## 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: Geoff Horsefield Phone: 201-919-7642
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)?   
   On site non-participant
3. What medical services will be provided at the event?   
   W&M Rec Sports staff member to evaluate minor injuries
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: Sentara Williamsburg Regional Medical Center Phone: 757-984-6000   
     
   Address: 100 Sentara Cir. Williamsburg, VA 23188
2. List the directions to the nearest hospital or emergency medical facility:

Turn left onto Richmond Rd (2.6 mi), Turn right onto Airport Rd (0.1 mi), Turn left onto VA-603 W (1.8 mi), Turn left onto Sentara Cir

1. What is the emergency response time to the fields?   
   <10 Minutes
2. What is the ambulance access to the fields?   
   Direct road access

**Communication**

1. How can teams best access the medical personnel (phone number, radio, other)?   
   At fields, or via medical contact phone number
2. Who will make the call to modify the event for weather or temperature related reasons?   
   Henry Tessier (TD)
3. How will event staff communicate with teams regarding weather, emergencies or changes to the schedule?   
   Communicate on fields and via phone

## 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.   
   Unusable if determined by W&M Rec Sports to be too wet.
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)?   
   Tournament Director

**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 backup site, if temporary weather stops play, play will be resumed after a delay, otherwise will be pushed to Sunday.
2. Describe the back-up plan.   
   Teams will be notified by Friday night if fields will be unusable on Saturday and play will be pushed to Sunday
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?   
   Sunday, Feburary 7th
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.)?   
   Yes, games can be cut shorter or pushed back in the schedule for the day

**Communication**

1. Prior to the event, how and when will teams be notified of the back-up plan?   
   Email will be sent out prior to the event notifying teams of the back-up plan
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?

Communications will be made via email on Friday night prior to the event

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?

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.