Safety and Travel Training
2022-2023
Travel Policies

Driver Requirements
Unless stated otherwise, it will be assumed that only 5 members will be traveling in each car. Event approval will depend on the minimum number of drivers required to transport 5 members per car.

Additionally, multiple drivers will be required per car if the travel distance exceeds 250 miles.
*All drivers are required to take a minimum 30-minute break at least once every 3 hours.

Steps to Become an Approved Driver

Flight Requirements
Clubs must email flight information to screcordermanager@gmail.com a minimum of 5 days before departure.

Independent Travel
Members who will be traveling independently must submit an Independent Travel Form to sportclubs@campusrec.ucdavis.edu.

This document must be filled out and signed by the club's Travel Coordinator and requires the approval of the Sport Club Coordinator. Please submit as soon as possible to guarantee approval.
1. Contact Manager

- Share event information
- Keep your manager up to date about any changes
2. Create an Event on DoSportsEasy

- In-State Travel: 2 weeks
- Out-of-State Travel: 1 month
- Basic Info:
  - Event Type
  - Event/Opponent Name
  - Event Start/End
  - Location
  - Home/Away
Creating an Event

1. Go to DoSportsEasy Site
2. Select Events under your club
3. Select Add New Event
4. Fill out Basic Information
5. Submit
Completed Event

1. Basic Info Submitted
2. Go back to event and select **Edit**
3. Select all members from the finalized roster
4. Fill out ALL Travel info
5. Check box for approval
Away Events Checklist

1. Basic Information
2. Members Traveling
   a. There have to be enough approved drivers to fit 5 members per car unless stated otherwise
3. Travel Information
   a. Event Site
      i. Site Contact Name and Phone Number must be someone at the event who will not be traveling with the competition team.
   b. Method of Travel
   c. Lodging
   d. Arrangement
   e. Check box

*ALL event information must be submitted **5 days before travel date**

Once the event is approved, an email will be sent to officers to pick up binder and medkit.

Binder + Medkit must be returned the Wednesday after event
Becoming a driver

1. Select yes on Driver info tab
2. Send a picture of driver’s license to sportclubs@campusrec.ucdavis.edu
3. Wait for approval (it may take at least a week for us to get records back)

*For Out-of-state licenses & licenses submitted within a week of departure date, a pull notice (driving records) must be requested from their state DMV and sent to screcordermanager@gmail.com
*Fleet Reservations*

- Contact Recorder Managers to request Fleet
  - At least **2 weeks before** departure
  - DO NOT TRY TO MAKE RESERVATIONS ON YOUR OWN
- Make **UC Drive Account**
- Fleet is not free
  - Money will be automatically taken out from allocation

Recorder Manager Email: screcordermanager@gmail.com
3. Pick up Travel Binder and Medkit

- Approval Email with Itinerary
  - Keep itinerary in case of emergency
- Pick up Travel Binder and Medkit from the Office
  - Bring to event
4. Return Travel Binder and Medkit

- Due the **first Wednesday following event**
- If return is delayed, contact Sport Club Office IMMEDIATELY

Sport Club Office Email: sportclubs@campusrec.ucdavis.edu
Flight Requirements

- Contact Recorder Managers with flight information as soon as flights are booked
Members who will be traveling separately will need to submit an Independent Travel Form:
- At least 4 days prior to event
- Signed by Travel Coordinator
- Submitted to Sport Club Office by email for approval

Examples of independent travel:
- Member traveling earlier or later than rest of team.
- Member staying at different overnight lodging.
It’s okay if you don’t know everything, just make sure you follow these points and everything will be A-OK:

1. Communicate with your managers and our office
2. Familiarize yourselves with your resources
   a. Officer resource page
   b. Sport Clubs Handbook/Cheatsheet
   c. DoSportsEasy
   d. Baylee’s Newsletter
3. Follow the DUE DATES
4. HAVE FUN!
Safety Policies
Safety Officers

Requirements

- 2 Safety Officers on each team
  - At least 1 safety officer must travel for events.
- CPR and First-Aid Certifications
  - Upload to DSE Account
- Concussion Safety Training (DSE)
- CPR Certifications
  - UCD Campus Rec (check weekly email!!)
  - UCD Fire
  - Other Sources (ie EMT)

- **DUE BY FRIDAY, OCT 28**
Safety Officers

Your Role

- Provide first aid and CPR as necessary to your team when more highly trained medical personnel are not available.
- Report injuries at away events/unsupervised events.
- Communicate with Athletic Trainer
Incident Reports

- Safety officers complete reports for away events or off-campus teams

- Communicate serious injuries with Pro Staff (Baylee and Athletic Trainers)

- All concussions must be reported
Accident Reports

- In the event someone needs to be transported to the hospital...
  - Call Baylee for an update. Phone numbers are located on the first page in the binder
  - If Baylee not available, call down the list until you speak with somebody (Ben, Shannan, Heather, Jeff)
- Still complete an incident report!
Concussion Training

- Both safety officers must complete training
- Concussion certification via LMS online training
Concussion Basics

- You can pull a teammate out of practice/competition
- Get checked by a doctor/athletic trainer
- REMEMBER: Even if symptoms don’t immediately appear, they may have a concussion
Concussion consequences

- Persistent symptoms
  - Poor athletic and academic performance
- Second concussion or impact
  - Prolonged recovery
  - Permanent brain damage
  - Death
Baseline Testing

Monday’s
5:30-6:30pm
MAC Gym

New Sport Club Athletes
*baseline tests roll over*
Fall Quarter Hours:
Monday - Thursday
1-4pm
Appointment based: rec.ucdavis.edu

Pavilion Fitness Studio (For evals & Treatment)
- Pavilion Northeast Entrance.
- Walk around the concourse.
- Located between southeast and southwest corners.
- Located after the Soccer Locker Rooms.

ARC Office (For concussion testing & Misc.)
ARC entrance to building- facing the parking lot.
Next to the men’s & women’s locker rooms.
Safety Officers Must be Assigned by complete CPR & Concussion Safety Training

○ DUE BY FRIDAY, OCT 28
Questions?