must send their report to local media, their opponent's Public Relations Director, and the NFL Communications Department as soon as possible after the completion of practice).

Thursday – No later than 4:00 p.m., New York time, (or as soon as possible after the completion of practice), each club must submit, via the NFL intranet site, its updated Practice Report that includes Thursday's practice participation and any new injuries.

The league office will distribute the updated Practice Report to media and clubs. Clubs will release their information to their local media.

(Teams whose practice does not conclude by 4:00 p.m., New York time, must send their report to local media, their opponent's Public Relations Director, and the NFL Communications Department as soon as possible after the completion of practice).

Friday – No later than 4:00 p.m., New York time, each club must submit, via the NFL intranet site, its Practice Report and its Game Status Report. (Please note that the Practice Report is due by 4:00 p.m. New York time or as soon as possible after the completion of practice).

Clubs must use one of the following categories for each of its players listed on the Game Status Report: Out, Doubtful, or Questionable.

The updated Practice Reports and Game Status Reports will be made available to the media by the league office, and each club will release its information to its local media.

To avoid confusion, the club's Practice Report and its Game Status Report should be clearly separated when disseminating the information to the media. For example, a veteran player who is not injured but has been rested in practice should not be listed on the Game Status Report with an injury status designation (Out, Doubtful, or Questionable). However, the Practice Report must list the player's practice participation as "Did not Participate" or "Limited Participation", together with the notation "Not Injury Related". Conversely, a player who has missed practice time during the week because of an injury must be listed on the Game Status Report unless the club is certain that the player will play in the game.

If a player was listed on the club's Practice Report during the week, but is not listed on the club's Game Status Report, it means that the club is certain the player will play. If the player is then deactivated for the game, the club will be required to provide an explanation. If the explanation is inadequate or unpersuasive, a compliance investigation or enforcement proceeding may be initiated.

If after the Friday update and prior to the 90-minute meeting at which the club submits its list of inactive players, an injury or other event occurs that may affect a player's ability to play, the club's Public Relations Director is required to report that information immediately to the local media, The Associated Press, the televising network, the Public Relations department of the club's game opponent and the NFL Communications Department. As described on page 6, the reporting of late-night and early-morning incidents, defined as those occurring between 11:00 p.m. and 6:00 a.m., local time, may be delayed until 8:00 a.m., local time. At that time, the player's then-current condition must be reported and updated as required by the policy.

A player who is listed as "Questionable" or "Doubtful" on the Game Status Report and does not travel to a road game due to injury must be updated to "Out". The club must immediately notify its local media, The Associated Press, its opponent's Public Relations Director, and the NFL Communications Department.

A player on a club's Exempt List or Reserve List who has returned to practice, should not be listed on the Practice Report or the Game Status Report (e.g., a player who has been "designated for return," or who is practicing pursuant to the procedures of Reserve/Physically Unable to Perform or Reserve/Non-Football Injury/Illness).

Bye Week Procedures. During any regular season or postseason bye week, clubs are not required to submit Practice Reports or a Game Status Report, except for the period between the Conference Championship Games and the Super Bowl, when the teams participating in the Super Bowl are required to submit Practice Reports and a Game Status Report for the Super Bowl Game, subject to the foregoing injury reporting rules.

After a bye week, during the week preceding a club's next game the following rules apply:

- (a) If the player's injury was automatically reportable because it resulted in his unavailability or limited availability to the club as described in Sections 1(a) through 1(e) at page 2 above (e.g., the injury caused the player to miss a game), the player must be listed on the club's Practice Reports, and must be listed on the Game Status Report unless the club is certain he will play in the game.

(b) If the player's injury did not result in his unavailability or limited availability to the club as described in Sections 1(a) through 1(e), but the injury affected the player's performance as described in the injured quarterback example at page 2, the player must be listed on the club's Practice Reports and its Game Status Report (if so required) if, but only if, the injury continues to affect the player's performance or the player has sustained a different reportable injury.

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