



Policies and Procedures Manual

Updated 2021

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Welcome!

We are so excited to have you in the group. This manual is designed to give you all the information you could possibly need to have a successful time with Event Medical Group. Please let us know if something is missing or not easy to understand.

In addition, you can find all our video tutorials on:

www.eventmedicalgroup.com/tutorials

Who are we?

Event Medical Group is a community of athletic trainers. We provide quality medical coverage for athletic and non-athletic events. As a community, we are continuously upgrading and elevating our profession through education, practice, and experience. We are innovative leaders in this industry and together, we can help make a difference.

Our vision

Our vision is three parts:

1. We believe in keeping sports safe. We envision becoming the go to provider of athletic trainers and quality medical coverage.
2. We believe that athletic trainers offer something special. We aim to build a multi-million dollar athletic training and wellness facility that offers everything that athletic trainers can do.
3. We believe in elevating the profession of athletic training. We are a thriving community of athletic trainers that continue to upgrade and elevate ourselves in order to elevate the profession as a whole.

How do we get there?

WE need you!

You **are** the company

Your leadership **is** our leadership

We want you to feel part of something spectacular and unprecedented.

Leadership

Leadership drives EMG to be the exceptional brand it has become. Community members are encouraged to co-create the brand and the future of EMG. We are constantly striving to offer more resources for athletic trainers, more education for our neighborhoods, and more ways to keep our neighborhoods safe. EMG has and will always have an open ear for any upgrades or improvements. Or you can join the Board

What Leaders Do by Jack Welch

- > Leaders relentlessly upgrade their team using every opportunity to evaluate, coach, and build self-confidence.
- > Make sure people not only see the vision, but they live it and breathe it.
- > Get into everyone's skin to exude positive energy and optimism.
- > Establish trust with candor, transparency, and credit.
- > Have the courage to make unpopular decisions and gut calls.
- > Probe and push with a curiosity that borders on skepticism.
- > Inspire risk taking and learning by setting the example.
- > Celebrate!

Policies and Procedures

Contracts

We are constantly working to get more contracts. If you have a lead on a contract, please reach out to Jenn. EMG will take care of all contract negotiations and invoicing organizations on your behalf.

Independent Contractor Contracts

As stated in your contract with Event Medical Group, you are agreeing to be an independent contractor. This means:

- It is the parties intention that Independent Contractor shall have an independent contractor status and not be an employee for any purposes, including, but not limited to, the application of the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Revenue and Taxation Code relating to income tax withholding at the source of income, the Workers' Compensation Insurance Code 401(k) and other benefit payments and third party liability claims. Within the Scope of Work, Independent Contractor shall retain sole and absolute discretion in the manner and means of carrying out their activities and responsibilities under this Agreement. This Agreement shall not be considered or construed to be a partnership or joint venture, and the Company shall not be liable for any obligations incurred by Independent Contractor unless specifically authorized in writing. Independent Contractor shall not act as an agent of the Company, ostensibly or otherwise, nor bind the Company in any manner, unless specifically authorized to do so in writing.

Independent Contractor Hiring Policies

1. In order to work as an independent contractor with Event Medical Group, all Athletic Trainers **MUST**:

- Maintain NATA-BOC Certification Status in good standing
- Attain a Utah DOPL License to practice Athletic Training
- Attain personal liability insurance
- Attend Preseason Trainings each season
- Sign a Contractor Contract

2. All paperwork **MUST** be turned in to the Director of Talent Acquisition before Contractors are put on the schedule.

3. All athletic trainers are required to read, understand, and comply with ALL policies and procedures as outlined in this manual. All athletic trainers with EMG will also comply with new policies and procedures as they are upgraded and implemented.

Disciplinary Action

Many of the expectations of EMG pertaining to its CONTRACTORS are common sense. EMG expects CONTRACTORS to follow rules of conduct that will protect the interests and safety of CONTRACTOR, attendees, fellow workers, and EMG. As a CONTRACTOR, your conduct and behavior reflect upon EMG and affect your record. CONTRACTORS are expected to observe the highest standards of conduct at all times. This Manual provides various guidelines for CONTRACTOR conduct.

It is not possible to list all the forms of behavior that are considered unacceptable in the assigned workplace, however, the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including cancellation of CONTRACTOR'S contract:

1. Failure to obey the orders of a supervisor or failure to perform work assigned.
2. Walking off the job or leaving during working hours without permission.
3. Absence without proper notice and/or satisfactory reason.
4. Unexcused tardiness or failure to appear for an assigned program.
5. Displays of loud, disruptive, or violent behavior such as but not limited to any actual or threatened physical harm or abuse by an independent contractor toward another independent contractor, supervisor, management or customer.
6. Wasting time or loitering on the job.
7. Excessive personal phone calls, attending to personal business or performing personal work during program time.
8. Harassment, including sexual harassment is strictly prohibited.
9. Possession, use, transfer or being under the influence of illegal drugs or alcohol during work hours.
10. Gross insubordination – a willful and deliberate refusal to follow reasonable orders given by a member of management.
11. Misappropriation, theft or attempted theft of EMG property or the property of others.
12. Defacing, damaging or destruction of EMG property or property of others.
13. Use of threatening or abusive behavior, language or gestures, or profane language that is offensive to other CONTRACTORS or customers.
14. Dishonesty toward management or obtaining pay based on misrepresentation or dishonesty.
15. Possession of firearms, explosives or weapons while representing EMG.
16. Use of EMG equipment or supplies for personal reasons without prior approval, abuse or misuse of EMG property or equipment.
17. Disclosing confidential information.
18. Unsatisfactory work performance or work attitude.
19. Unprofessional conduct.
20. Failure to follow safety procedures or failure to report to management any accident or incident while representing EMG.
21. Failure to immediately report to management any accident or incident resulting from an on-the-job situation.
22. Soliciting, pandering or prostitution.
23. Engaging in rude or discourteous conduct toward others.
24. Giving or causing false fire alarms, or tampering with protection equipment.
25. Conviction of any offense by a court of law which in management's judgment would make that
26. CONTRACTOR undesirable for association with the company and its other CONTRACTORS.
27. Unauthorized distribution of literature or email in the work area or posting on Company or client property.
28. Disclosure of proprietary/confidential information as outlined in Confidential Information Policy.
29. Violation of Client Solicitation Policy.

This list is not intended to be all-inclusive but is provided for guidance to CONTRACTORS. EMG specifically reserves the right to cancel the contract of any CONTRACTOR for conduct or behavior EMG deems inappropriate or detrimental to its business interests. Disciplinary action, up to and including cancellation of contract, may be imposed at any time based on EMG'S discretion as to the appropriate course of action and regardless of whether a prior verbal or written warning was given.

Background Checks

For most of our contracts, we do NOT require background checks at this time. If you do work for a contract that requires a background check, EMG will perform the background check through an appropriate service. At this time, EMG will absorb all fees associated with background checks, when applicable.

