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# APPENDIX A

## Smith College Club Sports Practice / Competition Facility Request Form (Incomplete forms will not be processed)

Club: \_\_\_\_\_ Group Size: \_\_\_\_\_

Person filing this report: \_\_\_\_\_

Phone#: \_\_\_\_\_ E-mail: \_\_\_\_\_

Facility Requested (1<sup>st</sup> Choice): \_\_\_\_\_

Facility Requested (2<sup>nd</sup> choice): \_\_\_\_\_

Week of : \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Any Additional Comments/ Needs:

\_\_\_\_\_

### For Official Use Only

Bonnie May: Request Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Theresa Collins: Request Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Trainers: Request Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions/Requirements/Comments: \_\_\_\_\_

\_\_\_\_\_

Request Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX B

## Club Special Event or Fundraiser Checklist

*Must have completed 2 weeks prior to event*

Club Name:	
Club Account #:	R25 Confirmation #:

Club Contact Person:	Name:
	E-mail:
	Cell #:

Date(s) of Event: \_\_\_\_\_

Time(s) of Event:	Set-up time:
	Break down time:
	Parking:

Number of Teams or Participants: \_\_\_\_\_

Facility (space reservation): \_\_\_\_\_

Equipment Needed: <i>(ex. Tables, Chairs, Media)</i>	<i>(ESR Form Required) <a href="http://www.smith.edu/events/esr.html">www.smith.edu/events/esr.html</a></i>
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Facility Set-up/Space Diagram:  
*(please draw on reverse or separate paper)*

Estimated Cost for Facility/Set-up/supervision: \_\_\_\_\_

Approved by Facility Manager: \_\_\_\_\_  
*Facility Manager Signature*
*Date*

Trainer Needed:	Yes ___ No ___
Trainer Assigned:	_____
	<i>Name</i>
	_____
	<i>Contact #</i>
Trainer Approval:	_____
	<i>Athletic Trainer Signature</i>
	<i>Date</i>

Final Event Approval: \_\_\_\_\_  
*Club Sport Supervisor Signature*
*Date*





# Equipment/Supply Request

Club

Item	Quantity	Approx. Cost/Unit	Total Cost
<b>Total</b>			

# Uniform Request

Club

Quantity

Approx. Cost/Unit

Total Cost

Total

**Organization/Club Costs**

		Cost
Cost for Instructor		
Number of Sessions		
Cost per Session	total:	
Conference or Association Membership Fees		
Insurance		
<b>TOTAL</b>		

**Individual Participant Costs**

		Cost
Club Dues		
Membership Dues		
Insurance		
<b>TOTAL</b>		



**APPENDIX E**

**CLUB SPORTS TREASURER FINAL REPORT  
(DUE AT BUDGET MEETING)**

**Club:** \_\_\_\_\_ **Org #** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

**Summer Contact:** \_\_\_\_\_

**Current Balance:** \_\_\_\_\_

**List Outstanding Expenses:**

Payable to:

Amount:

1

2

3

4

5

6

7

**Remaining Balance:** \_\_\_\_\_

**APPENDIX F**

**CLUB SPORT TRAVEL ROSTER**

**Date:**

**Club:**

**Destination:**

**Time of Departure:**

**Estimated Time of Return:**

**Hotel Contact Info:**

**Contact Number for Coach or President:**

**Please list all members of the travel party:**

## APPENDIX G

### SCHEDULING GUIDELINES FOR CLUB SPORTS

#### Rugby:

Traditional Segment: 9 weeks (fall)  
2 Scrimmages (during practice time)  
1 Tournament (1 day)  
3 Home games or scrimmages (4 home contests if no tournament)

Non-traditional Segment: 5 weeks (spring)  
1 Scrimmage (during practice time)  
1 Tournament (1 day) or 1 Home Game

#### Ultimate:

Traditional Segment: 5 weeks (spring)  
2 Scrimmages or Clinics (indoor)  
1 Tournament (1 day)  
1 Home Game

Non-traditional Segment: 9 weeks (fall)  
2 Scrimmages (during practice)  
1 Tournament (2 day)  
1 Home Game

#### Fencing:

Fall : 1<sup>st</sup> Semester  
The Big One  
1 Scrimmage (during practice time)

Spring: 2<sup>nd</sup> Semester  
1 Scrimmage (5-6 hours) depending upon facility availability

#### Ice Hockey:

20 contests (including home and away games, scrimmages and novice games)  
Also including any major trip (any trip which is more than a weekend) – 1 per season.

\*\*\*Any scheduling beyond these limits will depend upon availability of facility and athletic training coverage and costs for training coverage and building and grounds costs will be paid by the club.

\*\*\*If there are any changes in schedule after 72 hours prior to the event, the training staff cannot guarantee coverage. If coverage cannot be provided, the event will have to be cancelled or postponed.

## APPENDIX H

### Medical Information – Injuries and Insurance

#### Report All Injuries:

The athletic trainers are available to provide care for your injuries. The athletic training room is located in the basement of Scott Gym. The hours are 10 am – 1 pm and 2 – 7 pm. If you need something taken care of before practice, the trainers will be in the training room. If you need something during practice, the athletic trainer will be at the golf cart on the athletic fields. Please note that the athletic training room in the field house will open at the start of practices. Whenever possible, you should use the Scott AT room before heading down to the fields. It is important that you report all injuries to the athletic trainers as soon as possible so that they can provide the appropriate care and keep records of the injury for insurance purposes.

