Sport Clubs

Risk Management Policies & Procedures
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Important Contacts

Ty Verdin
Coordinator, Sport Clubs
Cell: 404-615-4801
Office: 404-413-1764
tverdin1@gsu.edu

Zac Schneider
Assistant Director, Intramural Sports
Cell: 610-781-6016
Office: 404-413-1924
Zschneider1@gsu.edu

Andy Hudgins
Associate Director
Cell: 404-729-9636
Office: 404-413-1765
andyhudgins@gsu.edu

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EMERGENCY: DIAL 9-1-1

GSU Police:
404-413-2100

Dekalb County Police:
678-937-2852

Fulton County Police
404-613-5700

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KEY ADDRESSES:

Panthersville Recreation Complex:
2401 Wildcat Road, Decatur, GA 30034

MLK Practice:
188 MLK JR Drive SE, Atlanta, GA 30312
Risk Management & Safety

Information Regarding Potential Injury:

Club officers are required to inform all individual club members that University considers participation in the Sport Clubs program a purely voluntary activity and individuals participate at their own risk. Participants should be aware of the possibilities of bodily injury and should understand that limited insurance coverage applies to all club members.

Education for the prevention of these injuries is crucial and it is the responsibility of the officers and the coach to stay informed of current information concerning safety equipment, rules and potential problems. If the club does not have a current rulebook for the sport, the club president should order one immediately. Each club shall have a safety officer with current CPR/AED/First Aid certifications.

Assumption of Risk:

All members of each sport club are required to read and submit the Sport Clubs Participant Agreement/Waiver which is accessed via the participant’s www.imleagues.com/GSU account. A participant is NOT considered an official club member until they create this account and complete the Sport Clubs Participant Agreement/Waiver. Furthermore they are an ineligible participant by participating in any club activity without completion of this online documentation and will NOT be afforded University insurance coverage if injury occurs. A failure to abide by this Department of Recreational Services and Georgia State University policy may result in suspension of sport club status and loss of privileges. Please note the Sport Clubs Participant Agreement/Waiver form is valid for one academic year.

Sport Club Insurance Policy:

When participating in a Sport Club at Georgia State University, each participant is covered by the Sport Clubs Insurance Policy. This is provided the participant has completed the Sport Clubs Participant Agreement/Waiver online form on imleagues.com which covers them in all Sport Clubs activity.

This policy provides excess coverage. This means it pays second if you are covered under a primary health plan. If you have another health plan, that plan would pay its benefits first. This plan pays any medical expenses not previously paid by the primary insurance plan. If you do not have any other health insurance, this plan will pay as the primary plan. Medical expenses are covered if incurred within 104 weeks from the date of the accident. The policy has a $250 deductible, $25,000 limit per accident.

CPR/AED/FIRST AID Certification Requirement:
Each Tier 1 Sport Club is required to have at least two Safety Officers. These are active members who are certified in CPR/AED/First Aid. All other Sport Clubs must have at least one Safety Officer, who is certified in CPR/AED/First Aid. It is recommended that sport club coaches obtain CPR/AED/First Aid certification as well. The Department of Recreational Services offers
certification classes during all semesters. The CPR/AED/First Aid certification class is a FREE offering for club members and/or coaches. The department will NOT reimburse the club for any other individual certifications for club members and/or coaches. The club member or members who are on file as the club’s safety officer must provide a copy of a current certification to the Sport Clubs Coordinator by specified deadline of that academic year. Each Department affiliated facility will have a supervisor on duty for club practices that is CPR/AED/First Aid certified.

First Aid Equipment and Supplies:

- **Student Recreation Center** will have a building supervisor on duty that will have access to an Automated External Defibrillator (AED), first-aid supplies, and ice. The building has a total of 4 Automated External Defibrillators (AEDs) available throughout the building. They are located on the 1st Floor Exercise Room, Lower Level Equipment Issue Desk, 2nd Floor Main Gym, and 3rd floor Track.
- **Panthersville** will have a site supervisor on duty that will have access to an Automated External Defibrillator (AED), first-aid supplies, and ice.
- **MLK Practice Facility** will have a site supervisor on duty that will have access to an Automated External Defibrillator (AED) and First Aid Supplies.

Sport Club Accident Procedures for Practices:

- **Student Recreation Center**: As soon as you become aware of an injury, stop the activity. Have the participant remain where they are; any movements could result in further injury. The club’s designated Safety Officer should be the responder to the situation. The Safety Officer should first send a club member to notify the Student Recreation Center Building Supervisor at the Service Counter (1st floor). Make sure there is always someone with the injured participant to provide comfort. The Student Recreation Center building supervisor will provide first-aid care to the injured person. This may include calling for an ambulance when needed. Assist the Student Recreation Center building supervisor with filling out the Student Recreation Center Accident Report form.
- **Panthersville**: As soon as you become aware of an injury, stop the activity. Have the participant remain where they are; any movements could result in further injury. The club’s designated Safety Officer should be the responder to the situation. The Safety Officer should first send a club member to notify the site supervisor of the situation. The Safety Officer should stay with the injured participant to provide immediate care. The site supervisor will provide first-aid care to the injured person. A determination should also be made for calling for an ambulance. The site supervisor will instruct the Ambulance into the entrance to the fields. Assist the site supervisor with the completion of the Accident Report.
- **MLK Practice Facility**: As soon as you become aware of an injury, stop the activity. Have the participant remain where they are; any movements could result in further injury. The club’s designated Safety Officer should be the responder to the situation. The Safety Officer should first send a club member to notify the site supervisor of the situation. The Safety Officer should stay with the injured participant to provide immediate care. The site supervisor will provide first-aid care to the injured person. A determination should also be made for calling for an ambulance. The site supervisor will
instruct the Ambulance into the entrance to the fields. Assist the site supervisor with the completion of the Accident Report.

**Sport Club Accident Procedures for Hosted Competitions:**

- For all hosted competitions a certified Athletic Trainer will be on site.
- The Athletic Trainer will be the first responder to all injuries. The Athletic Trainer will have access to an AED, first aid supplies, and ice.
- The Athletic Trainer will make the determination if an Ambulance is needed for further assistance. If CPR is required the Athletic Trainer will provide it until Medical Personnel arrive on the scene.
- The club’s Safety Officer should provide assistance with the completion of an accident report.

**Sport Club Accident Procedures for Off-Campus Activities:**

- As soon as you become aware of an injury, stop the activity. Have the participant remain where they are; any movement could result in further injury.
- If the club is on another campus, let the host institution know. Follow their procedures. If the club is not on another campus, go to the telephone and DIAL 911.
- If an ambulance has been requested, make sure the path is clear. Have someone at the entrance to direct the ambulance. Make sure there is always someone with the injured participant to provide comfort.
- If campus security or 911 is called, contact the following person immediately after the situation is stable: Ty Verdin, office: 404-413-1764, cell: 404-615-4801, if unable to contact Ty Verdin, contact Zac Schneider, 404-413-1924, 610-781-6016 if unable to contact Ty Verdin or Zac Schneider, contact Andy Hudgins, office: 404-413-1765, cell: 404-729-9635
- Submit an Accident Report Form to the Sport Clubs Coordinator within 24 hours, or by 5:00 p.m. on Monday for weekend activities, for any injury that occurs during all club related activities Off-Campus. NOTE: Prior to the start of your activities, it is recommended that arrangements be made with the host school or club to determine what procedures are to be taken to assist in handling an injury to a GSU club member.

**Sport Club Accident Concussion Procedures:**

- For hosted games/competitions the on-site Athletic Trainer will assess the club participant’s symptoms.
- If the participant is exuding concussion like symptoms they will NOT return to that game unless cleared by the Athletic Trainer.
- The Athletic Trainer will provide documentation to the Sport Clubs Coordinator on the participant suffering from concussion like symptoms and cite if the participate returned to the competition or did not return.

