Sport Clubs



Safety Guidebook

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Sport Club Office

Recreation Center
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Sport Club Philosophy

The philosophy of the Sport Club program is to promote health, physical well being, and the acquisition of physical skill development. The Sport Club program is part of the Physical Education, Athletics, and Recreation Department (P.E.A.R). Sport Clubs are designed to serve individual interests in different competitive sports and recreational activities. These interests can be competitive, recreational, or instructional in nature. Clubs may represent the college in competition and/or may conduct intra-club activities such as practice, instruction, social and tournament play.

Role and Responsibilities

At Carleton College, each club sports team is required to have at least one team Safety Officer. This athlete/participant must be trained in CPR/AED and must be willing to help support their teammates in health and safety.

As a safety officer, it is your job to make sure that every member of your team can stay as safe as possible while participating in your club sport. This means that you are present at all practices and competitions, and that you bring along your team medical kit. It means that if a teammate gets injured, you are the care provider until Emergency Medical Services (EMS) or the hospital is contacted. It is your job to watch out for your teammates, institute measures for injury prevention, care for someone should they get injured, and report their injury to Carleton.

In the United States, your first aid care for others is protected by the Good Samaritan Law, with three stipulations: 1) you must ask a conscious person for consent before aiding them, 2) you must act within your level of training, and 3) you cannot abandon a victim before further help arrives. By following these guidelines, you will be protected by law, regardless of whether your care was successful.

Your responsibilities are as follows:

- You must be certified in CPR/AED
- Attendance at safety officer training is mandatory each term
- The med kit must be present at every practice or competition, and must be well stocked with supplies for your sport
- All injuries on your team must be reported within 24 hours of the injury
- Make sure that fields are cleared if dangerous conditions arise, including tornadoes, flooding, or lightning within 10 miles of the area

Med Kits and Supplies

One of your responsibilities as Safety Officer is to keep a fully stocked medical kit and to bring it to all practices and competitions. The Sport Club First Aid Assistants will stock the med kits at the beginning of the school year, but it is your job to make sure that it is full of all the necessary supplies throughout the school year. Here is a list of things that should be kept in every med kit:

1 scissors
1 emergency procedure rainbow booklet
2 instant ice packs
5 single sponges
1 thin athletic tape roll

2 thick athletic tape rolls
1 blue pre-wrap roll
1 stretch bandage
3 wet-nap antiseptic cloths
10 bandaids
1 plastic ziplock bag (for disposing bloody bandages)
1 CPR kit
Latex Gloves
King Devick sideline numbers test (if applicable)

All of the supplies are kept in the Sport Club Director's office in the Recreation Center, so to restock, just come by and take what you need from the bins in front of the desk in RSC 105. If you need a lot of new supplies, feel free to let the First Aid Assistants know and drop off your med kit, and they will fully restock it for you. If there are extra supplies that your team would like that are not usually kept in the med kits, just let a First Aid Assistant know and we'll do our best to get you what your team needs.

There is a $75 replacement fee if your team's med kit is misplaced. All med kits should be returned to the Sport Club Director's office each year by the end of spring term.

Athletic Training Access

An athletic trainer is available for consultation for rostered Sport Club athletes who are part of the P.E.A.R. Department by appointment only, please email to set one up during the listed times below. Learn more about PEAR department Sport Clubs.

Cassie Haffner (chaffner@carleton.edu)

Monica Erickson (merickso@carleton.edu)

- Mondays –> Noon – 2pm in the Rec Center Training Room
- Tuesdays –> Noon – 2pm in the Rec Center Training Room
- Wednesdays –> Noon – 2pm in the Rec Center Training Room
- Thursday –> Noon – 2pm in the Rec Center Training Room
- Friday → Noon – 2pm in the Rec Center Training Room

Sport Club Safety officers are required to submit an Injury Report for injuries which occur to club members during on-campus or off-campus practice, competitions, informal recreation, or instruction within 24 hours of the injury.

You can also make appointments with Dr. Scott Koehler, the Sports Medicine Specialist who works with Carleton. He is on campus on Mondays, and works at Allina Medical Clinic during the rest of the week. Appointments can be made by calling 507-663-9000.

EMT Event Coverage
If you are hosting a competition or event on campus, first priority is to secure an athletic trainer to be available. Please contact the Sport Club Director to do so. As a backup, we have student EMT's available to cover events and provide medical assistance. Please contact the Sport Clubs Director to make arrangements for coverage, communicating the desired start and end time of your event and when coverage is needed. We want to make sure that appropriate safety staff are present at all home events.

Concussions

A concussion is a type of traumatic brain injury caused by a blow to the head or body, causing damage to the cells within the brain. Concussions can range from mild to severe, and symptoms include headache, nausea, dizziness, sensitivity to light and noise, and mood swings. A concussion frequently will occur without a loss of consciousness. Unfortunately, concussions are some of the most common injuries faced by club sport athletes at Carleton. Students have had to miss weeks of class and even take terms off due to concussions, so as Safety Officer it is your responsibility to take the necessary precautions to avoid concussions on your team and to follow proper protocol when they occur.

