RECREATIONAL SPORTS

CLUB SPORTS
SAFETY LEAD HANDBOOK
2026-2027

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On Site/On-Call Professional 812-325-3682

Recreational Sports
SRSC Member Services 812-855-7772
BGF Member Services 812-855-5222
BGF 290 812-855-2371

IUPD & Ambulance
Emergency 911
IUPD Non-emergency 812-855-4111

Club Mailing Address
Club Name
c/o Campus Recreational Sports
1025 E. 7th Street, Room 290
Bloomington, IN 47405

Terms

Throughout this handbook, the following abbreviations are used:

- BGF = Bill Garrett Fieldhouse (everything south of the ramp/racquetball courts: racquetball courts, Fieldhouse, Pool 194, 290, 293, 095, Strength & Conditioning, etc.)
- SPH = School of Public Health (everything north of the ramp: Royer Lobby, Royer Pool, 163, 169, 171, etc.)
- SRSC = Student Recreational Sports Center
- UGym = University Gymnasium
- RM/RMFR = Risk Management First Responders
- RS = Recreational Sports
- MS = Member Services (has offices in both buildings: SRSC and BGF)
- OSOC = On-Site/On-Call Professional (someone you call during code red or code blue)

Introduction

Thank you for investing time and effort into improving the safety of participants in the Club Sports Program at Indiana University! By taking the steps to become a Safety Lead, you are helping to serve some of our nearly 2,000 members in 40+ club sports.

During the Safety Lead Workshop, you will receive a better understanding of your role as a Safety Lead in a Club Sport. This handbook is designed to highlight key information covered in the workshop to use as a reference throughout the year. In addition to this handbook, the Recreational Sports website has policies and other resources: https://recsports.indiana.edu/activites/club-sports.html. Please review the information in this handbook often to refresh your memory on our policies and procedures.

Given the inherent risks associated with a sports environment and the scope of participation within clubs, our philosophy of risk management is "safety first." This involves education, taking preventative action, and responding appropriately to emergencies. When Safety Leads utilize the knowledge and skills learned, they will demonstrate to all club members, participants, visitors, and spectators that safety is our top priority.

As a Safety Lead, you are expected to take the responsibilities outlined in this handbook seriously. If you ever need assistance or have questions about your role as a Safety Lead, contact the Assistant Director of Club Sports at clubsprt@iu.edu – they are your primary contact and resource within Campus Recreational Sports to support you as a Safety Lead.

Risk Management Guiding Principles

Safety First: Simply put, nothing else matters if club members are not safe during practices and events. Great tournaments, organized officers, and new equipment will not make up for an unsafe environment. Do whatever is necessary to keep people safe, including yourself.

Preventative Supervision: This principle represents our proactive approach to safety: prevent as many accidents and incidents as possible. This can be done by enforcing polices learned in training, inspecting facilities and equipment, immediately addressing and stopping risky behavior, etc. Constantly anticipate problems; take initiative to head them off to minimize risk.

CPR/AED/First Aid Provider: As a CPR/AED/First Aid Provider, you provide non-invasive basic first aid unless the person has suffered a major accident. A major accident is defined as a neck, back or head injury, trouble breathing, severe bleeding, loss of consciousness or semi-consciousness, allergic reaction, or other emergency. In these cases, your essential role is to sustain life by following your training until police, fire and/or ambulance personnel (first responders) arrive.

Consistent Standard of Care: Campus Recreational Sports examines laws, regulations, industry standards and guidelines because they indicate what type of care and extent of care is viewed as the "standard". Deviation from the standard of care may result in actions deemed negligent and can also lead to instances of legal liability for the Club Sport, Campus Recreational Sports, and Indiana University. You must provide care, within the scope of what you have been taught with your certifications, as necessary during emergencies.

Risk Levels

Three criteria are assessed when determining a club's risk level. They are (1) intentional contact versus inadvertent contact in the sport, (2) the location of activity and access to emergency personnel and/or hospital and (3) prevalence and severity of possible injuries in the given activity. Based on these criteria, clubs are placed into one of the following:

Risk Level 1

- Must have a Coach/Instructor to be activated. The coach/instructor must have a signed Coach/Instructor Information Form on file.
- Coach/Instructor must be certified as a Safety Lead.
- Must have at least two current Safety Leads.
  - One Safety Lead must be present at all club practices and events, including away trips.
- Must have all members sign a Conditions of Participation and Release Form (waiver) before participating.

Risk Level 2

- If Club has a coach/instructor, that person must have a Coach/Instructor Information Form on file in the Club Sports Office. Must be certified as a Safety Lead.
- Must have at least two current Safety Leads.
  - One Safety Lead must be present at all club practices and events, including away trips.
- Must have all members sign a Conditions of Participation and Release Form (waiver) before participating.

Risk Level 3

- If Club has a coach/instructor, that person must have a Coach/Instructor Information Form on file in the Club Sports Office.
- Must have at least two current Safety Leads.
  - One Safety Lead must be present at all club practices and events, including away trips.
- Must have all members sign a Conditions of Participation and Release Form (waiver) before participating.

RL 1		RL 2	RL 3
Aikido	Lacrosse – Men's	Adaptive Sports	Badminton
Baseball	Powerlifting	Basketball-Women's	Ballroom Dance
Bass Fishing	Rowing	Cycling	Crimsonettes
Brazilian Jiu Jitsu	Rugby - Men's	Field Hockey	Golf
Equestrian	Rugby - Women's	Lacrosse- Women's	Pickleball
Equestrian - Western	Sailing	Running	Spikeball
Fencing	Swim	Soccer-Women's	Swing Dance
Figure Skating	Taekwondo	Soccer-Men's	Tennis
Gymnastics	Triathlon	Ultimate Frisbee-Women's	Volleyball – M
Hapkido Self Defense	Water Polo - Men's	UltimateFrisbee-Men's	Volleyball – W
Ice Hockey - Men's	Waterski/Wakeboard		
Ice Hockey - Women's	Women's Wrestling		
Judo			

Safety Lead Requirements & Roles

Safety Lead Requirements

Safety Leads are required to have the following:

Requirement:	Valid for:	Accept certificates from:	Cost for Safety Leads:
Standard First Aid & CPR/AED	1 year	American Red Cross & American Heart Association	Risk Level 1 & 2: up to 5 can attend for free Risk Level 3: up to 4 can attend free
Safety Lead Workshop	Current academic year (now-summer)	Rec Sport class	Free

Registration for the certification sessions is required - view upcoming dates and registration links at https://recsports.indiana.edu/activites/club-calendar.html

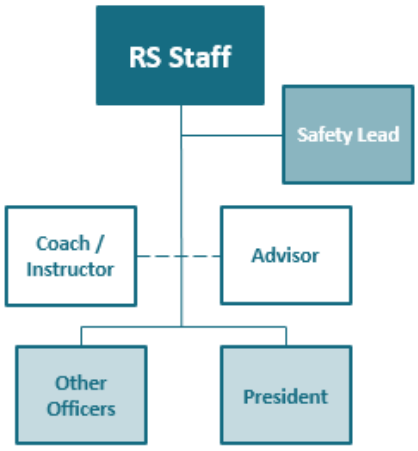
Safety Lead Roles

The typical club sport structure, with the president in charge, changes when there are incidents, accidents, facility and equipment inspections, or other safety related decisions.

When risk management issues arise, the Safety Lead has the responsibility of making decisions and taking the lead in the situation, with club leaders, coaches/instructors and advisors serving in a supporting role to the Safety Lead. Safety Leads should not allow other club members or officers to deter them from fulfilling their responsibilities or following the correct protocol when risk management issues arise. When RS staff are present, they will take the lead in risk management situations.

Structure with Accident/Incident (No RS Staff)

Structure with Accident/Incident (With RS Staff present)



Personal Safety

Personal Safety

Your personal safety as a Safety Lead is also central to our "safety first" philosophy. Here are some important precautions for you to take:

Accident and Incident response:

- Do not jeopardize your safety when handling incidents. For example, during a tornado or fire evacuation, give participants directions on what to do, but vacate the area as soon as possible if they disregard your instructions.
- When responding to an accident or injury, check the surrounding area first to make sure it is safe to enter.
- Do not approach suspicious persons or ignore harassment.
- Report a concern about exposure to body fluid spills to the Assistant Director of Club Sports immediately to receive directions for proper medical care.
- Utilize your protective safety equipment at all times.
- Use extreme caution when moving equipment.
- Follow your instinct when unusual activity is noticed.

Safe Travel in the Evening

When at a Club Sport activity late at night, walk to your vehicle or bus stop with someone you know. Call a friend, family member or roommate so they know you are on your way.

- Students can call 812-855-SAFE for a safety escort, 8pm-1:45am (Fall/Spring), all week.
- Use only well-lighted areas and pay special attention to your surroundings.

Protection

Safety Leads should wear gloves in situations where contact with body fluids is possible. You cannot tell just by looking at someone if they have a communicable disease and becoming infected with one of these viruses could lead to serious health challenges.

Universal Precautions: Prevention of Disease Transmission (UP:PDT) refers to the universally accepted procedures for handling a body fluid spill. A body fluid spill occurs when a body fluid (blood, saliva, vomit, etc.) leaves the body and lands on other people or surfaces such as floors, equipment, etc. Club Sports using BGF/SPH and SRSC should contact an RS staff member for handling body fluid cleanup.

Accidents

Definition of Accident

An accident is anytime an injury or illness takes place during a club activity. Some accidents will require an ambulance due to the severity of the injury or illness.

How to respond

When an injury or illness occurs during a club sport activity, Safety Leads need to know the protocol to follow. The procedure Safety Leads will follow for an accident depends on the facility where the club sport activity is taking place. (see following page for protocols)

	BGF/SPH, Woodlawn, SRSC, Mellencamp	Evan Williams Field	Lake Lemon/Lake Monroe	Other Facilities & Club Trips
Incident Protocol	Protocol A	Protocol A (staff present) Protocol B (staff not present)	Protocol B	Protocol B

Code Red

What is a Code Red? Code Red is the term used by Recreational Sports to refer to any accident that requires an ambulance call. After taking care of the injured person, call **OSOC at 812-855-4000.**

When the Code Red is called, it is important to inform the participant, that for their own safety, they cannot be allowed to resume activities until the following day.

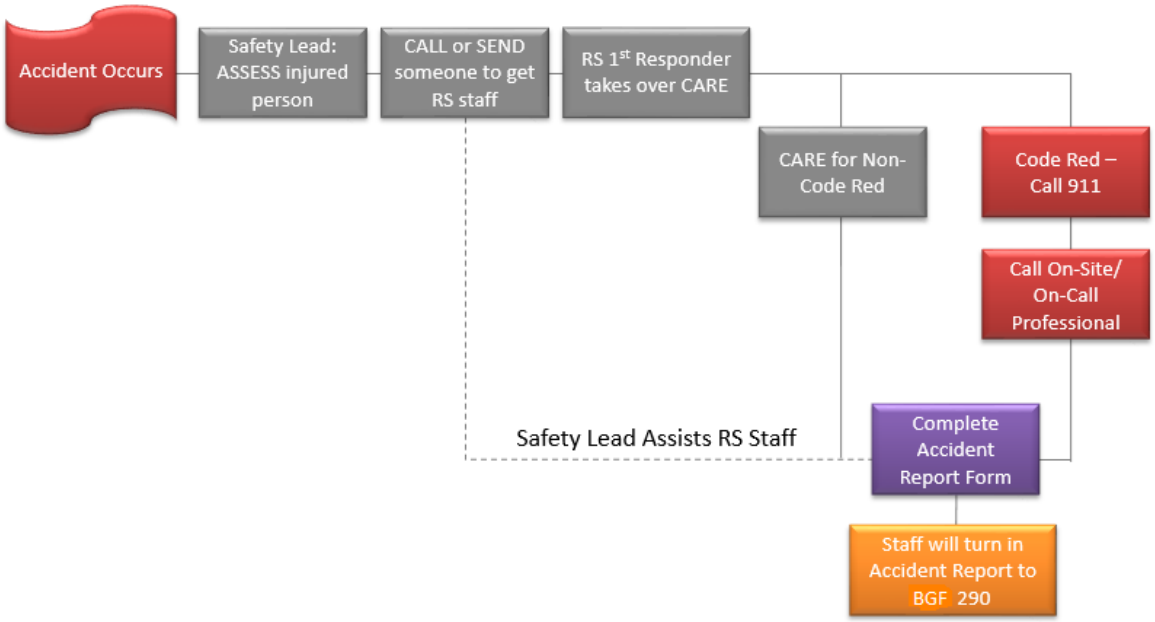
When should an ambulance be called?

