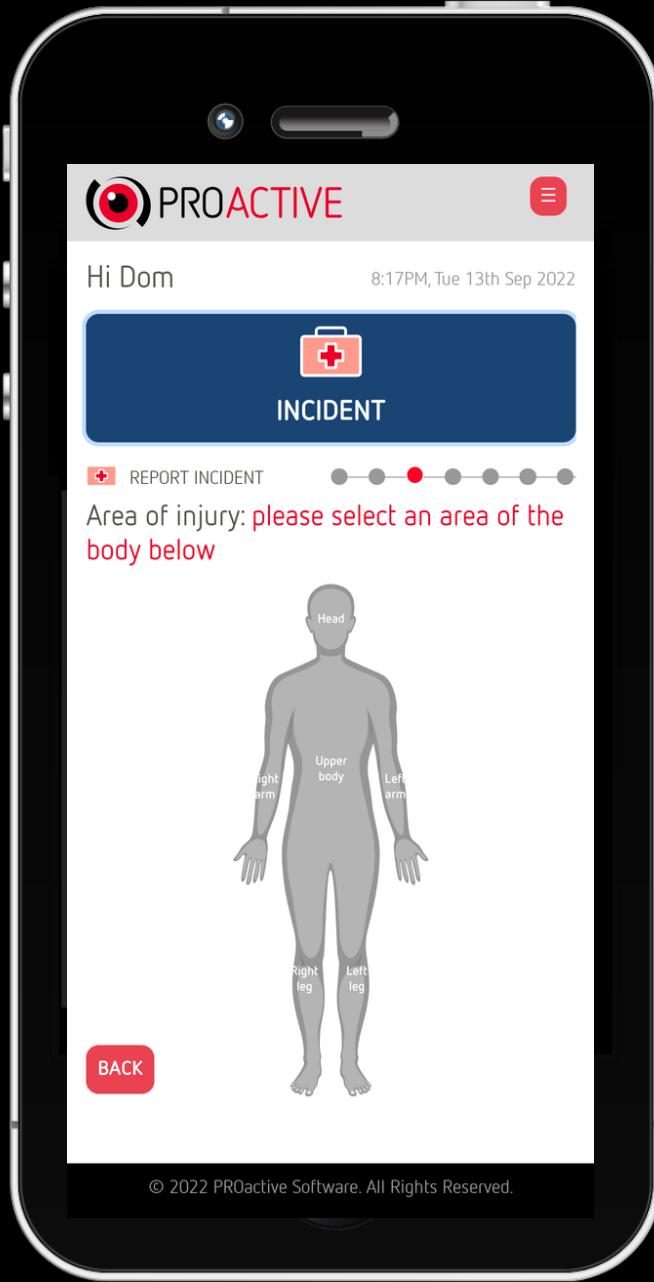
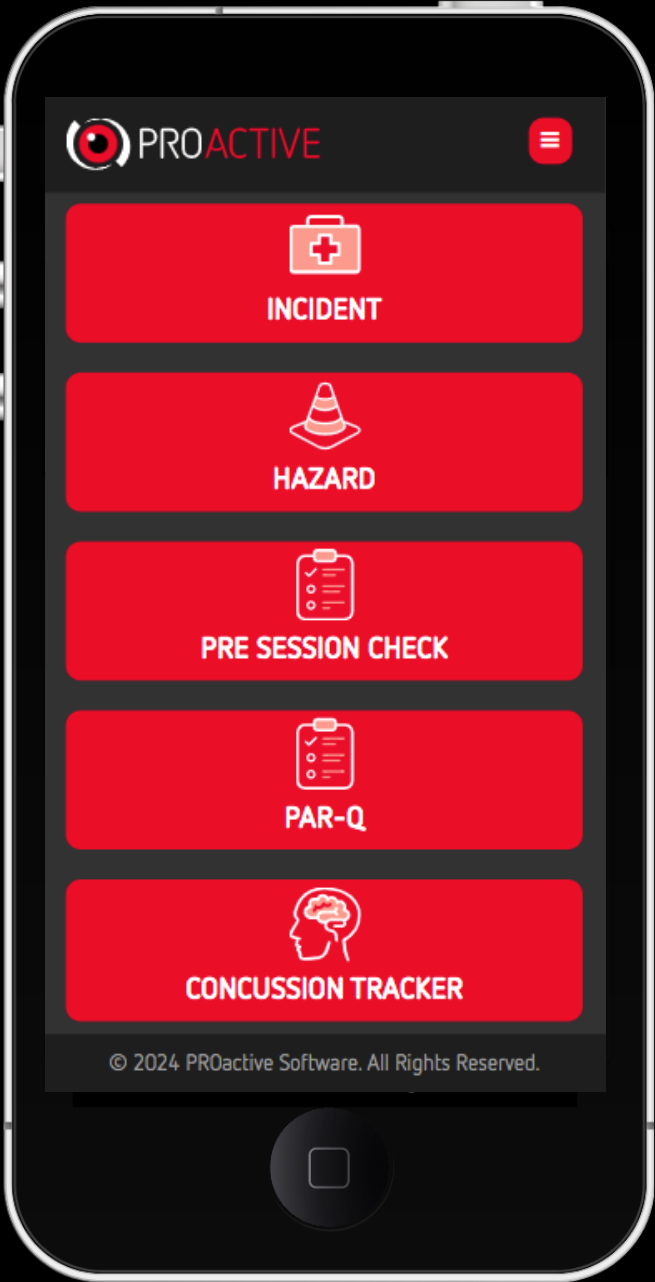


Welcome to:

An Introduction to:





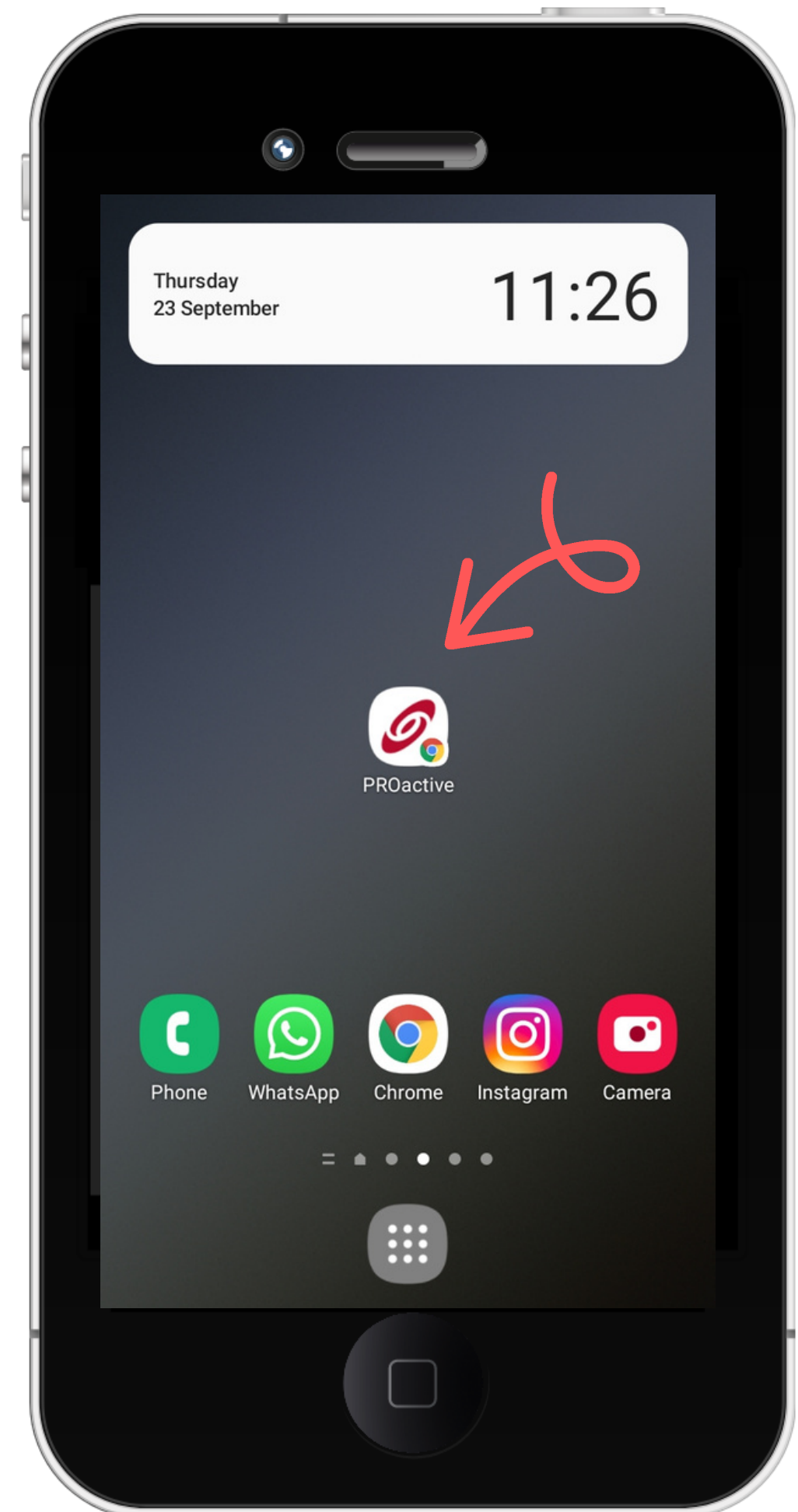
What is Proactive?

The easy to use digital reporting system for sport and leisure

- Designed to make reporting easier
- For all levels of staff – from coaches to club admins

How does it work?

- Every user has their own unique login
- The Proactive web app sits on your users phone, tablet, or laptop for easy access
- Simply...
 - Click on the icon
 - Select the report you want to submit, and off you go.

