

**APPENDIX S**  
**College of William and Mary Recreational Sports**  
**SAFETY OFFICER AGREEMENT**

Sport Club \_\_\_\_\_ School Year (i.e. 08-09) \_\_\_\_\_

**A. Safety Officer Duties** (place your initials next to each statement to indicate you have read and understand it)

Each club must designate at least two Safety Officers, but may have more. **The club safety officers must each be certified in First Aid** (at a minimum), and are primarily responsible for:

1. \_\_\_\_\_ Ensuring ALL club members have completed the Waiver / Participant Agreement (Appendix W)
2. \_\_\_\_\_ Ensuring the Club First Aid Kit is fully stocked, and subsequently re-stocked after each use.
3. \_\_\_\_\_ Ensuring that an Injury / Incident form (Appendix I) is completed and turned in for any injuries or incidents that occur during club activity.
4. \_\_\_\_\_ Ensuring that Rec Sports is contacted ANY TIME an ambulance / EMT is summoned to care for or check on an injured club member, or if an injured club member is transported to the hospital (either by ambulance or automobile), regardless of the severity of the injury!
5. \_\_\_\_\_ Ensuring the Recreational Sports Emergency Protocol (Appendix E) is on-hand for quick reference at all club activities / events.
6. \_\_\_\_\_ Ensuring that all outdoor activity must stop and club members must seek shelter indoors if a thunder / lightning storm approaches. I will then allow 30 minutes after the last sound of thunder or flash of lightning before resuming any club activity.

**B. Additional Safety Protocols**

Recreational Sports provides general Accident / Injury guidelines for clubs in Appendix E. Because each club operates within varying parameters (i.e. Sailing Club on water, Outdoors Club in backcountry), it may be necessary for your club to provide additional safety protocols. If your club has any additional protocols to those listed on Appendix E, please write them here:

As a club safety officer for (*your club*) \_\_\_\_\_, I understand the responsibilities as detailed above, and agree to follow all policies set forth by the Recreational Sports Department.

Club Safety Officer: (Print Name) \_\_\_\_\_ (signature) \_\_\_\_\_

First Aid Certifying Body (i.e. Red Cross): \_\_\_\_\_ First Aid Expiration Date: \_\_\_\_\_

CPR Certifying Body (if applicable): \_\_\_\_\_ CPR Expiration Date: \_\_\_\_\_

List any additional certifications here: