

## CARLETON COLLEGE CLUB SPORTS SAFETY OFFICER GUIDEBOOK

At Carleton College, each club sports team is required to have at least one team Safety Officer. This athlete must be trained in CPR and must be willing to help support their teammates in health and safety.

### **Role and Responsibilities**

As a safety officer, it is your job to make sure that every member of your team can stay as safe as possible while participating in your club sport. This means that you are present at all practices and competitions, and that you bring along your team medical kit. It means that if a teammate gets injured, you are the care provider until Emergency Medical Services (EMS) or the hospital is contacted. It is your job to watch out for your teammates, institute measures for injury prevention, care for someone should they get injured, and report their injury to Carleton.

In the United States, your first aid care for others is protected by the Good Samaritan Law, with three stipulations: 1) you must ask a conscious person for consent before aiding them, 2) you must act within your level of training, and 3) you cannot abandon a victim before further help arrives. By following these guidelines you will be protected by law, regardless of whether your care was successful.

Your responsibilities are as follows:

- You must be certified in CPR
- Attendance at safety officer training is mandatory each year
- The med kit must be present at every practice or competition, and must be well stocked with supplies for your sport
- All injuries on your team must be reported within 24 hours of injury
- Make sure that fields are cleared if dangerous conditions arise, including tornadoes, flooding, or lightning within 10 miles of the area

### **Med Kits and Supplies**

One of your responsibilities as Safety Officer is to keep a fully stocked medical kit and to bring it to all practices and competitions. The First Aid Assistants will stock the med kits at the beginning of the school year, but it is your job to make sure that it is full of all the necessary supplies throughout the school year. Here is a list of things that should be kept in every med kit:

- 1 scissors
- 1 emergency procedure rainbow booklet
- 2 instant ice packs
- 5 single sponges

1 thin athletic tape roll  
2 thick athletic tape rolls  
1 blue pre-wrap roll  
1 stretch bandage  
3 wet-nap antiseptic cloths  
10 bandaids  
1 plastic ziplock bag (for disposing bloody bandages)  
1 CPR kit  
Latex Gloves  
King Devick sideline numbers test (if applicable)

All of the supplies are kept in Aaron Chaput's office in the Recreation Center, so to restock just come by and take what you need from the bins across from his desk. If you need a lot of new supplies, feel free to let us know and drop off your med kit, and we will fully restock it for you. If there are extra supplies that your team would like that are not usually kept in the med kits, just let a First Aid Assistant know and we'll do our best to get you what your team needs.

There is a \$75 replacement fee if your team's med kit misplaced. All med kits should be returned to Aaron Chaput's office each year by the end of spring term.

### **ATC Hours and Event Coverage**

At Carleton we are lucky to have certified athletic trainers who have designated hours to see club sport athletes. Any club athlete can visit the trainers during these hours; this is a great resource, so please encourage your teammates to take advantage of it in case of injury. Club sports trainer hours are posted on the Rec Center website.

Mondays —> Noon—2pm Rec Center Training Room

Tuesdays —> Noon—2pm Rec Center Training Room

Wednesdays —> 3:30-5pm Rec Center Training Room(Spring) West Gym Training Room (Fall and Winter)

Thursdays —> Noon—2pm Rec Center Training Room

Sundays → 10am-1pm Rec Center Training Room

The trainers are available to help with all sorts of injuries and if none of the hours above are convenient, feel free to call the office at x7371 to make an appointment. You can also make appointments with Dr. Scott Koehler, the Sports Medicine Specialist who works with Carleton. He is on campus on Mondays, and works at Allina Medical Clinic during the rest of the week. Appointments can be made by calling 507-663-9000.

If you are hosting a competition or event on campus that would benefit from having an athletic trainer or First Aid Assistant present, this can be arranged. Just contact Aaron Chaput or a First

Aid Assistant and we'll do our best to meet your team's needs. We want to make sure that safety staff is present at all high-contact home events.

## **Concussions**

A concussion is a type of traumatic brain injury caused by a blow to the head or body, causing damage to the cells within the brain. Concussions can range from mild to severe, and symptoms include headache, nausea, dizziness, sensitivity to light and noise, and mood swings. A concussion frequently will occur without a loss of consciousness. Unfortunately, concussions are some of the most common injuries faced by club sport athletes at Carleton. Students have had to miss weeks of class and even take terms off due to concussions, so as Safety Officer it is your responsibility to take the necessary precautions to avoid concussions on your team and to follow proper protocol when they occur.