Call a Code Red if you feel an ambulance is needed, the person requests or if they have:

• Trouble Breathing	• Severe Muscle, Bone, or Joint Injury
• Head, Neck, or Back Injury	• Consciousness Concerns
• Severe Bleeding	• The Injured Person Cannot Walk/Move
• Nosebleed from Impact with inability to control within a few minutes	• Allergic Reaction
• Serious Heat Related Illness	• Significant Chest Pain

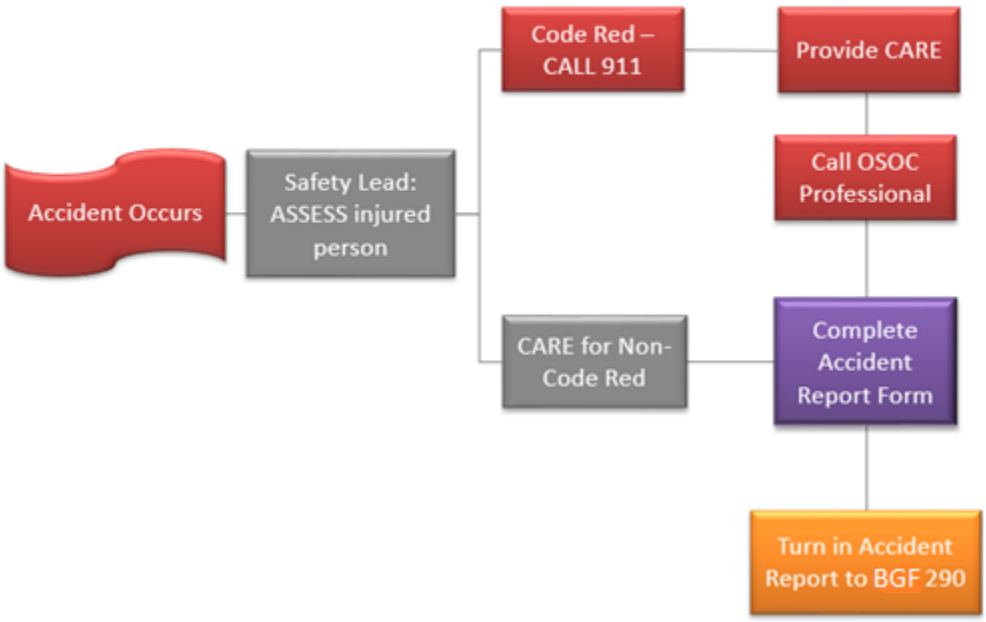
Accident Protocol A:

SRSC, BGF/SPH, Woodlawn, RSFC, Evan Williams (competition)



Accident Protocol B:

Evan Williams (practice), Off-Campus, Traveling



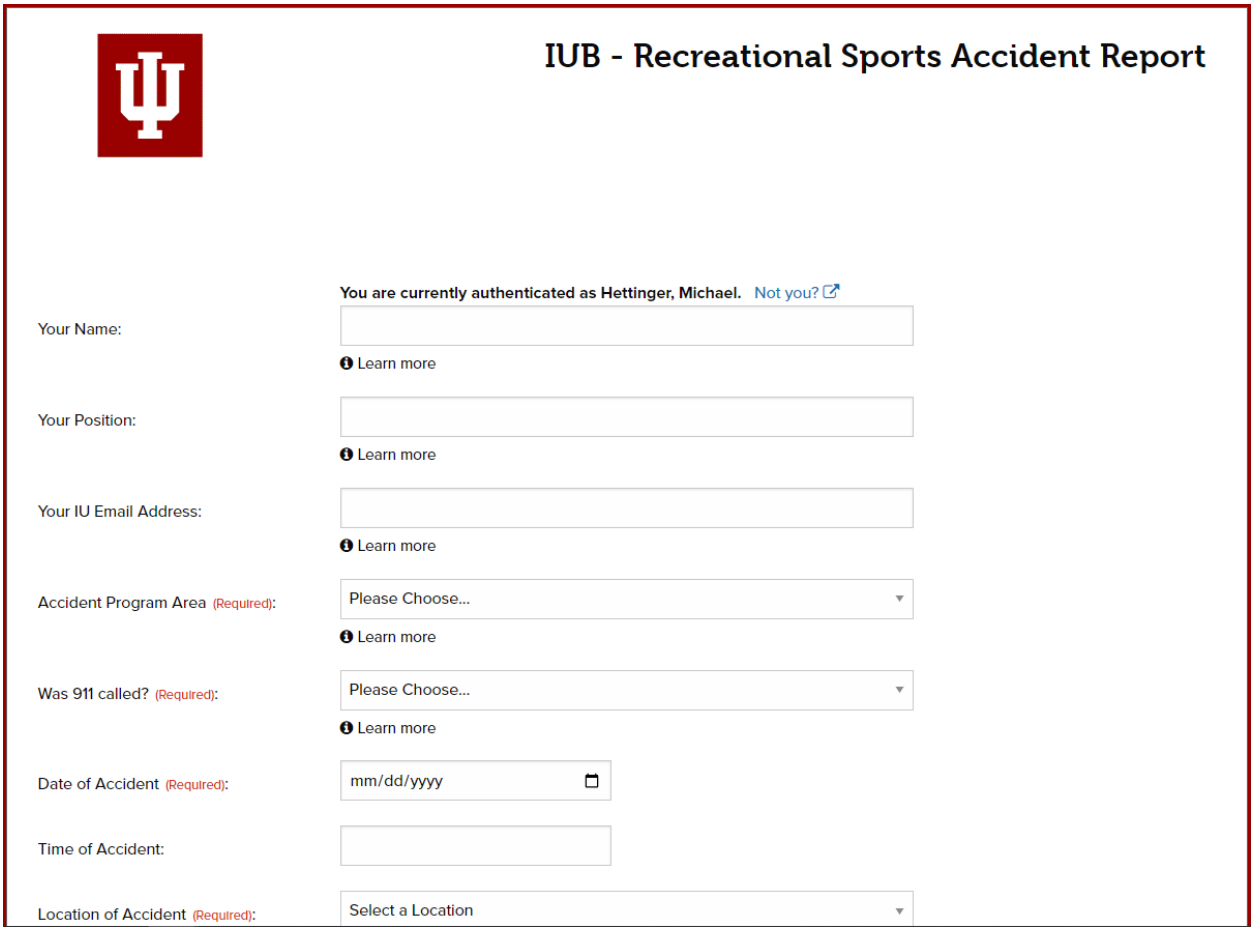
Accident Reports

https://cm.maxient.com/reportingform.php?IndianaUniv&layout_id=51

Importance of the Accident Report

An accident report must be completed every time an accident, injury, or illness occurs. An accident report serves several purposes for Campus Recreational Sports and Indiana University:

- The information on the form allows us to contact the injured participant to see how they are doing and obtain their feedback about our accident response.
- In the event of a claim for a loss filed with IU Risk Management or a lawsuit, the Accident Report becomes an important reference document. In the case of a complicated claim, several years could pass before the claim is resolved. Therefore, the accuracy and detail provided in the report becomes invaluable, when memories may be limited and Safety Leads and witnesses have graduated or moved away.
- Helps us collect data to track the number, severity, location and types of accidents that are occurring in our facilities. This information may shape decisions regarding policies, staffing, training, facilities and equipment.



IUB - Recreational Sports Accident Report

You are currently authenticated as Hettinger, Michael. Not you?

Your Name:
Learn more

Your Position:
Learn more

Your IU Email Address:
Learn more

Accident Program Area (Required):
Please Choose...
Learn more

Was 911 called? (Required):
Please Choose...
Learn more

Date of Accident (Required):
mm/dd/yyyy

Time of Accident:

Location of Accident (Required):
Select a Location

Requests for Information

Confidentiality is important to protect throughout the accident process to respect personal privacy and to ensure that the situation is handled properly from a safety, risk management and legal perspective.

- **Do not make copies of the report, or give out the contact information of any staff/witnesses.**
- Refer any inquiries from media, lawyers, insurance companies, family members, friends, and fellow club members to: Club Sports clubsprt@iu.edu.

Completing an Accident Report

An accident report is a crucial piece of the response protocol. It is important that you:

- Be sure to get the correct contact information for follow up.
- Be as detailed as possible. Do not editorialize or offer personal opinions. The comments are to be kept professional.

Submit the Report

Once the entire report has been completed, the Safety Lead completing the report should review them for thoroughness and legibility. The report then needs to be turned in to BGF 290 or BGF/SRSC member services within 24 hours of the accident, or within 24 hours of returning to campus.

Reporting Body Fluid Spills

Body fluid spills may be reported on either an accident report or incident report, depending on the situation:

Accident Reports -- completed when the source of the spill is known and there is an injured participant involved.

Incident Reports -- completed when body fluid is discovered in a RS facility apart from an accident.

Incidents

https://cm.maxient.com/reportingform.php?IndianaUniv&layout_id=50

Definition of Incident

An incident is defined as anything that is illegal, suspicious, violates policy or intentionally causes harm. Some incidents may require a police response.

How to Respond

A Safety Lead responds to an incident depends on where the incident occurs. Your role is to contact Police immediately. You should not attempt to approach or confront the individuals involved. The procedure will change depending on whether Recreational Sports staff members are present or not.

	BGF/SPH, Woodlawn, SRSC, Athletic Facilities	Evan Williams Field	Lake Lemon/Lake Monroe	Other Facilities & Club Trips
Incident Protocol	Protocol A	Protocol A (staff present) Protocol B (staff not present)	Protocol B	Protocol B

Code Blue

What is a Code Blue? Code Blue is the term used by Recreational Sports to refer to any incident that requires a call to the police. After taking care of the incident, call **OSOC at 812-855-4000.**

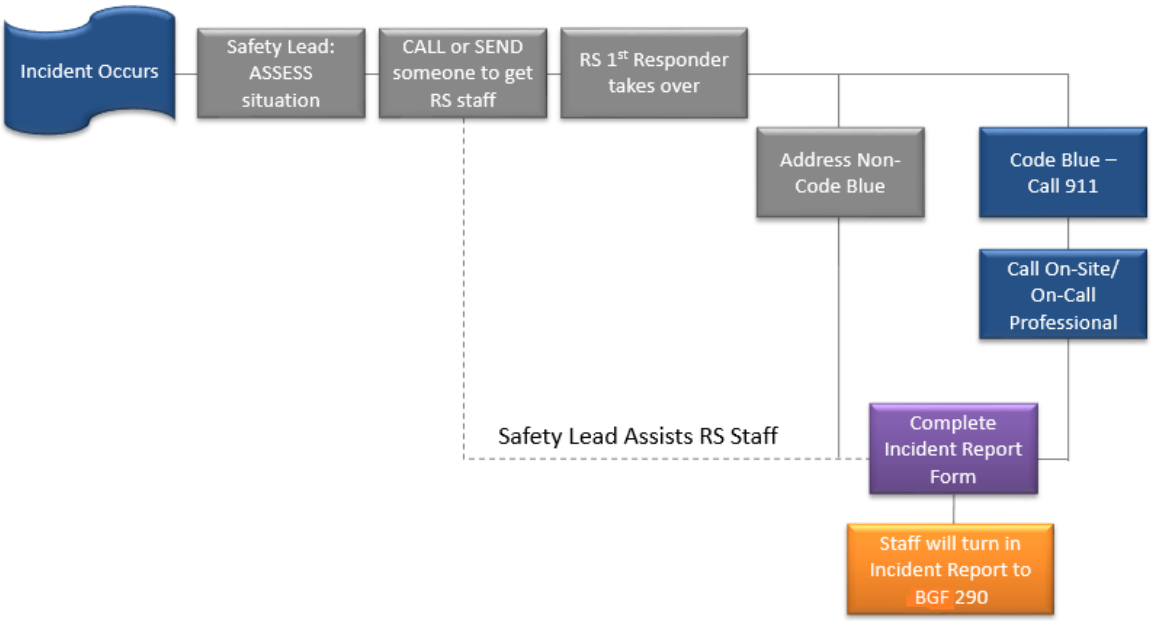
When should the police be called?