Scheduling and Communications:

SLING: App and Web-Based Service

- ➔ All communications will be done through Sling?
- ➔ All scheduling will be done through Sling?
- ➔ It is **your** responsibility to make sure you are getting all the information from this app?
 - Turn on your push notifications for Sling
- ➔ You will need an invitation to our group on Sling?
 - If you do not get an invitation, please contact Jenn

Below is a screen shot tutorial of Sling. For a video tutorial please go to:

www.eventmedicalgroup.com/tutorials

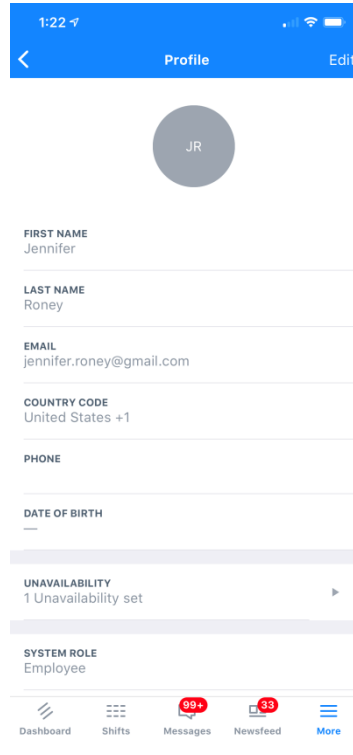
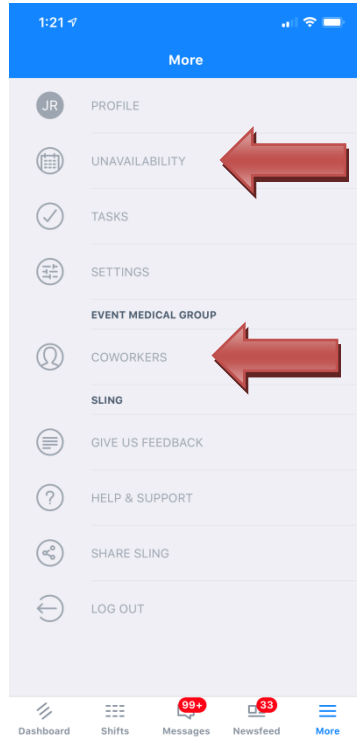
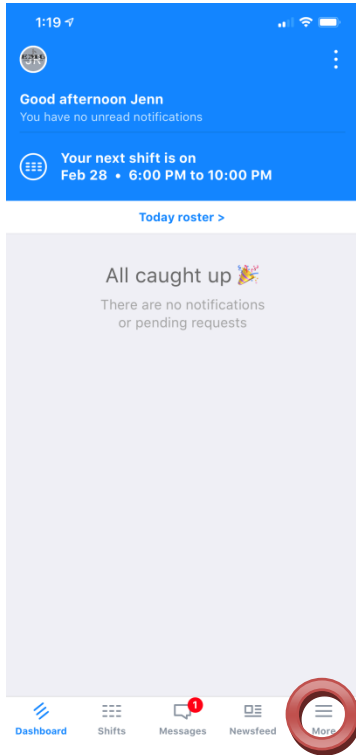
As soon as you log into Sling for the first time:

- ➔ Update your contact information
- ➔ Put in your Time Off Requests for those few Saturdays you cannot work
- ➔ Check out the message board and newsfeed.

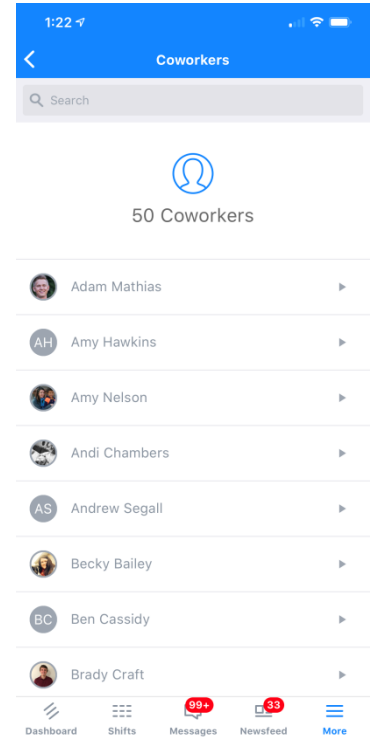
Sling | Tutorial

Your profile

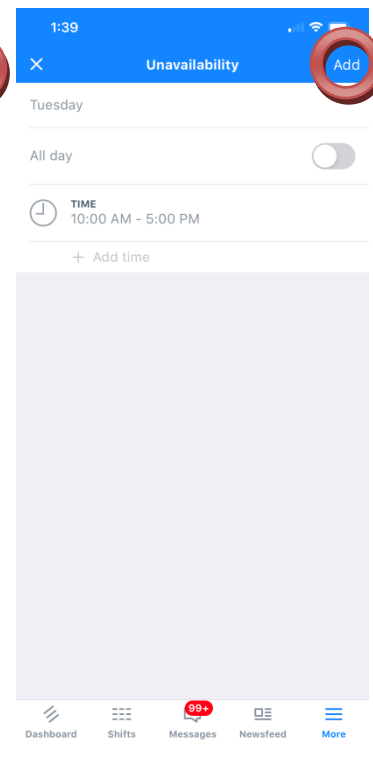
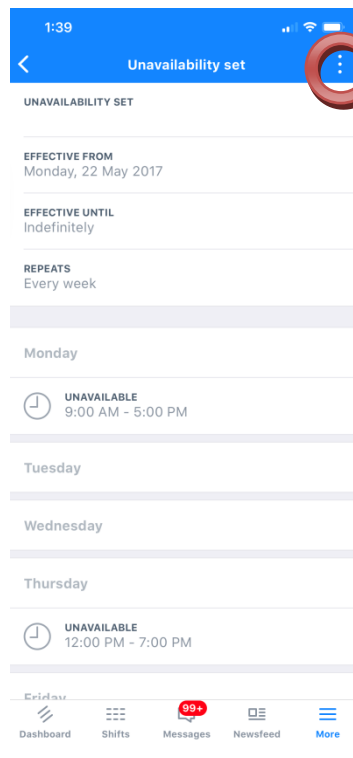
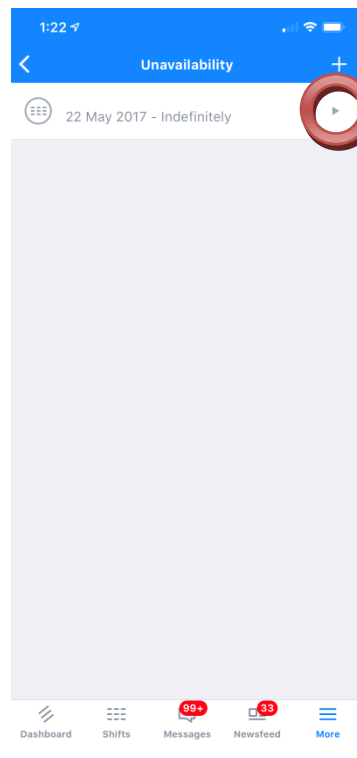
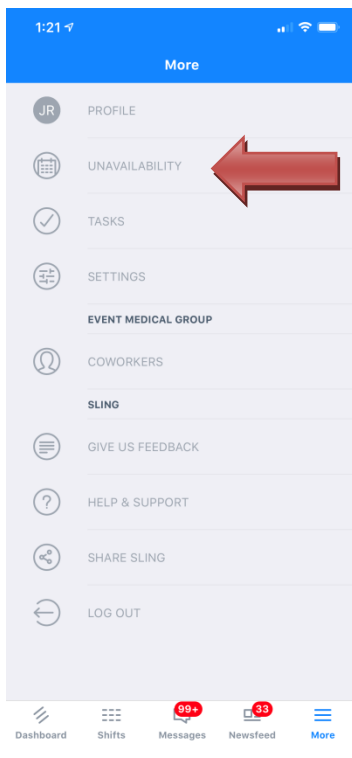
Update all contact information



See all Coworkers

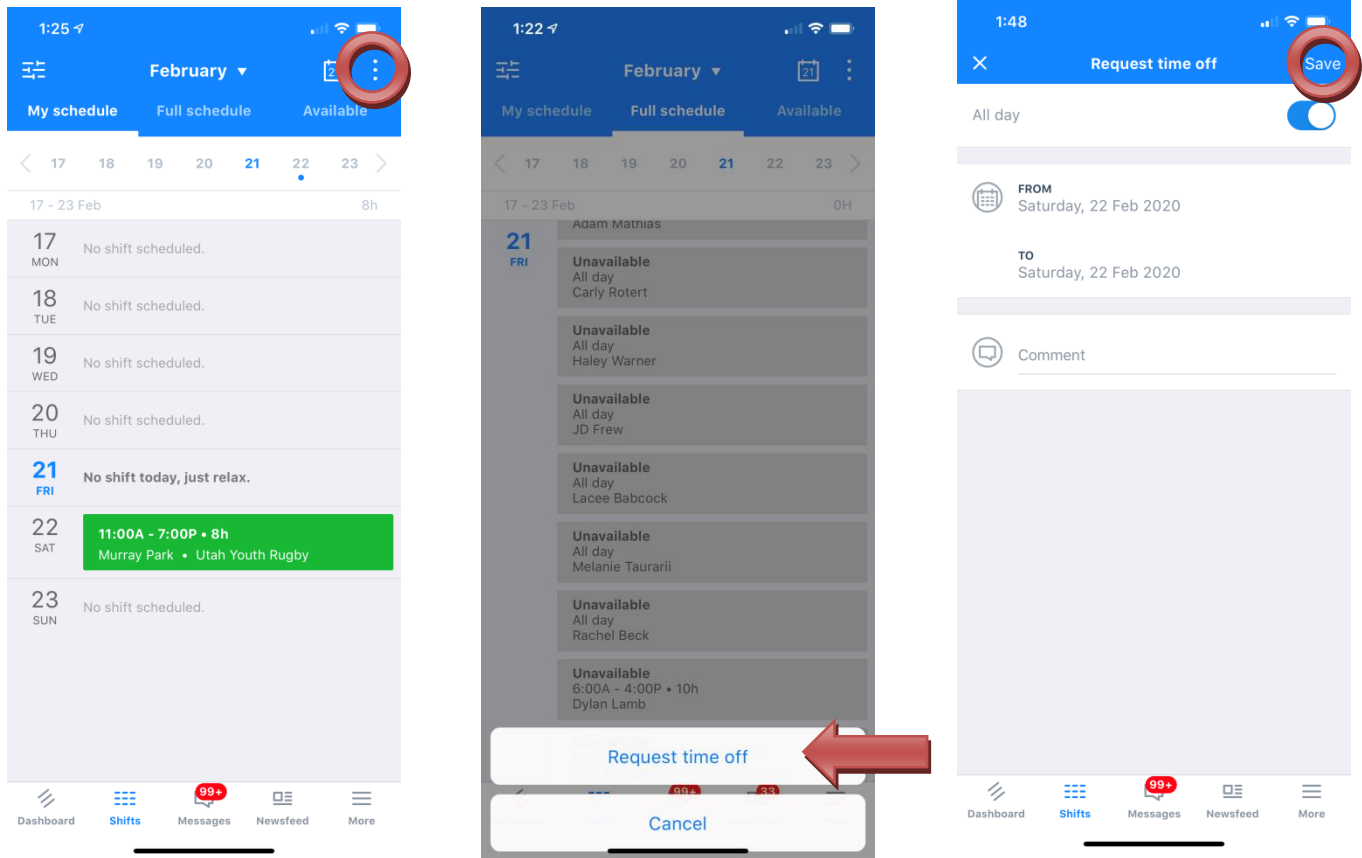


Standard availability (Unavailability) for your **regular work** schedule Make sure to fill this out completely. You only have to do this ONCE.



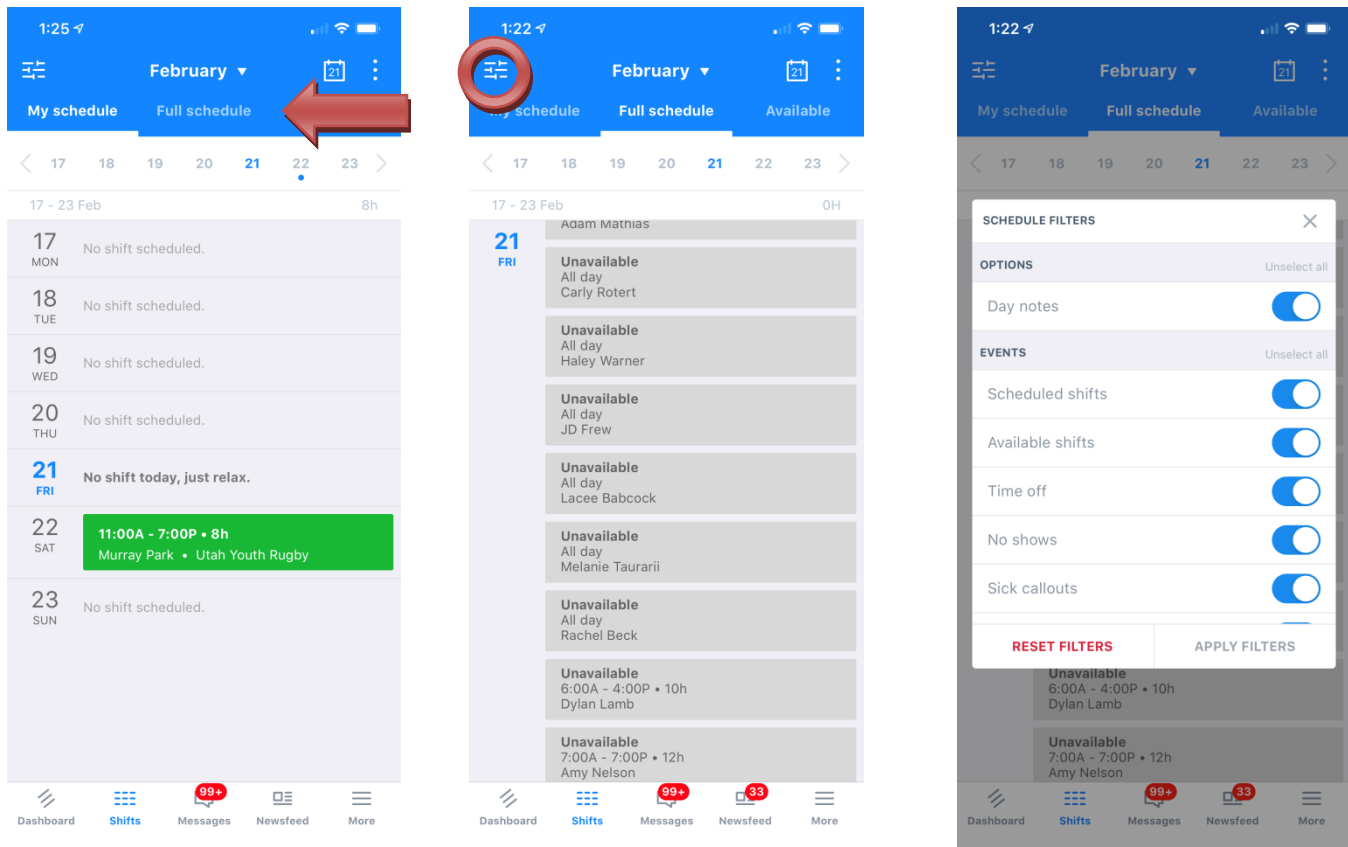
Request time off

For the Saturday you cannot work. Not the same as “Unavailability Schedule”
It will say “Waiting for manager’s approval.” Know you will not be denied.