In order to help with the concussion diagnosis and recovery process, Carleton has instituted concussion baseline testing. Baseline testing is mandatory for athletes on rugby and equestrian teams and is highly encouraged for all club sports athletes, especially ultimate, lacrosse, and hockey players. Athletes take the baseline test when they are healthy, and if a concussion occurs they can take the test again in order to return them to play. Multiple baseline sessions are held every term and if you'd like to schedule one for your team reach out to a First Aid Assistant. Each baseline testing session lasts about 45 minutes and includes a brief concussion safety information session. These sessions are essential to the safety of club sports athletes, especially those mentioned above.

If at any point during a practice or match an athlete sustains contact to their head, you should immediately be on the lookout for concussion symptoms. Take the athlete out of play and ask them how they're feeling. If your team uses the King-Devick sideline concussion test (rugby, ultimate, lacrosse), please administer it. If the athlete is displaying any symptoms or if you are not confident that they are completely healthy, it is your responsibility to make sure that they do not re-enter the game. Playing with a concussion is extremely dangerous as another blow to the head can result in hospitalization or be fatal. Following a concussion, balance is often impaired, and a second fall is even more likely to occur. Even if the athlete does not show any symptoms of a concussion, advise them to be on the lookout as symptoms can sometimes take up to a week to occur.

If an athlete has sustained a head injury, the next step is for you to submit an injury report form and for the athlete to get visit a doctor or certified athletic trainer. If you're not sure whether or not the athlete is concussed, submit an injury report form anyways. The trainer will be able to provide an official diagnosis and advise on injury treatment. A doctor or trainer is also required to submit a signed clearance form to Aaron Chaput before the athlete can return to play, no matter how the athlete feels about their recovery.

Concussions are extremely serious, and all head injuries should be treated as such. It's better for an athlete to miss one game than to miss an entire season.

## **CONCUSSION/RETURN TO PLAY Policy**

Any Club Sports athlete who at any time experiences concussion like symptoms is required to see an athletic trainer prior to returning to play. Club officers are responsible for filling out an Injury Report form for any team members suspected of having a concussion or related symptoms.

### **Return to play protocol**

Before a club sport athlete is able to return to play, they must first be cleared by a doctor or certified athletic trainer. A clearance note must be delivered to the athletic trainers at the Rec in order for the athlete to be taken off the injury list kept by Aaron Chaput.

- When a student-athlete shows any signs, symptoms or behaviors consistent with a concussion, the athlete shall be removed from practice or competition and evaluated by any athletic health-care provider with experience in the evaluation and management of concussion. (ex. PEAR Certified Athletic Training Staff)
- A student-athlete suspected of, or diagnosed with a concussion will be withheld from the competition or practice and not return to activity for the remainder of that day.
- Return to play decisions will be made on clinical judgment based on an individual case by case situation.
- Generally, any concussed student-athlete will have physical and cognitive rest until symptoms resolve, and then a graded program of exertion prior to medical clearance and return to play. Each level of exertion will be advanced approximately every 24 hours, as long as athlete is symptom free.
  - - Asymptomatic at rest
    - Asymptomatic with light aerobic exercise (i.e. exercise bike)
    - Asymptomatic with sport-specific exercise (i.e. agility drills, lifting weights)
    - Asymptomatic with non-contact training drills
    - Asymptomatic with full-contact practice
    - Asymptomatic with normal game play
- Ultimate, final authority for return-to-play will reside with the team physician or the physician's designee.
- According to the Institute of Medicine report, athletes with a history of concussion may have severe subsequent concussions and take longer to recover. As a result, the College has the right to permanently retire any student athlete with persistent signs or symptoms of concussion, multiple concussions, low concussion threshold and/or progressively severe episodes of concussion.
- Please consider safer activities if you've experienced multiple head injuries.

## **Protocol for Club Sport Athletes with Non-sport Related Injuries**

Club athletes that suffer a non-sport related injury will not be seen by the athletic training staff during club sport hours. They should be seen either by SHAC or a physician for care and any necessary follow up care. The exception to this would be a club sport athlete that suffers a concussion that is not related to their sports activity. In that case, the athlete must be seen by SHAC or a physician before seeing the club sport athletic trainer. After the initial visit with either SHAC or a physician, the athlete can follow-up with a club sport athletic trainer during the posted club sport hours. The athlete must bring documentation from SHAC or the physician stating what diagnosis they were given for their injury.

