SAFETY
HOS
SANCTIONING

United States Olympic Committee

USA Racquetball
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BE PREPARED!
We live in a litigious society. No different from any of its bi§
Many elements of risk are predictable, others unforeseen.
Promoters, hosts and event directors must ensure these safety precautions are
Obeyed. Sanctioning your event through the USA Racquetball Association is the first step in
Ensuring the best competition in the safest environment.

It’s one of USAR’s most important goals, and we've made it
our mission to verify that everyone involved in your sanctioned event
is sufficiently protected. This safety manual was compiled by
the best competition in the safest environment.

First, it is absolutely necessary that every participant be a
registered member. If the participant is a member of the USAR, their membership license
must meet the deductible before the secondary coverage for the entire event
is jeopardized. The participant’s primary carrier will cover medical expenses
up to their policy limits, while the secondary coverage will cover the balance.

In the rare occurrence of an injury, the injured party must be treated by a
physician within 30 days of the injury and the claim must be submitted immediately
afterwards. If the participant cannot be verified as a current member by
any of the three methods cited above, you must assume that they are
not a current member of the USAR. The
d athlete has the right to appeal the decision.
Each event should have emergency numbers prominently displayed and easily accessible to all event personnel. A sample emergency telephone list and information sheet is shown at right.

**Incident Report Form**

This form or a similar version must be completed for every accident. An individual should be assigned this duty and be specific with regards to times of incident, witnesses, etc.

*We want your event to be safe and enjoyable for all players!* 

**Emergency Action Plan**

1. Describe layout of facility – include!
   a. Locations of first aid equipment, flashlights, fire extinguishers
   b. Location of telephones
   c. Exits and evacuation routes
2. Make a list of support personnel
   a. Front desk staff (extension # of telephone)
   b. Club manager or person on staff trained in CPR (must know where these people are at all times, i.e. a schedule to cover entire tournament)
   c. Tournament director
3. Have numbers readily available
   a. EMS personnel
   b. Police
   c. Fire department
   d. Hospitals
4. Staff responsibilities – Make sure each staff member knows their duties!
   a. Who will call emergency numbers
   b. Crowd control
   c. Who will meet EMS
   d. Who will provide care in an emergency
   e. Record keeping
5. Communication
   a. When to call 911
   b. Chain of command
   c. Who will contact family
   d. A person to deal with club and press
6. Follow-up
   a. Complete accident report form
   b. Replace first aid equipment
   c. Update action plan and distribute to all staff

**Other important numbers:**
- Club Manager
- Power Company
- Gas Company
- Hospital with 24 hour Medical Services

**CPR Certified Personnel**

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours on Site</th>
<th>Telephone</th>
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**Be prepared to give this information to EMS dispatcher** ...

1. Location ____________________________
   a. Address ____________________________
   b. City _______________________________
   c. Directions:

2. This telephone # is: _______________________________

3. Caller’s Name ____________________________

4. What happened ___________________________

5. How many people are injured _________

6. Condition of injured person ___________

7. Help (care) being provided: __________________________

**DO NOT HANG UP** - let dispatcher hang up first!

[**KEEP THIS FORM BY EMERGENCY PHONES**]