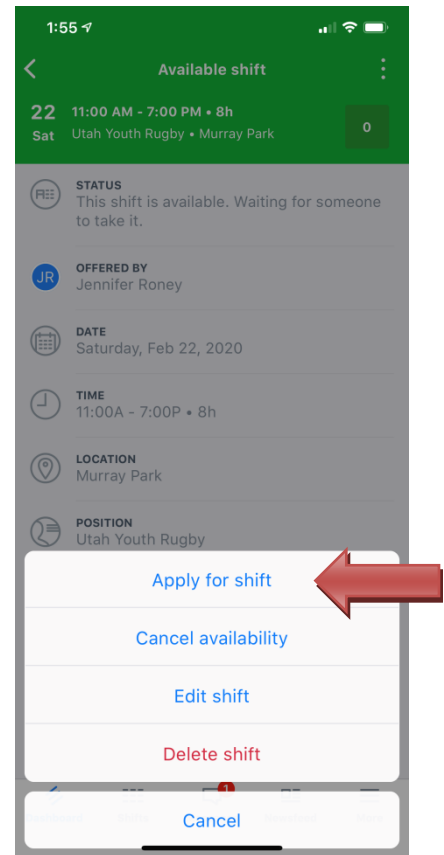
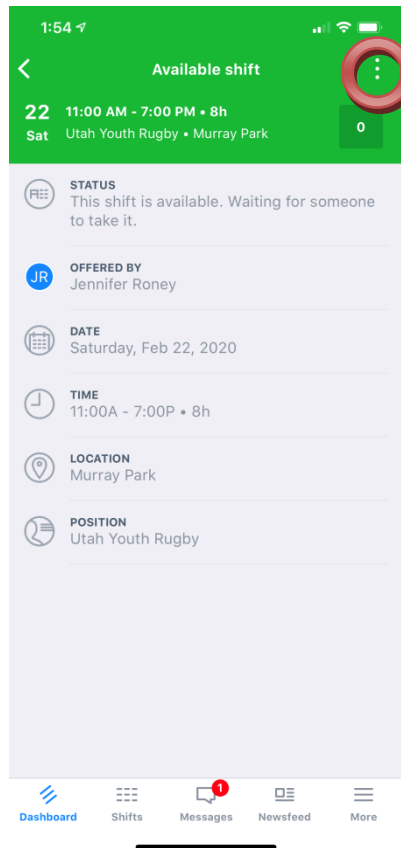
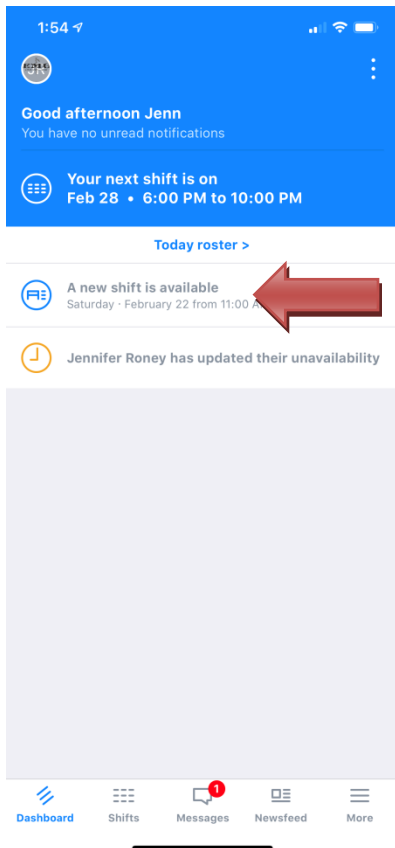
Shifts

You can see the whole schedule:



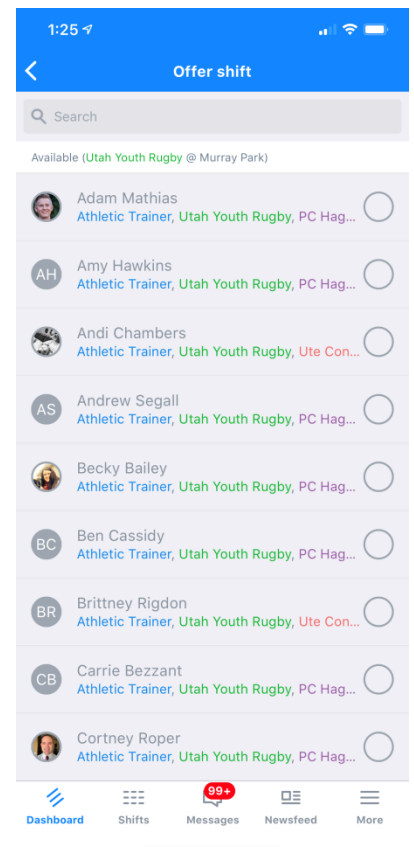
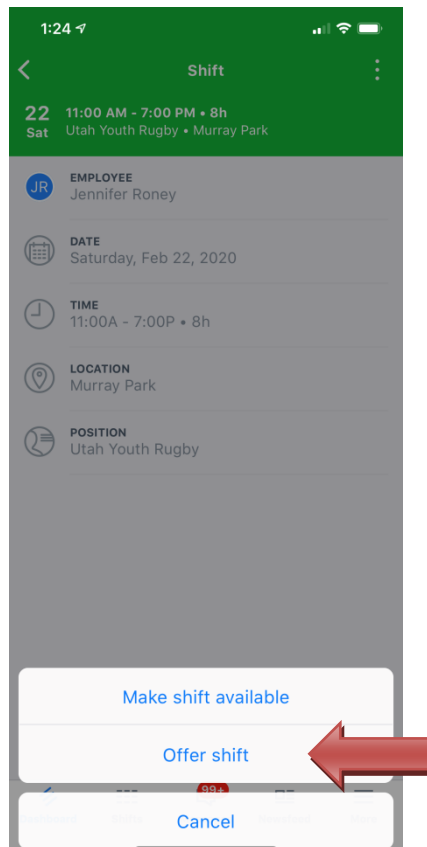
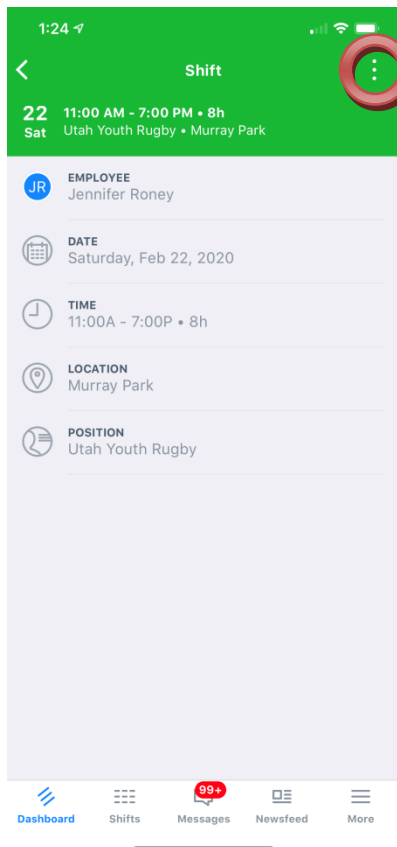
Available Shifts

Applying for available shifts: It will say “Waiting for manager’s approval.”