Concussion is a unique situation, in which the athlete will be required to take a Post-injury Impact test administered by the club sport athletic training staff as part of being progressed back to full participation in their sport. This must happen regardless of how the club sport athlete suffered the concussion.

### **Injury Reporting**

If at any point during a practice or competition an athlete sustains an injury, the injury must be reported online within 24 hours through the Carleton club sports injury reporting system. It's a simple process, just go to <https://apps.carleton.edu/campus/rec/club/injury/> and fill out the online form. If the injury is serious and an athlete is taken to the hospital, please call Aaron Chaput's cell phone at 763-218-5087.

### **CPR and First Aid Classes**

American Heart Association CPR and First Aid classes are taught each term at the Recreation Center. These classes are generally taught by certified student instructors, and result in official CPR or First Aid certification. As a safety officer, you must be certified in CPR, and First Aid certification is also recommended. Classes are available for free to club sports officers; otherwise the cost is \$20 for each course.

### **Travel Safety**

As a club safety officer, please bear the following in mind if your team travels:

- Cell phones are required equipment for all groups travelling out of town. The driver must not operate a cell phone while the vehicle is in motion. It is illegal in Minnesota for drivers to read, compose or send texts/emails, and access the Web on a wireless device while the vehicle is in motion or a part of traffic, such as at a stoplight or stuck in traffic. It is also illegal for drivers under age 18 to use a cell phone at any time. If it becomes necessary for you to use a cellular phone, please do not use it while driving. Ask a passenger to make the call or find a safe place to pull the vehicle off the road prior to using the phone.
- Contact the Club Sports Director if you are having difficulty deciding if inclement weather should change your travel plans. If the club suffers financial penalties for not

attending the competition the Club Sports Council may assist the club financially, depending on the situation.

- Club Sports are encouraged to use Carleton College vehicles whenever possible. If private vehicles are used, the club may reimburse the driver 14¢ a mile for vehicle expenses.
- Club Sports are not permitted to travel via 12 or 15 passenger vans.

For long-distance road trips, please bear the following in mind:

- Drivers should be well rested before embarking on a long distance trip.
- A maximum of 16 hours or 800 miles of continuous travel, followed by a layover of 8 hours is required.
- All night driving should be avoided whenever possible.
- Limit driving shifts to four hours per driver with a 10-15 minute break between each two-hour block.
- Each four-hour driving shift must be followed by one rest period of at least one hour.
- During all driving shifts, a passenger must be awake and seated in the passenger seat next to the driver to insure the driver remains alert.

### **Drug and Alcohol Policy**

As per Carleton College policy, illegal drugs and alcohol are not allowed in any Carleton athletic/recreation facility. Furthermore, illegal drugs and alcohol are prohibited at club-sponsored activities, on or off campus. It is the responsibility of the club to see that visiting teams and its own members adhere to this policy.

Alcoholic beverages are not permitted on any recreational sport or athletic fields by participants or spectators. There will be no consumption of alcoholic beverages while traveling to and/or from college sponsored events. Any deviation from this policy will result in immediate dismissal from the club sports program.

### **Lightning Policy**

At any outdoor practice or a competition, if lightning strikes within 10 miles of the site you must begin to clear the premises and take shelter. The playing surface should be completely cleared before evidence of lightning within 6 miles. Play will not resume until the storm has fully passed. This can be determined by lightning

### **Insurance**

Carleton College will assume no responsibility for the payment of medical expenses resulting from injuries that occur while participating in Club Sports. Individuals are responsible for reviewing their current health insurance policy to see if you are covered. The College strongly

recommends that families, prior to declining participation in the Student Health Plan, review their health insurance policies to ensure that their coverage provides equal or better benefits and that they are covered in the Northfield, MN area.

Every student athlete participating in Intercollegiate Athletics at Carleton College MUST be covered under a health insurance policy that will cover sports related injuries. This is an NCAA requirement. For student athletes participating in Club Sports at Carleton College it is recommended, but not required, that you be covered under a health insurance policy that will cover sports related injuries.

### **Additional Resources**

American Red Cross First Aid app

Weather Bug lightning monitoring app

Rainbow First Aid booklets, in each medical kit

Aaron Chaput, Director of Club Sports: [achaput@carleton.edu](mailto:achaput@carleton.edu), 763-218-5087

Safety Team, student First Aid Assistants for club sports