

Weber State University

**Sport Club Safety Officer
& Trip Leader Manual**



**WEBER STATE
UNIVERSITY**

Campus Recreation

**Weber State University
Campus Recreation
3992 Central Campus Drive
Ogden, UT 84408-3505
Office: 801-626-7967
Fax: 801-626-7368**



Table of Contents

Sport Clubs Administration	1
Responsibilities of Safety Officers and Trip Leaders	1
Release and Informed Consent	2
Medical Exams and First Aid	2
Emergency Procedures	2
Risk Management	6
Preventing Disease Transmission.....	7
Travel Safety.....	7
Risk Tier System and Club Requirements	9
Athletic Training Services.....	10
Baseline Concussion Testing	Error! Bookmark not defined.



Sport Clubs Administration

The Competitive Sports (CoSpo) staff administers the Sport Club Program. The importance of each officer's role to communicate with club members and the Competitive Sports staff cannot be overemphasized. The Competitive Sports staff operates with an open door policy, and is available any time during office hours or by appointment. The Competitive Sports Managers will serve as the contact person for the clubs in the absence or instead of the Competitive Sports Coordinator or Assistant Coordinator. Any questions concerning Sport Club rules and regulations, or items not outlined in this handbook, should be directed to campusrecreation@weber.edu or 801-626-7967. Mailings can be sent to the address below.

Weber State University
Campus Recreation – Competitive Sports
3992 Central Campus Drive DEPT 3503
Ogden UT 84408-3503

Campus Mail Code: 3503

Responsibilities of Safety Officers and Trip Leaders

Participation in Campus Recreation activities, including use of facilities and equipment, is completely voluntary. There are risks and hazards, minor and serious, associated with participation in athletic and fitness related activities. Participants voluntarily assume all responsibility and risk of loss, damage, illness, and/or injury to person or property associated with participation in Campus Recreation activities. Weber State University, its officers, agents, and employees are not responsible for any loss, damage, illness, or injury to person or property arising out of or relating to participation in Campus Recreation activities, including the use of Campus Recreation facilities and equipment. Weber State University does not provide medical, health, or other insurance for participants. Purchasing adequate health/medical insurance prior to participation is strongly recommended, and in some cases may be required.

Safety Officer

Safety Officers help ensure clubs are participating in a safe environment. Specifically:

- Ensure the health and safety of Club members.
- Ensure that at least one CPR & First Aid certified member is present at all Club activities.
- Meet with and be approved by the Competitive Sports Staff and attend a Safety Officer training.
- Maintain current CPR and First Aid certification from the American Red Cross or other nationally recognized organization (if approved by the Competitive Sports Staff).
- Comply with policies, procedures and emergency action plans.
- Enforce any rules and regulations imposed by the conference and be a safety advocate for the sport.
- Ensure that a First Aid kit is available at all practices and competitions. In addition, keep kit stocked with fresh and necessary supplies.
- Report injuries or incidents and submit proper paperwork for such occurrences.
- Inspect equipment for safety on a weekly basis while in season.



- Report safety hazards to the CoSpo Staff.
- Responsible for gathering teammate waivers, participant forms, and any other information that the CoSpo Program requires of club members.
- Ensure that no individuals participate in practice unless they are approved members of the Sport Club and they have the proper documentation on file. This includes coaches and other volunteers.
- Serve as the Trip Leader for all trips.
- Must designate an alternate Trip Leader for trips they are unable to attend.

Trip Leader

The Trip Leader directly oversees the operation of the club while traveling. Specifically:

- Follow the Trip Approval Process.
- Communicate with the CoSpo Staff prior to each trip and attend a Trip Leader Meeting.
- Follow proper Emergency Procedures.
- Contact the CoSpo Staff immediately after the trip to announce club has returned safely.
- Return Trip Kit and any required documents within 48hrs of return from trip.

Release and Informed Consent

Each participant in the Sport Club Program is required to complete a Sport Clubs **Informed Consent Form** prior to any club activity. This document informs the participants of the potential dangers associated with participation. Individuals who have not completed a Sport Clubs Informed Consent Form must not be permitted to participate in any Sport Club activity. Those clubs found not to be in compliance will be subject to program sanctions.

Medical Exams and First Aid

The University strongly recommends that all Sport Club participants have annual physical examinations. Weber State University and Campus Recreation assume no responsibility for any participant with an existing health condition that makes it inadvisable for them to participate in any given activity. The Sport Club president and/or safety officer is responsible for having at least two individuals who are certified in American Red Cross First Aid/CPR/AED on the team roster and at least one safety officer that attends all club practices and events. The Sport Club President is also responsible for ensuring that “*Universal Precautions*” (see Appendix) are used when blood or potentially infectious fluids are present.