#### Supplemental Athletic Insurance Policy:

Smith College provides accident medical coverage for student-athletes for athletically-related injuries through Koster Insurance. However, coverage is subject to specific policy terms and conditions and includes certain restrictions and exclusions.

If a student-athlete is injured during a regularly scheduled, supervised contest, practice or training session, an insurance claim form must be filed within 90 days. Completing and submitting this form is the sole responsibility of the student-athlete. Claim forms are available in the athletic training room. Please note that Smith College assumes no responsibility whatsoever for any uninsured expenses.

All medical bills must first be submitted to the athlete's primary insurance for payment. Once all forms of insurance have been exhausted, remaining itemized bills may be submitted to Koster Insurance for payment. After a \$500 deductible has been met by out-of-pocket payment and/or by the athlete's other insurances, Koster will pay all customary and reasonable expenses up to \$75,000. For more information on the Koster Insurance Plan, please email [Studentcare@kosterins.com](mailto:Studentcare@kosterins.com) or call 800-457-5599.

#### Doctor's Notes:

If you are ill or injured and require medical care (health services, emergency room, orthopedic surgeon, etc.) your initial clearance to play sports is considered null and void until that medical provider sends documentation to our athletic trainers clearing you to return for participation.

## APPENDIX I

### SMITH COLLEGE DEPARTMENT OF ATHLETICS CATASTROPHIC INCIDENT GUIDELINES

#### I. INTRODUCTION AND DEFINITION OF CATASTROPHIC INCIDENT

The Smith College Athletic Department's Catastrophic Incident Guideline will be activated when the following catastrophic incidents (CI) occur:

##### 1. Sudden Death of a Student-Athlete, Coach, or Staff Member

- Death during competition, practice, or conditioning
- Death during travel
  - Smith College Athletic Dept. official business
  - Personal (e.g. automobile, airline accidents)
- Non-athletic accidents
- Unknown medical anomalies (e.g. heart attack, stroke, illness)
- Victim of a crime (e.g. homicide)
- Suicide

##### 2. Disability / Quality of Life Altering Injuries

- Either during Smith College Athletic Department participation and/or travel, or during non-athletic activities
- Spinal Cord Injury-resulting in partial or complete paralysis
- Loss of Paired Organ
- Severe Head Injury
- Injuries resulting in severely diminished mental capacity or other neurological injury that results in inability to perform daily functions (e.g. coma)
- Irrecoverable loss of speech or hearing (both ears) or sight (both eyes) or both arms or both legs or one arm and one leg

#### II. IMMEDIATE ACTION PLAN

##### ◆ General Guidelines

- Get all pertinent facts regarding the incident accurately and expeditiously.
- Accurately document all events, especially list all participants and witnesses
- Secure any or all available materials/equipment involved
- Respect the dignity of the individuals involved
- Only members of College Relations staff, or individuals they designate, are to speak on the incident to family members, media, other staff members, student-athletes or coaches-No one else has clearance to speak on the incident
- Instruct student-athletes they are not to speak to anyone regarding the incident
- All information deemed appropriate for release to the media will be determined by Smith College Senior Administration

- ◆ **Home Contest, Practice, Training Session**
  - **AT Notifies Public Safety of Catastrophic Event**
    - Dispatcher notifies Public Safety Supervisor
    - Public Safety Supervisor initiates necessary communication with appropriate college administrators (see Chain of Command and Areas of Action below)
  - **AT provides care**
  - **Coach/Administrator/Dept Personnel move participants away from scene**
  - **EMS arrives to transport injured person(s)**
  - **Coach or Dept Representative travels with injured person to hospital**
    - Remain at hospital until relieved by assigned college personnel
    - Gather any available information
    - Notification of family members is the sole responsibility of the hospital staff. If a coach is in contact with a parent or family member, only general information should be given.
    - Provide updates to admin staff on campus
  
- ◆ **Away Contest, Off-Campus Practice or Training Session**
  - **If no medical staff is available, coach will activate EMS and provide first aid**
  - **If medical staff is available, coaches should follow emergency protocol of host school and assist as directed**
  - **Coach notifies Public Safety of Catastrophic Incident**
    - Request that supervisor be notified of incident immediately
    - Leave personal and hospital contact information with dispatcher
    - Public Safety Supervisor initiates necessary communication with appropriate college administrators (see Chain of Command and Areas of Action below)
  - **Coach or Asst Coach travels with injured person to hospital**
    - Remain at hospital until relieved by assigned college personnel
    - Gather any available information
    - Notification of family members is the sole responsibility of the hospital staff. If a coach is in contact with a parent or family member, information given should be general.
    - Provide updates to admin staff on campus
    - Determine if assistance is needed to get remaining travel party back to campus
    - Assist Admin Staff to determine exact travel party

### **III. CHAIN OF COMMAND AND AREAS OF ACTION:**

After being informed of a catastrophic incident, the following individuals will be notified to commence their responsibilities:

#### **SMITH COLLEGE PUBLIC SAFETY**

- Dispatcher is informed of catastrophic event by head coach or AT who request that a supervisor is contacted immediately
- Dispatcher is to inform supervisor (Scott Graham, Nancy Forestall, Paul Ominsky)
- Supervisor informs Senior Staff, Lynn Oberbillig

