



Travel & Safety Officer Training

2021-2022





Travel

Rules for Requesting Travel

- All in-state must be requested **2 WEEKS** before departure
- All out-of-state travel must be requested **1 MONTH** before departure
 - New rules regarding COVID restrictions are in development and you will be updated on any new developments
- Teams are subject to fines for submitting travel requests late
 - Even if you don't have all information necessary to travel, you must at least submit a basic request within the deadline

DoSportsEasy

- All travel requests must be submitted through DoSportsEasy
 - <https://campusrecreation.ucdavis.edu/dosportseasy>
 - This is the same website that your team will register membership on as well as submit all check requests on
- Upon logging in, the menu will display a list of all 41 sport club teams
 - Select your club, and then select “events”



Basic info

- Here, you can fill out the basic information about your event like the date and location.
- Then select “add new event”

The screenshot shows a web interface for 'Sport Clubs'. At the top left is the logo and name 'Sport Clubs'. At the top right is a user greeting 'Hi, Ella Taylor' with a dropdown arrow. Below the header is a navigation bar with links: 'HOME > CREW: WOMEN'S > EVENTS', 'CALENDAR / LIST', 'ROSTER', 'REGISTRATION', and 'MORE'. The main form area contains several input fields: 'Date' with a range from '4/24/2021' to '5/27/2021'; 'Event Status' with a dropdown menu set to 'All'; 'Event Type' with a dropdown menu set to 'All'; and 'Location' with a dropdown menu set to 'All'. At the bottom left is a 'Show:' label with a dropdown menu set to '25'. At the bottom right is a 'Search' input field and a teal button labeled '+ ADD NEW EVENT'.

Basic Info

- Next, you can finish the basic info section adding your opponent and any additional notes.
- Once this information has been filled out, press submit.
 - But you're not done just yet

Add New Crew: Women's Event

Basic Info !

Event type: Game Tournament !

Event/Opponent Name: !

Event start: !

Event end: !

Location: Away

Notes:


NOTE: In State travel needs to be submitted 2 weeks ahead of travel. Out of State travel needs to be submitted 1 month ahead of travel.

NOTE: Once the event is submitted - you can use the **Edit button** on the right side of the events' table to **submit Travel/Lineup form (prior to the event) and Report form (after the event)**

SUBMIT **CANCEL**

Next Steps

- Once you press select, you will be taken to the events home page where you can see your event.
- Select “edit” and you will be add all required additional information

Event Name/Opponent	Event Type	Space/Field	Start	End	Event Status	
Sacramento State	Game (A)		5/11/2021 5:30am	5/12/2021 7:30am	PENDING	

Next Steps

- You will then need to fill out all the information for all tabs starting with members followed by travel.
- When selecting travelling members, only members that have been approve on DSE and FUsion will appear

Manage Crew: Women's Event

Basic Info ✓ Members ● Travel ● Report Summary

note In State travel needs to be submitted 2 weeks ahead of travel. Out of State travel needs to be submitted 1 month ahead of travel.

Event Site ●

Method of Travel ●

Lodging ●

Arrangement ✓

Site Address:

Zip:

City:

State:

Site Contact Name:

Phone:

Departure Date/Time:

Return Date/Time:

Notes:

Check this box only when all the Travel information is complete and the form is ready for director's approval. If you expect edits to the Members List, vehicles/drivers, etc.- don't check the box now, wait until all is set.

Travel

- For method of travel, there will be a drop down list of options. If you are driving your own cars, please select “private vehicle”. If you require cars from Fleet, please select which Fleet car you need from the drop down bar.
- In addition to selecting which fleet vehicle you would like, please separately email the recorder managers with the type of car needed, the quantity, the estimated time/date of departure and return.

The screenshot shows a web interface for managing a crew for a "Women's Event". The "Travel" tab is active, indicated by a teal underline. The interface includes a navigation bar with tabs for "Basic Info" (checked), "Members" (with a red dot), "Travel" (with a red dot), "Report", and "Summary". A yellow note box states: "NOTE: In State travel needs to be submitted 2 weeks ahead of travel. Out of State travel needs to be submitted 1 month ahead of travel." Below this, there are several input fields: "Event Site" (with a red dot), "Method of Travel" (with a red dot), "Lodging" (with a red dot), and "Arrangement" (checked). To the right of the "Method of Travel" field, there is a blue note box: "NOTE: If you are reserving a Fleet Vehicle, please complete this section and e-mail screcordermanager@gmail.com". Below the note are two teal buttons: "+ ADD VEHICLE" and "+ ADD FLIGHTS", with a red dot to the right of the second button.

