UC Davis Sports Clubs Travel and Safety Officers Meeting

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

- Insurance
- Online source to SUBMIT FORMS
Fusion/DoSportsEasy Tutorial

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

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?
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

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
    ● slrowe@ucdavis.edu

○ Certification must stay current throughout season
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
- **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 -->
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](https://www.youtube.com/watch?v=5hlm3FRFYU)

- Concussion Certification
  - LMS Online training
    - You will get an email from sdps@ucdavis.edu

- **Must be completed by OCT 27**
Concussion Training

● You will receive an email from 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
<table>
<thead>
<tr>
<th>Club Name</th>
<th>Impact Level</th>
<th>Club Name</th>
<th>Impact Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archery</td>
<td>Low</td>
<td>Lacrosse (M/W)</td>
<td>High</td>
</tr>
<tr>
<td>Badminton</td>
<td>Low</td>
<td>Martial Arts</td>
<td>High</td>
</tr>
<tr>
<td>Baseball</td>
<td>Med</td>
<td>Powerlifting</td>
<td>Low</td>
</tr>
<tr>
<td>Basketball</td>
<td>High</td>
<td>Quidditch</td>
<td>High</td>
</tr>
<tr>
<td>Bowling</td>
<td>Low</td>
<td>Rugby (M/W)</td>
<td>High</td>
</tr>
<tr>
<td>Boxing</td>
<td>High</td>
<td>Sailing</td>
<td>Low</td>
</tr>
<tr>
<td>Brazilian Jiu Jitsu</td>
<td>High</td>
<td>Ski and Snow</td>
<td>High</td>
</tr>
<tr>
<td>Cheer</td>
<td>High</td>
<td>Soccer (M/W)</td>
<td>High</td>
</tr>
<tr>
<td>Crew/Rowing (M/W)</td>
<td>Low</td>
<td>Softball</td>
<td>Med</td>
</tr>
<tr>
<td>Cricket</td>
<td>Med</td>
<td>Surfing</td>
<td>Med</td>
</tr>
<tr>
<td>Cycling</td>
<td>High</td>
<td>Swimming</td>
<td>Low</td>
</tr>
<tr>
<td>Dance Team</td>
<td>Low</td>
<td>Dancesport</td>
<td>Low</td>
</tr>
<tr>
<td>Diving</td>
<td>High</td>
<td>Diving</td>
<td>High</td>
</tr>
<tr>
<td>Dragon Boat</td>
<td>Low</td>
<td>Dragon Boat</td>
<td>Low</td>
</tr>
<tr>
<td>Equestrian</td>
<td>High</td>
<td>Equestrian</td>
<td>High</td>
</tr>
<tr>
<td>Fencing</td>
<td>Med</td>
<td>Fencing</td>
<td>Med</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>High</td>
<td>Field Hockey</td>
<td>High</td>
</tr>
<tr>
<td>Golf</td>
<td>Low</td>
<td>Golf</td>
<td>Low</td>
</tr>
<tr>
<td>Gymnastics</td>
<td>High</td>
<td>Gymnastics</td>
<td>High</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>High</td>
<td>Ice Hockey</td>
<td>High</td>
</tr>
<tr>
<td>Ice Skating</td>
<td>Med</td>
<td>Ice Skating</td>
<td>Med</td>
</tr>
<tr>
<td>Ice Skating</td>
<td>Med</td>
<td>Ice Skating</td>
<td>Med</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 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 Entrance
➔ Walk upstairs and over bridge to pavilion
➔ Take stairs to lower concourse
➔ Located after the Staff Locker Rooms

ARC Admin Offices  (For concussion testing & Misc.)

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!!