- If Lynn O. cannot be reached, contact
    - Bonnie May
    - Kim Bierwert
- Meeting place is set for immediate gathering of above mentioned parties

#### **DIRECTOR OF ATHLETICS or Department Representative**

- Notifies Administrative Staff of catastrophic incident and sets meeting place (classroom/Faculty Staff Lounge) for immediate gathering
- Attends meeting of Senior Staff and provides direction for Admin Staff and coaches

#### **SENIOR STAFF/DIRECTOR OF ATHLETICS**

- Determine needs and plan of action
- Work with Office of College Relations, Residential Life, Counseling Services, Religious Life, other available resources

#### **ADMINISTRATIVE STAFF/COACHES**

- Admin Staff will contact coaches, all meet at designated place
- Await direction from Lynn Oberbillig or Dept Representative at Senior Staff Meeting
- Station 1-2 people to handle incoming phone calls (determine "script")
  - Ex. At this time we can/cannot confirm that \_\_\_\_\_ has occurred. We are attempting to gather information...
- Determine travel parties if incident occurred on team trip
- Determine need for and plan for return travel of remaining team members (vans, cars)
- Determine if host school staff may be available to assist
- Determine if/when staff member should travel to hospital to relieve coach/asst. coach, await family members
- Determine immediate needs of teammates, friends that may have gathered in athletics facilities
- Determine needs, assist family members (travel, housing, meals, support)

#### **IV. SUMMARY CHRONICLE**

- A detailed written summary chronicle will be prepared following any catastrophic incident which identifies and explains the activities of those who participated in and responded to the incident
- This chronicle will be used to critique the process, its efficiency and effectiveness, and will be used as the basis for review of procedures

## APPENDIX J

### Smith College Athletic Injury/Illness Emergency Protocol

The following procedures are to be carried out by an appropriately trained certified athletic trainer (ATC) or athletic training student(s) in the event of injury or illness to a student-athlete. In the event that an ATC or athletic training student is not available on-site at a specific practice or event, the head coach and/or designee shall perform the duties listed below.

- Contests and practices hosted at Smith College or "home" sites:

#### MEDICAL EMERGENCIES:

Cardiac Arrest

Breathing cessation

Severe bleeding

Concussion with loss of consciousness

Suspected neck or spinal injury

Open or displaced fracture, fracture to major bone

Dislocation of a major joint

Life threatening heat related illness

Anaphylactic Shock

Internal Injury (abdominal or thoracic)

Any other injury or illness resulting in poor vital signs such as decreased blood pressure, weak pulse, or signs of shock

- Follow the Emergency Action Principles (first aid principles) and provide appropriate care.
- Activate the emergency medical system (EMS) by calling Public Safety Dispatch via campus telephone at ext. 800 or contacting athletic training staff member via the portable two-way radio. If using a cell phone, dial 585-2490. Provide EMS with the following information:
  1. Identify yourself and your role in the emergency
  2. Specify your location and telephone number (if calling by phone)
  3. Give name(s) of injured/ill athlete(s)
  4. Give condition of injured/ill athlete(s)
  5. Give time of accident
  6. Give care being provided
  7. Give specific directions to the scene of the emergency
  8. Do not hang up until directed to do so by the EMS dispatcher
- Monitor vital signs.
- Calm and reassure the athlete.
- Notify an ATC as soon as possible.
- Provide follow-up care as necessary.



**NON-EMERGENCIES** (sprains, strains, concussion [with no loss of consciousness], illness, abrasions, minor cuts, contusions)

- Provide appropriate first aid care.
  - Notify the ATC if not already present.
  - Send the athlete to the appropriate medical care facility (if unable to contact an ATC and/or unsure of the severity of the injury).
  - Provide follow-up care as necessary.
- In the event an athlete is ill or injured and is transported to a hospital/emergency facility while participating in a college sponsored event off campus, the following guidelines should be followed:
    - Notify Smith College Public Safety of the athlete's name, a brief description of the injury/illness, and the name and telephone number of the hospital/emergency facility where the athlete has been transported.
    - Public Safety will receive all phone calls from parents or guardians and refer them to the hospital/emergency facility as appropriate.
    - It is the responsibility of the hospital/emergency facility to notify the athlete's parents or guardians with the latest and most accurate information concerning his/her condition.
  - NOTE: When a team/program practices or hosts contests AT "HOME" SITES which are LOCATED OFF-CAMPUS (e.g. crew, skiing) the same guidelines as outlined above should be followed. It is imperative that the ATC, or in the absence of the ATC, the head coach locate the nearest accessible telephone on-site prior to beginning the practice or contest. In the event of a medical emergency, dial 911 (or appropriate emergency telephone number) to summon EMS personnel and follow Medical Emergency guidelines above. If injury appears to be non-emergent, make arrangements to have the athlete transported back to the athletic training room for further assessment and treatment as soon as possible but provide necessary first aid immediately on-site.
  - For contests and practice occurring AWAY FROM Smith College:

#### **MEDICAL EMERGENCIES**

- Follow the Emergency Action Principles (first aid principles) and provide appropriate care.
- Ask for the host ATC and follow the host institution's emergency action plan.
- If athlete must be transported to an emergency facility, find out what facility they will be going to and then make arrangements with the Smith College head coach to pick up the athlete after the contest ends.
- Do not travel via EMS transport to the emergency facility with the athlete. Staying with the rest of the team is the priority. In the event that an assistant coach or

designee is available, it is permissible to accompany the injured/ill athlete to the emergency facility if requested by the athlete or head coach.

