

Club Sports

Safety Officer Training

Safety Intro

You should applaud yourself for stepping up to be one of your club's Safety Officers

You are playing a critical role in your club's ability to participate and function

Please take your time going through these slides to acknowledge your responsibilities and learn the guidelines you will uphold.

Safety Officer Criteria

To be a club Safety Officer, you must:

- Be certified in First Aid, CPR and the AED (or other certification, depending upon your club's activity)
- Know your club's specific Emergency Action Plan
- Complete the online concussion education
- Take and pass the concussion quiz

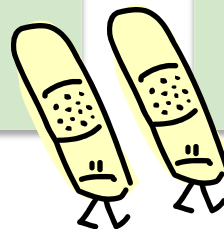
Safety Officer's Responsibilities

1. Restock the First Aid Kits

- First Aid supplies can be found in Heather's office – 167 Alumni Gym

2. Cancel Practice when:

- There are unsafe weather conditions
 - Seek shelter indoors
 - Allow 30 minutes to pass after thunder and lightning
 - Avoid excessive high winds
 - There is standing water, snow or ice on the field(s)
- There are an inadequate number of Safety Officers



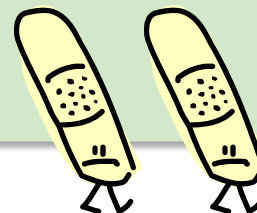
Safety Officer's Responsibilities (continued)

3. ALWAYS Contact Club Sports if:

- An ambulance/EMT or S&S is summoned to your practice or event to check on an injured participant (even if the injured person is from another school)
- An injured participant is taken to the hospital or requires follow-up with a doctor (even if injured person is from another school) for further care or Dartmouth personnel (your Dean, Student Accessibility Services, Student Affairs concussion case manager, etc) need to be involved.
- Your club is involved in an automobile accident.

4. Complete an Accident/Injury Report Form

- Any time there is an injury during a club event, the Safety Officer MUST fill out and submit to Club Sports an Accident/Injury Report Form (Appendix I)
- Tips on reporting injuries are on the next 3 slides



5. Monitor and track OrgSync waivers

- Log onto your club's OrgSync portal
- Click on the "forms" tabs
- Click on this year's waiver
- Scroll down to review names listed
- If you can't see the names you need admin privileges for your club sports' portal
- This can be enabled by either another admin for your club sport's portal or Heather Somers
- **All students participating with your club MUST have a current waiver on file

Injury Reports (Appendix I)

When reporting on an injury report form:

NEVER
diagnose the
club member's
injury

Be as
DETAILED as
possible

File a report
IMMEDIATELY

Contact Club
Sports

Reporting Injuries

Injuries that REQUIRE an Injury report

- Impact injuries that result in missed class and/or club sports participation
- Broken appendages (bones, nose, fingers etc)
- Concussions/Head injury
- Acute Joint Injuries (Sprains that are not from an overuse injury and occur during club activity)
- Acute Muscle Injuries (Strains that are not from an overuse injury and occur during club activity)

Reporting Injuries

Injuries that DO NOT require an Injury report

- Scrapes and simple Band-Aid use
 - Common bumps and bruises
 - Overuse injuries (injuries that come on over time and are not necessarily related to club activity)
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Why Do Injuries Need to be Reported?

One reason: DCSHP caps club sports injury coverage at \$30,000

- Cost of an ACL replacement can be in excess of \$100,000
 - If student had DCSHP they would be responsible for difference that exceeds \$30,000
 - Club Sports covered by additional catastrophic insurance policy – this is where documentation of the injury is required within 90 days of injury
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Emergency Protocol

Whenever there is a life threatening injury, CALL 9-1-1 first!

- Administer care if possible
- Fill out & submit an Accident/Injury Report Form: Appendix I
- Call a member of the Club Sports staff; use the chain of-command

For a non-Life threatening injury

- Administer care
- If 911 is called, notify the appropriate Club Sports person
- Fill out & submit an Accident/Injury Report Form: Appendix I

Contact Club Sports If...

1) ...an ambulance/EMT or S&S is called to attend to an injured player/participant at your practice or event (regardless of whether you are home or away)

2)...an injured participant is taken to the hospital or requires follow-up with a doctor (even if injured person is from another school) for further care or Dartmouth personnel (your Dean, Student Accessibility Services, Student Affairs concussion case manager, etc) need to be involved.

3)...there is a motor vehicle accident involving any sport club members

How to Contact the Club Sports Office

Heather Somers

Cell: (434) 426-6349

Home: (802) 281-4588

Work: (603) 646-3825

Joann Brislin

Cell: (603) 667-6604

Work: (603) 646-2480

Additional Safety Protocols

Your club may have additional protocols if...

Follow additional safety protocols if:

- ...additional protocols have been set up by coaches, instructors or your sport's governing body
- ...your club activity regularly occurs in non-traditional settings (see below)

Non-traditional settings include:

- Cycling rides (Cycling, Triathlon)
- Lengthy running routes (DRT, Triathlon)
- Out of open water (Triathlon)
- On a Golf Course (Golf)

Concussion Education

- The following 25 minute concussion education video was produced by Sport Safety International
- Link: <https://www.sportsafetyinternational.org/cw-coach-course/> (if you're having trouble with the webinar, switch browsers)
- Take and pass the quiz at the end and forward certificate of completion or screenshot indicating completion to [Heather Somers](#)

Appendix

- Accident/Injury Report Form
 - Online report
 - Hard copy
- Safety Officer Agreement Form (download first, complete, SAVE, then email to Heather)
- Club Sports Manual