Emergency Procedures

Personal Injury

The club members certified in first aid/CPR/AED shall respond. Determine the seriousness of the injury. If life threatening, call 911 or send someone for help. Assign other club members or bystanders (when available) to specific tasks (i.e. calling campus police, etc.). Administer first aid to the level of the



training. All serious injuries that require transportation (to doctor's office, hospital, etc.) should include a 911 call for ambulance assistance. Have someone meet the emergency vehicle.

At any Campus Recreation facility, if an accident occurs that requires a participant to be transported to a hospital either by ambulance or in a personal vehicle, the club **MUST** contact the Supervisor on duty immediately. This applies to visiting team member injuries as well as Weber State University club members and spectators. For all club practices and games, home or away, the safety officer must file an injury report to the office within 24 hours.

Campus Recreation personnel will either call the member's emergency contact or instruct the trip leader to make contact with the member's emergency contact. When in doubt, always believe the injury is more serious than originally thought. Call for help and do not move the injured participant, even if it means delaying an activity in progress. Remain with the injured participant until help arrives. An **Accident Report Form** must be completed whenever first aid/CPR/AED skills are administered or after an injury which may warrant medical advice or observation. This report **MUST** be completed in full and attached to the *Daily Report Form* and submitted within 24 hours of the injury. If the club is traveling, the *Accident Report Form* should be turned in as soon as the club returns from their game/tournament/event along with their travel binder.

Concussion Management

A concussion is a type of brain injury that involves a temporary loss of brain function resulting from a blow to the head. A person with a concussion may not always lose consciousness. The effects of a concussion can appear immediately or very soon after the blow to the head and include sleep, mood and cognitive disturbances, and sensitivity to light and noise. However, some effects do not appear for hours or even days and may last for several days or even longer.

All participants participating in any sporting event should report to a university faculty member, employee, representative, or volunteer any signs or symptoms of a concussion observed in themselves or others. Any participant who is suspected of sustaining a concussion or a traumatic head injury shall be immediately removed from participating in any sporting event.

After being suspected of sustaining a concussion or a traumatic head injury, a participant may not return to any sporting event until the participant is evaluated by a qualified health care provider and provides the university with a written statement from the qualified healthcare provider. The written statement must affirm that (1) the provider has, within three years before the date on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion, and (2) participant is cleared to resume participation in the sporting event.

Fire

- Whenever the club hears a fire alarm in a facility, stop all activities in progress and evacuate the building.
- When evacuating the building, make sure all people vacate the area and move outside. Do not allow club members to enter another part of the building to retrieve personal belongings.
- Close all doors leading into the building.
- The club may not re-enter the building until the alarm is turned off and/or a uniformed officer gives the club permission to enter the building.



- If the club discovers the fire, activate the closest alarm and then call the emergency number (911) to confirm the report. After evacuating the building, a facility supervisor will direct the firefighters to the correct location.
- Do not attempt to extinguish a fire.

NOTE: In Campus Recreation facilities, club members MUST follow the facility supervisor's instructions.

Bomb Threat

- If the club receive a bomb threat, immediately report the threat to the campus police and Campus Recreation staff on duty. Try to ascertain any specifics, including location of the threat to assist police.
- Follow directions given by police (might include evacuation of the building).
- Do not open/pick up any suspicious parcels.

Power Failure

- Suspend all activity in progress. If all areas are dark and it is too difficult to move activities to a lighted area ask all club members to sit down and be patient. Make a general announcement informing the participants/spectators that there is no need to evacuate.
- Remain calm.
- Report the power failure to the Campus Recreation Facility Supervisor on duty. The power failure might only be at the facility where the club is.
- Try to assist others who are wandering around. Encourage participants/spectators to stay out of dark areas (i.e. locker rooms, bathrooms, etc.).

Unsafe Facilities

Once a facility has been deemed unsafe and closed, it may not be reopened without approval from an appropriate Campus Recreation professional staff member and/or campus police.

Other

The individuals having the power to shut down or curtail operations are the designated Campus Recreation professional staff or the campus police. Anyone else directing the club to shut down operations should be confirmed with the appropriate Campus Recreation professional staff member.

Campus Closure

Sport Clubs activities will not be held whenever the campus is closed. Call the campus information line for current campus closure information. It is also posted online at www.weber.edu. If the campus should close while a Sport Club activity is in progress, try to complete all games/matches in progress (*both teams must agree to continue playing or the game should be suspended*) and then send everyone home. If the weather is making travel more difficult by the minute, suspend play and take note of game status (time remaining, score, etc.).