- o Notify an ATC at Smith College as soon as possible.

**NON-EMERGENCIES** (able to return to Smith College without immediate medical care)

- o Provide appropriate first aid care.
- o Return to Smith College and follow non-emergency management protocols established for home events.
- o Notify an ATC at Smith College upon returning.

**MISCELLANEOUS**

- o In the event of hospitalization or surgery, hospital personnel would notify the athletes' parent(s) or guardian(s) as necessary and appropriate. Medical confidentiality will and must be maintained in all cases.
- o Athletes who have been referred to the Smith College Health Services or other health care provider will not be allowed to return to participation until the attending health care provider has given appropriate clearance.

## APPENDIX K

### Cold Weather Guidelines

1. If the temperature or wind chill is above 30°F practice is allowed outside with appropriate clothing.
2. If the air temperature or wind chill is 30°F-25°F then teams may practice outside but must come inside to warm up every 45 minutes for 10 minutes.
3. If the air temperature or wind chill is 25°F-15°F then teams may practice outside but must come inside to warm up every 30 minutes for 10 minutes.
4. If the air temperature or wind chill is 5°F-15°F then teams may practice outside but must come inside to warm up every 15 minutes for 10 minutes.
5. If the air temperature or wind chill is less than 5°F no outside practices are permitted.

The temperature, wind speed and wind chill will be monitored by the Athletic Trainer on duty through the National Weather Service, Weather.com, or accuweather.com

## APPENDIX L

### Lightening Safety Policy

1. Coaches should be aware of National Weather Service issued thunderstorm watches and warnings, as well as watching for signs of approaching storms, such as darkening skies, increasing winds and a sudden change in temperature. An up-to-date, detailed weather report for our area can be obtained before outdoor games or practices by visiting [www.weather.com](http://www.weather.com) and typing in our Zip Code.
2. The flash-to-bang count will be utilized to monitor impending lightening strikes. Each coach is responsible for recognizing lightening danger and instructing all participants to move to a safe location. It is recommended that each coach suspends activity and begins to evacuate from the fields at the first flash of lightening that is seen. By the time the flash-to-bang count reaches 30 seconds, all participants should be in the designated safe location. The indoor pool should also be evacuated. Athletes should be instructed to leave heavy or cumbersome equipment in place and move safely, but quickly to the designated facility.

*Rationale:* Light travels faster than sound, which travels at approximately 1 mile/second. Begin counting on the lightening flash, and stop counting when the associated clap of thunder is heard. Divide the time to thunder by five to determine the distance to the lightening flash. If the flash-to-bang count is 30 seconds, then the flash was 6 miles away, and the next strike could conceivably be above the observer.

3. The designated safe structure for the Smith College athletic fields, outdoor track, and tennis courts will be the field house. Members of the crew team will utilize the boathouse. Within the safe structure, no use of landline telephones or plumbing should be permitted. Portable telephones, cellular phones or 2-way radios should be used if assistance is needed. When traveling to another school for a competition, coaches should be aware of the location of the nearest safe structure, or the location of the bus or vans. If a storm is expected, the coach should discuss the evacuation plan with the hosting coach or medical staff.

*Rationale:* Frequently inhabited buildings with electrical wiring and plumbing are the safest structures during a lightening storm. The plumbing and wiring assist in grounding the building and it is hazardous to be connected with those systems. This is also why it is unsafe to be in an indoor pool during a lightening storm.

4. If a team is a considerable distance from a sturdy, frequently inhabited building, any vehicle with a hard metal roof and rolled-up windows can provide a measure of safety.

*Rationale:* The metal enclosure of the vehicle guides the lightening current around the passengers rather than through them. Athletes should be instructed not to touch the outside of the vehicle.

5. If no safe structure is within a reasonable distance, participants should try to find a thick grove of smaller trees surrounded by taller trees or a dry ditch. Stay away from the tallest trees or objects (flag poles, light poles), metal objects (fences, bleachers), individual trees, standing pools of water, and open fields.

*Rationale:* Lightening generally strikes the highest object. If you are standing under an isolated tree, the lightening may jump from the tree to you.

6. Athletes should be instructed that if they feel their hair stand on end or their skin tingle, a lightening strike is eminent. They should assume a crouched position with only the balls of their feet touching the ground, wrap their arms around their knees, lower their heads, and cover their ears. **DO NOT LIE FLAT!**

*Rationale:* Contact with the ground must be minimized as lightening current often travels across the ground and into the victim. Decreasing the surface area touching the ground minimizes the amount of current entering the body. Crouching low to the ground decreases the risk of a strike from above. Victims of lightening strikes often have damage to their ears, so covering the ears may diminish the damage.

7. At any event when a public address system is available, spectators should be informed if there is a lightening hazard and given clear instructions to the nearest safe shelter.
8. Once activities are suspended, coaches must wait at least 30 minutes after the last flash of lightening or sound of thunder before moving back outside.

*Rationale:* The typical storm moves at approximately 25 miles per hour. Waiting thirty minutes allows the storm to be 10-12 miles away, minimizing the risk of a nearby lightening strike. Lightening can strike in the absence of rain and from apparently blue skies overhead.