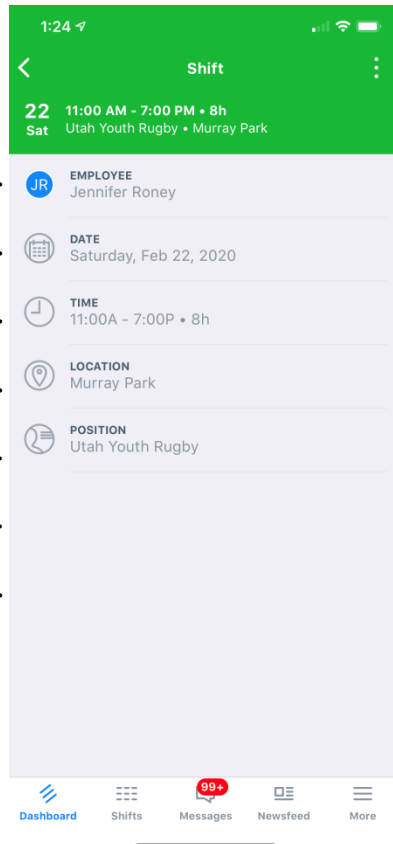
Offering shifts

This is your shift. You are responsible to get it covered if you cannot work it

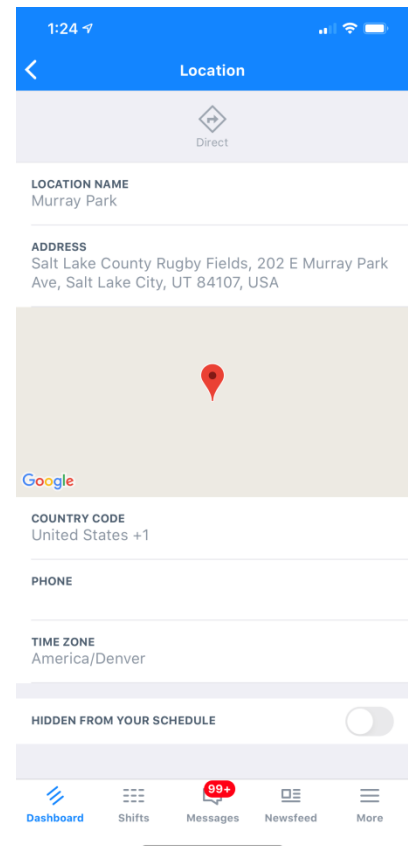


About your shift:

- Your Name ->
- Date of the shift ->
- Times of shift ->
- Location of shift ->
- Organization/Sport ->
- Co-workers (if any) ->
- Additional notes (like field #) ->

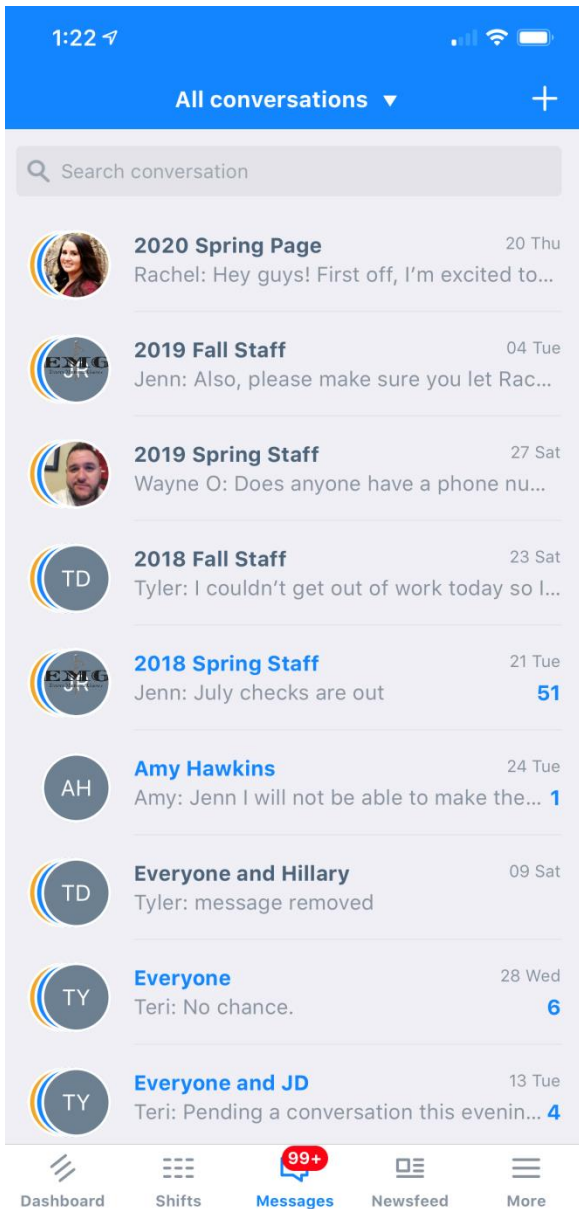


Click on the location to get the exact address and gps directions.



Messages

2020 Spring Staff Thread
Please don't use "everyone"
Direct messages
Reply when asked



Newsfeed

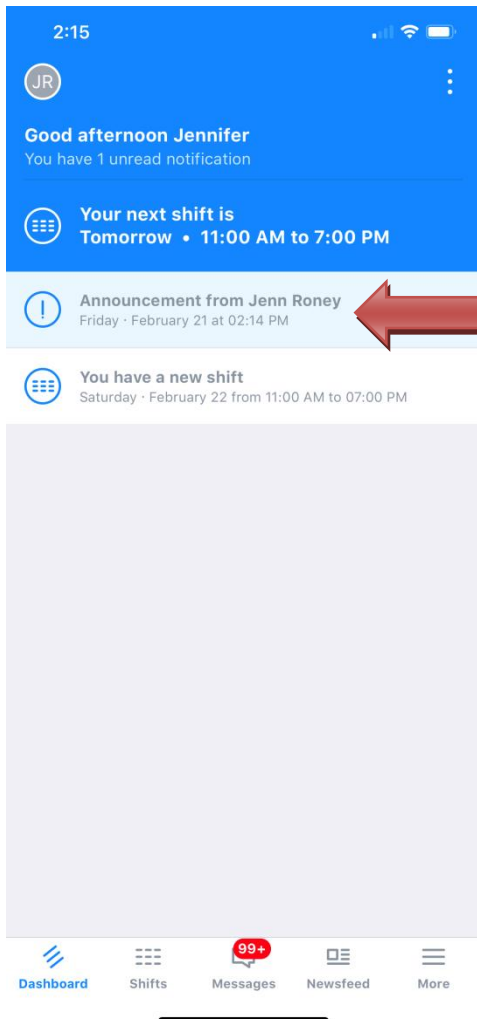
Reply in comments when asked

Like a Facebook/Message Board post Not
time sensitive



Announcements

Must click on “mark as read.” This is important information that EVERYONE needs to know. Please pay attention to these.



