Introduction

The Campus Recreation Ad Hoc Committee on Medical Support and Coverage for Sport Clubs reviewed the health and safety practices supporting Princeton’s successful 35-sport club program from October 2009 to May 2010. This assessment included numerous formal and informal conversations between sport club members and Campus Recreation staff.

The committee, guided by the principle of supporting student health and well-being while maintaining a healthy and safe environment, examined and discussed current medical support practices and the suggestions made by sport club members. Also focused by the distinctions among varsity, club and intramural programs, the committee reviewed New Jersey laws governing athletic training personnel and national sport club governance policies all while being mindful of the fiscal realities faced by the University.

During its eight months of deliberations, the committee was impressed by the breadth and success of the sport club program, its leadership, and the commitment of Princeton students as participants in a wide range of sport club activities. The committee’s overarching goal was to review and recommend policies that ensure the health and well-being of the participants within the context of Princeton’s sport club program.

Membership and Discussion

The Campus Recreation Ad Hoc Committee on Medical Support and Coverage for Sport Clubs included representatives from these University offices:

- Campus Recreation, Department of Athletics
- Department of Public Safety
- Office of Environmental Health and Safety
- Office of the General Counsel
- Office of Risk Management
- Office of the Vice President for Campus Life
- University Health Services

An initial draft of this report was discussed with members of Princeton’s Sport Clubs Executive Council (composed of seven sport club student-leaders) and the Ad Hoc Committee on Campus Recreation (includes representation from students, faculty, and staff).

The Setting

Campus Recreation, a part of the Department of Athletics, is an important element of campus life. The organizational structure, programs, facilities, dedicated staff, and student involvement in the governance of the programs, ensures an experience that enriches campus life and the well-being of the campus community.
Princeton University Campus Recreation Mission Statement
Princeton University Campus Recreation seeks to improve the health and well-being of the University community through the core principles of fitness and wellness, healthy competition, lifelong skill development, and community-building. These guiding principles aim to improve the quality of life on campus and strengthen the ties between and among undergraduates, graduate students, and faculty and staff. Campus Recreation provides educational and leadership opportunities through instructional programs, intramural activities, and sport club teams for diverse levels of skill and ability. As the focal point of recreation, Dillon Gymnasium provides a full range of facilities for participation in personal fitness and wellness, and informal recreation at the crossroads of the Princeton campus.

Campus Recreation sponsors 35 sport club programs. The programs range from highly competitive nationally ranked teams to teams and activities with more modest schedules competing on a local level. Sports range from collision (high contact) to no contact. Some sports hire instructor/consultants, others are instructed by student participants. Campus Recreation oversees the operation of sport clubs and ensures compliance with University policies and procedures including program management, travel, risk management, purchasing, scheduling, and financial oversight.

From the Sport Clubs Manual
Princeton Sport Clubs exist to provide the students, faculty, and staff of Princeton University the opportunity to participate in organized sport and competitive activity. The program makes available both formal and informal opportunities for instruction and participation in a wide range of sports and activities. The program focuses on peer leadership and student development through participation. Opportunities to develop leadership skills exist through Sport Clubs Executive Council membership, Sport Clubs council membership, Sport Clubs officer positions, and general club participation.

Each club is composed of individuals who share a common interest in recreation and sport that organize to collectively pursue their goals. Each club is formed, organized, and governed by students under the guidelines of Athletics and Campus Recreation. Sport Clubs are student-initiated and student-governed. Clubs compete with other collegiate clubs and organizations but are not to be confused with varsity athletics. Varsity teams are subject to NCAA and conference rules, have paid full time coaches, and generally require a higher level of commitment for participation.

Sport Clubs are open to all students, faculty, and staff of Princeton University. In certain sports, non-undergraduate students may be restricted or prohibited from competition because of league or governing body rules and regulations. The success of each Sport Club and the program as a whole is dependent upon the active participation of all club members and officers.

The Sport Clubs Executive Council is the governing body of the Sport Clubs Program. It consists of seven sport club members who are elected to the positions of president, vice president, treasurer, secretary, and three at-large members. The students are mentored by the Assistant Director of Campus Recreation for Sport Clubs.

More from the Sport Clubs Manual
The purpose of the Sport Clubs Executive Council is to provide advice and support to all clubs. The executive council focuses on creating and evaluating ideas to help clubs, and addresses the major concerns associated with running them. The executive council specifically is tasked with allocating the Sport Clubs budget each year, adding and removing clubs, hearing complaints and disputes by clubs, and representing Sport Clubs to the Department of Athletics, the University, and the community at large.

Recent Improvements
In the last four years, the University has provided support to enhance the Campus Recreation and specifically the sport club experience.

