

Sport Club Home Event Safety Protocol

Princeton Sport Club teams host many different home events each year, with practices and single games to large tournaments with 400+ participants. Please use this Safety Protocol to understand how to effectively hold an event of any size, and provide the best experience for all participants.

For all events on campus:

1. Ensure your team has at least 2 CPR/AED/First Aid certified members
 - One certified member should be present at every practice and competition
 - CPR Training is provided free to club members by Campus Recreation
2. Know the contact numbers for Public Safety, UHS, and Sport Club staff
 - Public Safety Emergency Line:
 - i. Campus Phone—911
 - ii. Cell Phone—609-258-3333
 - Public Safety Non-emergency Line—609-258-1000
 - University Health Services—609-258-3141
3. Recommend all Sport Club participants have their medical insurance information easily accessible during all events
4. Know if the facility you are using has any staff available, and where they are located
5. Maintain first aid kit and update or refill supplies as necessary
 - Kits are available from Sport Club Office
 - Supplies can be refilled in Dillon Gym
6. Identify any facility or equipment issues and report them to Sport Club staff or the Assistant Director for Sport Clubs
7. Know and have access to the [Emergency Action Plan](#) for the venue you are using

Before hosting outside teams for a competition:

1. Work with Sport Club office to determine what level of staffing will be present or required at your competition
2. Communicate to visiting teams what coverage will be available for the team on site
 - Ambulance/Sport Club Staff/CPR certified team members
3. Communicate the facility [EAP](#) to the visiting team or teams
4. Identify a point person for the competition for teams to communicate with if there are any issues
5. Determine if the event will need water coolers or injury ice
 - They may be checked out from the Program office of Campus Recreation
 - Determine how they will be filled and transported to event

When you arrive at a facility for a practice or competition:

1. Inspect the playing surface and surrounding area for any hazards

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- If any issues are found, report them immediately to the staff member on site or Sport Club Assistant Director
2. Set up any water coolers or injury ice and make available to all participants
- During a competition:
1. If Ambulance coverage is required, do not start event until Ambulance has arrived
 2. Communicate any injuries to the Sport Club office immediately, complete [Injury Report Form](#) if Sport Club Staff are not available or on site

If an injury or other issue happens during a home event:

1. Follow the [Emergency Action Plan](#) for the venue you are using.
2. If there are Sport Club staff or an Ambulance/EMT's, alert them immediately of an issue. Follow their instructions
3. If Sport Club staff or an Ambulance/EMT's are not on site
 - For an emergency dial Public Safety from a cell phone at 609-258-3333 or from a campus phone at 911
 - For a non-emergency that requires transportation dial Public Safety at 609-258-1000
4. Advise any injured club member to visit the Sport Medicine Physicians at UHS
5. Communicate the injury or issue to the Sport Club office immediately, and complete and turn in a [Injury Report Form](#)

If a severe storm approaches your practice or competition, follow these guidelines:

1. Watch/listen for lightning
2. Check weather.com or wunderground.com for weather updates and to track any approaching storm
3. Consult the Emergency Action Plan for the facility you are using for the nearest lightning shelter
4. If there are dark clouds, high winds, thunder or lightning, stop all activities and clear the fields or pool and have all participants seek shelter
 - Proper shelter is a fully enclosed substantial building, designated lightning shelter, or vehicle/bus
 - Stay away from electrical appliances corded phones, and plumbing
 - Do not seek shelter under trees or other covered areas
 - Do not hold metal objects
5. Before returning to the field or pool:
 - Wait 30 minutes after seeing the last lightning flash or hearing thunder
 - If playing conditions are now unsafe due to the weather, cancel or postpone your event
 - If you are unsure about safety, remain in the shelter. **DO NOT jeopardize participant safety**