## 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: Kelly Smith Phone: 712-299-2532
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)?   
   B - MC is on-site non-participant
3. What medical services will be provided at the event?   
   Usually the event has a 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: Mary Greeley Medical Center Phone: (515) 239-2011   
     
   Address: (515) 239-2011
2. List the directions to the nearest hospital or emergency medical facility:

When leaving the fields, turn right onto 4th Street. Travel about one mile and then turn left onto Duff Ave. Head north 0.7 miles and the hospital will be on the left.

1. What is the emergency response time to the fields?   
   Less than 10 minutes
2. What is the ambulance access to the fields?   
   Very accessible. Ambulance can drive on fields if needed. Otherwise, parking lots is close to fields.

**Communication**

1. How can teams best access the medical personnel (phone number, radio, other)?   
   Phone number or go to tournament central
2. Who will make the call to modify the event for weather or temperature related reasons?   
   Tournament Director, Kelly Smith, and Iowa State Women Scorned captains
3. How will event staff communicate with teams regarding weather, emergencies or changes to the schedule?   
   Email teams

## 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.   
   We have backup date of April 23-24. Facility owner is Iowa State University and they will contact Women Scorned if fields are unplayable.
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)?   
   Tourament Director, Kelly Smith, Iowa State Women Scorned captains, and Conference Coordinator, Lauren Perucco

**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 back-up plan is to delay the event one week
2. Describe the back-up plan.   
   Back-up plan is to delay event one week
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?   
   April 23-24
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, shorter rounds, earlier/later start/end times, and adjusted format could all be used

**Communication**

1. Prior to the event, how and when will teams be notified of the back-up plan?   
   They were notified when coference coordinator told all teams about event initially and the back-up date is listed on the event webpage
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

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.