## 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: Jazmine Buster Phone: (815) 954-7158
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)?   
   **D**
3. What medical services will be provided at the event?   
   **D**
4. Where will the designated medical area be located at the event?   
   **Tournament Central (Gazebo)**

**Information for the Closest Medical Facility**

1. Name, address, and phone number of the nearest hospital or emergency medical facility:  
     
   Name: Riverside Medical Center Phone: (815) 933-1671   
     
   Address: 350 N Wall St, Kankakee, IL 60901
2. List the directions to the nearest hospital or emergency medical facility:

* Turn Right onto Section Line Road (1.0 miles)
* Continue onto W Division St (350 feet)
* Turn left to merge onto i-57 S Toward Kankakee (0.7 miles)
* Take Exit 312 onto IL-17 toward Kankakee (9.7 miles)
* Turn right onto E Court St (0.3 miles)
* Turn right onto N Wall St (2.3 miles)
* Turn right onto Woodlea Rd (0.4 miles)
* Turn left onto Oaktree Ln (900 feet)
* Turn left onto N Wall St (400 feet)
* Riverside Medical Center is on your right (0.3 miles)

1. What is the emergency response time to the fields?   
   **15 Minutes**
2. What is the ambulance access to the fields?   
   **Access to fields directly.**

**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?   
   **Reece Storey (Tournament Director)**
3. How will event staff communicate with teams regarding weather, emergencies or changes to the schedule?   
   **Text/Email**

## 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.   
   **30 Minute Lightning delay.**
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)?   
   **Reece Storey (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. Cancelled event.**
2. Describe the back-up plan.   
   **Unfortunately, if weather does not permit or the fields are unusable, the tournament will have to be cancelled. All teams will be refunded.**
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?   
   **There are no alternate dates that can be used for this facility.**
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 cancelling rounds may occur if adjustments are needed.**

**Communication**

1. Prior to the event, how and when will teams be notified of the back-up plan?   
   **Teams will be notified the week before and the week of on what weather conditions will be looking like for the field site and how the fields are looking.**
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?

**Email/Text**

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?   
   **Email/Text/Website**

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.