The Athletic Trainer Portal

On our website, we have a private section for all of our contractors. You cannot find this site on the regular menu. You must type in: www.eventmedicalgroup.com/portal

In the portal you will be able to:

- ➔ See and update your contact information
 - This is vital to keep up to date as we use this information to mail your checks each month.
- ➔ Update your paperwork
 - Every year, you will need to update your insurance
 - Every other year, you will need to update your license
 - You ONLY need to update your w9 when you change your name or address
- ➔ Submit Invoices
- ➔ Submit Injury Reports (All Organizations EXCEPT Ute Conference)
- ➔ Have access to resources including a concussion handout for parents and athletes
- ➔ Have access to all of our video tutorials

The portal is a way to keep all of our information safe and for you to have the opportunity to make sure all of your information is accurate. If there is something you wish to see on the portal, let Jenn know.

In the future, we hope to offer trainings and more video education on the portal.

As soon as you log into the portal for the first time:

- ➔ Check out your profile and make sure your information is up to date
- ➔ Look through all the video tutorials
 - We will expect you to know this information

Invoicing

Invoices are submitted monthly by the MONDAY after the LAST Saturday worked that month.
Invoices are submitted via the Athletic Trainer's Portal

www.eventmedicalgroup.com/portal

You need to fill out the following information COMPLETELY:

- ✓ Date
- ✓ Organization Name
- ✓ Field Name (as per schedule)
- ✓ Time in/out
- ✓ Total Hours/shift
- ✓ Total Hours/Month
- ✓ Total Pay/Month
- ✓ Contacts
 - A Contact is when you interact with an athlete while on shift. Examples include any evaluation, treatments (including ice and band-aids), and referrals.

[illegible]

Invoicing Policies

1. We pay \$27/hour for all contracts
2. We pay monthly
3. The invoice template will round to the nearest ¼ hour
 - a. Your total hours should always be .0, .25, .5, .75
4. Your total hours and total pay is what you expect to be on your check
5. If you are caught fudging hours you will be taken off the schedule
6. Invoices need to be in by the **Monday evening after the last Saturday worked.**
7. If your invoice is not turned in, you will not get paid

Gear

Polos: EMG will provide you with a Game Day Shirt

We have both Men's and
Women's sizes

Lawn Signs: EMG will provide you with a Lawn Sign

These need to be set out at every
event you cover. They are bright red
and will help with your visibility. If
yours breaks, please contact Jenn to
get a new one.



****If you don't already have one of each of these, please get with Jenn to get one.

Hoodies/Jackets: Coming soon

Supplies

At this time, EMG cannot afford to supply each AT with a fully stocked kit.

We do have some supplies for sale

Please contact Jenn if you need to purchase

Ideal Starter Kit:

- Tape
- Pre-wrap
- Non-sterile gauze ~20 pr
- Gloves
- Nose plugs or tampons
- Band-Aids
- Electrical tape
- Leukotape
- Ice bags or Ziploc bags
- Tissues
- Baby wipes
- Scissors
- CPR Mask
- Sunscreen



Conduct | How to Be

Each one of us represents all of us!

How would you want you to be if you were the owner of the company?

Integrity:

I declare and do what I say I am going to do by when I say I am going to do it. If I am unable to, I take responsibility for cleaning up any messes and communicating to anyone that may be impacted. I honor my word to myself and others. My words and actions line up with my values, vision, and goals. My commitments are true to who I am. I stand for what I am committed to, honoring my word under any circumstances

Attire:

- Polo, Shirt &/or any other EMG gear
- Try to wear RED!
- Bring your lawn sign
- Bring your kit
- No Jeans or sandals



On Shift

- Be on time!
 - Most shifts on the schedule begin 30 minutes before the event/game starts.
 - Some clients request that we don't "clock in" before the event/game begins.
- Introduce yourself at every shift
 - Coaches, referees, presidents, board members, etc
 - At Ute Conference, you need to sign in when you arrive and sign out when you leave. Find the snack shack or a registration table and make sure to sign in. If you don't sign in, you don't get paid.
- Stand out! Be seen!
 - The worst thing that can happen is that they can't find you when an injury occurs.
 - Give your cell number to the people in charge just in case.
- Pay attention
 - You are there to assess for injuries. Pay attention to the games going on and watch for player injuries.
 - Limit personal phone calls to emergencies and do NOT conduct personal business while on shift with EMG
 - Do NOT read books, check Facebook, or be otherwise disengaged
- Be professional
 - It is no secret that we will have confrontations with parents, coaches, and athletes. Most often, we become educators and explain who we are, what we are seeing, and our suggestions for the best management strategies for that injury. Please be professional and calm.

Evaluations

Event Medical Group assumes that all Certified Athletic Trainers are competent at evaluating acute and traumatic injuries on the field. If you have any questions about an evaluation or evaluation technique, please contact a member of the Board.

Our evaluations are simply to determine whether that athlete can continue to play safely or not. If you determine, the athlete cannot continue to play, the next step is to determine whether they need an immediate referral, a non-immediate referral, or at home conservative management. If the athlete needs to see a physician to return to play, you will follow the policies below. If the athlete does not need to see a physician to be cleared, you may give their parent(s) suggestions about home managements.

Medication Policies

Most of our contracts are with athletes that are minors. You are not allowed to dispense any medicine to minors, even over-the-counter medicines (OTCs). You may suggest to parents which OTC would be appropriate for their child's injury. For example: Give your child Tylenol or Acetaminophen for headaches associated with concussions. Do not give them Ibuprofen or any other anti-inflammatories.

For adult events, we can suggest the appropriate medication for their injury. While you may dispense OTCs to adults if they ask for it, without a complete medical history (allergies, etc), it becomes a liability to dispense any medicine. EMG's position is that because most of our events are with minors, we don't carry any medications in our kits, and therefore aren't able to dispense any OTCs.

HIPAA Compliance

EMG makes continuous strives to ensure that we do not violate HIPAA. We do not have our own compliant injury tracking software. Therefore, we do not share any confidential patient information via text, email, or Sling. You are free to keep you own records of injuries you have evaluated, so long as the information stays confidential. If your personal records are in any way unsecure, (on your unencrypted phone, an unlocked file cabinet, or unprotected notebooks) those records are a violation of HIPAA.

For more information about HIPAA and HIPAA Compliance, please refer to:
<https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>

Taking athletes out

Each organization we work with will have their own way of reporting injuries. We are only reporting injuries of players that are taken out of the game, AND they need a physician's note to return. These injuries will be: Suspected Concussion, Suspected Fracture, Neck or Spine Injury.

This is NOT for injuries such as sprains or strains when the athlete is sat for the remainder of the game, but does NOT need to see a physician to get cleared. This is important because most of the organizations do not have a HIPAA compliant injury reporting system. Therefore, we are assuming that if a player is marked OUT, they have an injury that must be cleared by a physician to return. Again: Suspected Concussion, Suspected Fracture, Neck or Spine Injury.

When you take a player out, in any organization, you will need their Name, DOB, Team Name (including Varsity, JV, Midget, Peewee, etc), Jersey Number. If you call an ambulance, please also call Jenn or the manager on call so that we can let the organization know and tell them why.

