





# CLUB SPORTS PROGRAM Coach & Choreographer TRAINING: RISK MANAGEMENT





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# CLUB SPORTS OVERVIEW

As an integral component of the Campus & Community Recreation department (CCR), the Club Sports program strives to meet the recreational and competitive needs of the University of Alberta community in a wide variety of sport and recreation activities. Student interest and dedication leads to the development of Club Sports that provides opportunities for students to further their extra-curricular and leadership experiences at the University of Alberta (UA).

The program focuses on students emphasizing student leadership and development by providing parameters under which UAlberta student club leaders and members make choices regarding the operation of the club. As a recognized program of Campus & Community Recreation, the delivery model provides the financial framework, procedural oversight and policy guidelines that follow Unit and University requirements, and program sustainability.

The number and type of Club Sports are directly related to student interest. Any type of sport and recreation pursuit that is consistent with the mission of Campus & Community Recreation, is not a duplication of services, is inclusive to all students, and attracts adequate student interest is eligible to be a part of the program.

# CLUB SPORTS OVERVIEW



## Vision

- Campus & Community Recreation Club Sports Program recognizes the value of physical activity as a vehicle for creating lifelong leadership skills, citizenship, and social development foundations for University of Alberta students.
- Campus & Community Recreation Club Sports Program focuses on the vision to have well organized clubs which provide physical activities for the University of Alberta student population with the purpose of enhancing quality of life.

## Mission

- Administratively, the Club Sports Program will deliver a sustainable group structure by: providing a framework for transparent, fiscally responsible student led activities; engaging and assisting groups in selecting safe and appropriate environments for physical activity; fostering an atmosphere of leadership development through peer education, and; developing groups to act as ambassadors of the University of Alberta
- Participatory, the Club Sports Program will offer a sustainable group structure by providing diverse opportunities to learn and lead through physical activities and to foster personal and social growth through extracurricular group activities.



# RISK MANAGEMENT

There are 4 elements of risk management that club sports should acknowledge:

1. Identify Possible Threat
2. Evaluation of Threat
3. Develop a Plan
4. Implement the Plan

Some of the risk mitigation strategies club sports have in place are:

- Risk Management executive position
- Risk Management Plans
- Resource Access (Handbook, Binder, etc.)
- Waivers
- Medical Screening
- Insurance
- First Aid Kits
- Resource Access (e.g. Handbook)
- Facility Inspections
- Hazards Assessments
- Certifications
- Ratios
- Attendance Tracking
- Incident Reporting
- Concussion Protocols
- etc.



# RISK MANAGEMENT – BINDERS



Know where to find and use your Risk Management Binders when you need them!

## Physical

- Club executives should be able to retrieve their binder from the Club Sports Office as needed for events.

## Digital

- a digital version of your Risk Management Binder can be found on your club's Google Drive

# EMERGENCY PREPAREDNESS GUIDE

Campus and Community Recreation maintains an emergency preparedness plan for a variety of different events, which can be found [here](#).

- This document contains a quick reference telephone guide along with notes of safety in cases of armed intruders, bomb threats, hazardous materials, evacuations, fire safety, power outages, severe weather, and what to do if a crime in process.

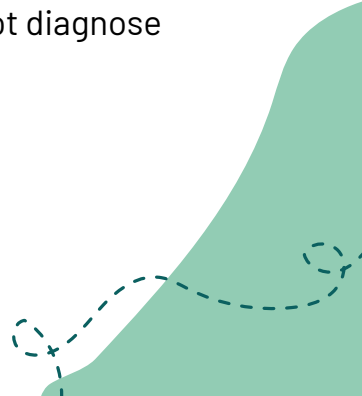


# MINOR INJURY



If, in your opinion, an injury is not life-threatening, e.g. a small cut that is unlikely to become infected, skin contact with a dilute chemical solution (low toxicity), or something that is unlikely to cause any loss of work/school time; take the following steps:

1. Have a First Aid/CPR certified club member(s), trainer, coach, or other qualified individual assess the individual and provide first-aid to the best of their training and ability.
2. If required, call University of Alberta Protective Services (UAPS) at **492-5050** or **911**.
3. Continuously monitor the patient until treatment is complete, or EMS arrives. If their condition dramatically worsens, refer to the Major Injury protocol above.
4. Notify the Club Sports Staff.
5. A club member should stay with the victim and complete an Incident Report Form. Do not diagnose an injury to the victim, a bystander, or on the incident report form.
6. Have any witnesses complete the Witness Statement Forms.
7. Return all completed forms to the Club Sports Staff **by noon the next business day**.



# MAJOR INJURY

A major incident requires an ambulance, fire and/or police services includes examples such as a heart attack, bone fracture or dislocation, a large cut (may require stitches), chemical spill involving eyes and a severe allergic reaction. Injured individual will likely need treatment at a medical facility.

## 1. Provide First Aid

- contact another staff member to provide assistance
- located first aid kit / AED and treat the injury
- depending on the seriousness of the injury:
  - recommend going to the University Health Centre for advice / treatment during business hours
  - having a friend transport them to the nearest hospital or medical centre

## 2. Call for an Ambulance

- If it is apparent that an ambulance is needed (e.g. a serious cut, person having trouble breathing), telephone **911** and tell them what you need. Immediately after that, call University of Alberta Protective Services (UAPS) at **492-5050** and they will help guide the ambulance to your location.
- Information needed:
  - location, type of injury, and name, age, gender of patient



# CONCUSSION PROTOCOL

Specific protocols are listed in your Risk Management Binder. However, in summary:

- anyone sustaining a suspected head injury is to immediately stop any participation in the activity
- Individuals suspected of receiving a concussion are not able to return to activity until approved by a doctor.
- Each Club's Risk Management executive is responsible for ensuring individuals on medical suspension do not participate in Club activities.
- If individuals on medical suspension do participate, the Risk Management executive must notify the Club Sports Office immediately.



# BODILY FLUID SPILL



Specific protocols are listed in your Club Sports Handbook. However, in summary:

- **When treating any blood or bodily fluid spill, always start with putting on gloves.**
  - ◆ Gloves are available for Club Sports use in First Aid bags and at Facility Services.
- Participants involved in activities (practice, game and tournament) associated with any Club Sport member who is bleeding are required to leave the activity until bleeding has completely stopped. In order to return to the activity, all soiled clothing must be sprayed with a disinfectant or removed and the wound must be cared for appropriately.
- While risk of one athlete infecting another during practice/competition is close to non-existent, there is a remote risk that blood-borne infectious diseases can be transmitted. Procedures for reducing the potential for transmission of these infectious agents must be taken (details listed in handbook).



# FACILITY INSPECTION

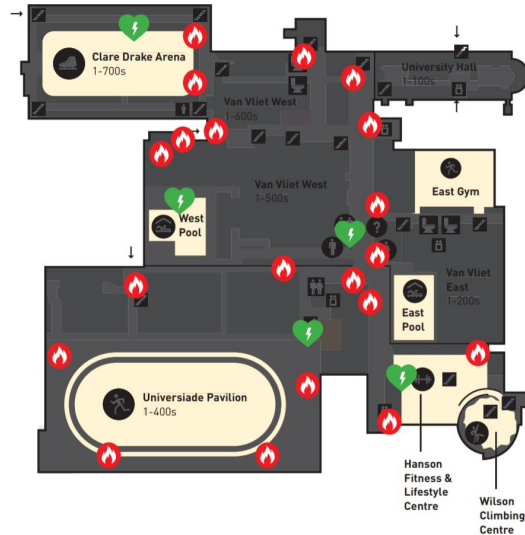
- It is the intent of the FPER to keep all facilities (both indoor and outdoor) in safe, playable condition. FPER will make every effort to review the conditions of each playing surface and surroundings prior to all Club Sport activities and events. However, it is important that Club Sport members review facilities immediately prior to use and report any problems or concerns that may pose a hazard to the users of the area to the Club Sports Staff.
- Look through the items on the [Facility Inspection Guidelines](#) before your club begins its scheduled activity.



