

## Chapter 8: Risk Management & Safety

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| A. Elements of Risk Management            | E. First Aid Kits             |
| B. Critical Incident Response Team (CIRT) | F. EMTs/Athletic Trainers     |
| C. Weapons Policy                         | G. Emergency Procedures       |
| D. Sport Clubs Safety Officer             | H. Emergency Contact Protocol |

Risk management is neither costly nor burdensome. A good risk management plan will assist you in coordinating events and travel that will increase the safety of participants and spectators. The Department of Recreational Sports expects clubs to operate in a manner that reflect this belief and attempts to provide clubs with the resources needed to implement a comprehensive risk management plan.

### A. Elements of Risk Management

Risk management is the process of advising organizations of the potential and perceived risks involved in their activities. It also includes monitoring organization activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. There are four elements of risk management clubs should acknowledge:

#### 1. Identification

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Prior to hosting an event, traveling to a competition, or competing in any other activity, clubs should work to identify the risks associated with that activity. Risks do not include only those things that can lead to injury, but also include risks to the club's finances, image, etc. This guidebook has been developed to include outlines and suggestions for identifying risks associated with your club business.

#### 2. Evaluation

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Once you have identified the risks associated with the club's activities, these risks should be evaluated to determine their severity and probability. A proper evaluation of these risks will assist the club in determining the best way to handle each risk.

#### 3. Treatment

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Once the risks have been evaluated, clubs must determine the most effective method for managing each risk. Clubs may choose to do one of three things after evaluation: eliminate, limit, or accept the risks. All sport clubs, by their nature, involve risks. Therefore, the answer should not always be to eliminate the activity simply because the risk exists. Instead, clubs should work to determine how to best manage and minimize the risks.

#### 4. Implementation

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Once the most effective method for managing the risk has been identified, clubs should implement the risk management plan. This could include physical modifications, proper signage, extensive advertising, etc. The implementation possibilities are endless and should be discussed with the Sport Clubs staff.

In addition to the risk management guidelines already presented throughout this guidebook, the Department of Recreational Sports has developed the following protocols to improve the safety of the students involved with the Sport Clubs Program.

## **B. Critical Incident Response Team (CIRT)**

The information given on the Sport Clubs Trip Request is given to the Critical Incident Response Team (CIRT), which consists of Department of Student Life administrators and staff who respond to critical incidents in the local area and serve as the central contact when students are involved in critical incidents away from the College Station campus. However, CIRT does not respond only to travel related incidents. The team is also prepared to respond to the following:

- **Death of a student (on or off campus)**
- **Attempted suicide**
- **Life threatening injury/illness**
- **Sexual assault**
- **Mental health crisis**
- **Drug/Alcohol overdose**
- **Campus disturbance/Riot**
- **Contacting students in cases of family emergency**
- **Fire/Explosion with injuries or significant damage**
- **Natural disasters**
- **Airplane crashes**
- **Infectious disease**

CIRT provides invaluable services to the Texas A&M community during critical incidents, including:

- **Notification of instructors**
- **Personal counseling referrals**
- **Assisting in contacting roommates**
- **Accommodations for disabilities**
- **Contacting family members**
- **Academic referrals**
- **Withdrawing from school**
- **Addressing family needs**

**The Sport Clubs staff will activate CIRT when notified of any critical incident involving Sport Clubs students.**

*The importance of an accurate roster is crucial in case of an emergency*

## C. Weapons Policy

Texas A&M Sport Clubs members must be aware of the TAMU Student Rules pertaining to the presence of weapons on campus:

### TAMU Student Rules

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24.4.14 Illegal or unauthorized use, possession of fireworks or explosive, other weapons, or dangerous chemicals on University premises or at any University-sponsored activity or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others is prohibited. Illegal or unauthorized use or storage of any weapon. The term weapon may be defined as any object or substance designed to inflict a wound, cause injury or pain, or to incapacitate. Weapons may include, but are not limited to, all firearms, pellet guns, tasers, stunguns, slingshots, martial arts devices, switchblade knives and clubs.