During incidents, it is important to remember that your safety is paramount - never enter a scene if you feel you would be in danger. Incidents may include, but are not limited to:

Do Not Approach	Approach with Caution
• Illegal or Suspicious Activity	• Fight/Physical Abuse
• Alcohol/Drug Use	• Trespassing
• Dangerous Person	• Vandalism
• Theft (in progress)	• Theft (after the fact)
• Critical Incidents	• Vehicle Accident/Breakdown

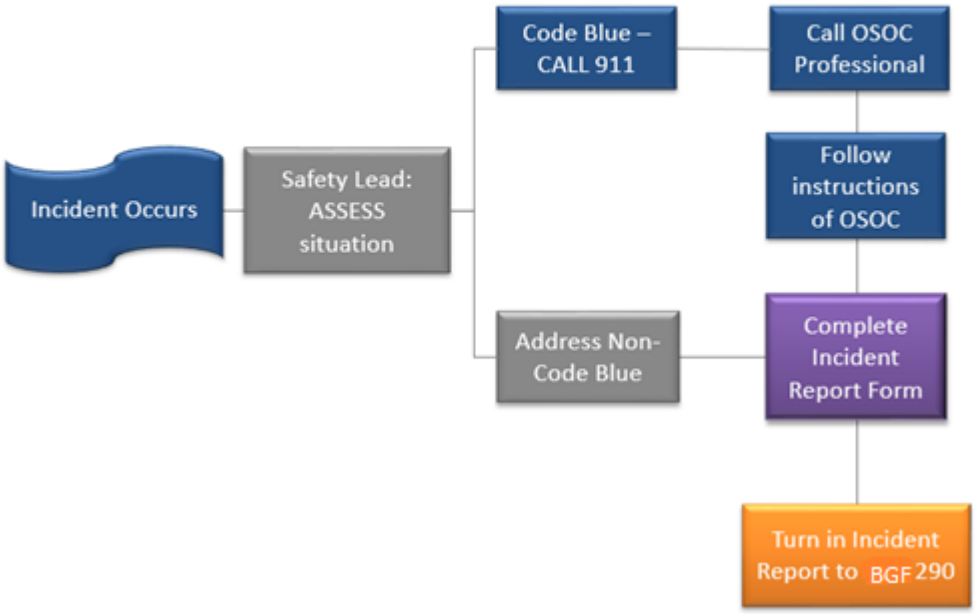
Incident Protocol A:

SRSC, BGF/SPH, Woodlawn, RSFC, Evan Williams (competition)



Incident Protocol B:

Evan Williams (practice), Off-Campus, Traveling



Incident Examples

Safety Leads may need to respond to a variety of incidents. The following information provides a definition of the incident type and explains the policy. All of the following should follow protocol A or B, depending on the location of the incident.

Alcohol/Drug Use or Containers Found

Definition: A person is under the influence of, or in possession of, alcohol or drugs, or if drug paraphernalia is found. If alcohol containers are found in Recreational Sports buildings or fields, an incident report is used but the police are not called.

Policy: No alcohol, tobacco products, or illegal drugs are allowed in Club Sports because they contribute to an unsafe environment.

Procedure: If an individual is in possession of alcohol/drugs or is acting drunk or under the influence of an illegal substance, or if you find drug paraphernalia, follow the appropriate incident protocol. Do not confront the individual(s). If alcohol containers are found, do not call the police. Dispose of the alcohol and containers and fill out an incident report.

Critical Incident

Definition: Threat of or actual homicide, abduction, sexual assault or other serious criminal acts.

Policy: Immediately follow the appropriate incident protocols, where possible. Do not jeopardize your personal safety. The Recreational Sports Critical Incident Team will be notified and respond.

Dangerous Persons

Definition: Tend to exhibit unpredictable behavior and may be armed and dangerous.

Policy: Firearms and other weapons are not allowed on campus or Club Sport activities because they contribute to an unsafe environment.

Procedure: If you suspect a dangerous person, do not approach them. In a dangerous person situation, you should quickly determine the most reasonable way to protect your own life. You should:

1. **Escape:** If there is an accessible escape path, attempt to flee the premises.
2. **Hide:** If running is not possible, find a place to hide where the dangerous person is less likely to find you.
3. **Fight:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the dangerous person.

Fight/Physical Abuse

Definition: Intentional physical contact intended to harm another person; this includes, but is not limited to punching, wrestling, kicking, biting, a headlock, or the use of any type of weapon.

Policy: Physical abuse directed at a club member, participant, volunteer, spectator, or guest will result in immediate dismissal from the Recreational Sport facility and Club Sport activity. The participant will be subject to discipline of up to a one-year suspension of all Recreational Sports privileges under the RS internal disciplinary process. Depending on the circumstances, the

participant may also be referred to the IU Office of Student Ethics for appropriate action under the Code of Student Rights, Responsibilities and Ethics and/or referred to the Monroe County Prosecutor for criminal prosecution.

Procedure: If you witness a fight or physical abuse, follow the appropriate incident protocol. Try to calm the participants down verbally. If possible, in an effort to discourage further interaction, have the parties separated while waiting for the police.

Illegal or Suspicious Activity; Activity that Violates University Policy or Local/Federal Laws

Definition: Illegal or suspicious activity may include voyeurism, engaging in sexual activity (i.e., public indecency), loitering, and harassment.

Policy: Actions that are prohibited by the IU Student Code of Rights, including theft, harassment, as well as any other illegal activity is prohibited in Rec Sports facilities and Club Sport activities.

Procedure: If you see this type of activity or if it is reported to you, follow the appropriate incident protocol (A or B). Do not attempt to approach or confront the potential offender - you could be putting your own safety in danger. Discreetly monitor the area and note the following:

1. Description of the person(s) – race, gender, height, weight, hair color, clothing, and other distinguishing characteristics (facial hair, tattoos, birthmarks, glasses, piercings, scars, etc.).
2. Time they leave the facility
3. Direction they were travelling

Theft

Definition: Taking someone else's property, without their permission, with the intent to keep it.

Policy: All personal items should be secured during Club Sport activities. All belongings should be stored in a locker or storage area because theft occasionally occurs and loose items are safety hazards. Recreational Sports is not responsible for lost or stolen items.

