Risk management: a process of systematically eliminating or minimizing the adverse impact of all activities and events that may give rise to dangerous situations.

The Cal Poly Sport Club Program gives student-athletes the opportunity to enrich their college experience by offering them a variety of competitive sport clubs. The Sport Club Program strives to make an athlete’s experience enjoyable, self-challenging, and most importantly, safe. This Safety and Risk Management Operations Manual outlines the policies and procedures the Cal Poly Sport Club Program expects of all teams, clubs and participants. It is imperative that every participant of the Sport Club Program understands and abides by the policies and procedures set forth by the Program.
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Location of Events

The Sport Club Program holds practices, competitions, tournaments, and other events various locations. Although most of these locations are located on the Cal Poly campus, some teams utilize other locations in Central California. Possible locations for Sport Club events include:

Cal Poly Facilities
- Cal Poly Sport Complex
- Cal Poly Recreation Center
- Mott Gym
- Anderson Pool

Off-Campus Facilities
- Cuesta College
- Sinsheimer Park
- Schools in San Luis Coastal Unified School District
- Santa Rosa Park – San Luis Obispo
- Lake Lopez – Arroyo Grande
- Morro Bay Yacht Club – Morro Bay
- Central Coast Sports Arena – Santa Maria

It is the responsibility of each Sport Club team to familiarize themselves with the emergency procedures and policies regarding the locations they utilize.

Recreation Facility Emergencies
Event Management personnel Supervisions are trained to handle all facility emergencies. In case of a major facility emergency, the Event Management Supervisor or the team’s Safety Officer will contact University Police and/or Facility Services as soon as possible. The Event Management Supervisor and team Safety Officer will then handle the situation with the University Police and/or Facility Services. In the event that an Event Management Supervisor or the team’s Safety Officer is not available, the team should designate one person to act as the Team Supervisor in emergency situations.

Event Management Supervisor on duty will assess all injuries. You must contact University Police IMMEDIATELY in ALL life-threatening situations. Each team or club should have a cell phone at all practices, competitions, and events so that immediate contact with University Police or other emergency personnel is available. Then, contact Everette Brooks, administrator of Club Sports following your call to ensure emergency response and assistance.

**Important Phone Numbers**

Police/Fire/Medical Emergency: 911

*Note: If 911 is dialed from a cell phone, immediately inform the operator that you are on the Cal Poly campus and you will be connected to University Police Dispatch*

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police (non-emergency)</td>
<td>756-2281</td>
</tr>
<tr>
<td>Health Center</td>
<td>756-1211</td>
</tr>
<tr>
<td>Rec Center</td>
<td>756-1366</td>
</tr>
<tr>
<td>Everette Brooks</td>
<td>610-1393</td>
</tr>
<tr>
<td>ASI Business Office</td>
<td>756-1281</td>
</tr>
<tr>
<td>ASI Epicenter</td>
<td>756-5807</td>
</tr>
<tr>
<td>Facility Services</td>
<td>756-5555</td>
</tr>
<tr>
<td>Risk Management Office</td>
<td>756-2232 (Phone)</td>
</tr>
<tr>
<td></td>
<td>756-6500 (Fax)</td>
</tr>
</tbody>
</table>
Directions to Local Hospitals

Directions to Sierra Vista Regional Medical Center
1010 Murray St.
(805) 546-7600

From the Sport Complex:
Exit complex from Sport Complex Rd.
Turn right onto Via Carta
Turn right onto Highland Dr.
Turn left onto Santa Rosa St.
Turn left onto Murray St.
Medical Center is on the left

From the Rec Center, Mott Gym, and Mott Pool
Exit campus via Grand Ave. heading east
Turn right onto 101-S freeway on-ramp
Exit CA-1 N/Morro Bay
Turn right onto Hathway Ave.
Follow Hathway Ave. onto Murray St.
Medical Center is on the right