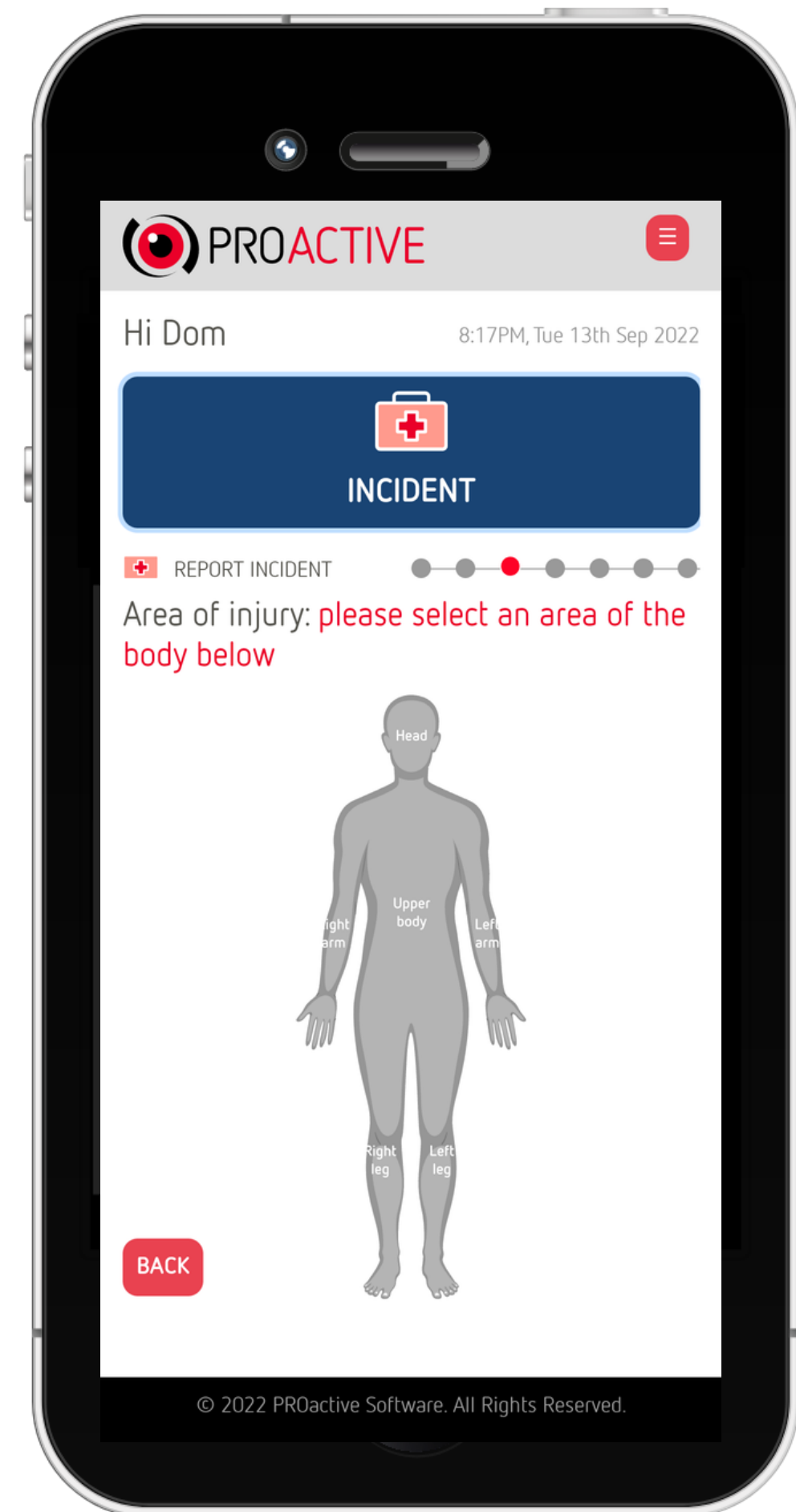


SIMPLE, SAFETY, SOLUTIONS



What's included:

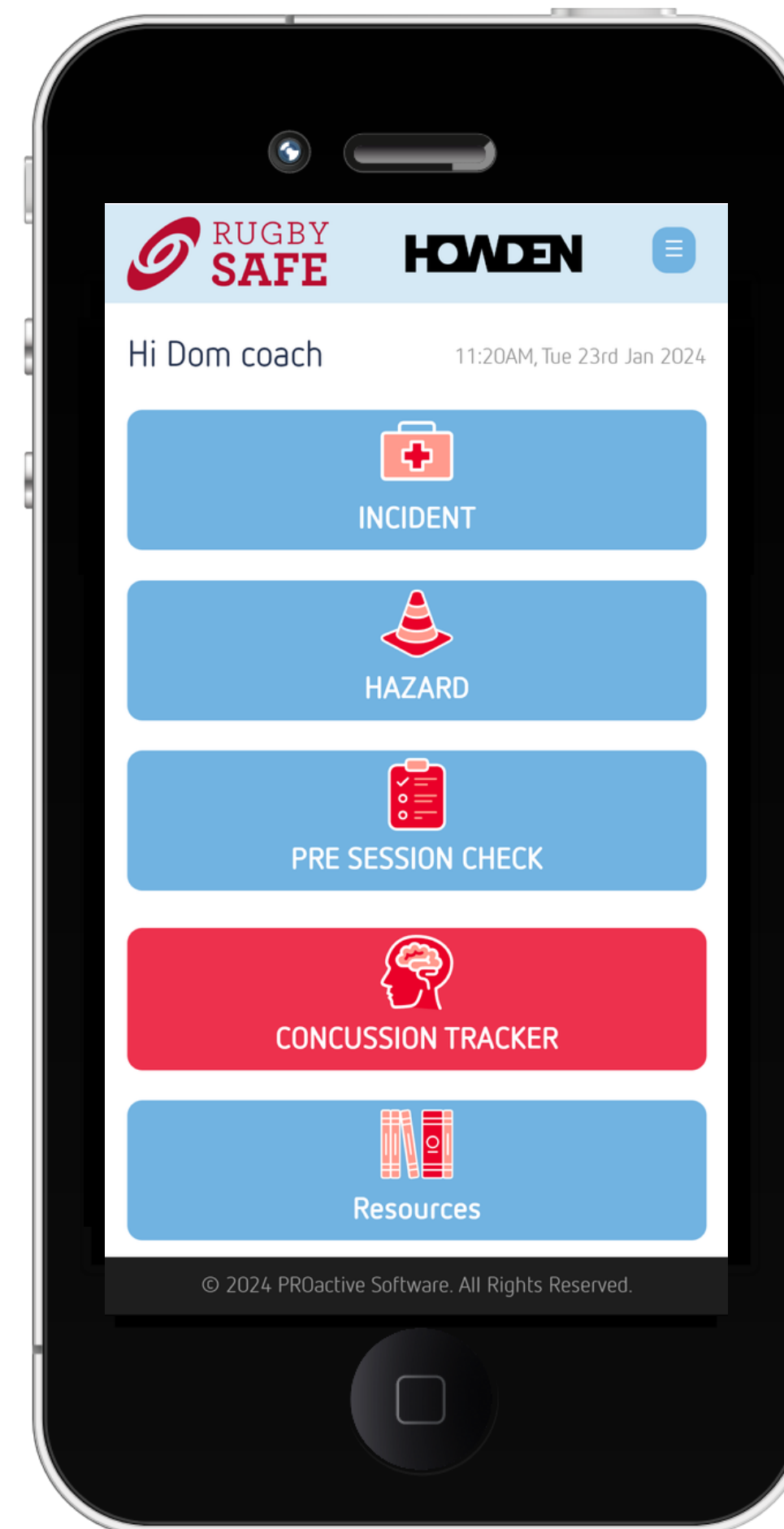
- **Incident Reporting**
- **Dynamic Risk Assessment**
- **Pre-Session Checks**
- **Concussion Tracker – Due soon**
- **Medical Emergency Action Plan**
- **CRISP Research module – Due soon**
- **Direct links to resources from the app – e.g. guidelines / central risk assessments / emergency plans**