Procedure: If a theft is reported to you, follow the appropriate incident protocol. If you see a theft in progress, do not approach. Even if the participant does not want to report the theft to the police, Safety Leads still must call the police in order to keep track of the thefts occurring.

Trespassing

Definition: Knowingly or intentionally entering RS facilities after having been denied entry, entering after having been asked to leave by a RS employee, or failure to provide proper identification.

Policy: Individuals who wish to use RS facilities must present one of the following: IU ID, Recreational Sports ID, or valid picture ID with a day/week pass. Individuals with a valid ID are allowed in RS facilities during hours the facilities are open and access to the spaces that the individual has permissions to enter. If an individual does not have a valid ID, or is in the facilities during hours that the facility is closed, or are in a space that they do not have permission to enter (regardless of ID), they can be asked to leave. If they refuse to leave, it is considered to be trespassing.

Procedure: Violators will be subject to disciplinary process, asked to leave the facility immediately, and notified that they may not utilize Recreational Sports privileges until given notice by the assistant director for the area where the violation occurred. If the violator is cooperative and leaves, there is no need to call IUPD. If the violator is uncooperative or the incident occurs when the facility is closed, call IUPD and the On-site/On-call Professional.

Vandalism

Definition: Willful and malicious destruction of the property of others.

Policy: Abuse of property will not be tolerated. Violators will be asked to leave the facility immediately and may be subject to discipline under the RS internal disciplinary process. Depending on the circumstances, the violator may also be referred to the IU Office of Student Ethics for appropriate action under the Code of Student Rights, Responsibilities and Ethics and/or referred to the Monroe County Prosecutor for criminal prosecution.

Procedure: If vandalism is seen or reported to you, follow the appropriate incident protocol. Record the details regarding the vandalism or destruction of property using an incident report.

Vehicle Accident/Breakdown

Definition: An accident or breakdown during a club trip, involving one or more vehicles.

Policy: Club travel is one of the highest risk activities clubs engage in – and Rec Sports wants to know if something happens on your club's trip.

Procedure: If an accident or breakdown occurs on a club trip, instruct passengers to seek safety, and follow the appropriate incident protocol. Record the details regarding any vehicle accidents using an incident report, or if any injuries/illness occur, using an accident report.

Additional Suggestions

VEHICLE ACCIDENT:

1. Do not leave the scene of the accident (could be prosecuted for a hit and run)
2. Determine who owns the vehicle in the accident
    1. IU Motor Pool - Tell the club to follow the instructions in packet in glove box
    2. Rental vehicle - Tell the club to call the agency and follow instructions in rental paperwork
    3. Personal vehicle - Club member should find paperwork for insurance purposes
3. Gather the following information:
    1. Names, addresses, and phone numbers of all drivers and passengers involved in the accident;
    2. License plate number, make, model, and a description of each car involved;
    3. Operator license number and insurance identification information of all drivers involved;
    4. Names and addresses of as many witnesses as possible;
    5. Names and badge numbers of all police officers at the scene.
4. Other advice in accidents:
    1. Do not sign any document (except police report) or admit guilt

    2. Take pictures of damage if camera is available
5. With personal vehicles: remind owner to report to their insurance company as soon as possible. Insurance company should file the proper paperwork with the state of Indiana if necessary.
6. If vehicle is not drivable, see options in the Vehicle Breakdowns section (step 3)
7. Get the following information and include it in the Incident Report:
    1. Location of accident
    2. Owner of vehicle and driver of vehicle (name and contact information)
    3. Contact name and number if we need to follow up
    4. Solution (have them call you back to tell you the outcome)

VEHICLE BREAKDOWN

1. Safety tips
    1. Move vehicle off the side of the road, as far away as possible from the roadside
    2. Use emergency flashers. (Raising the vehicle hood is also a universal sign of vehicle distress)
    3. Exit vehicle from the passenger side. If safe, have passengers and driver wait for help outside of the car, as far away from traffic as possible.
    4. Stay off of the road and away from the vehicle and do not stand in front of or to the rear of the vehicle.
    5. Do not attempt to make repairs on a vehicle while it is in an area exposed to other traffic.
    6. Don't have the entire caravan stop on the roadside. Have club members in other vehicles wait in a safe location until plan is determined.
2. Determine who owns the broken-down vehicle
    1. IU Motor Pool - Tell the club to follow the instructions in packet in glove box
    2. Rental vehicle - Tell the club to call the agency and follow instructions in rental paperwork. (Most rental agencies have an emergency phone number and they will send someone to repair the vehicle or bring another vehicle to them)
    3. Personal vehicle - Club member should know what roadside assistance their insurance company covers
3. You may need to arrange one of these options:
    1. Repair of vehicle - keep passengers safe while waiting
        1. See if any club members present have AAA or other insurance coverage for roadside assistance
        2. Most vehicles explain basic repairs (change tire, etc) in the operators manual
    2. Come back to campus to get another vehicle
    3. Secure a rental vehicle (it might not be possible depending on location, availability, time, and cost)
    4. Cancel trip
4. Be sure the following information is included in the Incident Form:
    1. Location of breakdown
    2. Contact name and number if follow up is needed
    3. Solution

Incident Reports

Completing an Incident Report

An incident report is a crucial piece of the response protocol. It is important that you:

- Be sure to get the correct contact information for follow up.
- Be as detailed as possible. Do not editorialize or offer personal opinions. The comments are to be kept professional.

Submit the Report

Once the entire report has been completed, the Safety Lead completing the report should review them for thoroughness and legibility. The report then needs to be turned in to BGF 290 or BGF/SRSC member services within 24 hours of the accident, or within 24 hours of returning to campus.

Facility Inspections

One of the primary responsibilities of a Safety Lead is to inspect the facility prior to a club practice or event. There are several purposes for these inspections, with the main reason to reduce the chance of injuries and accidents. By doing these inspections, the Safety Lead can lower the risk of disease transmission among club members that are sharing space and equipment. Inspections can also help Safety Leads facilitate a quicker response time during emergencies by knowing the location of supplies, entrances, and exits.

Important Elements of Inspections:

- Conducted before each use
- Check for hazards
- Check weather conditions (see section below concerning weather)
- Know the location of the nearest risk management supplies
- Know the location of the nearest AED
- Know the location of the nearest phone
- Know the location of the nearest emergency exit
- Know the best entrance for ambulance access

Response to Hazards:

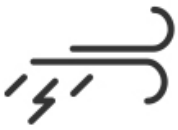
- Remove the hazard before play begins
    - If hazard is in a Recreational Sports facility or field, notify the RS staff that are present
- Cancel the practice/event if hazard cannot be removed or repaired

Inspection Responsibilities by Location:

BGF/SPH, Woodlawn, SRSC, Athletic Facilities	Evan Williams Field	Non-Rec Sports & Off-Campus Facilities
1. Report issues to RS Staff present in the facility	1. Report issues to Assistant Director	1. Report issues to facility owner/manager
2. Shared responsibility for facility inspections	2. Shared responsibility for facility inspections	2. Safety Lead is responsible for facility inspections
3. RS Staff execute Recreational Sports evacuation protocol	3. Safety Lead executes Recreational Sports evacuation protocol	3. Safety Lead needs to know & execute evacuation protocol for the facility they use.

Weather & Other Evacuations

The following chart is meant to provide you with an overview of actions that Safety Leads should take and policies related to delaying/cancelling club sport activities due to poor weather conditions.

Weather Condition	Action	Policy
Excessive heat or cold	Cancel if activity space (indoors or outdoors) is too hot or too cold for reasonably safe activity in your sport.	Monitor heat index/wind chill to determine if temprature is creating unsafe environment for your sport, and cancel/delay activity until safe to resume. *Rec Sports indoor facilities will close if the heat index reaches 90 degrees.*
Rain	Cancel if practice/event space is outdoors and becomes unsafe to continue play.	Clubs using outdoor fields must cancel practice when playing conditions become unsafe, or may cause damage. *Rec Sports fields will close if they become saturated enough to meet this criteria.*
Lightning or Thunder	Seek shelter if activity is outdoors. Delay for 30-minutes, or until clear.	Clubs using outdoor spaces must seek shelter for 30-minutes any time lightning is sighted, or thunder is heard. The 30-minute delay resets at each occurrence.
 Other Severe Weather	Seek shelter if activity is outdoors. Delay/cancel until weather conditions improve.	Clubs using outdoor spaces must seek shelter if weather conditions become unfavorable/unsafe for your sport. (high winds, hail, freezing rain, snow, etc.)
Tornado Watch	Seek shelter if activity is outdoors.	Clubs using outdoor spaces must cancel activities for the duration of a tornado watch. Safety Leads should encourage people to head indoors, just incase the watch changes to a warning.
Tornado Warning	Seek shelter if activity is indoors or outdoors.	Clubs, whether indoors or outdoors, must cancel activities for the duration of a tornado warning. Safety Leads should encourage people to seek shelter, but cannot force people to stay.

The following chart is meant to provide you with an overview of general information and evacuation procedures related to non-weather emergencies.

Type of Emergency	Information	Evacuation
 Fire	***Fire is Fast*** In less than 30 seconds, a small flame can get completely out of control and turn into a major fire. ***Fire is Hot*** Room temperatures in a fire can be 100 degrees at floor level and rise to 600 degrees at eye level. In 5 minutes, a room can get so hot that everything in it ignites at once. ***Fire is Dark*** Fire starts bright, but quickly produces black smoke and complete darkness.	- Warn people to get outside to safety as quickly as possible. - Ensure people stand a minimum of the height of the building away, just in case the building collapses. - The fire department will turn the fire alarm off when they get to the building - this is NOT an "all clear". - Do not permit re-entry to the facility until the official "All Clear" has been given.
 Bomb/Biological Threat	***Threats*** may be announced through IU Notify warning, may be telephoned in or written, or one could find a suspicious package. ***Do not touch, but look for:*** - Powdery substance felt through or appearing on the package or envelope. - Oily stains, discoloration, or odor. - Lopsided or uneven envelope. - Excessive packaging material such as masking tape, string, etc. - Excessive weight	- *Police are responsible for ordering this type of evacuation*. A uniformed police officer, going room-to-room, will notify occupants of the decision to evacuate. - If evacuation takes place, do not re-enter until the building has been searched and declared safe by the authority having jurisdiction.
 Armed Subjects/Active Shooter Situation	***Threats*** may be announced through IU notify, or one could hear shots fired or see someone carrying a weapon.	- Try to escape the area if you can safely. If an armed subject is outside the building: - Lock yourself in. Turn off the lights. Get down on the floor. Do not be visible from outside the room. If an armed subject is in the same room: - Try to remain calm. Hide or escape if possible. Negotiate if you feel it is possible. - Attempting to overpower the shooter with force should be considered a very last resort.

Equipment Management

The proper use of sports equipment is an important way to manage risk as a Safety Lead. Many sports have specific equipment designed for the safety of the participants; this may include items such as pads, helmets, or life jackets. Additionally, club sports regularly use specific sport equipment such as boats, scrum sleds, weapons, goals, or other items that if not properly maintained, could cause harm to club members. Let's now review what a Safety Lead should do to properly manage this equipment.

Before using equipment:

- Inspect equipment
    - Look for wear, tear, other flaws
    - Check for cleanliness

During the use of equipment:

- Instruct members in the proper use of equipment
- Keep members from misusing equipment
- Ensure members are wearing personal safety equipment

Work with club officers:

- Repair and replace equipment that is no longer useable
- Develop a long-term plan for replacing and purchasing equipment
- Properly wash/sanitize shared equipment and uniforms

Travel

Travel is one of the **highest risk** activities associated with club sports, and **at least one Safety Lead must attend every trip regardless of the number of travelers or the club's risk level.** By following these guidelines, Safety Leads can decrease the probability of accidents occurring on trips.