Try to reschedule the event and contact the Competitive Sports Coordinator regarding the cancellation.



Inclement Weather

Thunder and Lightning

- If thunder and/or lightning can be heard and/or seen, stop the game and seek protective shelter immediately.
- In situations where thunder and/or lightning may or may not be present yet the club feels their hair stand on end and skin tingle, immediately assume the following crouched position: drop to the knees, place the hands/arms on the legs, and lower the head. Do not lie flat.
- In the event that either situation should occur, allow thirty minutes to pass after the last sound/sight of thunder and/or lightning strike prior to resuming play.

Research indicates that lightning is the number two cause of death by weather phenomena accounting for 110 deaths per year. The National Weather Service has stated that lightning can strike up to a distance of ten miles with storms traveling at a speed exceeding 50 miles per hour. However, thunder can only be heard within a distance of eight miles. Therefore, if the clubs hear thunder and/or see lightning the clubs are in immediate danger and should seek protective shelter in an indoor facility at once!

An indoor facility is recommended as the safest protective shelter. However, if an indoor facility is not available, an automobile is a relatively safe alternative. If neither of these is available the following guidelines are recommended:

- Avoid standing under large trees and telephone poles.
- If the only alternative is a tree, choose a small tree in a wooded area that is not on a hill.
- As a last alternative, find a ravine or valley.
- In all instances outdoors, assume the following crouched position: drop to the knees, place the hands/arms on the legs, and lower the head. Do not lie flat.
- Avoid standing water and metal objects at all times (i.e. steering wheel, metal bleachers, metal cleats, umbrellas, etc.).

The most dangerous storms give little or no warning. Sometimes, thunder and lightning are not heard or seen. Up to 40% of all lightning is not accompanied by thunder and 20-40% of thunder cannot be heard due to atmospheric disturbances and are thus termed "silent killer". At times, the only natural forewarning that may precede a strike is feeling the hair stand on end and skin tingle. At this point, the clubs are in imminent danger of being struck by lightning and should drop to the ground and assume the aforementioned crouched position immediately. Do not lie flat. Should a ground strike occur near the club, lying flat increases the body's surface area that is exposed to the current traveling through the ground.

The National Weather Service recommended that thirty minutes should pass after the last sound of thunder is heard and/or sign of lightning is seen prior to resuming play. This is sufficient time to allow the storm to pass and move out of lightning strike range. A perilous misconception that it is possible to see lightning coming and have time to act before it strikes could prove to be fatal. In reality, the lightning that is seen flashing is actually the return stroke flashing upward from the ground to the cloud, not downward. When the clubs see the lightning strike, it has already hit. It is a fact that the club will never see the bolt that hits the club. If utilized immediately, this information provided can be used to minimize the risk of injury or death due to lightning.



Excessive Heat

If within 24 hours of an event there is a Heat Advisory, the event could potentially be cancelled. If within 12 hours there is an Excessive Heat Warning, the event could also potentially be cancelled. Finally, if during the event a Heat Index of 108°F is observed, the event should be cancelled.

Wind Chill/Sever Winter Storm

If there is a Severe Winter Storm Watch within 48 hours of an event, the event could be canceled. If within 24 hours of the event there is a Winter Weather Advisory or Wind Chill Advisory, the event could also be cancelled. Finally, if during the event there is an observed Wind Chill below 0°F, the event should be cancelled.

High Wind

If within 24 hours of the event there is a High Wind Watch, the event could potentially be cancelled. Likewise, if within 12 hours of the event there is a High Wind Advisory, the event could also potentially be cancelled. However, if during the event there are observed winds in excess of 35 mph or observed winds in excess of 20 mph with tents and/or inflatables in use, the event should be cancelled.

Risk Management

To provide a safe and positive recreational experience for all participants, it is necessary to try to prevent accidents and injuries before they happen. It is strongly recommended that every Sport Club develop, implement, and practice the following safety precautions:

- Emphasize safety during all club activities.
- Encourage all members of the organization to have a physical examination and to purchase personal health insurance prior to participation. The national associations governing some sports offer accident and liability insurance coverage.
- Review Campus Recreation emergency procedures with all club members. Document this review, including the date and list of members present.
- Inspect fields and facilities, as well as club equipment, prior to every practice session, game or special event. Report unsafe conditions to the Campus Recreation personnel on duty immediately. If at an off-campus site, report the condition to the proper managing authority. NOTE: Do not use facilities or equipment if they appear unsafe. The club president or safety officer will make the final decision if there is no CoSpo staff member available to make that decision.
- Submit an *Accident Report Form* for injuries that occur to club members and others during any club event on or off campus. These reports must be submitted to the Competitive Sports Coordinator within 24 hours of the occurrence.