### Residence Hall Handbook Rule

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Students may NOT bring into the residence halls for any reason any firearm, illegal knife, club, or any other weapon (not restricted to legal definitions) which may be hazardous to the health or safety of residents. This includes, but is not limited to: Rifles (including drill rifles), shotguns, pistols, pellet guns, paintball guns, laser/stun guns, BB guns, bows and arrows, sling shots, martial arts weapons such as nun-chucks or throwing stars, axes, machetes, swords, spears, switchblades, or knives with a blade 4 inches or longer. Residence hall staff or University Police may confiscate these items. In addition, the following items are prohibited from being used inside of any residence hall room or public area: Airsoft guns, paintball guns and nerf-type guns. These items may be stored in a residence hall room, but may not be used anywhere inside of a residence hall. Residents found violating any part of this rule may be subject to both University and criminal charges and may be removed from University housing.

This policy applies to anyone involved in any Recreational Sports sponsored event (students, faculty, staff, and visitors). Examples of Sport Clubs equipment considered prohibited weapons include, but are not limited to firearms (i.e. pistols, rifles and shotguns); illegal knives meaning a knife with a blade over four inches (i.e., foil, epee, saber swords) or a spear (i.e. arrow); clubs (i.e., staffs and bows).

All weapons may be used only during a sponsored Sport Clubs event at the designated activity area or other approved area. In addition, only approved club officers should have access to weapons' storage areas.

### Storage of the weapons is approved in the following areas

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- **Archery:** Lockers in the Archery Room (Rec Center 243).
- **Fencing:** PEAP 115
- **Pistol:** Locked storage safe located in the Trigon Shooting Range
- **Trap & Skeet:** Personal weapons must be stored off-campus.

### Transportation of Firearms & Weapons

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Firearms must be transported unloaded in a secured carrying case. Ammunition must be stored separately from the weapon.

## D. Sport Clubs Safety Officer

The Department will provide opportunities for club officers to become certified in CPR and First Aid. Club presidents will be notified once the schedule of classes has been set. Clubs are strongly encouraged to provide two members who will be certified at no cost to the club. If your club is interested in having more than two certified, please visit with the Sport Clubs staff to discuss your options. Some responsibilities of the Safety Officers may include:

- Ensure at least one Safety Officer is present at all club activities
- **TRAVEL WITH A TEAM EMERGENCY CONTACT LIST FOR ALL MEMBERS**
- **Updated AOR list will be sent by staff to officers before each trip begins**
- Communicate changes in Sport Clubs Trip Rosters with the Sport Clubs staff
- Work with the Sport Clubs staff to ensure first aid kits are stocked and prepared for club trips
- Communicate risk management policies with club members
- Ensure all members have **COMPLETED AORs** on file prior to the start of practices each day
- Share risk concerns with the Sport Clubs staff and Executive Committee
- Oversee the completion of camp forms for youth tournaments
- Risk assessment for event planning
- **Communicate with Sport Clubs staff of any changes in route/during travel. (EX—Flight times change, late games/competitions delaying driving)**

## E. First Aid Kits

The Department of Recreational Sports will make first aid kits available for checkout during club trips. A First aid kit is recommended for all clubs traveling. First aid kits can be checked out in the Sport Clubs Office during business hours.

We recognize there are circumstances during trips when clubs do not have access to Medics or other emergency personnel during club activities. It is the responsibility of the club to ensure the first aid kit is fully supplied prior to departure and for providing documentation for any inventory utilized while checked out. First aid kits are to be returned to the Sport Clubs Office within 24 hours of returning to College Station.

## F. Medics/Athletic Trainers

Student EMTs will be provided by the Department of Recreational Sports for scheduled club practices, games, tournaments, or other competitions. It is vital clubs have a schedule on file with the Sport Clubs Office. The Sport Clubs staff will assist clubs in the scheduling of the EMTs, but please keep the following in mind:

- Provide an accurate starting and ending time
- Event/tournament/game schedules **MUST** be turned in 2 weeks in advance
- Last minute additions of events are not guaranteed to be scheduled
- Water Sports (Water Ski, Crew, Sailing, Wake) practices will not be covered. Local/In-town events will be covered.
- Please be aware EMTs work a number of different events and are also students of Texas A&M. Therefore, it is important to inform the Sport Clubs staff of changes in activity times and locations immediately so the Medics can be rescheduled
- **EMTs cannot tape ankles or other joints. Their purpose is to respond to injuries and incidents as they occur.**
- **Schedules must be submitted by the 15th of the previous month.**

