



## Safety Officer Responsibilities

- Ensure the health and safety of Club members.
- Ensure that at least one CPR & First Aid certified member is present at all Club activities.
- Meet with and be approved by the Campus Recreation Competitive Sports (CoSpo) Staff and attend a Safety Officer training.
- Maintain current CPR and First Aid certification from the American Red Cross or other nationally recognized organization (if approved by the CoSpo Coordinator).
- Comply with policies, procedures and emergency action plans.
- Enforce any rules and regulations imposed by the conference and be a safety advocate for the sport.
- Ensure that a First Aid kit is available at all practices and competitions. In addition, keep kit stocked with fresh and necessary supplies.
- Report injuries or incidents and submit proper paperwork for such occurrences.
- Inspect equipment for safety on a weekly basis while in sport is in season.
- Report safety hazards to the CoSpo Staff.
- Responsible for gathering teammate waivers, participant forms, and any other information that the CoSpo Program requires of club members.
- Ensure that no individuals participate in practice unless they are approved members of the Sport Club and they have the proper documentation on file. This includes coaches and volunteer assistants.
- Serve as the Trip Leader for all trips.
- Must designate an alternate Trip Leader for trips they are unable to attend.

## Trip Leader Responsibilities

- Follow the Trip Approval Process.
- Communicate with the CoSpo Staff prior to each trip and attend a Trip Leader Meeting.
- Follow proper Emergency Procedures.
- Contact the CoSpo Staff immediately after the trip to announce club has returned safely.
- Return Trip Kit and any required documents within 48hrs of return from trip.

I have read, understood and agree to abide by Weber State Sport Club Travel Policies. As a Trip Leader for my Sport Club, I understand that I am responsible for implementing the safety procedures as outlined in Weber State Sport Club Travel Policies. I agree to abide by the Trip Leader duties as outlined in the Sport Club Manual.

I AM SIGNING THIS AGREEMENT OF MY OWN FREEWILL AND CAN READ & UNDERSTAND THE PRINTED MATERIALS WITH EASE.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Sport Club Team: \_\_\_\_\_ Date: \_\_\_\_\_