Directions to French Hospital Medical Center
1911 Johnson Ave, San Luis Obispo
(805) 543-5353

From the Sport Complex:
Exit complex from Sport Complex Rd.
Turn right onto Via Carta
Turn right onto Highland
Turn left onto Santa Rosa St.
Turn left onto Monterey St.
Turn right onto Johnson Ave.
Medical Center is on the right

From the Rec Center, Mott Gym, and Mott Pool
Exit campus via Grand Ave. heading east
Turn right onto Monterey St.
Turn left onto California Blvd.
Turn right onto San Luis Dr.
Turn left onto Johnson Ave.
Medical Center is on the right
Directions to Med Stop
283 Madonna Rd., Ste. B
(805) 549-8880

Hours of Operation:
Monday-Friday 8am-7pm
Saturday & Sunday: 8am-4pm

From the Sport Complex
Exit complex from Sport Complex Rd.
Turn right onto Via Carta
Turn right onto Highland Dr.
Turn left onto California Blvd.
Turn left onto Taft St.
Take ramp onto US-101 S
Take Exit 201 for CA-227/Madonna Rd
Turn left onto Madonna Rd.
Turn left onto El Mercado
Med Stop is on the left

From the Rec Center, Mott Gym, and Mott Pool
Exit campus via Grand Ave. heading east
Turn right onto US-101 S
Take Exit 201 for CA-227/Madonna Rd
Turn left onto Madonna Rd.
Turn left onto El Mercado
Med Stop is on the left

Directions to Family & Industrial Medical Center
47 Santa Rosa St.
(805) 542-9596

From the Sport Complex
Exit complex from Sport Complex Rd.
Turn right onto Via Carta
Turn right onto Highland Dr.
Turn left onto Santa Rosa St.
Medical Center will be on the right

From the Rec Center, Mott Gym, and Mott Pool
Exit campus via Grand Ave. heading east
Turn right onto Slack St.
Turn right onto Longview Lane
Turn left onto Hathway Ave.
Turn left onto E Foothill Blvd.
Turn left onto Santa Rosa St.
Medical Center will be on the right
Membership Forms

Each team member must have the proper membership paperwork filled out and on file with the Dean of Students office before participating in any team practice, competition, tournament, or other team event. No athlete or participant is allowed to practice until they have the following forms on file: Sport Club Membership Form, Athlete Code of Conduct, University Activity Release Agreement, Identified Risks of Participation, Emergency Information Card, and a photocopy of a valid driver’s license, medical insurance, and car insurance (for club drivers).

Forms can be filled out electronically through the Dean of Students Club Sports website (www.deanofstudents.calpoly.edu/clubsports).

If any information on the membership form changes during the participant’s involvement with the Sport Club Program, it must be updated immediately. It is very important that the Sport Club Program and the Dean of Students office have accurate information on every athlete and participant, especially medical and car insurance information.

Code of Conduct

The Athlete Code of Conduct form informs the athlete or participant of the rules and behavioral expectations set forth by the Sport Club Program. Each athlete is expected to follow these policies, procedures, and expectations and understand the possible consequences if any of these policies or expectations are not adhered.

Insurance

A portion of the membership forms required by all athletes includes medical insurance information. Athletes must provide accurate medical insurance information and must update that information if changes are made during the academic year. A photocopy of the participant’s insurance card will be attached to the membership forms. If an individual wishes to participate in the Sport Club Program and he/she does not carry personal medical insurance, this must be denoted on the Sport Club Membership Form. The individual then assumes personal responsibility for any and all hazards of participation. The Sport Club
Program does provide secondary medical and liability coverage for Sport Club participants.

If an athlete or participant will be driving during team travels, he/she MUST provide a photocopy of their car insurance and an additional copy of their driver’s license. These photocopies will also be attached to the membership forms. All individuals designated as club drivers must have a clean driving record and must be in good standing with the University as well as the Department of Motor Vehicles.