# **APPENDIX M**

## **Athletic Training Services**

### **Smith College Athletic Emergency Action Plan**

#### **Introduction**

The purpose of the Emergency Action Plan (EAP) is to guide athletic personnel, emergency medical services and Public Safety in responding to emergency situations when they occur. It is essential that the Athletic Department have a developed emergency plan that identifies the role of each member of the emergency response team, emergency communications, the necessary emergency equipment and the emergency protocol for each sporting venue.

#### **Emergency Personnel**

Certified athletic trainers (ATC's) are employed to provide leadership in the health care of the student-athlete including the emergency management of injuries/illnesses during varsity athletic participation, under the direction of the team physician.

Coaches, staff supervisors of game management, athletic training student workers and athletic training students are required to be trained and maintain certification in first aid, CPR and the prevention of disease transmission (blood borne pathogens). These guidelines are established in the NCAA Sports Medicine Handbook. This training should be completed prior to being assigned to the emergency care team. However, formal training must be conducted for all new personnel within six months of their employment or assignment to the emergency care team. Their role is to provide assistance to the ATC as part of the emergency medical team in the event of an emergency. Annual review and update of the EAP is conducted with all athletic personnel so that each member of the emergency care team is aware of their respective role in the event of an emergency. The following roles are included in the EAP:

1. Immediate care of the injured/ill athlete(s)
2. Retrieval of emergency equipment
3. Activation of Emergency Medical System (EMS)
4. Directing EMS to the scene

#### **Immediate care of the injured/ill athlete**

There shall be at least one trained individual at all practices, competitive events, conditioning, and skill sessions. The minimal training is first aid, CPR and the prevention of disease transmission (blood borne pathogens). These individuals include the ATC, athletic training student(s), athletic training student workers, coaches, and staff supervisors of game management. Appropriate emergency first aid steps must be taken in accordance with the level of certification that each trained member of the emergency care team has. The Injury/Illness Emergency

Protocols are included at the end of this document.

### **Retrieval of Emergency Equipment**

Appropriate emergency equipment must be retrieved from the designated area at the athletic venue and brought to the scene by a member of the emergency care team.

### **Activation of EMS**

One member of the emergency care team will be directed to utilize the emergency communication device (portable two-way radio, cellular phone or stationary hard-wired telephone) to contact the Public Safety Dispatch who will then activate EMS. This individual shall be trained in activating EMS. They must be calm, have a full understanding of the emergency, communicate well, and be able to identify the location of the emergency. They also must be familiar with use of the emergency communication devices and where they are located if not on their person.

### **Directing EMS to the Scene**

Smith College Public Safety will take on the primary role of activating the EMS system and then directing the local rescue squad to the emergency scene. However, a member of the emergency care team or any member of the athletic staff may go to the appropriate location to assist the Public Safety in directing EMS to the scene.

### **Emergency Communications**

Certified Athletic Trainers and athletic training students each carry a portable two-way radio at each varsity athletic practice and competitive event. During normal athletic training room operating hours, the two way radios are available to contact an athletic training staff member indoors who will contact Public Safety Dispatch in the event of serious or life-threatening emergencies. Public Safety then activates EMS. If there is no ATC located indoors, a cellular telephone will be used to contact public safety dispatch directly. In the event that an ATC is not on-site for a varsity athletic practice or competitive event, the head coach or qualified designee shall have a portable two-way radio, cell phone, or immediate access to a stationary hard-wired telephone for emergency use. When activating EMS via campus telephone, dial 800 to contact the Public Safety Dispatch. When utilizing cell phone or non-campus telephone, contact Public Safety Dispatch at 585-2490. If you are located at an off campus venue, such as the boathouse, dial 911 for local police dispatch.

### **Emergency Equipment**

Appropriate emergency equipment must be on-hand at all athletic practices and competitive events. All assigned emergency care personnel should be aware of the location and function of all emergency equipment. Emergency supplies and equipment include, first aid supplies (e.g. dressings, bandages, tape, sling, elastic wraps, etc.), body substance isolation (BSI) materials (protective gloves,

gauze, gown, face shield, bleach, neutralizing solution, and spill kit), vacuum splints, crutches and Automated External Defibrillators AED's. The athletic department has direct access to 2 AED's. One is permanently located in a marked cabinet in Ainsworth Gymnasium next to the elevator. The other is located in the fieldhouse during the fall and spring athletic seasons and in the athletic training room during the winter season. Training and update on the proper use of said emergency equipment is conducted annually prior to the beginning of the fall academic year for all emergency care personnel. The equipment is checked prior to practices and competitive events for proper function and availability.

### **Transportation**

Emergency transportation of an injured/ill student-athlete is provided via the EMS system by contacting the Smith College Public Safety Dispatch who will in turn summon an ambulance to the scene of the emergency. An individual of the student-athletes choice may provide transportation to a local emergency room for a student-athlete with a non-life threatening injury/illness. A member of the emergency care team may provide transportation to the emergency room only if adequate emergency care coverage is maintained at the athletic venue. Athletic training students may not transport injured/ill student-athletes via licensed motor vehicle.

