

2016 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 the policy, which will be strictly enforced.

The intent is to provide a full and complete rendering of 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 the week between the Championship Games and Super Bowl).

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

Each Public Relations Director is responsible for ensuring that all required injury and practice participation information is reported to the Conference Football Communications Director – and issued to the opposing team, local and national media, broadcast partners, etc., – via the NFL Intranet site by 4:00 p.m., New York time, or as soon as possible following 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.

Should disputes arise with regard to compliance, it will be incumbent upon the club to demonstrate that it has acted in a manner consistent with the intent of the policy.

If a question arises as to why a player did not participate in a game, or why a player's in-game injury was not reported in a timely manner, the club may be asked to submit a written explanation within 48 hours. If an investigation is opened, the club may be required to submit to the league office player medical records including, but not limited to, physician's treatment records, athletic trainer's notes and relevant diagnostic reports. Additionally, video footage of the practices in question may be requested to verify the player's level of participation.

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

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 significant or noteworthy 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 covered extensively by the media.

Significant or noteworthy injuries include, but are not limited to, injuries that cause the player to miss a game or prevent the player from finishing a game. If a player has multiple significant or noteworthy injuries, all such injuries must be reported.

A player who (A) misses a game due to injury, or (B) does not finish a game due to injury, or (C) suffers a significant or noteworthy injury without missing or failing to finish a game must be included on the Practice Report each day of the following week (i.e. for a Sunday game, he must be listed on the Practice Report on Wednesday, Thursday, and Friday). If a team has a bye the following week, the player must be listed on the Practice Report in the week preceding the team's next game.

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

Thursday Game	Saturday Game	Sunday Game	Monday Game
Monday	Wednesday	Wednesday	Thursday
Tuesday	Thursday	Thursday	Friday
Wednesday	Friday	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 league office 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).

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 a shoulder, elbow, wrist, hand, or muscle injury. 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 such as 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.

Please note that the Practice Report's participation categories have changed. The prior designation "Out" has been eliminated to avoid confusion between information provided in the club's Practice Report and its Game Status Report. In addition, the nomenclature for the remaining three categories has been shortened as indicated and defined below:

Did Not Participate

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.

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 at "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 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.

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)

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 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	Friday	Friday	Saturday

Please note that the Game Status Report’s player availability categories have also changed. In particular, the prior category “Probable (virtual certainty player will be available for normal duty)” has been eliminated. If a player is certain to play – even if he has been listed on the club’s Practice Report during the week – do not list the player in your Game Status Report.

In addition, the Game Status Report no longer defines the three remaining player availability categories in terms of percentages. For example the “Doubtful” category is no longer defined as “at least 75 percent chance will not play.”

The Game Status Report’s player availability categories are now 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 without fail.

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 a shoulder, elbow, wrist, hand, or muscle injury. 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 such as 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. If a player has multiple significant or noteworthy injuries, all such injuries must be reported. Again, please use the designation on the NFL Intranet site to enter this information.

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 club's Conference Football Communications Director (or another member of 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.

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 medically with a concussion in a game will not be made available to the media in the locker room or in a post-game press conference. The concussion-related medical exemption from media obligations extends to the practice week until the player is cleared to resume activity, i.e., running, lifting, attending meetings, etc. The player does not have to be cleared to practice to be made available to media.

Please contact the NFL Communications Department with questions regarding this policy.

Appendix A

Receiving and Reporting Injury Information

It is the club Public Relations Director's responsibility to obtain and disseminate accurate injury and practice participation information. It is the responsibility of the clubs to review unusual situations with their Conference Football Communications Director to determine if a player should be included on the Practice Report. When in doubt, it is best to include a player on the report.

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 4 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 their Conference Football Communications Director 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 their Conference Football Communications Director 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 in 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 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 Conference Football Communications Director.

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 its Conference Football Communications Director.

Players listed on Reserve/Physically Unable to Perform, Reserve/Non-Football Injury/Illness, Reserve/Injured-Designated for Return or on the Exempt List who have returned to practice but have not been activated to the 53-player roster should not be listed on the Practice Report or the Game Status Report.