## Event Medical Plan Template

Use this form as a guide to creating your Event Medical Plan. Please see the [Health, Safety, and Liability Guidelines](http://www.usaultimate.org/resources/organizer_resources/health_safety_and_liability_requirements.aspx) for details regarding event-specific requirements. Event Managers of USA Ultimate events are required to communicate the following medical/safety plan to team contacts prior to the event and have a copy available on site at the medical area.

**Staffing**

1. Every USA Ultimate event requires a Medical Contact (MC). The Medical Contact must be 25 or older, must know how to get to the nearest hospital and must be able to call 911 immediately if needed. List the name and phone number of your Medical Contact for your event:  
     
   Name: Chris Marroquin Phone: 302-373-7598
2. Based on the size, field layout, and other event characteristics, what medical staffing level is required for your event (refer to Medical Staff Requirements chart)?   
   Athletic trainer
3. What medical services will be provided at the event?   
   Athletic Trainer
4. Where will the designated medical area be located at the event?

**Information for the Closest Medical Facility**

1. Name, address, and phone number of the nearest hospital or emergency medical facility:  
     
   Name: Christiana Care Christiana Hospital Phone: 302-733-1000   
     
   Address: 4755 Ogletown Stanton Road, Newark, DE 19718
2. List the directions to the nearest hospital or emergency medical facility:

1. What is the emergency response time to the fields?   
   15 minutes
2. What is the ambulance access to the fields?   
   Ambulance can have complete access to the fields through the main gates to the fields.

**Communication**

1. How can teams best access the medical personnel (phone number, radio, other)?   
   Phone number
2. Who will make the call to modify the event for weather or temperature related reasons?   
   Club sports director, Caitlin Papili
3. How will event staff communicate with teams regarding weather, emergencies or changes to the schedule?   
   Caitlin Papili will contact Sideshow captains and they will relay the message.

## Inclement Weather Plan Template

Use this form as a guide to creating your Inclement Weather Plan. Please see the [Health, Safety, and Liability Guidelines](http://www.usaultimate.org/resources/organizer_resources/health_safety_and_liability_requirements.aspx) for details regarding event-specific requirements. Event Managers of USA Ultimate events are required to communicate the following plan to team contacts prior to the event and have a copy available on site at the medical area.

**Staffing/Decision-Making**

1. It is critical that the facility owner/manager is involved in decision-making about field use and weather conditions. Please describe the field site’s inclement weather policy and decision-making process. If you have a backup field site, also outline their weather policy.   
   If there is any snow on the fields the event will then be cancelled. If the wind chill is below 15 degrees, players are not allowed to be outside and the event will be cancelled.
2. Who will make the call to modify the event for field condition, weather, or temperature-related reasons (event organizer, facility staff, medical staff, other)?   
   Club sports director, Caitlin Papili

**Information**

1. Is there a backup field site? If so, where is it? If not, what is the plan if the fields are not useable?   
   No, the tournament will be cancelled.
2. Describe the back-up plan.
3. Is there an alternate date that can be used? If so, what is it? If not, what is the plan if the fields are not usable?   
   If the fields are not usable, the event will be cancelled.
4. In general, can schedule adjustments be made during the event? What kind of adjustments will be used (shorter rounds, earlier/later start/end times, adjusted format, etc.)?   
   Shorter rounds or an adjusted format would be made during the event if necessary.

**Communication**

1. Prior to the event, how and when will teams be notified of the back-up plan?   
   Teams will be notified Friday afternoon on the conditions of the event.
2. If the back-up plan is implemented prior to or during the event, how will event staff communicate with teams regarding weather, emergencies or changes to the event location and/or schedule?

The event staff will communicate via email or phone.

1. Do you have a phone contact for each team?  Yes  No
2. In addition to direct communication with teams, list other ways you will use to broadcast information about event field/schedule changes to participants, event staff, and other general public?   
   We will use social media as well as posting on USAU any changes made to the event in order to communicate with teams, event staff, and the general public.

In addition to notifying teams, event staff, and the general public about changes it is critical that you also notify USA Ultimate staff of any changes to your event’s location or dates. For Championship Series events, it is also required that format or schedule changes be cleared by the appropriate USA Ultimate staff.