**Driver Eligibility**

The Sport Club Coordinator is responsible for Safety and Risk Management will be required to do driver eligibility checks for all athletes and participants driving to and from team practices and competitions through the Department of Motor Vehicles. All club drivers must complete the proper driving forms (Volunteer Identification form, Request to Operate a State Vehicle form, and an Authorization to Use a Private Vehicle form) before driving any club member to an event. A defensive driver class is required as well. If an athlete does not have proper insurance or an approved driving record, they will not be permitted to drive themselves or any other athletes/participants to competitions or events that require traveling by personal vehicle.

**Safety and Risk Management Plan**

If a team or club wishes to host a competition or an event, they must submit an Event Game Plan (E-Plan) at least 14 days prior to the beginning of the event. This allows Event management to properly schedule coverage for your event. Along with the E-Plan; teams should submit a fully detailed Safety and Risk Management Plan to the Sport Club Coordinator. It MUST include:

- A detailed description of the event including a map and the event structure
- Additional personnel that is needed
  - Event Management
  - Volunteers
- Additional equipment that is needed
Waivers

Waivers inform athletes and participants of the potential risks involved with participating in Club Sports. They also release the Sport Club Program and its affiliates of any liability in the event that something should occur to an athlete while participating in Sport Club activities. All visiting teams competing on the Cal Poly campus are required to have each of their athletes sign a waiver before participating in any athletic competition or event.

Injury Report Forms

An Injury Report form is a document that summarizes the events of an injury. It must ALWAYS be filled out if an athlete or participant is injured at a practice or competition, home or away. For on-campus practices and events, Supervisors will be in charge of completing and filing all Injury Reports. If a Sport Club team is hosting an event, then an Injury Report form must be filled out even if the athlete is representing another team.

Injury Report forms must also be completed during off-campus events. Team Safety Officers should fill out the Incident/Accident Report Form (Other than Motor Vehicle) that is included in the team’s travel binder. All Injury Report forms for serious injuries must be turned in or faxed to Cal Poly’s Risk Management Office within 24 hours. If an athlete is transported to the hospital for further care, a phone call must be made immediately to the Sport Club Coordinator.

Incident Reports

An Incident Report is a document that summarizes any team-related incident. Incidents that can occur include, but are not limited to: car accidents during travel, intoxicated participant or spectator, hotel disturbance during travel, etc. If an incident occurs during travel, the Sport Club Coordinator must be called immediately. Incident Reports are to be turned in to the Sport Club Coordinator within 24 hours.
Roster Approval Forms

Teams must submit a Roster Approval form to the Dean of Students office for each home competition and each away competition. This form will indicate to the Sport Club Program which members of the team will be participating and/or traveling in order to ensure the eligibility of each participant. This form must be completed and turned in no later than THREE DAYS before the scheduled event or beginning of travel to the event.

Travel Requests

When a team is traveling to a competition, tournament, or event, there are a number of things that the team needs to do prior to approval. First, the team must submit a Student Travel Request. This form indicates the purpose and destination of the trip and requires the signature of the Sport Club Coordinator. Next, teams must submit a Transportation Request, which lists who are the designated club drivers for the trip and which participants will be riding in their vehicles. Teams must also submit a Student Travel Plan, which designates the means of travel, destination and destination contacts, lodging arrangements, and the local emergency numbers. Finally, each traveling team needs to complete a Roster Approval form to check for participant eligibility.

Travel Binder

Before the team departs, a team member must pick up their Travel Binder. This binder MUST accompany the team when they are traveling. It includes:

- Student Travel Request
- Transportation Request
- Student Travel Plan
- Blank Sign-Out Agreements
- Emergency Information Cards for each participant traveling
- Incident/Accident Report Forms
- Vehicle Accident Report Forms
Travel officially begins when the team departs from Cal Poly and ends when the team returns to San Luis Obispo. If an athlete wishes to depart from the team during travel and will not be returning with the team, they need to notify the travel leader prior to departure. Any athlete or participant that departs from the team during travel must complete a Sign-Out Agreement to be returned to the Dean of Students office with the Travel Binder.