Final Steps

- Once all of the information is filled out, and you have checked the box that your travel is complete, our staff will go through and approve it.
- Once approved, you will be emailed with a copy of your itinerary.
- Before travelling, you must come into the office to pick up a travel binder and med kit!
 - You cannot travel without these items!
- After the competition, travel binders and med kits must be returned to the sports club office by the following Wednesday!

New Policy Updates

- In addition to drivers sending in their driver's license for approval, driver must now also complete the LMS "Safe Driver Training"
 - This training is 18 minutes long. Upon completion it will either signify 100% completion or will present you with a certificate. Please send in a screenshot of either of these two options along with your driver's license to be approved.
- PAC-12 has updated their guidelines regarding 12 and 15 passenger vehicles
 - They now require a commercial drivers license (Class b) in order to operate this vehicle



Safety Officer



Role of Safety Officer

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



Responsibilities of Safety Officers

- At least 2 members per Sport Club
 - CPR and First Aid certified
 - Concussion Certified
- Attendance at all events/practices
- Communication and inform all team members
- Document injuries in travel binder



First Aid and CPR

- Must become certified in First Aid and CPR
- Online certifications are not accepted
- Adult CPR / First Aid
 - American Red Cross or American Heart Association
 - Give copy of certification to Shannan and upload to DoSportsEasy
 - slow@ucdavis.edu
- Certification must stay current throughout 2021-2022 school year

CPR AED 1st Aid Certification

Search Programs


Filtered by text: **CPR**

Classification

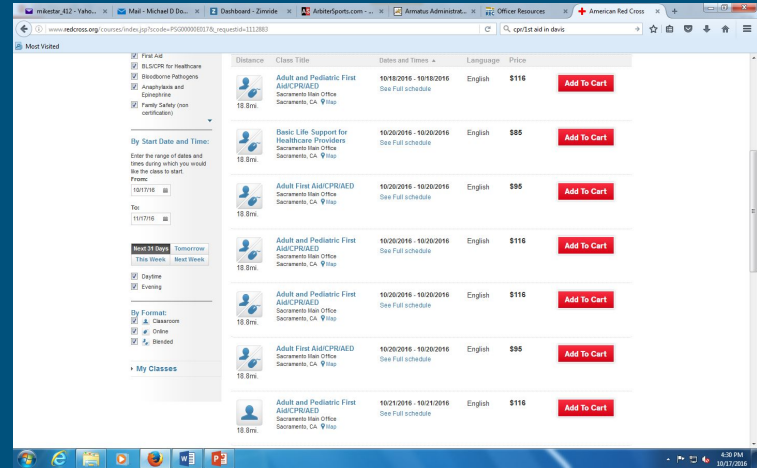
All Classifications

- Active Aggies / Healthy UC Davis
- Aquatics
- ARC Access Time Blocks
- Athletic Training Services
- Craft Center
- Equestrian Center
- Fit For Life
- Terms**
- Rec Pool Summer 2020
- Summer Session II 2020
- Fall 2020

All Categories

 **Adult CPR/AED/FA** \$45.00

Adult CPR/AED/First Aid for Campus Recreation and MU student staff. This blended learning course includes an online portion and an instructor-led classroom skills session. The onli...



Most Visited

Distance	Class Title	Date and Times	Language	Price	
18.8mi	Adult and Pediatric First AID/CPR/AED Sacramento Main Office Sacramento, CA	10/18/2016 - 10/18/2016 See Full schedule	English	\$116	Add To Cart
18.8mi	Basic Life Support for Healthcare Providers Sacramento Main Office Sacramento, CA	10/20/2016 - 10/20/2016 See Full schedule	English	\$85	Add To Cart
18.8mi	Adult First AID/CPR/AED Sacramento Main Office Sacramento, CA	10/20/2016 - 10/20/2016 See Full schedule	English	\$95	Add To Cart
18.8mi	Adult and Pediatric First AID/CPR/AED Sacramento Main Office Sacramento, CA	10/20/2016 - 10/20/2016 See Full schedule	English	\$116	Add To Cart
18.8mi	Adult and Pediatric First AID/CPR/AED Sacramento Main Office Sacramento, CA	10/20/2016 - 10/20/2016 See Full schedule	English	\$116	Add To Cart
18.8mi	Adult First AID/CPR/AED Sacramento Main Office Sacramento, CA	10/20/2016 - 10/20/2016 See Full schedule	English	\$95	Add To Cart
18.8mi	Adult and Pediatric First AID/CPR/AED Sacramento Main Office Sacramento, CA	10/21/2016 - 10/21/2016 See Full schedule	English	\$116	Add To Cart

Rec.ucdavis.edu

redcross.org

First Aid and CPR

- Online only trainings will NOT be accepted
 - UC Davis Fire Station offers training
 - UC Davis Recreation training
- Due by: October 29