FY 2010
- Conducted administrative review of medical support and coverage for sport clubs
- Renovate Dillon Gymnasium (anticipated this summer)
- Refinish the main gym floor
- Reapportion/renovate the aquatics office; create a volleyball office
- Install a new sound system in the spinning room
- Update the lighting and furniture in the Dillon Library
- Replace the selectorized equipment in the Stephens Fitness Center
- Reconfigure the Stephens Fitness Center front desk
- Install a kiosk/flat screen monitor in front of the Stephens Fitness Center
- Purchase/install wall paintings for the Stephens Fitness Center

FY 2009
- Established the Ad Hoc Committee on Campus Recreation with representation from faculty, staff, and students, which includes a representative from the Sport Clubs Executive Council
- Reviewed medical coverage at games with University Health Services, Athletics, Campus Life, and Office of General Counsel
  - Implemented Wilderness First Responder coverage for selected sport clubs (men’s/women’s rugby, men’s ice hockey, and men’s lacrosse) in fall 2008 through funding provided by the Priorities Committee of the Council of the Princeton University Community
  - Developed Emergency Action Plan for all venues
  - Instituted first aid/CPR requirement for each sport club
- Renovated spaces in Dillon, enhancing campus recreation facilities
  - Brought new cardio annex online with additional cardio equipment
  - Upgraded lobby restrooms, and added restrooms in the pool area
- Funded two automated external defibrillators dedicated to sport clubs
- Received funding from the Vice President for Campus Life for a “special needs” fund
- Established an ad hoc committee to review the health and safety policies governing sport club programs
  - Ongoing conversation about student experience within the sport club model (as differentiated from intramurals and varsity sport programs/models)

FY 2008
- Reorganized and expanded Sport Clubs Council and Sport Clubs Executive Council
- Hosted a campus recreation strategic planning workshop
- Supported sport clubs through the Priorities Committee of the Council of the Princeton University Community
  - Awarded funding for Wilderness First Responder coverage for selected sport clubs (men’s/women’s rugby, men’s ice hockey, and men’s lacrosse)
  - Provided funding to minimize the use of personal vehicles by sport club participants, as recommended by the Vice President for Campus Life Travel Committee
  - Provided funding to support programming and student participation cost
  - Increased post-season play fund
  - Provided logistical support/increased funding to support league-associated costs
- Provided administrative support
  - Added an FTE, separating the duties of the intramural and sport club coordinator
  - Hired a sport club professional dedicated to sport clubs
    - Upgraded 10-month Coordinator of Sport Clubs to 12 months
    - Re-titled position to Assistant Director of Campus Recreation for Sport Clubs
FY 2007
• Renovated spaces in Dillon, enhancing campus recreation facilities
  o Improved lobby signage
  o Improved Dillon main court with two new scoreboards and new floor covers
  o Dedicated program space improvements to the martial arts room, dance studio, and spinning room

FY 2006
• Named Dave Leach Associate Director of Athletics for Campus Recreation

The Review

The committee carefully reviewed the level of medical coverage for sport clubs, including benchmarking against our peer group.

Benchmarking revealed that this is the only comprehensive cross-institutional review of sport clubs in our peer group. Princeton is ahead of the curve in addressing complex issues such as medical support and institutional oversight.

The priority for medical support for all club programs/student well-being is for the institution to support the ability to:

- Respond quickly and effectively to a major catastrophic event
- Provide transportation to the University Medical Center at Princeton or University Health Services, depending upon the nature of the injury
- Broadly communicate 24/7 medical care at University Health Services
- Establish emergency action plans (EAP) for each competitive venue
- Create a detailed EAP for each “home” practice and competitive venue
- Provide first aid (FA)/CPR training to club leadership
- Identify a source for certified FA responders
- Define the role and responsibilities of the FA responders
- Provide access to automated external defibrillators (AED)
- Provide sport club leadership with training on response and required follow-up in the event of an injury
- Where needed, provide additional onsite coverage by an individual with FA background and certification
- Provide standard FA kits to sport club programs practicing and competing outside of Dillon
- Review policies on an annual basis
- Communicate recommendations to the Sport Clubs Executive Council, sport clubs leadership, Ad Hoc Committee on Campus Recreation, Executive Vice President, Vice President for Finance and Treasurer, Vice President for Campus Life, Athletic Director, Executive Director of University Health Services, Director of Environmental Health and Safety, General Counsel, Director of Public Safety, and Director of Risk Management
These priorities reflect the highest quality of care aimed at ensuring the health and well-being of sport club participants, while maintaining the integrity of the mission of sport clubs as described in the Sport Clubs Manual.

Recommendations

1. The committee, with advice and counsel from medical personnel, divided the roster of the 35 sport clubs into three categories for “home” practices and competitions:

   - Group I  Requires support beyond FA/CPR and EAP
   - Group II Requires FA/CPR and EAP (outside of Dillon)
   - Group III Requires FA/CPR and EAP (Dillon)

The groups were created based on the sport-specific recommendations to meet:

   - Catastrophic events  EMT/ambulance on site
   - First aid “plus” response  Wilderness First Responder on site
   - AED determination  AED unit required on site
   - FA response  CPR/FA certified sport club members
   - EAP for each venue  EAP

2. In fiscal year 2008, the Priorities Committee awarded funding for coverage for selected sport clubs (men’s/women’s rugby, men’s ice hockey, and men’s lacrosse) by Wilderness First Responders -- a nationally recognized program that trains participants to respond to emergencies in remote settings. This coverage was implemented in the fall of 2008. On occasion since 2008, some sport club programs also have hired per diem athletic trainers for home matches.

