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/dospportseasy
  ○ 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”
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
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
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 FUision will appear.
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.
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

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

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**Patron Information:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Preferred Phone #</th>
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<table>
<thead>
<tr>
<th>Email</th>
<th>Student/Member ID</th>
<th>DOB</th>
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**Address:**

<table>
<thead>
<tr>
<th>street</th>
<th>city</th>
<th>state</th>
<th>zip code</th>
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**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, Patient’s Signature: __________

**Blood Present?**

- [ ] Yes
- [ ] No

**First Aid Given?**

- [ ] Yes
- [ ] No

If yes, by whom and description of care given: __________

**Description:** Include what happened, what you did, was EMS/police called, how the situation ended, if they did/did not issue with EMS.

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**Witness:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone #</th>
<th>Email</th>
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**Reporting Department Information:**

- **Department Name:** Campus Recreation
- **Dept. Code:** #0103
- **Phone #:** (530) 752-3126
- **Address:** 232 Activities & Recreation Center, One Shields Avenue, Davis, CA, 95616

**Reporting Employee:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone #</th>
<th>Email</th>
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**Reporting Employees Supervisor:**

<table>
<thead>
<tr>
<th>Name</th>
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<th>Email</th>
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</table>

**Reporting Employee Signature:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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</table>
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

<table>
<thead>
<tr>
<th>Sport</th>
<th>Impact</th>
</tr>
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<tbody>
<tr>
<td>Archery</td>
<td>LOW</td>
</tr>
<tr>
<td>Fencing</td>
<td>LOW</td>
</tr>
<tr>
<td>XC &amp; Track</td>
<td>LOW</td>
</tr>
<tr>
<td>Badminton</td>
<td>LOW</td>
</tr>
<tr>
<td>Gymnastics</td>
<td>HIGH</td>
</tr>
<tr>
<td>Triathlon</td>
<td>MODERATE</td>
</tr>
<tr>
<td>Baseball</td>
<td>MODERATE</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>LOW</td>
</tr>
<tr>
<td>Ultimate Frisbee</td>
<td>HIGH</td>
</tr>
<tr>
<td>Basketball</td>
<td>HIGH</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>HIGH</td>
</tr>
<tr>
<td>Volleyball</td>
<td>MODERATE</td>
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<tr>
<td>Bowling</td>
<td>LOW</td>
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<tr>
<td>Rugby</td>
<td>HIGH</td>
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<tr>
<td>Water Polo</td>
<td>HIGH</td>
</tr>
<tr>
<td>Boxing</td>
<td>HIGH</td>
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<tr>
<td>Ski &amp; Snowboard</td>
<td>HIGH</td>
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<tr>
<td>Waterski &amp; Wakeboard</td>
<td>HIGH</td>
</tr>
<tr>
<td>Martial Arts</td>
<td>HIGH</td>
</tr>
<tr>
<td>Soccer</td>
<td>HIGH</td>
</tr>
<tr>
<td>Crew/Rowing</td>
<td>LOW</td>
</tr>
<tr>
<td>Softball</td>
<td>MODERATE</td>
</tr>
<tr>
<td>22 High Impact Sports</td>
<td>~1000 Students Athletes (Half)</td>
</tr>
<tr>
<td>Cycling</td>
<td>HIGH</td>
</tr>
<tr>
<td>Swimming</td>
<td>LOW</td>
</tr>
<tr>
<td>Equestrian</td>
<td>HIGH</td>
</tr>
<tr>
<td>Tennis</td>
<td>LOW</td>
</tr>
</tbody>
</table>
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