Teams may travel on airplanes, buses, in rental vans, or private carpool. If the team is carpooling and the athletes will be driving, they must be listed on the Transportation Request. Only athletes who have submitted the correct driver paperwork with their membership forms are eligible to drive.

Each team determines their travel and lodging accommodations. Teams are permitted to stay in hotels or motels or can elect to stay in private homes. Lodging accommodations MUST be listed on the Student Travel Plan. If lodging accommodations change, the Sport Club Coordinator must be notified.

If an injury occurs during travel, an Incident Report form must be completed. The Incident Report form is to be turned in to the Sport Club Coordinator within 24 hours of the team’s return.

*Note: As athletes representing Cal Poly and the Sport Club Program, proper conduct is essential during travel. Any improper behavior will affect the team and the program. Each athlete and participant has signed a Code of Conduct and reflects their agreement to behave and represent Cal Poly and the Sport Club Program in a professional and positive manner.*
PERSONNEL

Coaches

All coaches must meet with the Sport Club Coordinator prior to beginning their competitive season. All student coaches must complete and submit a Student-Coach Agreement and all coaches who are non-students must complete a Coach Agreement. Any coach who is being paid by a Sport Club team must complete a Coaching Contract. These contracts will be used as the backing documentation for Payment Request Forms for coaching payments and will be kept on file in the Dean of Students office. The Sport Club Program encourages all coaches to have current CPR and First Aid Certifications.

Safety Officers

Each team is required to designate a team Safety Officer. The Safety Officers are encourage but not required to have CPR and First Aid certifications. The duties of the Safety Officers are as follows:

- Ensure the team’s First Aid kit is fully stocked at all times
- Work with the Sport Club Coordinator to develop the team’s Risk Management Plan when necessary
- Enforce the team’s Risk Management Plan
- Ensure Incident Report forms are turned in to the Sport Club Coordinator

Event Management

Event Management is charged to teams for home games and tournaments. Lifeguards are required at all Sport Club team practices and competitions in Anderson/Recreation Center Pool. Lifeguards will be provided by ASI for a fee.

Volunteers

If a team or club is hosting an event that requires volunteers to help, each volunteer must fill out a University Activity Release Agreement and Identified Risks of Participation form BEFORE they begin working the event. All Release Agreements and Identified Risks of Participation forms MUST be turned in the next business day after the event is held.
SAFETY AND RISK MANAGEMENT PLANS

Teams that Practice On Campus

Outdoor Teams and Clubs

Safety and Risk Management Plan: Practice
Location: Practice Facility on the Cal Poly campus
Personnel: Coaches (if applicable), Team Officers, Safety Officers
Equipment: Cell phone

Emergency Action Plan: In the event that an injury occurs during a team practice, the coaches and Safety Officer will be the first responders. If there is a Facility Supervisor at the practice, they will assess the situation and ensure that the injury is treated properly. If the injury requires professional medical assistance, the Facility Supervisor or team member will call 911. Once professional assistance arrives, they will handle the injured victim while the coaches, Safety Officer, and Facility Supervisor complete an Injury Report Form.

If a team has a practice format that does not have a Facility Supervisor present at practices, then the coaches and/or Safety Officers will be the first responders. They will assess the situation and decide whether professional medical assistance is needed. Once the situation has been handled, the Facility Supervisor will complete an Injury Report form.