After extensive conversations with the University’s medical professionals, the ad hoc committee determined that high-contact sports require medical support in the event of a “catastrophic” injury, thus the recommendation of an onsite EMT and ambulance, and a certified first aid provider for the less severe first aid type of injury. This coverage has been determined to be adequate to address the least and most severe injury scenarios. It does not mirror medical support that is provided for varsity athletic teams, which is a professional (an athletic trainer) who provides “return-to-play” assistance. These steps sustain or provide a greater level of medical coverage for the Group I sport clubs than has been provided by the University in the past.

This recommendation meets the highest quality and standard of care for crisis intervention, immediate access to EMT and transport to hospital, availability of first aid trained personnel, and 24/7 access to UHS services. It eliminates and prohibits the outsourcing or otherwise engaging of athletic trainers for sport club coverage. The recommendation does not provide a game/practice “return to play” medical assessment and treatment process. If a student is injured and unable to play, depending on the severity of the injury, the policies endorse:

   - Immediate care and transport to the University Medical Center at Princeton
   - Transport to and care by University Health Services
   - First aid treatment by a trained and certified first aider
   - 24/7 access to University Health Services medical services
The committee looked at a variety of factors including: New Jersey law requiring a “physician of record” (a state law mandating that certified athletic trainers have a physician of record overseeing the care given by the trainers); fiscal and organizational responsibility; sport club organizational priorities and desires; sustainability; and Princeton’s sport club mission statement. Furthermore, it recognized that sport club members, like all undergraduates at Princeton including varsity athletes, have access to UHS physicians/sports medicine physicians and free physical therapy.

3. The committee reviewed and more clearly defined the role and responsibilities of the FA responder and determined that certified Wilderness First Responders should be engaged to provide support for the Group I sport clubs (see Appendices B and C).

4. The committee addressed the distinction between a University hosted and sponsored competition and competitions that are hosted by outside organizations. Organizations that sponsor events using University facilities (i.e. governing bodies such as the Middle Atlantic Regionals of the National Ultimate Frisbee Championships) will be required to complete a Facility Use Agreement and be bound by all University policies governing facility rentals.

5. The committee recommends the categories and support structures be re-evaluated annually. In addition, Campus Recreation, working with University Health Services and Public Safety, will compile an annual injury, transport and response report for the committee.

**Sport Club Budget Enhancements**

The Campus Recreation budget will require a permanent budget adjustment of $5,500 to meet the requirements outlined in this report.

**Summary**

These recommendations articulate a discrete level of care ensuring an appropriate response in the event of a catastrophic injury, a situation requiring a certified FA responder, AED, and transportation to University Health Services or the University Medical Center at Princeton, while maintaining the distinction between sport clubs and varsity athletics.

**Appendices**

A. Key definitions
B. Sport clubs grouping chart and coverage requirements (game and practice)
C. Duties and expectations of Wilderness First Responder
D. Estimated budget for sport clubs medical support
E. Draft Athletic/Campus Recreation Outside Rental Agreement
F. Emergency Action Plans (Baker Rink, Dillon Gym, West Windsor Fields)
Appendix A
Key Definitions

**Wilderness First Responders**  Wilderness First Responders are trained and certified in wilderness first aid and emergency care. Wilderness First Responders are employed by Princeton University and Campus Recreation to supervise collision sport club contests. Their role is to provide first aid to participants and initiate the emergency action plan when necessary during contests.

**Wilderness First Responder Certification**  WFR is a 70-hour advanced first aid (WFR) course, taught by Wilderness Medical Associates. It is specifically designed to emphasize the wilderness context-remote locations, severe environments and simple improvised equipment. The course will cover patient examination and evaluation, body systems and anatomy, trauma care, environmental emergencies, splints, wilderness rescue, and backcountry medicine.

**EMT/Ambulance**  University contracted ambulance and Emergency Medical Technicians on site at home contests to provide basic life support for serious to catastrophic injuries. EMTs are available as additional personnel for injury evaluation and care.

**AED**  Automated External Defibrillator is a computerized medical device that checks a person’s heart rhythm. An AED is able to diagnose cardiac arrhythmias and treat them with the application of an electric shock. This allows the heart to resume an effective rhythm.

**CPR**  Cardiopulmonary Resuscitation is the administration of a combination of rescue breathing and chest compressions to a person thought to be in cardiac arrest.

**First Aid**  The provision of initial care for an illness or injury.

**Emergency Action Plan**  A venue-specific, detailed, step-by-step procedure to follow in an emergency. Emergency action plans will be provided to all clubs for the venues on campus where they practice and compete.
## Appendix B

### Sport Clubs Game/Competition Medical Coverage

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### Appendix B

**Sport Clubs Practice Medical Coverage**

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Appendix C
Campus Recreation
Sport Clubs Wilderness First Responder
Program Guidelines For Sport Club Coverage

Princeton, through the Outdoor Action program, trains and certifies students in basic first aid and response protocol as a part of the leader training process for the student led wilderness programs. In addition to basic first aid, OA sponsors a more in depth “Wilderness First Responder” certification course which is a comprehensive response to injuries requiring emergency first aid. The Wilderness First Responder (WFR) has been determined, by Campus Recreation, University Health Services, and Outdoor Action, to be qualified and certified to provide immediate first aid at sport club contests. (WFR certification information listed in “Definitions” document -- Appendix A)

University Health Services reviewed the 35 sport club program contest management and determined WFR should be part of the medical coverage for home contests when Princeton competes against another school for the following four sport clubs: men’s rugby, women’s rugby, men’s lacrosse, and men’s ice hockey.

This document will outline the expectations and limits of the WFR when providing services to sport clubs at home games, matches, and contests between Princeton and visiting sport club teams.

Scope of Responsibility

Wilderness First Responders (WFR) will provide the medical services outlined below for the following home sport club contests: men’s rugby, women’s rugby, men’s lacrosse, and men’s ice hockey.

WFRs, who report to (and are representatives of) Campus Recreation, are responsible for providing basic first aid care for these home sport club contests. WFRs are not authorized to provide care at these contests without a direct assignment from the Director or Assistant Director of Campus Recreation for Sport Clubs.

While working at these contests, WFRs will be responsible for:

- Providing basic first aid care for all Princeton University student participant injuries sustained during the contest
- As described in the Medical Response Procedure, serving as emergency response to injuries to Princeton participants and act as the contact for Emergency Medical Services (EMS) when necessary
- Initiating the Emergency Action Plan (EAP) when necessary
- Completing “Injury Report Forms” for each medical issue presented and provide forms to Campus Recreation no later than the next business day
- Performing only those skill sets for which the WFR is trained and authorized to perform.
• Having a detailed knowledge of the medical services available to both students and non-students for injuries that occur during a sport club contest
• Evaluating non life-threatening injuries to Princeton participants and recommend additional care if necessary
• Being present at the contest site 30 minutes before the contest starts through the conclusion of the contest
• Providing basic first aid care as described in the attached Medical Response Procedure
• Being familiar with appropriate response to asthma/anaphylaxis and help students with using their own medications and obtaining emergency aid
• Cleaning and treating wounds
• Stabilizing injuries, including breaks/dislocations, and determining the appropriate course of action
• Administering CPR and Automated External Defibrillator (AED)

While working at these contests, WFRs are not allowed to:

• Perform a spine injury assessment
• Perform traction into place of fractures and dislocations
• Perform wound exploration
• Engage in preventive care for musculoskeletal injuries
• Tape for stabilization of a joint/muscle
• Perform physical exams to determine extent of injuries
• Determine medical eligibility to participate in any sport club contest – either before, during, or after said contest
• Make a decision allowing or disallowing participation in a sport club contest

If during a sport club contest a participant is injured, thereby preventing the participant from continuing to play, the coach and the WFR should instruct the participant to seek medical attention from UHS; the WFR may call Public Safety or request assistance from the EMT.

For participant injuries that are moderate, the nurses’ station at UHS is available. The WFR will notify UHS in advance of sending a student to UHS or to University Medical Center at Princeton (UMCP). UHS can be contacted at 609-258-3139.

For emergency situations, WFRs must follow the EAP for the facility. Call 609-258-3333. This will connect the WFR to the Public Safety emergency dispatcher followed by a call to UHS (609-258-3139) to let them know a participant is being transported to UMCP. When possible, please contact Assistant Director of Campus Recreation for Sport Clubs Mitch Reum at 305-588-8492. If there is ever a doubt regarding the severity of an injury, send the student to UHS or UMCP to be examined.

WFRs should pick up a response bag and supply bag from the Sport Club Office before 5 p.m. Friday, unless other arrangements have been made. WFRs should become familiar with the area where they will be working, along with the weather forecast for the day. WFRs should dress for the conditions they expect to encounter.
Princeton Sport Clubs
Wilderness First Responder
Medical Response Procedure

Participant suffers a non-life threatening injury and requires evaluation by Emergency Medical Services (EMS) or a doctor:

- If EMS is on site, call them to the scene or escort participant to them
- If EMS is not on site, contact UHS nurses’ line for Princeton students
- For non-Princeton students, suggest they see a doctor at University Medical Center at Princeton (UMCP), or on their campus as soon as possible
- Gather Princeton University participant information on injury report form
- Contact Public Safety if transport to UHS is necessary/recommended
- Contact Public Safety if transport to UMPC is necessary/recommended and EMS services are not present

Participant suffers a life threatening injury:

- If EMS is on site, stabilize injured participant, and notify EMTs as soon as possible
- As soon as possible, notify Public Safety of injury
- If EMS is not on site, stabilize injured participant until help arrives, contact Public Safety emergency line (911 from campus phone, 609-258-3333 from cell phone) and initiate emergency action plan. Call UHS to let them know a participant has been injured and that EMS has been notified

On-site protocol for EMTs, visiting medical personnel, and Wilderness First Responders when covering Princeton University sport club contests jointly:

- Wilderness First Responders are the primary contact person for EMS and UHS for injuries and emergencies at sport club contests
- WFR will work in conjunction with the on-site EMT to provide basic first aid care for injuries, as outlined below
- The WFR will care for non-emergency non injury first aid (see below), and refer any questions regarding care or urgency to the EMT or UHS if deemed necessary
- WFR will inform EMT and visiting medical personnel of the emergency action plan and the contact information for UHS for them to use

Emergency Reference Guide

Basic First Aid

WFRs will provide first aid for minor injuries to participants during a contest. This includes:

- Band-aids
- Blister care
- Wound cleaning and coverage
• Ice
• Existing wound coverage

For muscle pain (contusion/strain/pull):
• Ice the affected area
• Recommend participant seek medical attention (UHS, UMCP, or other medical provider)

For joint pain (contusion/sprain/fracture):
• Ice the affected area
• Check for circulation and sensation
• Follow RICE protocol: Rest, Ice, Compression, Elevation
• For ankle injuries, recommend to participant they keep their shoes on while elevating/icing
• If necessary stabilize area and surrounding joints
• If stabilization is necessary, participant should seek medical attention. Recommend participant consult a medical practitioner

For obvious deformities and compound fractures:
• Initiate Emergency Action Plan
• Control any bleeding
• Stabilize/splint area and surrounding joints
• Monitor circulation/feeling in extremities
• Call Public Safety for transport

Participant should be transported to UHS or University Medical Center at Princeton immediately for the following injuries and symptoms.

These injuries and symptoms are potentially serious enough that Public Safety should be contacted at 609-258-3333. EMT should be engaged for emergency transport for advanced emergency care.

Head Injuries:
• Loss of consciousness
• Memory loss or failure to retain new information
• Dizziness, disproportionate pain, or impaired motor skills
• Nausea or vomiting
• Disorientation or sluggishness in appearance, responsiveness, or attitude
• Seizures

Cervical Spine
• Cervical spine tenderness
• Limited range of motion
• Motor and/or sensory signs (numbness and tingling; impaired motor function)

Musculoskeletal Injuries:
• Obvious deformity
• Compound fracture/deformity
• Immediate swelling or discoloration surrounding injured area
• Loss of movement or feeling in any extremity
• Potential spine injuries (MOI Spine)

Cardiac Emergencies
• Syncope
• Pre-Syncope

Pulmonary Emergencies
• Trouble breathing

IMPORTANT TELEPHONE NUMBERS:

Public Safety 911 from campus phone/609-258-3333 from cell phone

University Health Services 609-258-3139

Campus Recreation 609-258-6605

Director of Campus Recreation David Leach 609-712-1862 cell

Assistant Director of Campus Recreation/Sport Clubs Mitch Reum 305-588-8492
### Appendix D

**Sport Club Review - Medical Coverage Budget**

#### EMT/Ambulance

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<tr>
<th>Team</th>
<th>Cost Per Hour</th>
<th>Cost Per Game</th>
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<tbody>
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#### Wilderness First Responder (2 per contest)

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#### Costs 2008-2009 Actual

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**Costs 2008-2009 Projected**

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**Total FY 2008-2009:** $10,836.80

#### Costs 2009-2010 Actual

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**Costs 2009-2010 Projected**

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**Total FY 2009-2010:** $12,924.40

#### Costs 2010-2011 Actual

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**Costs 2010-2011 Projected**

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**Total FY 2010-2011:** $10,179.60

It would be advisable to budget $13,000 for projected medical coverage (Ambulance, WFR Coverage).

The totals for each year, exclude approximately $5,000 for medical supplies and equipment needed to administer the program.

Campus Recreation recommends that $18,000 be budgeted for medical coverage for 2010-2011, with upward adjustments in years to follow. This would represent a $5,500 short-fall from the current $12,500 budget.
By this Agreement, dated as of ENTER DATE HERE between the Trustees of Princeton University, a not-for-profit educational corporation in the State of New Jersey, having its principal offices at Princeton, New Jersey (hereinafter referred to as "University") and ENTER OTHER PARTY HERE (hereinafter referred to as "User"), the parties agree as follows:

I. FACILITIES

Subject to the terms and conditions contained herein, User shall be permitted to use specified portions of the University athletic facilities during specific time periods, as set forth on the attached specification sheet (the "Specification Sheet").

II. INDEMNITY

User agrees to so conduct its activities upon the University's premises so as not to endanger any person thereon or damage any property, and further agrees to indemnify, defend (with counsel reasonably acceptable to the University), and hold harmless the University, its trustees, officers and employees (the "Indemnitees") against any and all claims for injury to persons (including the User's participants and spectators) or damage to property (including claims of employees of User or of any contractor or subcontractor of User) arising out of the presence of and activities conducted by User, its agents, members or guests.

Without limiting in any way the foregoing, User specifically agrees to pay the costs and expenses of whatever nature for the defense of any action or proceeding at law which may be brought against Indemnitees upon any such claim, and to pay on behalf of Indemnitees, upon demand, the amount of any judgment that may be entered against them in any such action or proceeding.

III. INSURANCE

User is required to maintain and keep in force at User's expense, during the period of use of facilities pursuant to this Agreement, a policy of Commercial General Liability Insurance with the following minimum requirements:

Evidence of Commercial General Liability insurance written on 1986 ISO occurrence form or comparable coverage including $2,000,000 combined single limit each occurrence.
The insurance evidence must include the following:

1. **NAME** "THE TRUSTEES OF PRINCETON UNIVERSITY AND ITS OFFICERS, EMPLOYEES, AND AGENTS AS ADDITIONAL INSURED".

2. **MUST STATE THAT** "THE INSURANCE AFFORDED IS PRIMARY INSURANCE AS TO ANY OTHER VALID AND COLLECTIBLE INSURANCE IN FORCE" with respect to any liability arising out of the use of any Princeton University premises or facilities pursuant to this agreement.