If a club member is treated for concussion like symptoms as a result from a practice and/or competition they will need signed documentation from medical personnel clearing them to participate in further practices and/or competitions.
MLK Field Injury Procedures

- In the event of an injury, go out to the field to assist the club as best as possible
- Each club is to have a member who is their designated safety officer that is first aid/CPR certified
- There is a first aid kit located inside under the office desk by the computer monitor
- **If a serious injury where an ambulance is needed then call 9-1-1**
- Once the ambulance has been called; have the Safety Officer stay with the injured participant and go to the road to bring the ambulance into the facility
- Call the Important Contacts Phone Tree on Page 3—Ty-Zac-Andy (just need to make contact with one of the listed names)
- Once the ambulance arrives, have them turn at Moore Street and enter in the side entrance to access the field
- If a minor or major injury make sure to get a name to report to Ty after the shift to make him aware of the injury; however it’s the club’s responsibility to complete an accident report documenting the injury occurring during the practice
MLK Field Inclement Weather Procedures

- If there is rain on the day of a scheduled practice it will be the club’s responsibility to cancel the practice with the Sport Clubs Coordinator; since it is a turf field the practice will be as scheduled unless given proper notification to the Sport Clubs Coordinator.
- Ty, the Sport Clubs Coordinator will contact the scheduled staff person for that date if there is a cancellation.
- If during the practice there is Thundering/Lightening, clear the field and inform the club the practice is suspended 30 minutes following the last bang.
- Call the Important Contacts Phone Tree on Page 3—Ty-Zac-Andy (just need to make contact with one of the listed names) to update on the situation.
- If play is suspended with 30 minutes remaining in the club’s practice then their practice will be ended. A determination will be made for the remaining practices.
- If the club decides to leave then inform Ty of this and there will be a determination made on the remaining practices.
- If after 30 minutes there is no more thundering and lightening then the club can finish out the practice.
- The Sport Clubs Coordinator will make the final call on the determination of the remaining scheduled practices.
MLK Practice Facility Polices

- A club is considered a “No Show” if they have not shown up 15 minutes after the scheduled time
- A club must be conducting a related activity to their sport with an appropriate number to be considered a club practice
- A club is considered a no-show if leaving with more than 30 minutes remaining of the scheduled practice
- If a club decides NOT to practice for a designated slot then they must email the Sport Clubs Coordinator by 5PM the day of the practice; If after 5PM then the club is to contact the Sport Clubs Coordinator via the contact # of: 404-615-4801
- If there is rain on the day of a scheduled practice it will be the club’s responsibility to cancel the practice with the Sport Clubs Coordinator; since it is a turf field the practice will be as scheduled unless given proper notification to the Sport Clubs Coordinator
- If during the practice there is Thundering/Lightening, the practice will be suspended for 30 minutes following the last bang; If this situation occurs the on-site supervisor will make the determination on the cancellation
- If the club contacts the Sport Clubs Coordinator within 60 minutes of the practice the notice will NOT be recognized and will be considered a no-show
- If a club has a no-show resulting from NOT giving a notice within the 60 minute time frame then they will forfeit their next scheduled practice and receive a point deduction
- The 1st no-show will result in a 1 point deduction, the 2nd no-show will result in a 5 point deduction, and third no-show will result in forfeiture of practices for the remainder of that semester
- Practices are to be conducted on the turf only; grass part is off limits
- Do not park in front of the building; please park on Moore street and enter through the side gate off that street
- If the club has goals, please place them back off the field in its designated area; the goals storage placement is necessary to ensure safety of everyone utilizing the facility.
- The club may ask to go inside to use the restroom or get water; but cannot request any other of the amenities located inside the building.
- Clubs may bring food/drink as long as they dispose of all trash before they leave the facility.
- ALCOHOL/TOBACCO PRODUCTS ARE PROHIBITED
- There will be an on-site supervisor for the practice; please respect the requests of the on-site supervisor. GSU Police will be on site during all hours of each club practice