Sway Concussion Baseline Test

Beginning with the 2025-26, the PEAR Department and Athletic Training staff shifted to a new software tracking option for baseline concussion testing, called SWAY. This means participants will be required to utilize this app to get a new concussion "baseline". Why is this important? Cause if you get injured in your sport, potentially with a concussion, this SWAY baseline test will be utilized by the Carleton Athletic training staff to evaluate your symptoms in determining your diagnosis and return to play protocol.

The following teams are **REQUIRED** to have all members self-administer a SWAY test:
Eclipse, Equestrian, CHOP, Men's Hockey, Women's Hockey, Men's Lacrosse, Women's Lacrosse, CUT, Men's Rugby, Women's Rugby, Men's Volleyball, Water Polo, Syzygy

All other teams club participants are **HIGHLY** encouraged to also self-administer a SWAY test to have on file:
Alpine Ski and Snowboard, Badminton, Ballroom Dance, Nordic Ski, Sailing, Table Tennis, Tennis

Instructions to self-administer a SWAY test.
Please download Sway from your app store on your phone. It will be light blue with 4 white bars. Once downloaded, click 'enter code' at the bottom of the screen, and enter the code as follows:

8FNYT for required club teams --> Eclipse, Equestrian, CHOP, Men's Hockey, Women's Hockey, Men's Lacrosse, Women's Lacrosse, CUT, Men's Rugby, Women's Rugby, Men's Volleyball, Water Polo, Syzygy

KNX7X for general(recommended) clubs --> Alpine Ski and Snowboard, Badminton, Ballroom Dance, Nordic Ski, Sailing, Table Tennis, Tennis

Follow the instructions to complete the baseline testing. This should take approximately 20-30 minutes, and you must complete this in one sitting.

If at any point during a practice or match an athlete sustains contact to their head, you should immediately be on the lookout for concussion symptoms. Take the athlete out of play and ask them how they're feeling. If the athlete is displaying any symptoms or if you are not confident that they are completely healthy, it is your responsibility to make sure that they do not re-enter the game. Playing with a concussion is extremely dangerous, as another blow to the head can result in hospitalization or be fatal. Following a concussion, balance is often impaired, and a second fall is even more likely to occur. Even if the athlete does not show any symptoms of a concussion, advise them to be on the lookout, as symptoms can sometimes take up to a week to occur.

If an athlete has sustained a head injury, the next step is for you to submit an Injury Report Form on the Sport Club website, and for the athlete to see a Carleton athletic trainer. If you're not sure whether or not the athlete is concussed, submit an Injury Report Form anyways. The athletic trainer will be able to provide an official diagnosis and advice on injury treatment. A Carleton athletic trainer iwill communicate to the Sport Club Director, who will notify the team officers and individual when they are cleared to return to play, no matter how the athlete feels about their recovery.

Concussions are extremely serious, and all head injuries should be treated as such. It's better for an athlete to miss one game than to miss an entire season.

Concussion / Return to Play Policy

Any Club Sports athlete who at any time experiences concussion-like symptoms is required to see an athletic trainer prior to returning to play. Club officers are responsible for filling out an Injury Report Form for any team members suspected of having a concussion or related symptoms.

Return to Play protocol

Before a club sport athlete is able to return to play, they must first be cleared by a Carleton certified athletic trainer. A communication from the athletic trainers at the Rec must be submitted to the Sport Club Director for the athlete to be taken off the injury list.

- When a student-athlete shows any signs, symptoms or behaviors consistent with a concussion, the athlete shall be removed from practice or competition and evaluated by any athletic health-care provider with experience in the evaluation and management of concussion. (ex. PEAR Certified Athletic Training Staff)
- A student-athlete suspected of, or diagnosed with a concussion will be withheld from the competition or practice and not return to activity for the remainder of that day.
- Return to play decisions will be made on clinical judgment based on an individual case by case situation.
- Generally, any concussed student-athlete will have physical and cognitive rest until symptoms resolve, and then a graded program of exertion prior to medical clearance and return to play. Each level of exertion will be advanced approximately every 24 hours, as long as the athlete is symptom free.

    - Asymptomatic at rest
    - Asymptomatic with light aerobic exercise (i.e. exercise bike)
    - Asymptomatic with sport-specific exercise (i.e. agility drills, lifting weights)
    - Asymptomatic with non-contact training drills
    - Asymptomatic with full-contact practice
    - Asymptomatic with normal game play

- Ultimate, final authority for return-to-play will reside with the team physician or the physician's designee.
- According to the Institute of Medicine report, athletes with a history of concussion may have severe subsequent concussions and take longer to record. As a result, the College has the right to permanently retire any student athlete with persistent signs or symptoms of concussion, multiple concussions, low concussion threshold and/or progressively severe episodes of concussion.
- Please consider safer activities if you've experienced multiple head injuries.