3. **FOR ANY ATHLETIC OR SPORTING EVENT, THE POLICY SHOULD INCLUDE THE FOLLOWING WORDING WHICH MUST BE STATED ON THE CERTIFICATE:**

   "This insurance does not exclude coverage for bodily injury to third parties while practicing for or participating in or being a spectator to any sports or athletic contest or exhibition sponsored by the named insured."

4. **All policies shall be underwritten by a carrier licensed in New Jersey and rated at least "A" in Best’s Key Rating Guide. A duplicate copy of the policy or certificate thereof complying with all the requirements must be received in the Office of Risk Management, at least thirty (30) days prior to the event:**

   Office of Risk Management
   701 Carnegie Center, Suite 439
   Princeton, New Jersey 08540

   If there are any questions relative to these insurance requirements, telephone (609) 258-3349 or (609) 258-3046, or write to the Office of Risk Management. Fax number (609) 258-3448.

**IV. PROPERTY DAMAGE**

The University accepts no responsibility whatsoever for any property brought to the facilities or the campus by User and will have no liability for any loss, damage, or destruction or property that may be sustained by User in connection with the scheduled use.

   If the University premises or any portion thereof during the term of this agreement shall be damaged by the act, default or negligence of User, or of User's agents, employees, patrons, guests, or any person admitted to said premises by User, User will pay to University upon demand such sum as shall be necessary to restore said premises to their previous condition.

**V. COMPLIANCE WITH LEGAL REQUIREMENTS AND UNIVERSITY POLICIES**

User will comply with all applicable laws and regulations of the United States and of the State of New Jersey, all ordinances of the Borough and/or Township of Princeton, and all rules and requirements of the police and fire departments or other municipal authorities of the Borough and/or Township of Princeton, and will obtain and pay for all necessary permits and licenses, and will not do or allow to be done
anything on the premises during the term of this Agreement which is in violation of any such laws, regulations, ordinances, rules or requirements. If the attention of User is called to any such violations on the part of User or of any person employed by or admitted to the premises by User, User will immediately notify the University Contact Person identified on the attached Specification Sheet (or that person's representative), and desist from or correct such violation.

While Princeton will make a reasonable effort to provide accessible locations for User’s event(s), it is the responsibility of the User to secure and pay for any personnel or equipment necessary to facilitate the participation of any disabled participant, i.e. hearing assistance devices, signers, oral interpreter, etc. Furthermore, Users shall give the University as much advance notice as possible of the likelihood that accommodations for a disability might be needed, even where those accommodations will be secured and paid for by User.

User shall abide by all University policies applicable to conduct of persons on University property, including the Princeton University Alcohol Use Guidelines, a copy of which is attached.

User hereby assumes full responsibility for the character, acts and conduct of all persons entering the premises with the knowledge or consent of User, or by or with the knowledge or consent of any person acting for or in behalf of User. User shall take all necessary steps to assure that no persons engage in harassment or intimidation relating to personal beliefs or characteristics of anyone on the premises.

The University shall have the right to suspend or terminate the use of facilities by User immediately upon determining that there is reasonable belief of noncompliance with legal requirements or University policies.

VI. USE AND ACCESS TO FACILITIES

The University shall have the right of access to the facility at all times. The University shall have the right to utilize the facility in any manner it deems appropriate for University activities, including rescheduling User's activities to allow for the University's use, or, at the option of User, canceling the Agreement and refunding any amounts paid to the University.

All User groups must comply with University policy and guidelines pertaining to sponsorship by commercial and non-profit organizations. Any sponsor involvement (publicity, services, in-kind merchandise or product) must be reviewed and agreed upon by the University prior to the final execution of the contract. All signage and banners must be approved prior to use. Princeton University has the right to determine where all signage and banners are to be displayed.

The University reserves the right to remove from the facilities all non-University items remaining after the time specified at the expense of User, or to charge for time after the date specified on any items remaining at the same fee which the University would secure for said space during said time.

VII. OPERATION OF CONCESSIONS

Operation of food concession and food distribution shall be the exclusive right of the University, unless otherwise agreed to by the University and User. The University is under no obligation to operate a food concession.
VIII. MEDIA COVERAGE

User may record any event for its own internal noncommercial use without payment of any fee. The conditions pertaining to recording any event for commercial use shall be negotiated between the University and the User prior to the event.

IX. SECURITY, PARKING, MEDICAL SERVICES

Security - Basic security will be provided at a level deemed appropriate by Princeton. Additional security will be provided for functions which, in the sole judgment of Princeton require additional security. The User will be charged for such additional security at the actual time and charges involved. Princeton assumes no responsibility for theft of or damage to any personal property of User or User's participants.

Parking - Parking for those attending the events shall be in the areas which may be specifically designated by the University for the event or along access roads. No parking is permitted on University fields. No other parking facilities shall be used by User or patrons of any event.

Medical Services - Any medical services to participants nor to other persons affiliated with the User and the Princeton Infirmary will not treat or admit participants. Emergency medical aid may be obtained at emergency rooms of area hospitals.

X. MODIFICATION, ASSIGNMENT, EXCUSE, TERMINATION

This Agreement may be modified only by a written agreement signed by both Princeton and User. The entire agreement is fully contained within this document. The agreement is governed by the laws of the State of New Jersey.