Before Traveling	While Traveling
Check Weather: *make sure conditions will be safe along travel route*	**Assign a Navigator:** *drivers should not use their phones for texting, calling, navigating or other purposes*
Be Prepared: *have a first aid kit & know where the nearest hospital will be. Make sure phones are charged or bring a portable charger*	**Schedule Breaks:** *plan at least one 15 minute rest stop within a 6 hour drive*
	Change Drivers: *drivers should drive no more than 12 hours in a 24 hour period*
Choose Safe Vehicles: *select appropriate vehicles for the number of travelers*	**Trip Length:** *no continuous trip segment should be longer than a 16 hour drive*

POLICIES	
Choose Safe Vehicles: *UNIVERSITY POLICY - 12 & 15 passenger vans may not be used due to roll over rates*	**No Alcohol/Drugs:** *these may not be consumed or transported while traveling on club time*

Clubs must submit a Club Sports Travel Form online for every trip (regardless of the number of members attending) **at least seven days prior to departure. Travel forms can be submitted on beINvolved under CSF-forms.**

- Clubs must provide a roster of all members attending the event when submitting the Travel Form. The Safety Lead(s) attending must be included on this list.
- Waivers must be on file for every member traveling.
- Regardless of the number of members traveling and representing IU, a Safety Lead must travel with the participant(s).

Personal Vehicles

- **All drivers for the club must complete an MVR Check and Vehicle Owner Acceptance of Responsibility.** Please read MVR instructions carefully; this form is not collected or processed by Recreational Sports.
- Only insured vehicles may be used for club travel, with a minimum insurance coverage of $300,000 bodily injury per accident/$100,000 bodily injury per person/$25,000 medical per occurrence/$100,000 property damage.
- **Clubs may not utilize any 12 or 15 passenger vans.** Cargo vans may be used, but may not be equipped to carry more than 6 passengers. See University Policy FIN-INS-05 for details.

Rental Vehicles

- **All drivers for the club must complete an MVR Check.** Please read instructions carefully; this form is not collected of processed by Recreational Sports.
- Only insured vehicles may be used for Club travel, with a minimum insurance coverage of $300,000 bodily injury per accident/$100,000 bodily injury per person/$25,000 medical per occurrence/$100,000 property damage.
- **Clubs may not utilize any 12 or 15 passenger vans.** Cargo vans may be used, but may not be equipped to carry more than 6 passengers. See University Policy FIN-INS-05 for details.

Important Details:

- Club Travel is not funded through the CSF (transportation, lodging, entry fees, meals, etc.).
- Alcoholic beverages or non-prescribed controlled substances shall not be present or consumed by club sport members while traveling or participating in club sponsored events.
- Failure to abide by any travel polices or guidelines may subject the club and/or individual members to disciplinary procedures, including suspension, automatic removal from the CSF or possible referral to the Office of Student Ethics.

National Governing Bodies

Most sports have National Governing Bodies (NGB's) that provide structure, rules, and other benefits. The chart below shows the benefits that are typically provided by NGB's and how the Safety Lead can use those benefits within the club sport.

Benefits provided by NGB	Usage of benefits by SL
» Standardized rules for sports competitions	» Teach and follow the rules
» Leagues, tournaments & national championships	» Pair up competitors based on skill level » Have events sanctioned through NGB's
» Provides the club or individual members with insurance	» Inform members and encourage/require membership
» Provides certifications for instructors, officials, and other volunteers	» Encourage club officers to hire instructors with certifications or help current instructors receive certifications

Resources

Online Resources:

Recreational Sports - Navigate to www.recsports.indiana.edu to find more information on policies, Safety Lead workshop schedule, and the Club Sports Manual.

Safety Lead Refresher Quizzes – Offered monthly September – April there will be refresher quizzes to check your knowledge and refresh your skills. Completing these quizzes and scoring an 80% or better can earn your club additional incentive money!

Counseling & Psychological Services

Responding to an accident or incident can be stressful and emotional. If you feel a need to talk to someone, please contact the Assistant Director of Club Sports, or reach out to IU Counseling and Psychological Services at http://healthcenter.indiana.edu/counseling or 812-855-5711.

First Aid Kits:

First Aid kits can be checked out by a Safety Lead to use when the club is not in a Recreational Sports building. First aid supplies available through Recreational Sports are for accident response, and not for preventative care. Anytime first aid supplies are used, an Accident Report needs to be filled out.

To check out a kit, email clubsprt@iu.edu with your request, or simply stop by BGF 290.

- Available for long or short term checkout (for example: a weekend trip or for the entire semester)
- An Accident Report should be turned in to BGF 290 if supplies any supplies are used. The club can then check out a fully-stocked kit in return.

AED Locations:

AED locations in Recreational Sports buildings are accessible to the public in case of emergency. In case of an accident that requires immediate use of an AED, simply open the case to access the AED.

Safety Leads should be familiar with AED locations in non-Recreational Sports facilities.

SRSC AED Locations:

Center Court & MS1: There are two AEDs located in the Atrium (large hallway). There is one outside of Court 5 and one in-between court 1 & 2.
CBAC: There is an AED located outside the RS Professional Staff glass offices (down the hallway). There is another AED located on the east wall by the judges table.
MS3: There is an AED located outside the entrance to the Cardio/Circuit gym.

BGF & Field AED Locations:

Woodlawn Field: An AED is located at the top of the stairwell in the Northwest corner of the School of Public Health (this is corner of the building nearest to the field).

Evan Williams Field: An AED is located just inside the southeast entrance to the Smith Research building (the door nearest to the field), located at the top of the hill.
BGF Fieldhouse: An AED is located in the Member Services Suite and Equipment Desk.
BGF 095: An AED is located outside the Men's Locker Room entrance.
BGF Gym 293: An AED is located in the Cardio Fitness area on "the fort". If you are looking at "the fort", it is located on the right side outside the doors.
BGF Racquetball Courts: An AED is located outside Court #3 on the right side of the doorframe.
SPH Gym 171/169/163: An AED is located next to the blood pressure machine in the hallway.

- If you are in 171, exit to your left. Take your first right and the AED should be on the wall on the left.
- If you are in 169 or 163, turn left down the hallway and the AED should be on your right.

Emergency Phone Locations (BGF/SPH):

- Phones are attached to the wall in several locations in the BGF/SPH. The phones may be red or tan.
- The phone should ring automatically to BGF Member Services, but the emergency phone number is listed on the top just in case it does not.

BGF/SPH	
Informal Consulting Station	BGF Fieldhouse Wall Phone
BGF 095 (outside the room, next to the kit site)	Men's Faculty/Staff Locker Room
SPH 163	Royer Pool
SPH 169	Pool 194
SPH 171	