Protocol for Club Sport Athletes with Non-Sport Related Injuries

Club athletes that suffer a non-sport related injury will not be seen by the athletic training staff during club sport hours. They should be seen either by SHAC or a physician for care and any necessary follow up care. The exception to this would be a club sport athlete that suffers a concussion that is not related to their sports activity. In that case, the athlete must be seen by SHAC or a physician before seeing the club sport athletic trainer. After the initial visit with either SHAC or a physician, the athlete can follow-up with a club sport athletic trainer during the posted club sport hours. The athlete must bring documentation from SHAC or the physician stating what diagnosis they were given for their injury.

Concussions are a unique situation, in which the athlete will be required to take a Post-injury Impact test administered by the club sport athletic training staff as part of being progressed back to full participation in their sport. This must happen regardless of how the club sport athlete suffered the concussion.

Injury Reporting

If at any point during a practice or competition an athlete sustains an injury, the injury must be reported online within 24 hours through the Carleton club sports injury reporting system. It's a simple process, just go to Injury Report Form and fill out the online form. If the injury is serious and an athlete is taken to the hospital, please call Aaron Chaput's cell phone at 763-218-5087.

CPR and First Aid Classes

American Heart Association CPR and First Aid classes are taught each term at the Recreation Center. These classes are generally taught by certified student instructors, and result in official CPR or First Aid certification. As a safety officer, you must be certified in CPR, and First Aid certification is also recommended. Classes are available for free to club sports officers; otherwise the cost is $20 for each course.

Travel Safety

As a club safety officer, please bear the following in mind if your team travels:

- Cell phones are required equipment for all groups traveling out of town. The driver must not operate a cell phone while the vehicle is in motion. It is illegal in Minnesota for drivers to read, compose or send texts/emails, and access the Web on a wireless device while the vehicle is in motion or a part of traffic, such as at a stoplight or stuck in traffic. It is also illegal for drivers under age 18 to use a cell phone at any time. If it becomes necessary for you to use a cellular phone, please do not use it while driving. Ask a passenger to make the call or find a safe place to pull the vehicle off the road prior to using the phone.
- Contact the Club Sports Director if you are having difficulty deciding if inclement weather should change your travel plans. If the club suffers financial penalties for not attending the competition the Club Sports Council may assist the club financially, depending on the situation.
- Club Sports are encouraged to use Carleton College vehicles whenever possible. If private vehicles are used, the club may reimburse the driver 14¢ a mile for vehicle expenses.
- Club Sports are not permitted to travel via 12 or 15 passenger vans.

For long-distance road trips, please bear the following in mind:

- Drivers should be well rested before embarking on a long distance trip.
- A maximum of 16 hours or 800 miles of continuous travel, followed by a layover of 8 hours is required.
- All night driving should be avoided whenever possible.
- Limit driving shifts to four hours per driver with a 10-15 minute break between each two-hour block.
- Each four-hour driving shift must be followed by one rest period of at least one hour.
- During all driving shifts, a passenger must be awake and seated in the passenger seat next to the driver to ensure the driver remains alert.

Drug and Alcohol Policy

As per Carleton College policy, illegal drugs and alcohol are not allowed in any Carleton athletic/recreation facility. Furthermore, illegal drugs and alcohol are prohibited at club-sponsored activities, on or off campus. It is the responsibility of the club to see that visiting teams and its own members adhere to this policy.

Alcoholic beverages are not permitted on any recreational sport or athletic fields by participants or spectators. There will be no consumption of alcoholic beverages while traveling to and/or from college sponsored events. Any deviation from this policy will result in immediate dismissal from the club sports program.

Lightning Policy

Club Sport Captains need to monitor weather reports and use the "flash-to-bang" method to determine the proximity of a storm. In the event of a flash-to-bang of 50 seconds or less (10 miles), the contest should then cease and the participants should seek shelter immediately. Play will not resume until the storm has safely passed. This can be determined by a flash-to-bang of 50 seconds as calculated by the designated spotter or play will not resume until a ½ hour has passed from the last visible flash as determined by the designated spotter.
"Flash-to-Bang": When a slash is seen, count the seconds to the bang of its thunder. Divide the number of seconds by five to get the distance in miles from your location to the lightning.

Weatherbug – is an app that has a built-in lighting tracker that is recommended for effective use. When lightning strikes within 10 miles of your location, you should begin clearing the field. Once it reaches within 6 miles of your location the field should be clear.
https://www.weatherbug.com/appdownload/

Insurance

Carleton College will assume no responsibility for the payment of medical expenses resulting from injuries that occur while participating in Club Sports. Individuals are responsible for reviewing their current health insurance policy to see if you are covered. The College strongly recommends that families, prior to declining participation in the Student Health Plan, review their health insurance policies to ensure that their coverage provides equal or better benefits and that they are covered in the Northfield, MN area.

Every student athlete participating in Intercollegiate Athletics at Carleton College MUST be covered under a health insurance policy that will cover sports related injuries. This is an NCAA requirement. For student athletes participating in Club Sports at Carleton College it is recommended, but not required, that you be covered under a health insurance policy that will cover sports related injuries.

Additional Resources

American Red Cross First Aid app
Weather Bug lightning monitoring app
Rainbow First Aid booklets, in each medical kit
Aaron Chaput, Director of Club Sports: achaput@carleton.edu, 763-218-5087
Safety Team, student First Aid Assistants for club sports