# FIRE EXTINGUISHERS AND AEDS

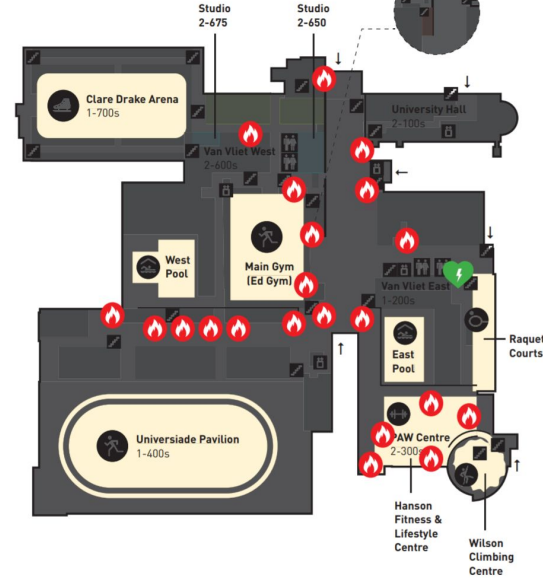
- Fire Extinguishers and AEDs are found throughout Van Vliet Complex. Review [this map](#) to determine where the closest equipment is located to your club's practice spaces.

LEVEL 1



LEVEL 2

LEVEL 3







# FACILITIES



## **Accessing facilities:**

- Coaches/choreographers do not have the door codes to club facilities. It is the responsibility of a club executive to let them in to facilities.

## **Additional Comments:**

- Facilities are shared with many areas of CCR, including instructional classes, intramurals, wellness events, and external bookings. Although all efforts will be made to get clubs their preferred booking times, in some cases we may be unable to accommodate requests.
  - Due to special events, building closures and holidays, there may be inconsistencies in your schedule that cannot be changed or controlled. Additional times may be granted upon special request to the Club Sports Coordinator.
  - Any Club using a facility is obligated to clean up after the activity. Basic hygiene and respect for facility space and other user groups are expected.
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# CODE OF CONDUCT

All Club Sports Program members and executives are expected to act in a mature and responsible manner both on and off campus, especially while participating in club activities. All club sanctioned activities on or off campus must be in accordance with CSP policies and the University of Alberta [Code of Student Behaviour](#).

Violation or non-compliance will result in disciplinary actions. Actions taken by Campus & Community Recreation may include, but are not limited to:

1. Warning: Written notice to the Club president that continuation or repetition of a specified misconduct may be cause for other disciplinary action
2. Probation: A specified period of time during which a Club Sport is warned that any further violation will be cause for further disciplinary action. During the period of probation, the Club Sport may be prohibited from specified activities and privileges. Loss of privileges may include funding, facility reservations, equipment usage, storage, and other Campus & Community Recreation and University services.
3. Suspension: Exclusion from all or specified privileges or activities of the Club Sports Program and possibly loss of recognition as a Club Sport for a specified period of time.
4. Expulsion: Permanent termination of status as a Campus & Community Recreation Program.

# RESOURCES

A variety of resources are available for Club Sports coaches and/or choreographers. It is not required that you memorize all the details within these resources but it is required that you know how to access and find them. Breaches in protocol or approval processes are serious offenses for Club Sports - ensuring coaches / choreographer's research, communicate, and follow-up on policies, procedures, and protocols is vital to each Club's success.

Club Sports resource documentation and/or locations:

1. [Club Sports Handbook](#) - comprehensive document for club policies and procedures
2. Club Sports Recreation Facilitators - 4 members with Campus & Community Recreation
3. Club Sports Program Coordinator - 1 member with Campus & Community Recreation
4. [Club Sports Website](#)
5. [CCR Emergency Preparedness Guide](#) - for details on emergency procedures