User agrees that it will not assign or subcontract any part of the Agreement without the prior written consent of the University.

Should any matter or condition beyond the reasonable control of either party such as, but not limited to war, public emergency, strike, labor disturbance, fire, earthquake, flood, act of God or other disturbance, or any governmental restriction, prevent performance by User or University in accordance with the provisions required by this Agreement, then the required performance under this Agreement shall be suspended or excused to the extent commensurate with such condition. If User's or the University's required performance is or will be suspended or excused in substantial part for a substantial period then the University shall have the option of terminating this Agreement.
The individuals whose signatures appear below have the authority to enter into this binding agreement on behalf of their respective institutions, the User and the University.

**NAME OF PARTY HERE**

By: _______________________________

**ENTER NAME HERE**

By: ________________________________

**NAME**

By: ________________________________

**ADDRESS**

By: ________________________________

**CITY, STATE ZIP**

By: ________________________________

**PHONE**

Date: __________________

**NAME**

Date: __________________

**ADDRESS**

Princeton University

**CITY, STATE ZIP**

3 Dillon Gym

**PHONE**

Princeton, NJ 08544

Office Phone 609-258-6605

Fax 609-258-2490

Please sign and return one copy to: Mitch J. Reum, Assistant Director of Campus Recreation for Sports Club, Princeton University, Dillon Gym, Princeton, NJ 08544

PRINCETON UNIVERSITY ALCOHOL USE GUIDELINES
Alcoholic beverages normally will not be provided at events where persons under the legal drinking age for the consumption of alcoholic beverages are present. Those Users who wish to sponsor an event with alcohol must comply with the following guidelines established by the Office of Human Resources and the Dean of the Faculty.

1. When alcoholic beverages are served at an event, non-alcoholic beverages should also be available and clearly visible.

2. Events at which alcoholic beverages are served should include the serving of food in visible, accessible areas.

3. If anyone under 21 years of age will be present at the event, alcohol will be served in a designated area where access can be restricted to those of legal drinking age.

4. Under normal conditions, at events where alcoholic beverages are served, a responsible individual will be designated to serve and monitor the compliance of state and University policy and to summon assistance should there appear to be individuals who are severely intoxicated.

The New Jersey Division of Alcoholic Beverage Control (ABC) requires that a special permit be obtained every time an organization holds a function where alcoholic beverages are served for either a direct or indirect fee.

Two kinds of special permits:

1. **SOCIAL PERMIT** - a social permit is required when any campus-based or outside non-profit organization (educational, civic, religious, student, fraternal, alumni, social, etc.) serves alcoholic beverages for either a direct or indirect fee.

   Examples of social permits: An organization holding an event on campus must obtain a permit if alcoholic beverages are to be sold for cash or by purchasing drink tickets (direct fee). A function would require a permit if a fee for the event included liquor service (indirect fee). Note: Some for-profit organizations have non-profit employee social clubs. In that case, the group could qualify for the social permit.

2. **CATERING PERMIT** - A catering permit is required when an organization which already has a liquor license wishes to sell alcoholic beverages at a place other than its permanently licensed premises, or an organization wishing to sell liquor at an event on campus engages another organization with a liquor license to cater the function.

   Examples of catering permits: A hotel with a liquor license for its premises would need a special catering permit if it had a function on campus at which alcoholic beverages were sold for a direct or indirect fee. An organization with a liquor license that is engaged to cater an event on campus where alcoholic beverages will be sold would need a catering permit from the ABC.

A designated University official must sign either permit application. For non-University groups and organizations, the designated signer is Cynthia Horr, the University's Director of Visitor and Conference Services, 71 University Place, Princeton, New Jersey 08544. The telephone number is 609-258-6617.

**PRINCETON UNIVERSITY DEPARTMENT OF ATHLETICS**
This is attached to and made a part of the Facilities Use Agreement between Princeton University and NAME OF PARTY HERE which contains the full terms and conditions.

EVENT: NAME OF EVENT HERE
DATE: ENTERED DATES HERE
LOCATION: ENTER LOCATION OF FIELDS HERE

GRAND TOTAL: ENTER ANY FEES HERE

The personnel services required represent the parties’ current best estimate as to the number of personnel and number of hours required to effectively handle the event. While the per/hour rate for personnel will not be changed, Princeton University reserves the right, in its sole discretion, to increase or decrease the number of personnel and/or hours required, depending on the circumstances at the time of the event, and User agrees that it will pay for the actual number of personnel and hours, even if those numbers are different from the above estimate. In no event, however, shall the number of personnel or the hours required be increased or decreased by more than 20%.