Please note clubs disobeying the stated policies above will result will result in a point deduction from the club’s yearly point value.
Panthersville Field Injury Procedures

- In the event of an injury, go out to the field to assist the club as best as possible
- Each club is to have a member who is their designated safety officer that is first aid/CPR certified
- First Aid supplies & Ice Access will be in the Office Area
- **If a serious injury where an ambulance is needed then call 9-1-1**
- Once the ambulance has been called; have the Safety Officer stay with the injured participant and go to the road to bring the ambulance into the facility
- Call the Important Contacts Phone Tree on Page 3—Ty-Zac-Andy (just need to make contact with one of the listed names)
- Once the ambulance arrives have them enter the gates and inform them to go immediate right to follow the path all the way down to access the field field
- If a minor or major injury make sure to get a name to report to Ty after the shift to make him aware of the injury; however it’s the club’s responsibility to complete an accident report documenting the injury occurring during the practice
Panthersville Inclement Weather Procedures

- If there is rain on the day of a scheduled practice; then the Sport Clubs Coordinator will make a determination beforehand on the status of the practice
- Ty, the Sport Clubs Coordinator will contact the scheduled staff person for that date if there is a cancellation
- If during the practice there is rain, then monitor the practice closely to ensure the field is in safe playing conditions
- If during the practice there is Thundering/Lightening, clear the field and inform the club the practice is suspended 30 minutes following the last bang
- Call the Important Contacts Phone Tree on Page 3—Ty-Zac-Andy (just need to make contact with one of the listed names) to update on the situation
- If play is suspended with 30 minutes remaining in the club’s practice then their practice will be ended. A determination will be made for the remaining practices
- If the club decides to leave then inform Ty of this and there will be a determination made on the remaining practices
- If after 30 minutes there is no more thundering and lightening then the club can finish out the practice
- The Sport Clubs Coordinator will make the final call on the determination of the remaining scheduled practices
Panthersville Facility Policies

- A club is considered a “No Show” if they have not shown up 15 minutes after the scheduled time
- A club must be conducting a related activity to their sport with an appropriate number to be considered a club practice
- A club is considered a no-show if leaving with more than 30 minutes remaining of the scheduled practice
- In the event of inclement weather the Sport Clubs Coordinator will notify the club of a cancellation by 5PM the day of the practice
- If inclement weather during the practice, the on-site supervisor will make the determination on the cancellation of practice
- The club must contact the Sport Club Coordinator by 5PM the day of the practice if they elect to cancel their scheduled practice
- If a club has a no-show resulting from NOT giving a notice by 5pm then they will forfeit their next scheduled practice and receive a point deduction
- The 1st no-show will result in a 1 point deduction, the 2nd no-show will result in a 5 point deduction, and third no-show will result in forfeiture of practices for the remainder of that semester
- Club participants shall enter the facility from the main gate; this is NOT the entry way for Athletics’ contests
- Parking should be confined to the paved or graveled areas only; Parking on grass or dirt is prohibited
- Clubs are permitted to schedule scrimmages with other teams at this facility; however they must be approved through the Sport Clubs Coordinator before being scheduled
- A club must vacate their practice space immediately at the end of their reservation
- It is the club’s responsibility to leave the space in the same condition it was prior to the practice
- Clubs are responsible for the removal of event materials and trash
- ALCOHOL/TOBACCO PRODUCTS ARE PROHIBITED
- Pets are NOT allowed anywhere on the premises, except for the animals providing assistance to disabled users
- Profanity will NOT be tolerated, anyone using inappropriate language or behaving offensively will be asked to leave the property
- Glass is NOT permitted on the field for any reason
- Golfing is NOT permitted anywhere on the premises
- Department of Recreational Services is not responsible for any personal items left unattended and/or unsecured
- There will be an on-site supervisor for the practice; please respect the requests of the on-site supervisor

Please note clubs disobeying the stated policies above will result in a point deduction from the club’s yearly point value.