PROACTIVE

What's included:

- **Incident Reporting** – Ditch your old paper based accident reporting books and enable all staff easy reporting of incidents including – accidents, emergencies, near misses, and more. Designed in partnership with RugbySafe
- **Dynamic Risk Assessment (Hazard)** – Allows staff to report hazards quickly and easily in a digital format for club staff to see and act upon. DRA are in essence your ongoing risk assessment that helps the club manage hazards as they occur.
- **Pre-session check** – So simple! This 2 minute check helps staff identify key safety checks and identify any safety issues prior to starting their coaching sessions.

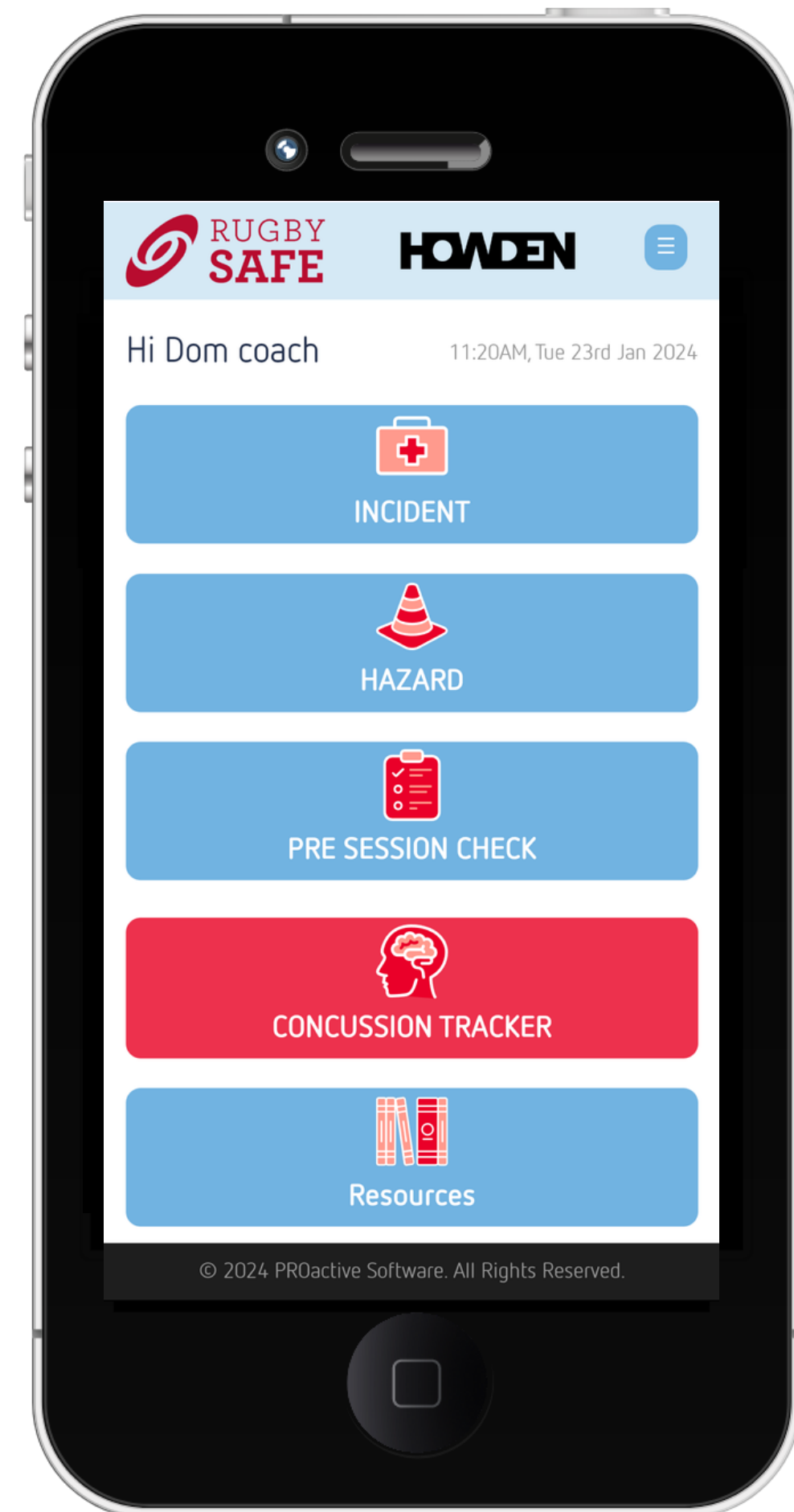


SIMPLE, SAFETY, SOLUTIONS

PROACTIVE

What's included:

- **Concussion Tracker** – Designed to support coaches and participants on their return to play following a concussion. Follows the new RugbySafe guidance and includes resources provided by Headcase
- **Medical Emergency Action Plan (MEAP)** – Every club or activity provider should have a clear MEAP to support staff in the event of an emergency. Create your club wide and individual event specific MEAP's from Proactive including the ability to share with external partners/visiting teams
- **Resources** – A direct link to essential resources from the phone app. No need to search for help and support simply click and go. Can be linked to hyperlink resources or PDF's



SIMPLE, SAFETY, SOLUTIONS

Where do reports go?