NAME OF PARTY

The Trustees of Princeton University

By: ________________________________
By: ________________________________

NAME
David C. Leach
Associate Director of Athletic for Campus Recreation

Date: ____________________
Date: _____________________

NAME
Princeton University
ADDRESS
3 Dillon Gym
CITY < STATE ZIP
Princeton, NJ 08544
PHONE
Office Phone 609-258-6605
Fax 609-258-2490

Please sign and return one copy to: Mitch J. Reum, Assistant Director of Campus Recreation for Sports Club, Princeton University, Dillon Gym, Princeton, NJ 08544
Appendix F
Emergency Action Plan
Baker Rink Venue

Chain of Command (In Attendance)

1. Chain of Command during severe or catastrophic injury will be as follows:

   a. EMT/Ambulance
   b. Certified Athletic Trainer
   c. Sport Clubs First Responders
   d. Club CPR/First Aid trained member

2. If EMT/Ambulance or Certified Athletic Trainer (ATC) are ON SITE at time of injury, he/she will take command

3. If EMT/Ambulance or Certified Athletic Trainer (ATC) are NOT ON SITE at time of injury, Sport Clubs First Responders will take command

4. If Sport Clubs First Responders are NOT ON SITE, then the next person on the chain of command is in charge

Emergency Personnel

Ice Hockey: For all home games a Sport Clubs First Responder will be on site.

Emergency Communication

Sport Clubs First Responder or club CPR/First Aid certified member will access EMS/public safety using cell phone or campus phone.

Emergency Equipment on Site

Ice Hockey: Ice and First Aid Kit will be provided by Sport Clubs First Responder

Access to Venue

Baker Rink is located off of Elm Drive. Take Elm Drive to guard shack and turn left into Baker Rink. EMS may enter through the Zamboni ramp on the NE side of the rink.
Location of Lightning Shelter

Baker Rink is a Lightning Shelter and may be used as a shelter for Poe Field and 1895 Softball.

Location of Emergency Phones

Cellular Phone (With club members)
Campus Phones:
Blue Light emergency phone (In Entryway)
Appendix F

Emergency Action Plan

Dillon Gym Venue

Chain of Command (In Attendance)

1. Chain of Command during severe or catastrophic injury will be as follows:
   a. EMT/Ambulance
   b. Certified Athletic Trainer
   c. Sport Clubs First Responders
   d. Dillon Gym Staff
   e. Club CPR/First Aid trained member

2. If EMT/Ambulance or Certified Athletic Trainer (ATC) are ON SITE at time of injury, he/she will take command

3. If EMT/Ambulance or Certified Athletic Trainer (ATC) are NOT ON SITE at time of injury, Sport Clubs First Responders will take command

4. If Sport Clubs First Responders are NOT ON SITE, then the next person on the chain of command is in charge

Emergency Personnel

Main Court, MPR, GFR, Martial Arts room and Dance Studio: For all events a staff member will be in the Stephens Fitness Center and at the Dillon Front Desk

Pool: For all events lifeguards will be on duty

Emergency Communication

Dillon Gym Staff or Lifeguards will access EMS/public safety. Club CPR/First Aid trained member is to assist in any way possible.

Emergency Equipment on Site

Main Court, MPR, GFR, Martial Arts room and Dance Studio: Ice and first aid is available from the Dillon staff at the front desk.

Pool: First Aid is available from the lifeguards. Ice is available from the Dillon Front Desk.
Location of AED

One AED is located on the North Wall of Dillon Gym, closest to the main entrance. Another is located directly outside the entrance to Stephens Fitness Center.

Access to Venue

Directions: Dillon Gym is located of of Elm Drive past the guard shack on the left.

Main Gym: To access the main gym enter through the Dillon front doors, straight through the lobby and up stairs to Dillon Gym floor.

Location of Lightning Shelter

**All Swimmers Must Clear the Water!!**
Dillon Gym is a Lightning Shelter and may be used as a shelter for Poe Field and 1895 Softball.

Location of Emergency Phones

Cellular Phone (With club members)
Campus Phones:
- Dillon Gym Front Desk (Phone Number 258-1647)
- Dillon Weight Room (Phone Number 258-3520)
- Dillon Pool (Phone Number 258-3543)
Appendix F

Emergency Action Plan

West Windsor Field Venue

Chain of Command (In Attendance)

1. Chain of Command during severe or catastrophic injury will be as follows:
   a. EMT/Ambulance
   b. Certified Athletic Trainer
   c. Sport Clubs First Responders
   d. Club CPR/First Aid trained member

2. If EMT/Ambulance or Certified Athletic Trainer (ATC) are ON SITE at time of injury, he/she will take command

3. If EMT/Ambulance or Certified Athletic Trainer (ATC) are NOT ON SITE at time of injury, Sport Clubs First Responders will take command

4. If Sport Clubs First Responders are NOT ON SITE, then the next person on the chain of command is in charge

Emergency Personnel

Rugby/Men's Lacrosse: For all scheduled games a Sport Clubs First Responder will be on site
Tournaments: For all scheduled tournaments an EMT/Ambulance will be on site

Emergency Communication

Certified Athletic Trainer, Sport Clubs First Responder, and Club CPR/First Aid certified member will carry cell phone to access EMS/public safety. Send club member to meet Ambulance at entrance

Emergency Equipment

Rugby/Men's Lacrosse: Ice and First Aid/First Responders Kit will be provided by the First Responder

Access to Venue

West Windsor Fields are located on the east side of Washington Road, north of US 1 and south of Lake Carnegie/Princeton University.
**Lightning Shelter**

No Lightning Shelter located at West Windsor Fields. The closest lightning shelter is Shea Rowing Boathouse

**Emergency Phones**

Cellular Phone provided by ATC and Sport Clubs First Responders

Blue Light Emergency Phone located near the North-West corner of the fields near the entrance to the parking lot