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# **UC Davis Sports Clubs Travel and Safety Officers Meeting**

Roles and  
Responsibilities

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# Welcome and Thank You!

What were covering today:

- Travel
- Paperwork
- DSE
- Safety Officer Duties
- Certifications
- Concussions
- Athletic Training Services



# Competitive Sports Staff

Jason Lorgan - Executive Director Bookstore, Union, Rec

Deb Johnson - Rec Director

Jeff Heiser – Sr. Assistant Director

Mike Dominguez- Sport Club Coordinator

Shannan Rowe- Athletic Trainer

Managers – Oversee Rec Sports and Sport Clubs

Recorder Managers – Oversee Recorders,

Sport Club Office, and Sport Club teams

Supervisors – On field

Recorders – Paperwork masters



# Who are we?

- 39 Clubs
- 1,952 unique users
- 24 Different Facilities Used
- 103 Home Games/Tournaments
- 215 Away Matches
- Over 3,200 practices totaling over 10,000 hours

# Forms and Paperwork

- DSE and General Form Deadlines (Earlier the better)
- Travel Forms
  - Eligibility & Graduation Verification: 10 days
  - In-State-Travel: 14 days
  - Out-of-State Travel: 30 days
  - Independent Travel: 14 days
  - Fleet Vehicle: 14 days
- Facility Request Forms
  - Meeting Space: 14 days
  - Special Event: 1 month
  - Practices & Home Games: Quarter before

# Fines

Violations	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence & there on.
Failure to sign <b>Liability</b> prior to his/her participation (B2H)	\$50/#1	\$100/#2, #3, #4,	\$200/#3, #4,
Failure to pick up the travel binder before a trip	\$25/#1	\$100/#2, #3	\$200/ #2, #3,
Late or Failure to submit <b>Paperwork</b>	Late: \$25/#1 Failure: \$50/#1 and #2	\$100/ #2	\$200 # 3, #4,
Not attending Monthly Officer Meeting	\$50	\$100/ #1	\$200/ #2, # 3
Not attending Sport Club Officer Training	\$100/#1	\$200/ #2	\$300/ #3, #4
Failing to notify Sport Clubs of home games, practices, or any other club function	\$50	\$100/#1	\$200/ #2, #3
Failure to turn in Coaches Contract or CPR/1 <sup>st</sup> Aid Cert	\$25 (after 30 days of coaching) #1	\$100 (after 31-60 days of coaching) #2	\$200 (after 61+ days of coaching) #2, #3, #4
Failure to represent UCD in a positive manner	\$100 #1, #2, #3, #4,	\$300 #1, #2, #3, #4,	\$500 #1, #2, #3, #4,
Misuse of University facilities or club property (When reported SCC will look into each situation)	\$100 #1, #2, or #3	\$200 #2, #3, #4	\$300 #2, #3, #4,

# What is DoSportsEasy/Fusion?

- Insurance
- Online source to **SUBMIT FORMS**



# Fusion/DoSportsEasy Tutorial

Fusion: <https://rec.ucdavis.edu/>

DoSportsEasy (DSE): <https://campusrecreation.ucdavis.edu/dosportseasy>



A meme featuring a close-up of a man with glasses and a deadpan expression, wearing a light blue shirt and a dark tie. The background is a blurred office setting with another person in a blue shirt visible in the background. The text is overlaid in large, bold, white letters with black outlines.

**YOU DID A GOOD JOB  
TODAY.**

**FALSE. YOU DID AN AWESOME JOB  
TODAY.**

# Travel

- In-State Travel needs to be turned in at least 2 weeks in advance
  - All information needs to be finalized 1 week in advance
- Out-Of-State Travel needs to be turned in at least 1 month in advance
  - All information needs to be finalized 2 weeks in advance
- Independent Travel Forms

# Travel Roster

- Everybody must be on Fusion & DSE
- Everybody must have completed a Presagia account
- High Impact Sports: Everybody needs a baseline concussion test