Safety and Risk Management Plan: Competition (Home)
Location: Cal Poly campus
Personnel: Coaches (if applicable), Safety Officer, Team Officers, Event Staff, Athletic Trainer (if applicable)
Equipment: Team First Aid kit, Athletic Trainer bag (if trainer present), Cell Phone

Emergency Action Plan: If an injury occurs during a home competition, Event Management or Athletic trainer (if applicable) will be the first responder. The Event Staff or Athletic Trainer will assess and treat the injury accordingly. The Safety Officer and other team members will be in charge of crowd control to make sure the Event Staff member can properly treat the athlete or participant. If the Event Staff member decides that professional medical assistance is needed, then a team officer will call 911. The team officer will then notify Everette Brooks at 805 610-1393. Once professional medical assistance arrives, they will take care of the
situation with the help of the Event Staff. After the situation is handled, the Event Staff will fill out an Injury Report form.

**Indoor Teams and Clubs**

**Safety and Risk Management Plan:** Practice  
**Location:** Practice facility on Cal Poly campus  
**Personnel:** Coaches (if applicable), Safety Officer, Facility Supervisor  
**Equipment:** First Aid Kit, Trauma Bag (Facility Supervisor), Radios, Cell phone  
**Emergency Action Plan:** In the event that an injury occurs during a team practice, the coaches and/or Safety Officer will be the first responders. The Safety Officer will contact the Facility Supervisor and ask for assistance if needed. If the injury requires professional medical assistance, the Facility Supervisor or another team member will call 911. They will also contact the Rec Center (756-1366) to let the Front Line Service Assistant know that 911 has been called. Once professional medical assistance arrives, they will handle the injured victim while the Facility Supervisor completes an Injury Report form.

**Safety and Risk Management Plan:** Competition (Home)  
**Location:** Cal Poly campus  
**Personnel:** Coaches (if applicable), Safety Officer, Event Staff/Facility Supervisor, Athletic Trainer (if applicable)  
**Equipment:** Team First Aid kit, Athletic Trainer bag (if trainer present), Trauma Bag (Facility Supervisor), Cell Phone, Radios  
**Emergency Action Plan:** If an injury occurs during a home competition, ASI Event Staff will be the first responder. The Event Staff or Facility Supervisor will assess and treat the injury accordingly. The Safety Officer and other team members will be in charge of crowd control to make sure the Event Staff member can properly treat the athlete or participant. If the Event Staff member decides that professional medical assistance is needed, then a team officer will call 911. The team officer will then notify Everette Brooks at 805 610-1393. Once professional medical assistance arrives, they will take care of the situation with the help of the Event Staff and/or Facility Supervisors. After the situation is handled, the Facility Supervisor will fill out an Injury Report form.
Teams that Practice Off Campus

Illustrated below is the Safety and Risk Management Plan for those Sport Club Program teams and clubs that practice at off-campus locations.

Safety and Risk Management Plan: Practice
Location: Off-campus
Personnel: Coaches (if applicable), Safety Officer, CPR/First Aid Certified team members
Equipment: Team First Aid kit

Emergency Action Plan: In the event that an injury occurs while a team is at an off-campus practice, the coaches and Safety Officer will be the first responders. The Safety Officer and coaches will then abide by the Emergency Action Plan that the facility implements if available. If the facility does not have an Emergency Action Plan, then the coaches and Safety Officer will assess the situation and decide if professional medical assistance is needed. Once professional assistance arrives, they will handle the injured victim. The Safety Officer will then complete an Incident Report form and turn it in to the Dean of Students office by the next business day.

Off-Campus Competitions

Illustrated below is the Safety and Risk Management Plan for those Sport Club Program teams and clubs that are competing at off-campus locations.

Safety and Risk Management Plan: Competition (Away)
Personnel: Coaches (if applicable), Safety Officer, CPR/First Aid Certified team members
Equipment: Travel Binder, Team First Aid kit, Cell phone

Emergency Action Plan: In the event that an injury occurs while a team is at an away competition, the coaches and Safety Officers will be the first responders. The coaches and Safety Officer will then abide by the Emergency Action Plan that the team home or club implements. Once the situation is handled, the Safety Officer will complete an Incident Report form and turn it in to the Dean of Students office with the Travel Binder upon the team’s return to Cal Poly.