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***EMT Cancellation Policy***

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- Clubs are responsible for cancelling EMTs if you are going to cancel your practice or game/ tournament
- *If canceling practice, you MUST contact the Sport Clubs Office and EMS supervisor, Kim Williams at [kwilliams@ems.tamu.edu](mailto:kwilliams@ems.tamu.edu) at least 24 hours prior to the practice.*
- Failure to do so will result in the following sanctions:
  - **1st offense:** \$50 deducted from club allocation account
  - **2nd offense and on:** \$100 deducted from allocation account for each occurrence

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***Player Head Injury Policy***

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- If a participant receives a concussion and/or head injury during play/practice, he/she MUST submit a doctor's note/permission to the Sport Clubs Office before being permitted to return to club activity
- If head injury occurs during a road trip, the officers should inform sport clubs office

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***Athletic Trainers***

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- Certified Athletic Trainers will be present at selected games and tournaments.
- EMT will remain as first responder, with Trainer assisting until EMT relinquishes situation.
- If players want taped for games/tournaments, the player must supply tape.
- **Outside ATCs will NOT be permitted for hire by sport clubs where contracted ones from the Sport Clubs office are present.**

## **G. Emergency Procedures**

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***If an EMT is present:***

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- **Determine the nature and extent of the injury**
  - ◇ **DO NOT ATTEMPT TO MOVE THEM**
- Contact the EMT immediately
- Assist the EMT in any way necessary and standby for any instructions the Medic may give about contacting the ambulance or Medic Supervisor

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***When contacting 911:***

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- ◇ Inform the dispatcher an EMT is on the scene
- ◇ It is important to stay near the phone you called from in the event that EMS calls back for further information or instruction
- If possible, have a club member wait by the entrance to direct EMS personnel to the injury site
- Please remember all patient information is confidential and should not be discussed with others
- The medic will process the necessary forms and will contact the appropriate university personnel

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***If no EMT is present:***

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For minor injuries:

- A qualified individual should render first aid as required on the spot

For injuries requiring medical attention:

- Designate someone to take the injured party to the Health Center or local medical facility. Under no circumstances should he/she go unescorted. If a student has been unconscious, he/she must be taken to the Health Center or local medical facility

For emergencies:

- **Call 911 and request EMS**
- Explain the nature of the emergency and inform them no EMT is on the scene
- Give them clear and specific directions to the site
- Provide the name and exact location of the victim, a brief description of the injury, identification of the caller, and phone number
- Meet emergency personnel at the entrance to the building or scene of the accident and guide them to the injured party
- Emergency personnel will be responsible for determining if and how the injured party shall be transported and whether to transport to the Health Center or the local hospital

## H. Emergency Contact Protocol

The following protocol has been designed to establish a formal chain of command that will allow for fast and efficient communication in the event of a serious and/or life-threatening emergency occurring within a Recreational Sports facility or designated sporting area. Prompt notification of the appropriate senior staff members will be carried out according to this standard procedure.

Any medical emergency is a possible life-threatening situation. Examples of serious injuries might include: loss of consciousness, head and/or neck injury, respiratory distress/arrest, cardiac emergencies, drowning and near drowning, seizure, falls, severe fractures, and exposure or extreme cold or heat. ***Any injury that requires ambulance service, extended care in a hospital, missing of classes, etc. must be documented with a MEDICAL INCIDENT FORM and reported to the Department of Recreational Sports immediately. Clubs will need to call any Sport Clubs staff member listed below with the report as soon as possible (DO NOT wait until Monday morning).***

*In case of an injury or emergency, the following contact list should be followed*

<b>Keith Joseph</b> Sport Clubs Director	979.845.3074 (office) 979.229.9479 (cell)
<b>Jessica Konetski</b> Assistant Director-Sport Clubs	979.862.1857 (office) 979.739.1599 (cell)
<b>Drew McMillen</b> Associate Director - Sport Clubs & Intramural Sports	979.845.1887 (office) 979.255.2090 (cell)
<b>Rick Hall</b> Senior Associate Director	979.845.3094 (office) 979.777.9999 (cell)
Student Recreation Center	979.845.7826