# Drivers

- Drivers license on file
- If you turn in your license within a week of driving, you will need to fill out an online DMV Pull notice (\$2). ONLY CA Driver's Licenses.
- Drivers must fill out the driver agreement form on DSE
- Fleet is not required for any travel but it is available
- Vehicles should be in good working shape, especially for long distance travel
- No Drugs or Alcohol EVER

# Travel Binders

- **Pick up binder BEFORE your travel!**
- Binder contains initial list of emergency contacts for your team
- Document any injuries during the trip or at the event. Leave the form in the binder and inform the Recorder when you return the binder.
- **PUT ANY FILLED OUT FORMS IN THE FRONT OF THE BINDER!**
- Binders are due by Wednesday: \$25 Fine is not.
- Binders come with a 1st aid kit!

# Travel Recommendations

What is the best place to find cheap flights?

What about hotels?

What are the rules for sleeping arrangements for co-ed teams and coaches?

# Lucid Travel

## How We're Different

Join largest, fastest growing travel tech company for club sports teams.

### Find the Lowest Rate (For Real...)

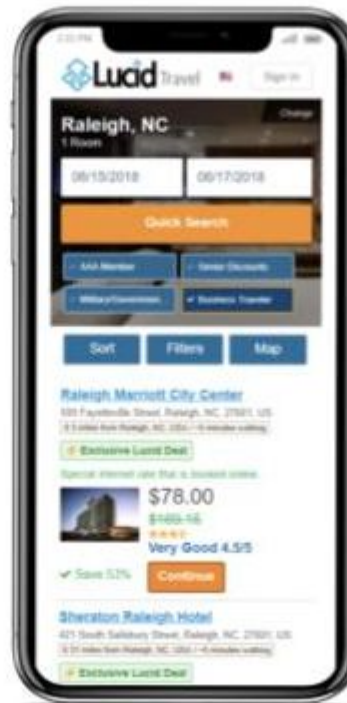
You can search all of the top sites + direct rates at once so you know you're getting the lowest rate possible.

### Fundraise

Your team will earn up to **7%** cash back on every booking made through your travel page (Great way to fundraise!).

### Stay Organized

You can add as many members as you'd like to your team page. Members can login to view your cash back balance, receipts, make changes to reservations and manage other members.



To join, visit

[lucidtravel.us/clubsports](https://lucidtravel.us/clubsports)

It's free to use...

New Teams Get **\$10** for FREE  
when booking their first trip





# SAFETY OFFICERS





# 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 events
- Communicate with Athletic Trainer



# 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
    - **slowe@ucdavis.edu**
- Certification must stay current throughout season

# CPR AED 1st Aid Certification

## Search Programs

Classification

All Classifications

Aquatics

Craft Center

Equestrian Center

Fit for Life

Games Area

Healthy UC Davis/Active Aggies

Mobile

Learn More

Terms

Fall 2019

Academic Year 19-20

Category

All Categories

Red Cross

All Categories / Red Cross

NO IMAGE AVAILABLE

**Lifeguard Certification Course**

\$125.00

Do... x Dashboard - Zimride x AS ArbiterSports.com - ... x Armatus Administr... x REC Officer Resources x American Red Cross x +

SG00000ED17&requestid=1112883

cpr/1st aid in davis

Distance	Class Title	Dates and Times	Language	Price	
18.8mi.	Adult and Pediatric First Aid/CPR/AED Sacramento Main Office Sacramento, CA <a href="#">View Map</a>	10/18/2016 - 10/18/2016 <a href="#">See Full schedule</a>	English	\$116	<a href="#">Add To Cart</a>
18.8mi.	Basic Life Support for Healthcare Providers Sacramento Main Office Sacramento, CA <a href="#">View Map</a>	10/20/2016 - 10/20/2016 <a href="#">See Full schedule</a>	English	\$95	<a href="#">Add To Cart</a>
18.8mi.	Adult First Aid/CPR/AED Sacramento Main Office Sacramento, CA <a href="#">View Map</a>	10/20/2016 - 10/20/2016 <a href="#">See Full schedule</a>	English	\$95	<a href="#">Add To Cart</a>
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18.8mi.	Adult and Pediatric First Aid/CPR/AED Sacramento Main Office Sacramento, CA <a href="#">View Map</a>	10/21/2016 - 10/21/2016 <a href="#">See Full schedule</a>	English	\$116	<a href="#">Add To Cart</a>

By Start Date and Time:

Enter the range of dates and times during which you would like the class to start.