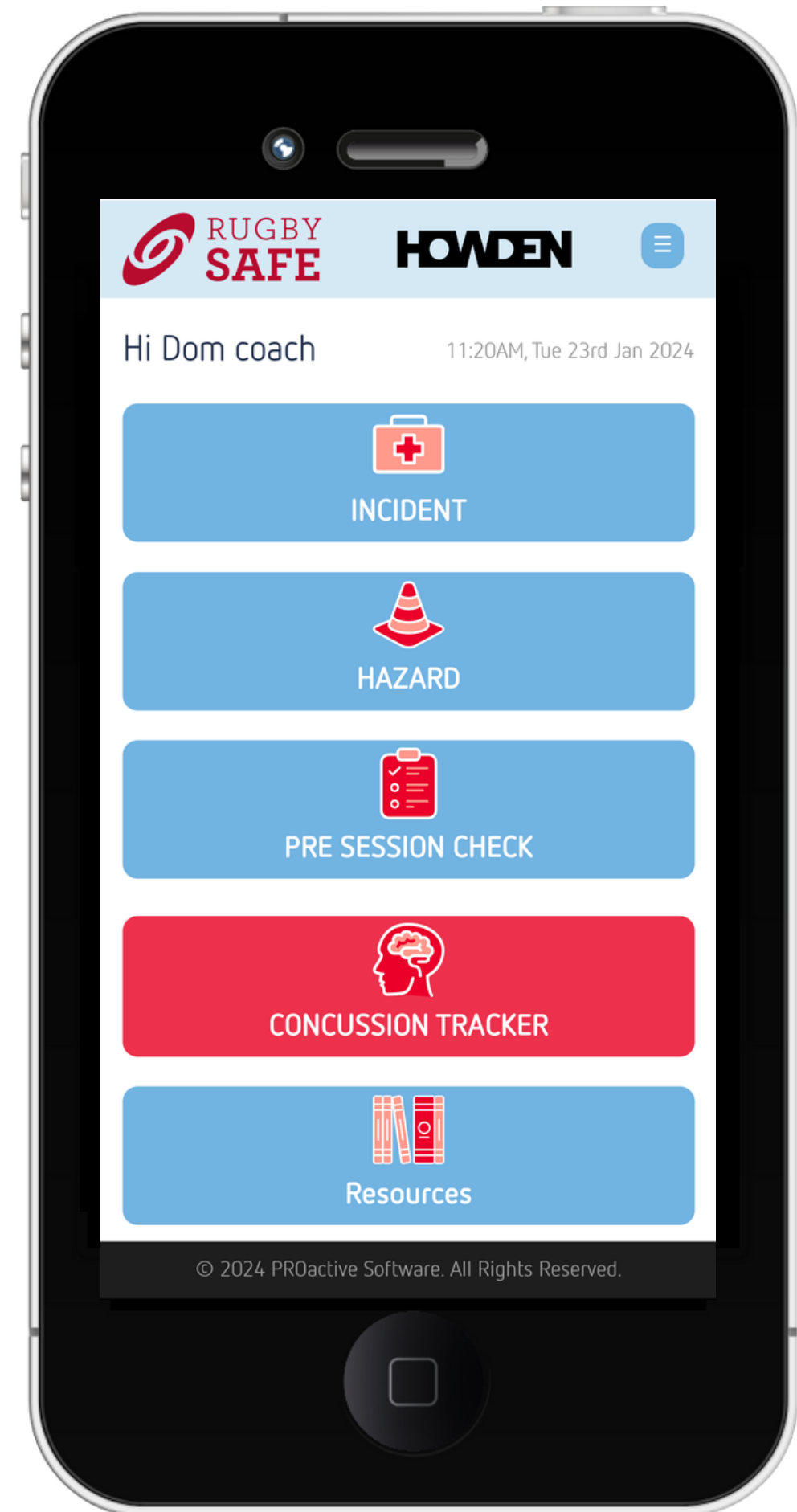
- **Dashboards** – The simple dashboards use the **traffic light system** to help identify reports by urgency of action
- **Dashboards** – You can view the dashboards of individual teams/groups or see an overall picture of your club
- **Dashboards** – Add notes to manage reports – change reports from 'Red' (Needing action) to 'Green' (Actions complete)
- **Dashboards** – Set different access levels, move users between groups, download report data





So Simple to use:

- We understand sport and we understand the pressures and time constraints on coaches and volunteers so Proactive is deliberately designed to be simple to use:
 - Click on the icon from your device
 - Login using your personal account password
 - Select the report you want to complete
 - Complete the simple to follow details on each page
 - Decide whether any further actions are required – e.g. by other club staff
 - Press submit
- Get stuck, simply refer to the guides contained in the 'Resources' section on the app



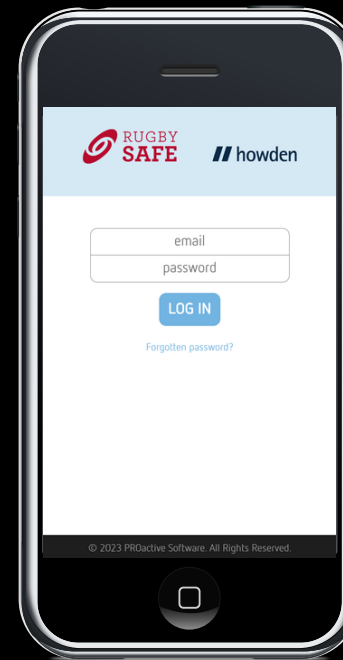
SIMPLE, SAFETY, SOLUTIONS

Adding the Proactive App to your phone or tablet.



