



## 2020-2021 Club Sports Safety Officer Packet

All Risk Level 2, 3, 4 clubs are required to have at least two Safety Officers. At least one Safety Officers' certifications must remain valid through the entire academic year. This person will be the Lead Safety Officer.

### Requirements

1. Safety Officer Acceptance of Responsibility Form
2. CPR, First Aid, AED Certifications
3. Safety Officer Training Video
  - a. [Found online - click here](#)
  - b. No document to upload
4. Safety Officer Training Quiz
  - a. [Found online - click here](#)
  - b. No document to upload
5. Complete SportRisk Concussion Modules
  - a. Found online at: <http://www.sportrisk.com/webinar/employees>
    - i. Module 1 - Awareness (User Code: PENSUL-1060-2)
    - ii. Module 2 - Recognition & Response (User Code: PENSUL-1060-3)
  - b. No document to upload
6. Pass SportRisk Concussion Quizzes (found at end of module video)
  - a. Module 1 – Awareness
  - b. Module 2 – Recognition & Response
  - c. No document to upload

### Submission

1. Upload completed Safety Officer Packet to Safety Officer Files folder in drop-box
  - a. Drop-box link has been provided to Core Four officers
2. Title the packet “[Safety Officer Name] Packet”

<b>Safety Officer Checklist</b>	
	<b>Check if completed</b>
Safety Officer Acceptance of Responsibility Form**	
CPR, First Aid, AED Certification**	
Safety Officer Training Video	
Safety Officer Training Quiz	
SportRisk Concussion Module: Awareness	
SportRisk Concussion Quiz: Awareness	
SportRisk Concussion Module: Recognition & Response	
SportRisk Concussion Quiz: Recognition & Response	

# CLUB SPORTS

## SAFETY OFFICER ACCEPTANCE OF RESPONSIBILITY

Department of Campus Recreation



This form is to be completed by each club's student safety officer and coach/instructor. Coach/instructors may not count towards the club requirement of at least two (2) student safety officers (Risk Level II, III, IV clubs).

CLUB SPORT ORGANIZATION: \_\_\_\_\_ ACADEMIC YEAR: \_\_\_\_\_

### SAFETY OFFICER INFORMATION:

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

PSU EMAIL: \_\_\_\_\_

YOUR STATUS:  Coach/Instructor

Club Member (Students only)

I hereby accept the responsibility of serving as a Safety Officer for the above listed club sport organization.

I understand that in order to serve in this capacity, I must maintain certifications in Adult CPR/AED, and Standard First Aid from a Club Sports Program-approved provider (American Red Cross, American Heart Association, or Emergency Care & Safety Institute) and the certification must be obtained from an in-person or blended learning course (online only certifications are not accepted). I understand that it is my responsibility to monitor the safety of the environment in which my organization is participating, and report any unsafe conditions, accidents, and/or incidents to the Club Sport Program Office.

**I understand that my organization will not be allowed to participate in any Club-related activity without a safety officer present.** I agree to show valid personal identification when asked by any Club Sport Program or facility staff member.

**I agree to complete the Penn State University Incident Report Form** for all injuries and incidents sustained to/involving members of my organization or guests at our practice/event to the best of my knowledge and return it to the Club Sports Program Office no later than one business day following the injury/incident.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Please provide copies of certifications with this form.

Name of Safety Officer: \_\_\_\_\_

Club: \_\_\_\_\_

CPR with AED Certification

AED Certification (if separate from above)

First Aid Certification (if separate from above)