Taking Athletes Out | All Contracts

Please see the tutorial on www.eventmedicalgroup.com/tutorials or on your portal

- ➔ On your portal, click on Submit Injury Reports
- ➔ Enter in all demographic information
- ➔ DO NOT ENTER injury information as our system is not HIPPA Compliant yet
- ➔ Click submit
- ➔ Enter next athlete

Taking Athletes Out | Ute Conference

When you take a Ute Conference Player out (for suspected concussion, suspected fracture, or suspected neck or spine injury), get their Full Name, DOB, Team Name and Jersey Number. Take their helmet. Put a piece of tape on the helmet. Write their information on the helmet. Bring the helmet to the snack bar or registration table (where you signed in). Then report that information on their website:

Here is the step by step for injury reporting for Ute Conference.

1. Go to: <https://utefootball.dealtrac.com/asp/incidents.aspx>
2. It will bring you to a screen that looks like this:

UTE CONFERENCE FOOTBALL
Established 1966

Game Incidents And Ejections

Game Date: 08/27/2016 Division: All Game Field: All

Select Game:

Game Date	Time	Division	Game Field	Home Team	Away Team	Select
08/27/2016	09:00 AM	MityMite	Alta - Indian Hills Middle School Field 1	Alta	Grantsville	Select
08/27/2016	09:00 AM	Midget	Alta - Indian Hills Middle School Field 2	Alta	Grantsville	Select
08/27/2016	09:00 AM	Midget	Alta - Indian Hills Middle School Field 3	Alta Black	Olympus Gray	Select
08/27/2016	09:00 AM	MityMite	Bingham - South Jordan Park Field 1	Bingham	Olympus	Select
08/27/2016	09:00 AM	Midget	Bingham - South Jordan Park Field 2	Bingham	Olympus	Select
08/27/2016	09:00 AM	MityMite	Bingham - South Jordan Park Field 3	Bingham White	Herriman Navy	Select
08/27/2016	09:00 AM	Midget	Bingham - South Jordan Park Field 4	Bingham White	Riverton Black	Select
08/27/2016	09:00 AM	MityMite	Brighton - Cottonwood Heights Rec Center Field 1	Brighton	Stansbury	Select
08/27/2016	09:00 AM	Midget	Brighton - Cottonwood Heights Rec Center Field 2	Brighton	Stansbury	Select
08/27/2016	09:00 AM	MityMite	Brighton - Cottonwood Heights Rec Center Field 3	Brighton Orange	Alta Black	Select
08/27/2016	09:00 AM	MityMite	Copper Hills - West Hills Middle School Field 1	Copper Hills	Herriman	Select
08/27/2016	09:00 AM	Midget	Copper Hills - West Hills Middle School Field 2	Copper Hills	Herriman	Select
08/27/2016	09:00 AM	Midget	Copper Hills - West Hills Middle School Field 3	Copper Hills Blue	Stansbury Black	Select
08/27/2016	09:00 AM	MityMite	CorCanyon - Galena Park Field 1	Corner Canyon White	Taylorville Gold	Select
08/27/2016	09:00 AM	Scout	CorCanyon - Galena Park Field 2	Corner Canyon Navy	Riverton Purple	Select

3. Select the correct "Game Date"
4. Under "Division", Select the proper Division (i.e. Gremlin, Midget, Junior, etc)
5. The games listed below will change to all games in that division.
6. Select your game OR Select the field in the third drop down box by clicking "Select"
7. The next screen will look like this:

Game Date: 08/27/2016 Division: Junior Game Field: All

Select Game:

Game Date	Game Time	Division	Game Field	Home Team	Away Team	
08/27/2016	10:30 AM	Junior	CorCanyon - Galena Park Field 2	Comer Canyon Navy	Cyprus Gold	Select
08/27/2016	10:30 AM	Junior	CorCanyon - Galena Park Field 3	Comer Canyon Silver	Bingham Blue	Select
08/27/2016	10:30 AM	Junior	Herriman - W&M Butterfield Park Field 2	Herriman Navy	Copper Hills Blue	Select
08/27/2016	10:30 AM	Junior	Herriman - W&M Butterfield Park Field 3	Herriman Gold	Cyprus Blue	Select
08/27/2016	10:30 AM	Junior	Riverton - CR Hamilton Sports Park Field 2	Riverton Black	Herriman Cardinal	Select
08/27/2016	10:30 AM	Junior	Riverton - CR Hamilton Sports Park Field 3	Riverton Purple	Viewmont Gold	Select
08/27/2016	10:30 AM	Junior	West Jordan - West Jordan Middle School Field 3	Bountiful Red	Olympus Green	Select
08/27/2016	10:30 AM	Junior	Westlake - Vista Heights Middle School Field 2	Westlake Blue	Brighton Orange	Select
08/27/2016	10:30 AM	Junior	WoodsCross - Woods Cross High School Field 2	Woods Cross Blue	Bingham White	Select

Incident Detail View:

Incident Date: 8/27/2016 10:30:00 AM

Incident Reporter / Official Name: _____

Incident Reporter / Official Email: _____

Incident Reporter / Official Phone: _____

Incident Short Desc: _____

Max allowed:255 characters

Max allowed:4000 characters

8. Your game should be highlighted in green. The incident report will be below. Fill out the incident report with the following information:
 - o Official Name: Your Name
 - p Official Email: Your Email
 - q Official Phone: Your number
 - r Incident short description: "Player taken out by Athletic Trainer for injury."
 - ***DO NOT PUT IN ANY CONFIDENTIAL INJURY INFO!
 - s Player Name
 - t Jersey Number
 - u Click SAVE
9. That's it!
10. Start again at #5 for the next player.

Concussion Policy

For all current contracts, we are evaluating for SUSPECTED CONCUSSIONS. This means the athlete has one or more signs or symptoms of a concussion. Below is the Concussion Recognition Tool 5 to assist with your evaluation:

CONCUSSION RECOGNITION TOOL 5®
To help identify concussion in children, adolescents and adults

Supported by

RECOGNISE & REMOVE
Head impacts can be associated with serious and potentially fatal brain injuries. The Concussion Recognition Tool 5 (CRT5) is to be used for the identification of suspected concussion. It is not designed to diagnose concussion.

STEP 1: RED FLAGS – CALL AN AMBULANCE
If there is concern after an injury including whether ANY of the following signs are observed or complaints are reported then the player should be safely and immediately removed from play/game/activity. If no licensed healthcare professional is available, call an ambulance for urgent medical assessment:

- Neck pain or tenderness
- Double vision
- Weakness or tingling/ burning in arms or legs
- Severe or increasing headache
- Seizure or convulsion
- Loss of consciousness
- Deteriorating conscious state
- Vomiting
- Increasingly restless, agitated or combative

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Assessment for a spinal cord injury is critical.
- Do not attempt to move the player (other than required for airway support) unless trained to do so.
- Do not remove a helmet or any other equipment unless trained to do so safely.