1

Type the web address or follow the link in your email to the Proactive login page <https://rugbyunion.proactivereporting.com>



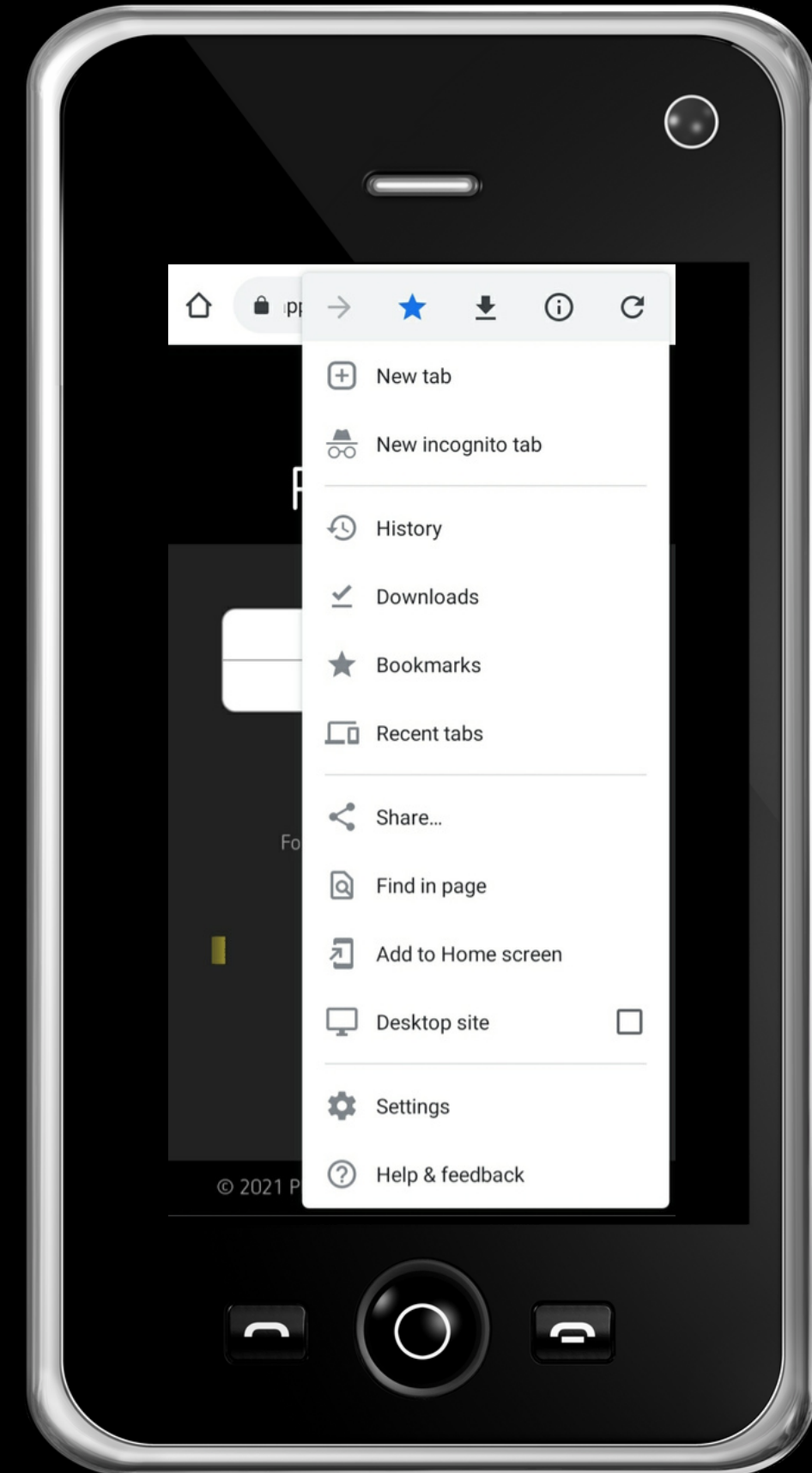
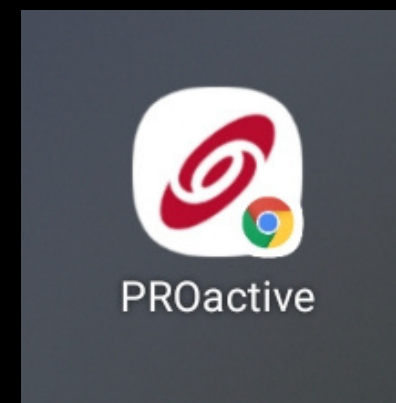
2

Open your web page options menu, Select **“Add to Home screen”**



3

The Icon should appear on your phone screen, you can then grab and move this icon in the same way you would other apps.



New for 2024:

Concussion Protocol – Due February 24

Designed to work alongside 'Headcase' resources

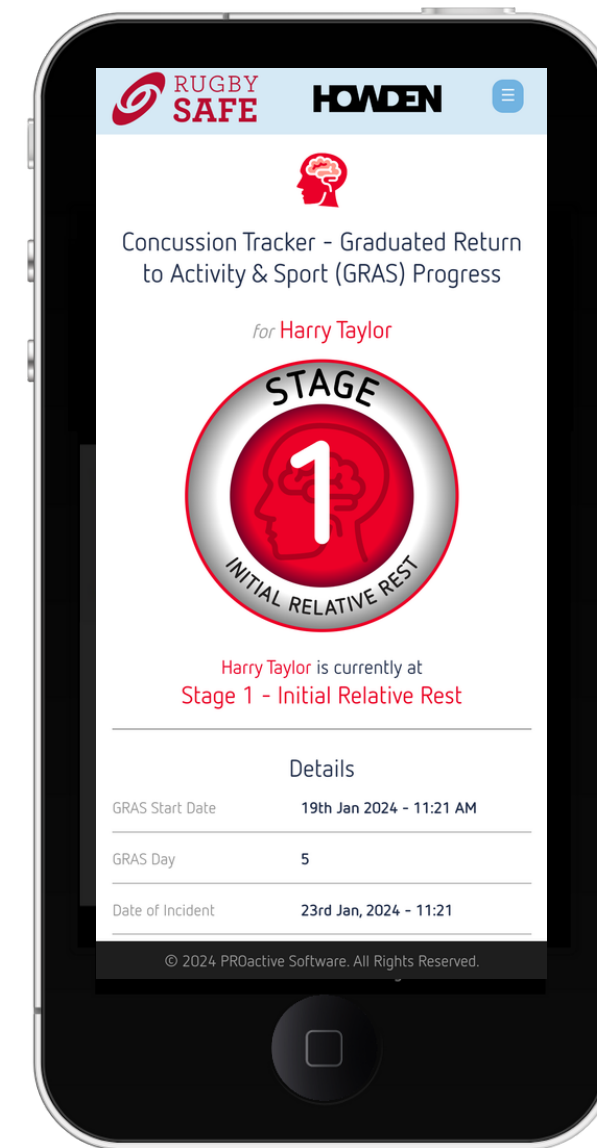
Simple advice and guidance for when a concussion is flagged by a coach:

Automated notifications sent to parent and club via the Proactive app

Information providing immediate advice to coach and participant on 'what to do next' and 'recovery timeline'

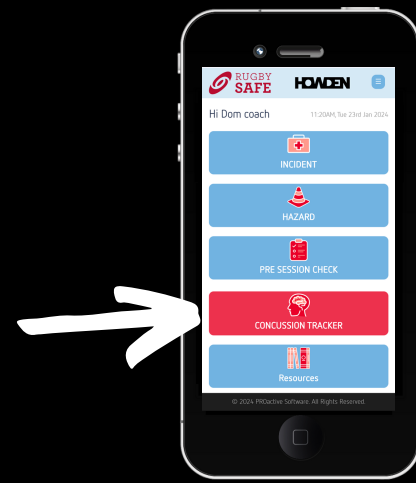
Automated notifications at each stage of recovery – e.g. after 2 weeks – 'Return to full contact training' with accompanying guidance for all parties.

Green light for return to play (After agreed timeline or certification from qualified professionals)



SIMPLE, SAFETY, SOLUTIONS

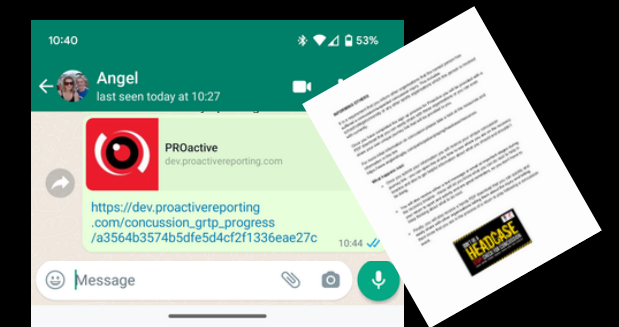
Concussion Incident



How it works:
Log the incident on Proactive in less than 2 minutes



Player receives information on what to do next. includes return to play tracker link - accessed anytime