Tips for filling out an Accident Report Form:

- Fill out the form completely with ALL information.
 - Be specific about how the injury occurred.
 - What events led up to the injury?
 - How was the person hurt exactly?
 - Did it happen during the game, warm-ups, etc.?
 - Did it happen during the normal course of the game?



- Was there a fight or altercation?
 - Part of body injured, do NOT draw pictures. Please use descriptive terms.
- Give complete information on what aid was given.
 - Who applied the ice?
 - Was biohazardous waste created?
- If possible, get a witness that is not a Sport Club member. Indicate on the form what connection the witness has with the activity.
- Do not editorialize or indicate what the club suspects the diagnosis to be.
- Please write neatly!

NOTE: Accident Report Forms are legal documents that may be required in a court of law.

Preventing Disease Transmission

Although the risk of becoming infected while administering aid is remote, there is a small chance that some blood borne infectious diseases can be transmitted. In order to reduce risk, use the following procedures if confronted with blood or other potentially harmful bodily fluids:

- A participant that is bleeding shall be removed from a Sport Club activity until the bleeding has stopped and the wound has been completely covered.
- A participant that has blood on a uniform shall be removed from the contest until the soiled clothing has been changed.
- Before treating any injury involving blood or other body fluids, gloves (rubber or latex) must be worn by the person administering aid.
- Immediately wash hands after administering first aid even if gloves were worn and no contact with blood occurred.
- If inside a Campus Recreation supervised facility when there is blood, get a Facility Supervisor to clean all of the blood contaminated surfaces and equipment.
- Any materials (including gauze, band-aids, paper towels, etc.) that come into contact with blood or other body fluids shall be handled while wearing gloves. Bloody materials should be placed in a biohazard bag and then deposited in a biohazard waste container. **NOTE: Do not throw biohazard waste into any trash receptacle.**
- Club members with bleeding or oozing skin conditions should not treat injuries.
- Any time biohazard waste is created, it must be reflected in the *Accident Report Form*.

Travel Safety

Pre-Travel Safety

Some form of a pre-travel safety inspection should be conducted by the club's Safety Officer or Trip Leader before a trip takes place. This inspection could include, but is not limited to:

- Checking for inflated tires
- Testing brake lights
- Replacing worn wiper blades
- Checking fluid levels



- Checking to make sure there is basic survival supplies on board (i.e. first aid kit, blanket, water, flashlight, etc.)
- Checking the weather forecast for scheduled driving dates/times

Driver Fatigue

According to the NCAA's study on Safety in Student Transportation, driver fatigue is one of the leading causes of traffic accidents in the United States. So because of this, the following preventative measures must take place when driving to or from a club event:

- There should be no driving between 1 am and 6 am
- No drivers are allowed to drive more than four hours straight without taking a break
- Both the driver and passengers should be able to recognize symptoms of fatigue
 - Eyes closing or going out of focus
 - Persistent yawning
 - Irritability, restlessness, and impatience
 - Wandering or disconnected thoughts
 - Drifting between lanes or on to shoulder
 - Inattentiveness
 - Back tension, burning eyes, shallow breathing

Some precautionary measures should be taken into account while driving at night as well:

- Turn headlights on even in twilight, this will make it easier for other drivers to see you
- Reduce your speed and increase following distances
- Avoid bright light glare by watching the right edge of the road and using it as a steering guide

Driver Distractions

Driver distractions are another leading cause of accidents. The following precautions should be taken to prevent driver-distraction accidents:

- Do not use cell phones while driving; this includes texting or calling
 - If you need to talk or text, pull over or have another passenger do so for you
- Do not eat while driving
- Avoid adjusting the radio, climate control, or GPS (have another passenger do this)

Accident Procedure

All vehicles traveling should stay together on the road. This way, vehicles are less likely to get lost and are able to help each other in the event of break-downs, accidents, or other emergencies. In the event of an accident on the road:

- If you are able to, move the vehicle out of the travel roadway (as long as it's clear, safe, and legal)
- Turn off the ignition
- Make a first aid check
- Call the police, and if necessary, the EMS (if on campus, call University Police)
 - Report the location and nature of the emergency
- Apply initial first aid or CPR to victims if necessary
- Get other driver's information
 - License and plate number
 - Address
 - Insurance company



- Notify CoSpo staff to make them aware
- Do not admit responsibility
- Obtain a copy of the official accident report
 - Turn copy in to University Police, Sport Clubs Office, and Risk Management Office
- Inform CoSpo Staff of any accident resulting in bodily injury or major property damage as soon as possible after its occurrence.