### **EAP in the Event of Lightning**

The following steps are modified from those recommended by the NCAA and the National Severe Storms Laboratory (NSSL) in the event of lightning or severe storm warning:

1. A member of the emergency care team (ATC, coach, or staff supervisor of event management) is designated to monitor threatening weather conditions and make the decision to remove a team or individuals from an athletic venue or event.
2. Monitoring should include obtaining a weather report prior to a practice or competitive event. Be aware of potential thunderstorms that may form. Be aware of National Weather Service-issued (NWS) thunderstorm "watches" and "warnings" as well as the signs of thunderstorms developing nearby. "Watch" means conditions are favorable for severe weather to develop in an area; a "warning" means that severe weather has been reported in an area and for everyone to take proper precautions.

Be aware of how close lightning is occurring. Count the seconds using the flash-to-bang (flash of lightning-to-clap of thunder) method. Count the seconds and divide by five, which gives you the distance, in miles, that the lightning strike occurred. By the time the flash-to-bang count is 30 seconds, all individuals should have moved to safety. Be alert at the first sign of lightning or thunder and judge the time necessary to evacuate all individuals from the athletic venue. Thirty minutes should pass following the last flash of lightning or clap of thunder before resuming athletic activity.



## APPENDIX N

The following is taken directly from the Smith College Student Handbook.

### Policies, Procedures, & Guidelines

#### Pranks and Hazing

Though it is not uncommon for the student community to engage in humorous pranks, all individuals and groups are expected to ensure that such activities never exceed the bounds of good humor and respect for others. Such activities must never infringe on a student's rights, inflict physical or psychological pain, causes personal humiliation or damage to college or personal property, see the Hazing Statute for additional information. Any action that gives rise to such consequences will be subject to disciplinary action and possible prosecution under Massachusetts State Law.

#### RESIDENTIAL LIFE:

#### Hazing - Prohibition Statute of the Commonwealth of Massachusetts

The college is required to make the following information available to all students.

#### G.L. CHAPTER 269, SEC. 17 - 19 AN ACT INCREASING THE PENALTIES FOR HAZING

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby amended by striking out sections 17 to 19, inclusive, and inserting in place the following three sections:

#### Section 17

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than \$3,000 or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing," as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical

activity that is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest and extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

#### **Section 18**

Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$1,000.

#### **Section 19**

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections 17 and 18; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or evidence of any unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections 17 and 18, that each of its members, plebes, pledges or applicants has received a copy of sections 17 and 18, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of postsecondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has

**complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.**

***Amended December 1987***

## APPENDIX O



### Smith College Athletics ALUMNAE WAIVER FORM

I acknowledge my voluntary participation in the alumnae game with the \_\_\_\_\_ team at Smith College.

I understand that while I am participating in this event, there is a risk of injury. I understand that such an injury can range from a minor injury to a major injury. Such injuries could cause permanent disability such as paralysis, permanent bone or joint injury, permanent scars, other chronic disabling conditions and even death.

I hereby waive any and all claims, causes of action, rights to entitlements, suits or damages against Smith College, Smith College Athletic Department, or any of its employees, agents or representatives, as a result of or occurring in conjunction with my participation during this event.

I verify that I have no physical disabilities, impairments or chemical dependencies that inhibit my participation in sport activities. I do not know of any medical reason why I should not participate in this event. I hereby accept and assume the risk of injury and understand the possible consequences of such injury.

I, the undersigned, have read this form carefully and understand all its items.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# APPENDIX P

## SMITH COLLEGE Release of Liability / Assumption of Risk / Agreement not to Sue

Read this Release, Assumption of Risk, and Agreement not to Sue (this "Release") carefully and in its entirety. It is a binding legal document. After reading this Release, sign your name, to show that you agree to and do assume all risks associated with your child's participation in this Program and that you release SMITH COLLEGE, its employees, trustees, officers, students, volunteers and representatives (the "College") of any and all liability resulting from your child's participation in this Program.

I, as the parent/guardian of the child named below, permit my child to participate in the [name of program] described [on the next page]. I understand what the Program activities will be and give full approval for my child's participation in the Program. I also understand that some of the Program activities may include travel and give permission for my child to ride in College-owned or other vehicles as necessary.

I acknowledge that my child may be exposed to hazards and I voluntarily agree to assume all risks. I understand that the risks of the Program may include loss, injury, death or property damage caused by accident or illness, the forces of nature, and travel by automobile, bus or other vehicle or other hazards that are unknown.

In consideration of my child's participation in the Program, I hereby, now and forever release the College from and against any causes of action, claims or demands of any nature that may result from or be connected in any way to my child's participation in the Program ("Claims"). I further agree not to sue and agree to indemnify and hold harmless the College from any Claims. It is also my express intent that this Release shall bind my spouse, family members, heirs, guardians, legal representatives, and assigns.

I expressly agree that this Release shall be governed by and interpreted in accordance with the laws of the Commonwealth of Massachusetts. I intend this to be a complete and unconditional release of all liability to the greatest extent allowed by law.

My child has been told the rules of the Program and agrees to follow them. We understand that he or she (my child) may be asked to leave the Program if the rules or the instructions are disobeyed.

### Medical Treatment Authorization

I authorize the College to act on my behalf in any medical emergency as may be necessary.

### Media Release

I understand and agree that the program and its participants may be recorded in any media and that the College may use or keep said recordings for any purpose.

By signing below, I hereby confirm that I am the Parent or Legal Guardian for the Participant enrolled in the Program and that I have read this document in its entirety, understand it, and sign it voluntarily.