Incident Reports

- Completed by the safety officer for away events
 - Communicate with Jeff and Athletic Trainers for serious injuries
- Must turn in next day or Monday for weekend events
- All concussions must be reported

Incident Report

- Fill this out during away events or if you are an off-campus team
- Complete EVERYTHING on the front
- Back side is “as needed”
- Be as detailed as possible
 - Put your name as reporting employee

UC DAVIS
CAMPUS RECREATION

1 Shields Avenue, Davis, CA 95616
Phone: (530) 752-1730

Unit: _____
Activity: _____

Date/Time/Location of Incident: _____
Date: _____ Time: _____ AM PM Location: _____

Patron Information: _____
Name: _____ Preferred Phone #: _____
Email: _____ Student/ Member ID: _____ DOB: _____
Address: _____
Street City State Zip Code

Injury: _____
Injury and Body Part Affected: _____
Where was the injured taken after incident: _____
Method of Transportation: _____
 Ambulance Private Vehicle Other: _____
If other: _____
Did participant refuse care? Yes No
If yes, Patrons Signature: _____

First Aid Given? Yes No
If yes, by whom and description of care given: _____

Blood Present? Yes No


Description: include what happened, what did you do, was EMS/police called, how the situation ended, if they did/did not leave with EMS

Witness: _____
Name: _____ Phone #: _____ Email: _____

Reporting Department Information: _____
Department Name: Campus Recreation Dept. Code #: 068037 Phone #: (530) 754-0126
Address: 232 Activities & Recreation Center- One Shields Avenue, Davis, CA, 95616

Reporting Employee: _____ Phone #: _____ Email: _____
Reporting Employees Supervisor: _____ Title: _____
Reporting Employees Signature: _____ Date: _____

Direct completed forms to UC Davis Risk Management Services within 48 hours. Attach any photos or diagrams.
CONFIDENTIAL- ATTORNEY PRIVILEGED DOCUMENT



Accident Reports

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

Concussion Video and Training

- Concussion Certification
 - LMS Online training
 - You will get an email from sdps@ucdavis.edu
- **Must be completed by: October 29**

What to do if you have a concussion?

- Staff, Coach, Safety Officer, or injured player will pull player from practice or event
- Get checked out by a doctor/athletic trainer
- If you have a concussion
 - Must report to the sport club AT, Shannan Rowe, **EVERYDAY**
 - No physical activity
 - Must complete a 4 day return to play protocol to be cleared to play

Which Sports are Athletes Susceptible to Concussions?



- Athletes of all genders and in all sports can sustain concussions
- Contact sports (ex: rugby, soccer and lacrosse) have a higher frequency of concussions

High Impact Sports

Archery	LOW	Fencing	LOW	XC & Track	LOW
Badminton	LOW	Gymnastics	HIGH	Triathlon	MODERATE
Baseball	MODERATE	Ice Hockey	LOW	Ultimate Frisbee	HIGH
Basketball	HIGH	Lacrosse	HIGH	Volleyball	MODERATE
Bowling	LOW	Rugby	HIGH	Water Polo	HIGH
Boxing	HIGH	Ski & Snowboard	HIGH	Waterski & Wakeboard	HIGH
Martial Arts	HIGH	Soccer	HIGH	22 High Impact Sports ~1000 Student Athletes (Half)	
Crew/Rowing	LOW	Softball	MODERATE		
Cycling	HIGH	Swimming	LOW		
Equestrian	HIGH	Tennis	LOW		

What are the common symptoms associated with concussions?

- Headaches/pressure in head
- Feeling/appearing confused/disoriented
- Nausea or vomiting
- Balance problems/dizziness
- Double vision; uneven pupil size
- Sensitivity to noise or light
- Memory problems
- Personality changes
- Loss of consciousness
- “not feeling right”

REMEMBER: Even if symptoms don't immediately appear, they may have a concussion

What could happen if a concussion is left untreated and your teammate continues to participate?

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

Athletic Trainer

- A certified and licensed health care professional who practices in the field of sports medicine.
- Specialized in musculoskeletal injuries and concussion management and injury prevention



What I Can't Do

- Be everywhere at once
- Prescribe or give out medication
- Fix everything in 5 minutes
- Cover low or medium impact events

Athletic Trainer Locations

- Recreation Fitness Studio (Formerly Pavilion Fitness Studio)
 - MONDAY - WEDNESDAY
- ARC Athletic Training Room (Next to Locker Rooms)
 - THURSDAYS
 - Concussion Testing

What I Can Do



- Injury Evaluations on and off the field
- Refer you to the necessary resources
- Athletic training services for:
 - Home events for high impact sports
 - Large home tournaments