From:

10/17/16

To:

11/17/16

Next 31 Days

This Week

Tomorrow

Next Week

☒ Daytime

☒ Evening

By Format:

☒ Classroom

☒ Online

☒ Blended

My Classes

# First Aid and CPR

- Online trainings will NOT be accepted
- UC Davis Fire Station offers training
- UC Davis Recreation training
- Turn the certification into our office or e-mail:  
[sportclubs@campusrec.ucdavis.edu](mailto:sportclubs@campusrec.ucdavis.edu)
- **DUE BY SUNDAY, OCT 27**

# Incident Reports



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

# Incident Report

- NEW INCIDENT REPORT!
- More user friendly and easy to understand.
- 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 the reporting employee -->

	One Shields Avenue, Davis, CA 95616 Phone: (530) 752-1730 Fax: (530) 754-8444		Unit: _____ Activity: _____
	<b>Date/Time/Location of Incident:</b> _____		
Date: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM Location: _____			
<b>Patron Information:</b>			
Name: _____		Preferred Phone #: _____	
Email: _____		Student/ Member ID: _____ DOB: _____	
Address: _____ <small>Street</small>		_____ <small>City</small>	_____ <small>State</small>
		_____ <small>Zip Code</small>	
<b>Injury:</b>			
Injury and Body Part Affected: _____			
First Aid Given? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, by whom and description of care given: _____			
Blood Present? <input type="checkbox"/> Yes <input type="checkbox"/> No Where was the injured taken after incident: _____			
Method of Transportation: Ambulance Private Vehicle Left without Assistance Other			
Did participant refuse care? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Patrons Signature: _____			
<b>Description:</b> Include what happened, what did you do, was EMS/police called, how the situation ended, if they did/did not leave with EMS			
			
<b>Witness:</b>			
Name: _____		Phone #: _____ Email: _____	
<b>Reporting Department Information:</b>			
Department Name: <u>Campus Recreation</u>		Dept. Code #: <u>068037</u> Phone #: <u>(530) 754-0126</u>	
Address: <u>232 Activities &amp; Recreation Center- One Shields Avenue, Davis, CA, 95616</u>			
Reporting Employee: _____		Phone #: _____ Email: _____	
Reporting Employees Supervisor: _____		Title: _____	
Reporting Employees Signature: _____		Date: _____	



# Accident Reports

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





# Case Studies

- Need to qualify for tournament so when do you need to turn in travel paperwork?
- Roster is unclear for game: What should you do?
- Injured at away game: what do you do?
  - Fill out incident report



# Concussion Basics



# Concussion Video & Training

- <https://www.youtube.com/watch?v=5hlm3FRFYU>
- Concussion Certification
  - LMS Online training
    - You will get an email from [sdps@ucdavis.edu](mailto:sdps@ucdavis.edu)
- **Must be completed by OCT 27**

# Concussion Training

- You will receive an email from [sdps@ucdavis.edu](mailto:sdps@ucdavis.edu)
- Online training will be supervised by AT
- Quiz at end of training MUST be completed
- You and all high impact sports must complete
- **DUE BY SUNDAY, OCT 27**

# 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
- 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

# In Which Sports are Athletes Susceptible to Concussions?



- Athletes of both genders and in ALL sports can sustain concussions
- Contact sports (ex: Rugby, Soccer and Lacrosse) have a higher frequency of concussion