Child's Name: \_\_\_\_\_ Month/Year of Birth: \_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Emergency Contact Number/s or Info: \_\_\_\_\_

Other Information (e.g., allergies, physical limitations, etc.) \_\_\_\_\_

\_\_\_\_\_

### Commented [EJC1]: Instructions for use

- 1) Type the name of the program in [name of program]
- 2) Indicate where the supplemental materials are in the space [on the next page]. (e.g., on the back of this form, as attached, etc.) It is recommended that you print this as a double-sided document and have a complete description of the activities/program, dates, etc. Include any rules for participation, fitness requirements, etc. on the verso. This creates a clear unambiguous record of what was communicated to the participants. See TEMPLATE following.
- 3) This document may NOT be used as a registration form.
- 4) Be sure to include this document with all registration materials - you cannot present this to a parent on the day they arrive to enroll their child in the program as the practice is considered (legally) coercive.
- 5) Delete this comment in the final version for your program.

**Program Information**

Name of Program \_\_\_\_\_

Date/s of Program \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Program Manager \_\_\_\_\_ Phone \_\_\_\_\_

Emergency contact information for Program \_\_\_\_\_

*Use this if you need to reach the program manager during the program because of an emergency.*

**Drop off/ Pick up instructions:** *(for programs for under 12 year olds, it is best to have a process so that only the authorized parent can pick up the child.)*

**Activities:** *(be as specific as possible, be sure to include all activities including any food/beverage service, transportation, what they'll do on breaks, etc.)*

**Participation requirements** *(e.g., level of knowledge of the sport, physical requirements such as height, etc.)*

**Program Rules** *(e.g., obey instructions, no horseplay, advise program leader if feeling unwell or can't do the activity safely, be respectful of all participants, no cell phone use during play, etc.)*

**You are responsible to provide**

- *What should they be wearing*
- *Any equipment such as a personal water bottle, lunch or snacks, hockey stick, etc.*
- *Anything else*

*Add any other information that will help the parents and participants have a great experience.*

**Please complete and sign the reverse side of this document and submit it with your registration form.**

**Applicants will not be accepted without a completed, signed form.**

*We recommend that you make and keep a copy of this completed form for your records.*

## APPENDIX Q

### Smith College Student Fund Raising Activities Waiver and Release / Request for Services

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Services Requested (e.g. raking, weeding): \_\_\_\_\_

**This Waiver & Release must be completed and signed by all persons who may donate funds to clubs, teams or other student organizations in exchange for services from Smith College students or other volunteers. This is a legal and binding agreement which, when signed, will permanently limit your ability to recover from the parties indicated below for injuries or losses you may sustain as a result accepting services from Smith College students or volunteers.**

Smith College is a non-profit educational institution. References to Smith College include Smith College, its trustees, employees, volunteers, students, and anyone else participating in the activities described above.

I freely choose to donate funds to \_\_\_\_\_ (name of organization), henceforth referred to as Organization, in exchange for certain services described above and freely accept all the risks associated with the exchange. I expressly agree that students or other volunteers of Organization are not acting as employees or agents of Smith College, and have no employee rights or benefits including, without limitation, any workers' compensation benefits as respects the services performed (above).

I understand that it is my sole responsibility to define the services, set the means and methods and time for completing the services, to provide any tools and equipment for said services, and to supervise the services for safety and for my satisfaction. It is understood and agreed that students may be requested to perform services or do work that they are unfamiliar with, and that it is my sole responsibility to ensure that they understand the requirements of the service or work. As supervisor, I understand and agree that I am personally responsible for all outcomes and results of the use of student or volunteer workers.

I agree that I will not ask students or volunteers to perform work that is unusually hazardous. I will provide ordinary safety equipment (e.g. gloves, rubber gloves, safety glasses, hearing protection) for related work (e.g. weeding or yard work, household cleaning, mowing). I will not let students or volunteers perform services if they are dressed inappropriately for the work (e.g. wearing sandals to mow the lawn).

Despite precautions, accidents and injuries can occur. I understand that, as with any household tasks, I may be injured and/or lose or damage personal property or suffer financial loss as a result of using student help. Therefore I **ASSUME ALL RISKS RELATED TO THE ACTIVITIES** including but not limited to:

- Accidental loss of or damage to personal property
- Accidental injury to myself or others

I further acknowledge that the above list is not inclusive of all possible risks associated with the use student help, and that the above list in no way limits the extent or reach of this release and covenant not to sue. I further understand that using student help is an acceptance of risk of loss or injury.

**Release from Liability, Indemnification Agreement and Covenant Not to Sue**

In consideration of the value of the services to be provided, I the undersigned, to the fullest extent permitted by law, agree to forever release and on behalf of myself, my spouse, heirs, representatives, executors, administrators and assigns including insurance carriers, HEREBY DO FOREVER RELEASE Smith College from any cause of action, claims, or demands of any nature whatsoever, including but not limited to a claim of negligence which I or my spouse, heirs, representatives, executors, administrators and assigns may now have, or have in the future against Smith College on account of personal injury, bodily injury, property damage, death or accident of any kind, arising out of or in any way related to my use student workers or volunteers howsoever the injury is caused, including whether by the ordinary negligence of Smith College or otherwise.