If there are no Red Flags, identification of possible concussion should proceed to the following steps:

STEP 2: OBSERVABLE SIGNS
Visual clues that suggest possible concussion include:

- Lying motionless on the playing surface
- Slow to get up after a direct or indirect hit to the head
- Disorientation or confusion, or an inability to respond appropriately to questions
- Blank or vacant look
- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Facial injury after head trauma

STEP 3: SYMPTOMS

- Headache
- "Pressure in head"
- Balance problems
- Nausea or vomiting
- Drowsiness
- Dizziness
- Blurred vision
- Sensitivity to light
- Sensitivity to noise
- Fatigue or low energy
- "Don't feel right"
- More emotional
- More irritable
- Sadness
- Nervous or anxious
- Neck Pain
- Difficulty concentrating
- Difficulty remembering
- Feeling slowed down
- Feeling like "In a fog"

STEP 4: MEMORY ASSESSMENT
(IN ATHLETES OLDER THAN 12 YEARS)

Failure to answer any of these questions (modified appropriately for each sport) correctly may suggest a concussion:

- "What venue are we at today?"
- "Which half is it now?"
- "Who scored last in this game?"
- "What team did you play last week/game?"
- "Did your team win the last game?"

Athletes with suspected concussion should:

- Not be left alone initially (at least for the first 1-2 hours).
- Not drink alcohol.
- Not use recreational/ prescription drugs.
- Not be sent home by themselves. They need to be with a responsible adult.
- Not drive a motor vehicle until cleared to do so by a healthcare professional.

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ANY ATHLETE WITH A SUSPECTED CONCUSSION SHOULD BE IMMEDIATELY REMOVED FROM PRACTICE OR PLAY AND SHOULD NOT RETURN TO ACTIVITY UNTIL ASSESSED MEDICALLY, EVEN IF THE SYMPTOMS RESOLVE

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Please see EMG Concussion Brochure for information to give athletes, parents, and coaches. On your portal, there is a pdf version of our Concussion Information Handout for your use (find it under resources!). The pdf Concussion Information Handout also includes the UHSAA Physician Forms for both "Return to Play" and "Return to School." If you need more EMG Concussion Brochures, please feel free to download them from your portal.

Other concussion tools:

SCAT 5 (for ages 13+)

Child SCAT 5 (for ages 5-12)

CDC Concussion Certificate for Health Care Providers

Weather Policy

Sporting events will be held regardless of weather. Please pay attention to the forecast for your shift(s). Bring extra clothes/rain gear when needed. Pack sunscreen and/or hats. If an event is cancelled or ends early due to weather, you will only be paid for time worked.

Lightning Policy

Part of our job as Athletic Trainers is monitoring weather, specifically lightning. We suggest using an app such as Weather Bug that has a lightning detector feature. If you do not have a lightning detector or app, use the flash-to-bang method.

Recommended Guidelines

- ♣ Have a means of monitoring local weather forecasts and warnings.
- ♣ Designate a safe shelter for each venue.
- ♣ Use the flash-to-bang count to determine when to go to safety. By the time the flash-to-bang count approaches 30 seconds all individuals should be inside a safe structure.
- ♣ If the activity has not been suspended when the lightning is 6 miles away, the athletic trainer my alert the referee, coaches, and/or administrators to suspend play.
- ♣ Once activities have been suspended, wait at least 30 minutes following the last sound of thunder or lightning flash prior to resuming an activity or returning outdoors.

If you can hear thunder, you are close enough to the storm to be struck by lightning!

FLASH-TO-BANG RATIO

- ♣ To use the flash-to-bang method, begin counting when sighting a lightning flash.
- ♣ Counting is stopped when the associated bang (thunder) is heard.
- ♣ Divide this count by five to determine the distance to the lightning flash (in miles).
For example, a flash-to-bang count of thirty seconds equates to a distance of six miles

LIGHTNING SAFETY

Avoid being the highest point, in contact with, or in proximity to the highest point in an open field. Also avoid being on the open water. Do not take shelter under or near trees, flagpoles, or light poles.

1. There should be no contact with metal objects (bleachers, fences, golf clubs, bats).
2. Avoid single or tall trees, tall objects and standing in a group.
3. If there is no other shelter you may seek refuge in a hardtop vehicle.
4. The existence of blue skies and/or absence of rain are not protection from lightning. (Lightning can strike 10 miles from the rain shaft.)
5. DO NOT LIE FLAT ON THE GROUND.
6. Avoid using a land line telephone.
7. Avoid standing water and open fields.
8. If in a forest, seek shelter in a low area under a thick grove of small trees.
9. If you feel your skin tingling immediately crouch and grab your legs and tuck your head.
10. All individuals have the right to leave an athletic site in order to seek a safe structure if the person feels in danger of impending lightning activity, without fear of repercussions or penalty.

Lightning Safe Position:

Crouched on the ground, weight on the balls of the feet, feet together, head lowered, and ears covered. Assume the lightning safe position for individuals who feel their hair stand on end, skin tingle, or hear “crackling” noises.

SAFE SHELTER

A safe location is any substantial, frequently used building. The building should have four solid walls (not a dug out), electrical and telephone wiring, as well as plumbing, all of which aid grounding a structure.

The secondary choice for a safer location from the lightning hazard is a fully enclosed vehicle with a metal roof and completely closed windows. It is important to not touch any part of the metal framework of the vehicle while inside it during ongoing thunderstorms. It is not safe to shower, bathe or talk on landline phones (cell phones are allowed) while inside a safe shelter during thunderstorms.

Basic First Aid for Lightning Strike Victim

- ♣ Survey the scene for safety
- ♣ Activate local EMS
- ♣ Lightning victims do **not** “carry a charge” and are safe to touch
- ♣ If necessary, move the victim with care to a safer location
- ♣ Evaluate airway, breathing and circulation, and begin CPR if necessary
- ♣ Evaluate and treat for hypothermia, shock, fractures and/or burns.



Organization and Culture

At Event Medical Group, we are truly a community. That means that no one member is above or more important than another. As part of the community of EMG, you have exciting and unique resources and opportunities available to you. EMG is committed to upgrading and elevating each member of our community and our profession of athletic training as a whole.

Opportunities

There are several opportunities to play a larger part of our community. These include:

- Join the Board
- Participate in Special Events
- Lead an Educational Workshop
- Organize a community gathering
- Contribute to our blog and newsletter
- Individual Leadership Coaching and Development

Resources

Event Medical Group is committed to providing resources and educational materials for certified and student athletic trainers. Our web page for resources is:

www.eventmedicalgroup.com/resources

Please feel free to share this with your colleagues

There you will find:

- CDC Concussion Certificate for Health Care Providers
- SCAT 5 pdf
- Child SCAT 5 pdf
- Free and cheap CEU's (including EBP's)
- **Rugby ready course from world rugby
 - ▽ Get to know rugby rules
 - If you are planning to work any rugby, this is a great way to get to know the game.

Blog and Newsletter

We are working hard to continue to upgrade our offerings to our profession and our communities. Please sign up for our newsletter via www.eventmedicalgroup.com and if you have anything you would like to contribute to our blog or ideas for posts, please contact Ashley Weinzierl.

Social Media

Please support our social media. During the season, please take pictures and post them with hashtags: #emgutah or #lifeonthesidelines. Share our posts on your pages.

Like/follow/retweet/invite your friends to like.

- Facebook www.facebook.com/emgutah
- Instagram @emgutah
- Twitter @emgutah13
- Snapchat @emgutah
- LinkedIn <https://www.linkedin.com/company/event-medical-group/>
- Yelp <https://www.yelp.com/biz/event-medical-group-salt-lake-city>