Risk Tier System and Club Requirements

The Sport Clubs Risk Tier System has been developed to ensure the highest level of safety and the lowest level of risk. In conjunction with the Office of Risk Management, the Sport Clubs Program uses the following criteria to place Sport Clubs in specific levels, based on general sport standards and factors that are specific to the club; such as activity location and access to emergency facilities and personnel.

- Type and frequency of contact between participant
- Force of impact between participants and objects/projectiles during activity
- Prevalence and severity of injuries sustained in the activity
- Type of location of activity; access to emergency facilities and personnel
- Standards set by national governing bodies

Risk Level Requirements

Green Level

- The club must have one Safety Officer who has gone through the training and is certified in CPR/First Aid/AED, and who is present during all club activity.
 - The Sport Clubs Office must have a copy of this officer's certification.

Yellow Level

- The club must have at least one Safety Officer who has gone through the training and is certified in CPR/First Aid/AED, and who is present during all club activities. (It is recommended that Yellow Level clubs have more than one.)
 - The Sport Clubs Office must have a copy of this officer's certification.
- The club must have a supervisor, lifeguard, or athletic trainer present at all on-campus games or competitions.

Red Level

- It is recommended that the club have a qualified coach/instructor.
- The club must have two Safety Officers who have gone through the training and are certified in CPR/First Aid/AED, and one must be present during all club activities.
 - The Sport Clubs Office must have a copy of these officers' certifications.
- The club must have a supervisor, lifeguard, or athletic trainer present at all on-campus games, events, or competitions.



Club Assignments

Green	Yellow	Red
Badminton	Archery	Hockey
Billiards	Baseball	Lacrosse-W
Bowling	Climbing	Lacrosse-M
Fencing	Cycling	Rodeo
	Martial Arts	Rugby-M/W
	Master's Swim	Scuba
	Parkour/Free running	Ski
	Paintball	Snowboard
	Racquetball	Soccer-M
	Tennis	Weightlifting
	Trap-shooting	
	Triathlon	
	Volleyball-M/W	
	Water Polo	
	Wrestling	

Athletic Training Services

An athletic trainer will be provided for all Red Tier club home activities at no cost, as per the requirement listed above. However, the CoSpo Staff must have at least two weeks notice of a game or event in order to secure an athletic trainer. Otherwise, coverage cannot be guaranteed and the event may be cancelled.

Non-Red Tier clubs may also request an athletic trainer to be at any of their home competitions as well. However, priority of the athletic training staff will be given to Red Tier clubs, due to the nature of the sports.



Emergency Action Plan

Injury During Play

1. Assess the situation for severity of the injury
2. Perform appropriate care for the injury on scene
3. If appropriate, call 911 or take the player to the hospital
 - a. Safety Officer/Trip Leader stays with the person until a relative arrives or the victim is discharged from the hospital
4. Once hospital transportation arrives inform the CoSpo Staff of the situation and victim status.
5. Write an Accident Report.

Non-Life-Threatening Injury

1. Perform appropriate care for the emergency
2. Have someone call for transportation to the hospital if needed
 - a. Safety Officer/Trip Leader stays with the person until a relative arrives or the victim is discharged from the hospital
3. If needed, recommend that the victim seeks further medical care.
4. Once hospital transportation arrives, inform the CoSpo Staff of the situation and victim status.
5. Fill out an Accident Report.

Life-Threatening Injury

1. Call EMS and give victim status.
 - a. Say *"My name is (your name) and I am calling from (location). I have a victim who (insert symptoms here). Please send an ambulance to (specify entry point location). I will have someone there to meet you."*
2. Direct a specific person to find an AED
3. Perform appropriate care until EMS arrives and takes over
4. Safety Officer/Trip Leader stays with the person until a relative arrives or the victim is discharged from the hospital
5. Once hospital transportation arrives, inform the CoSpo Staff of the situation and victim status.
6. Fill out an Accident Report

Travel Issues

- Fleet services vehicles issues
 - Call CoSpo Staff and Fleet Services manager
 - Mike Whetton
 - Work: 801-626-6294
 - Cell: 801-866-7713
 - Ross LaRoe
 - Work: 801-626-7220
 - Cell: 801-510-1399
 - Give updates as necessary
- Hotel Issues



- Call CoSpo Staff and Travel Agent
- Paul Oldham
 - Work: 801-626-7024
 - Cell: 801-866-2740
- Kathryn (Kathy) Fortie
 - Work: 801-626-6016
- Give updates as necessary
- All other issues, call CoSpo Staff.