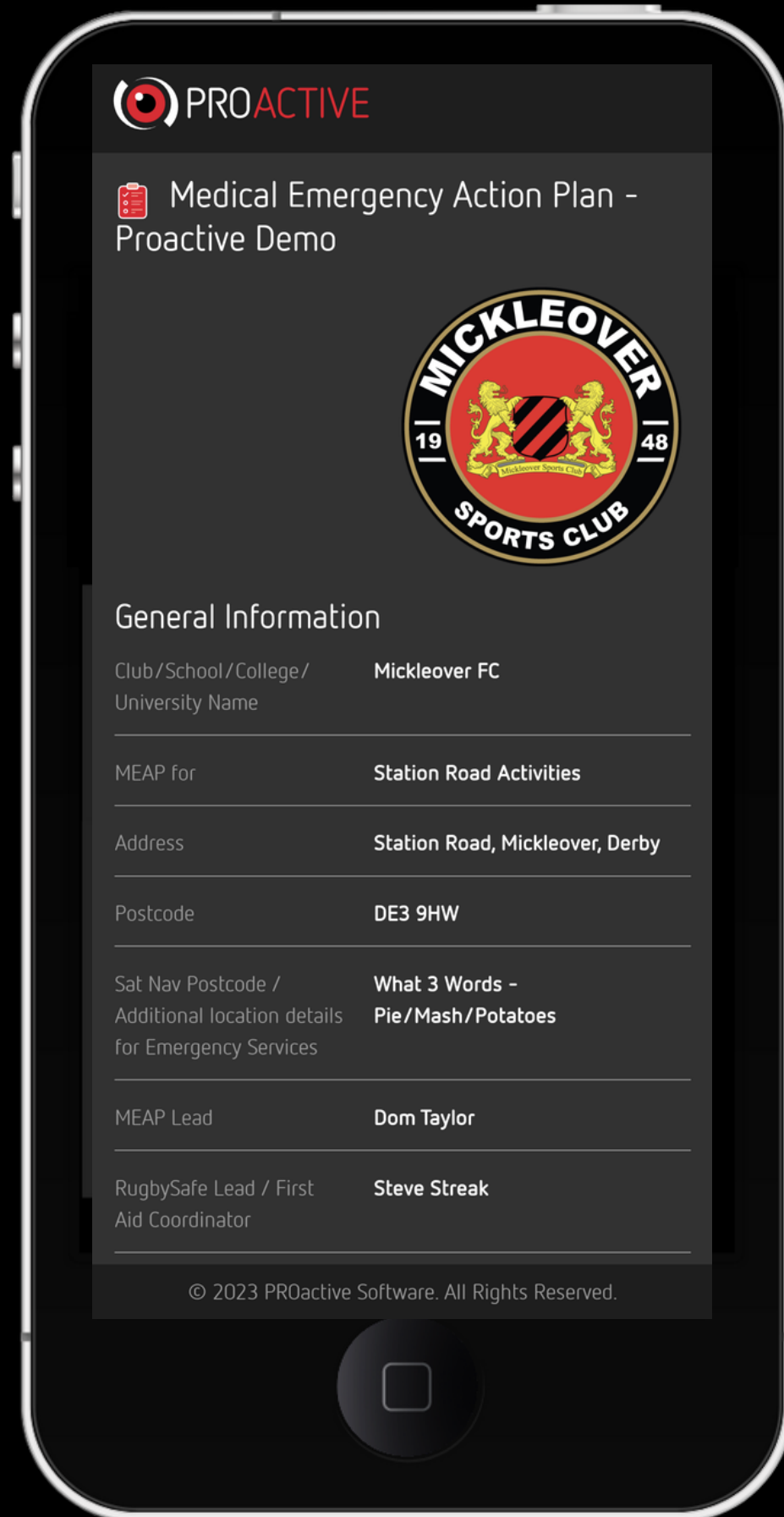


Follow progress on the simple dashboard including return to play countdown

Players and parents get updates and info automatically during their return to play



Medical Emergency Action Plan



Create your clubs Medical Emergency Action Plan (MEAP) on Proactive for all to view

Includes club wide MEAP as well as downloadable special event MEAP template

Download any MEAP from Proactive to share for all involved at your club or those visiting for events

Improves awareness of plans in the event of emergencies and gives easy access to critical information in less than 30 seconds

So simple for clubs and coaches:

- **Go to 'Company Info' on your account to create and view company MEAP and download the 'Event MEAP Template'**
- **Upload completed 'Event MEAP Templates' back to your club site**
- **Simply - go to company info, select 'Edit Company Info' - use the 'Choose files' button to upload - press 'Save'**

VIEW COMPANY MEAP

EDIT MEAP

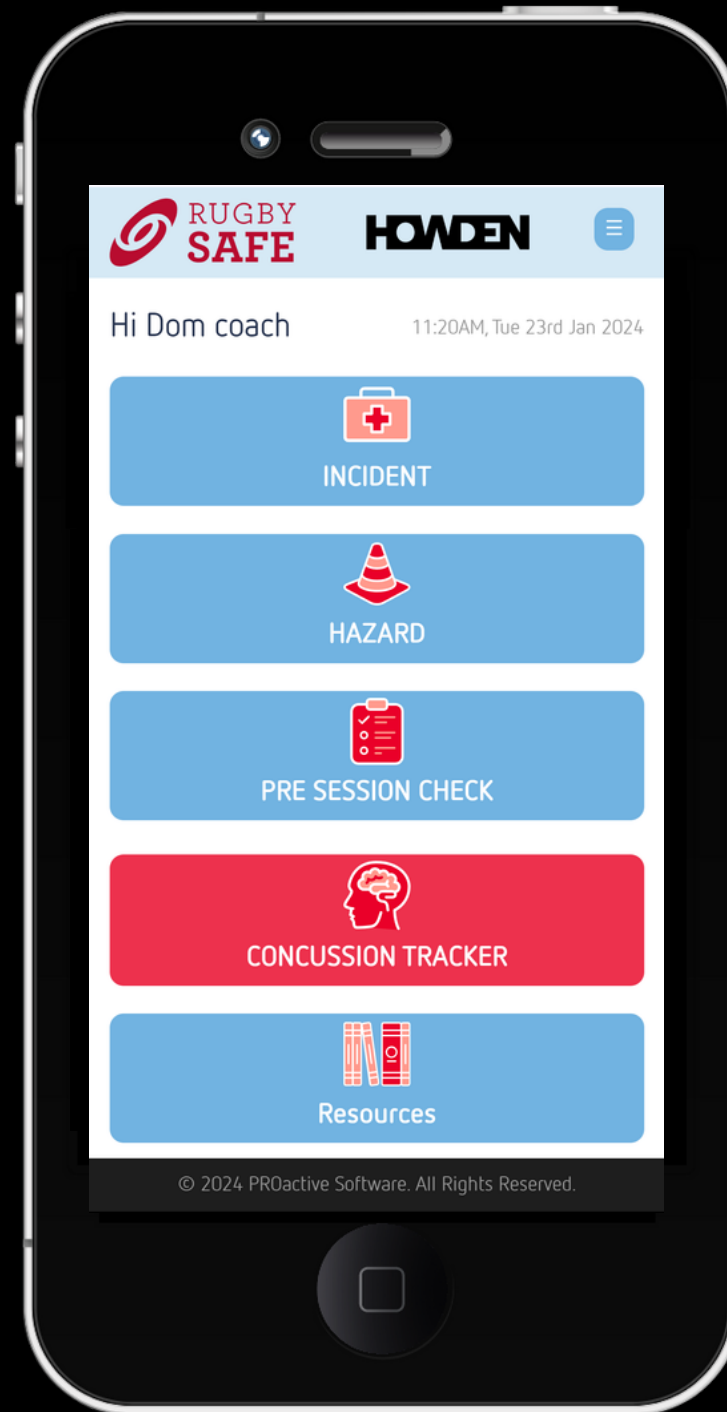
EVENT MEAP TEMPLATE

Key Developments for RFU (2023)

First Aid Tutors – Proactive demo version being made available to all first aid tutors to allow participants on courses to try out Proactive **NOW LIVE**

CRISP – Clubs taking part in CRISP research project with Bath Uni can submit all their reports through Proactive.
Includes new research consent form, player database, and match database

Concussion Module – New module designed to support clubs and participants in their GRTP



Reportable Injuries – Injuries that are required to be notified through to IPF as reportable injuries can be done through Proactive **NOW LIVE**

MEAP – Clubs to have the opportunity to create their medical emergency action plan on Proactive – can be made available to staff and also downloaded for display at clubs **NOW LIVE**