Club Name	Impact Level		Club Name	Impact Level					
Archery	Low		Lacrosse (M/W)	High	Dancesport	Low		Tennis	Low
Badminton	Low		Martial Arts	High	Diving	High		Track & Field	Low
Baseball	Med		Powerlifting	Low	Dragon Boat	Low		Triathlon	Med
Basketball	High		Quidditch	High	Equestrian	High		Ultimate (M/W)	High
Bowling	Low		Roller Hockey	High	Fencing	Med		Volleyballs (M/W)	Med
Boxing	High		Rugby (M/W)	High	Field Hockey	High		Water Polos (M/W)	High
Brazilian Jiu Jitsu	High		Sailing	Low	Golf	Low		Water Ski	High
Cheer	High		Ski and Snow	High	Gymnastics	High		Weightlifting	Low
Crew/Rowing (M/W)	Low		Soccer (M/W)	High	Ice Hockey	High		Wrestling	High
Cricket	Med		Softball	Med	Ice Skating	Med			
Cycling	High		Surfing	Med					
Dance Team	Low	Swimming	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 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



# 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

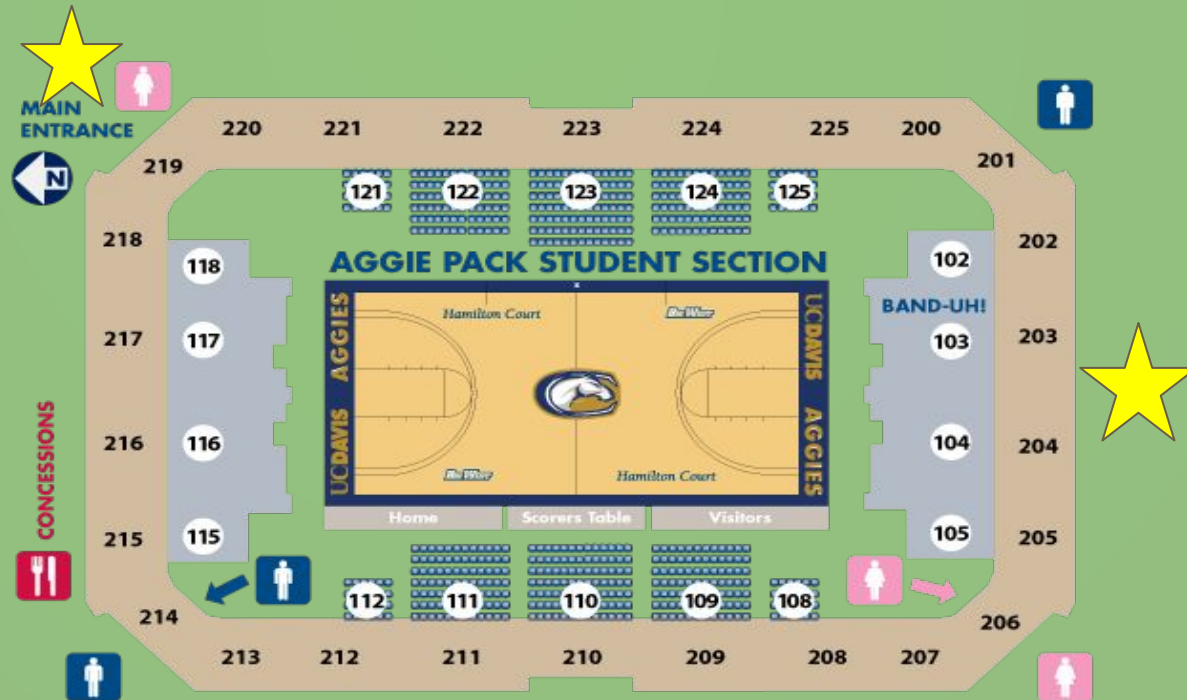
Pavilion Fitness Studio (For evals & Treatment)

ARC Admin Offices (For concussion testing & Misc.)

- ARC Entrance
- Walk upstairs and over bridge to pavilion
- Take stairs to lower concourse
- Located after the Staff Locker Rooms

Entrance to building- facing the parking lot

**Fall Quarter  
Hours:**  
M: 1-4pm  
T: 1-4pm  
W: 1-4pm  
TH: 1-4pm





# Questions?

- First aid?
- CPR?
- Concussions?
- Anything else?

KAHOOOOOT!!!



# Thank you!

Have a safe and successful season!!