I hereby certify that I have full knowledge of the nature and extent of the risks inherent the use student workers, and that I am voluntarily assuming all risks, whether known or unknown

I understand that I will be solely responsible for any loss or damage, including death, which I sustain, whether in whole or in part, as a result of using student workers or volunteers and that by this agreement I am relieving Smith College of any and all liability for such loss, damage or death.

My signature below indicates that I have read and freely signed this agreement, which shall take effect as a sealed instrument. I further certify that I am legally competent to sign this agreement. I further understand that the terms of this agreement are legally binding and I certify that I am signing this agreement after having carefully read and understood the same, of my own free will. This agreement is made in sole consideration of the value of.

This agreement shall be construed and enforced in accordance with Massachusetts law and I consent to the jurisdiction of said state. I expressly agree that this waiver and release is intended to be as broad and inclusive as permitted under Massachusetts law and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. IN WITNESS WHEREOF, this instrument is duly executed at \_\_\_\_\_, \_\_\_\_\_ this day of \_\_\_\_\_, \_\_\_\_\_.

**IMPORTANT - READ ENTIRE AGREEMENT BEFORE SIGNING**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ day/month/year

Witness: \_\_\_\_\_ Date: \_\_\_\_\_ day/month/year

Witness Name Printed: \_\_\_\_\_

Witness Address: \_\_\_\_\_



## APPENDIX R

### **Club Sports Advisory Subcommittee for Transgender Athlete Participation: Affirmation of Inclusion**

As representatives from the Smith College club sport community, we believe in the establishment of athletic environments that facilitate the full and unhindered participation of all Smith College undergraduate students in the club sport experience. We wish to re-articulate our concordance with the Smith College Affirmative Action Policy, which states that:

Smith College affirms that diversity in all aspects of the educational environment is necessary for achieving the highest level of academic excellence. As a central element of this commitment to excellence, the College seeks to provide an environment that fosters the recruitment and success of a diverse student, [coach], and staff community. The College aspires to create and maintain an educational, working, and living environment that is respectful of differences and free from harassing behavior.

To explicitly extend the College's endorsement of respect and freedom from harassment for all students, we here state a policy of inclusion of transgender and gender nonconforming club sport athletes. Though we recognize the jurisdiction of other institutions over their club sport participation, we maintain that any athlete may take part in club sport contests sponsored by Smith College and on College property, regardless of gender identity.

As members of Student Government Association-chartered teams, we additionally wish to reaffirm our continual compliance with the contract of nondiscrimination required of all campus Organizations:

Membership in any club shall be open to all students in good standing currently enrolled at Smith College, regardless of: race, color, creed, religion, national/ethnic origin, sex, sexual orientation, age, gender, or *gender identity* with regard to the bases outlined in the Veterans Readjustment Act and the Americans with Disabilities Act.

We therefore issue our affirmation of all athletes' right to play. Should a governing body or opponent challenge the single-sex status of a Smith College club sport team based on transgender student(s) participation, we put forth as a general guideline that the issue of inclusion and/or participation of the entire club, in the league or athletic contest in question, should be put to the determination of that club sport's Executive Board and membership.

## APPENDIX S

### SMITH COLLEGE TURF FIELD:

#### **Turf Rules:**

- **NO FOOD OF ANY KIND**
- **WATER IS THE ONLY BEVERAGE ALLOWED ON TURF**  
(All other beverages including Gatorade/Sports drinks are prohibited)
- **NO CHEWING GUM**
- **NO TOBACCO PRODUCTS OF ANY KIND**
- **NO PETS**
- **NO METAL SPIKES OR HIGH HEELED SHOES**
- **ONLY PLAYERS, COACHES & OFFICIALS ALLOWED ON TURF WHILE ORGANIZED ACTIVITY IS IN PROGRESS**
- **NO BIKES, ROLER BLADING, STROLLERS, SKATEBOARDS, SCOOTERS, ETC.**
- **CAGES ARE ONLY TO BE USED FOR SPORT THEY ARE DESIGNED FOR**

## APPENDIX T

### Club Sports Clearance Form

Thank you for completing the Smith College Club Sports Clearance Form. If you have additional questions, please contact Associate Athletic Director Bonnie May at [bmay@smith.edu](mailto:bmay@smith.edu) or 413-585-2713.

Club Sport *	<input type="text"/>
Name *	<input type="text"/>
Cell Phone *	<input type="text"/>
Campus Mailbox *	<input type="text"/>
Serious Medical Conditions (seizures, diabetes, allergies, missing a paired organ, etc.) *	<input type="text"/>
Emergency Contact #1 *	<input type="text"/>
Address *	<input type="text"/>
Cell Phone *	<input type="text"/>
Email *	<input type="text"/>
Relationship to You *	<input type="text"/>
Emergency Contact #2 *	<input type="text"/>
Address *	<input type="text"/>
Cell Phone *	<input type="text"/>
Email *	<input type="text"/>
Relationship to You *	<input type="text"/>
Insurance Company Name *	<input type="text"/>
Insurance Company Phone *	<input type="text"/>
Policy Holder *	<input type="text"/>
Policy ID# *	<input type="text"/>
Individual ID# *	<input type="text"/>



#### CAPTCHA Validation

A CAPTCHA is a program that protects websites against bots by generating and grading tests that humans can pass but current computer programs cannot. Please type the letters you see in the graphic into the box below where it says "Type the Text". Please note that it is case-sensitive.



Type the text

[Privacy & Terms](#)

