Off Campus Practice Facility Info Sheet

PROCEDURES:
- At the beginning of each semester, the club president will meet with the General Manager of the off campus facility to discuss in-house emergency procedures.
- Note: please refer to the Sport Club Handbook (Under Accidents & Injuries: Non- TU Campus Recreation Facilities) and talk with facility staff to ensure your club takes all of the necessary steps to handle a situation.
- Complete the following form and hand it in to your Sport Club Supervisor.

LOCATION DETAILS:
Facility Name: ____________________________________________________________
Facility Location: __________________________________________________________

CONTACT INFORMATION:
Name of On-Site Manager (during practice time): ________________________________
Name of Owner/General Manager (of facility): _________________________________
Is there an on-site phone number to call? □ YES □ NO
Phone Number (if applicable): _______________________________________________
Location of Manager/place to contact: (Example: go to snack bar to get a hold of facility staff)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

FIRST AID & MEDICAL DETAILS:
AED:
Is an AED available on-site? □ YES □ NO
Location of the AED (detailed):
________________________________________________________________________
________________________________________________________________________

HOSPITAL:
Nearest Hospital: __________________________________________________________
Address: _________________________________________________________________
Phone Number: __________________________________________________________

CLUB PRESIDENT:
Print: __________________________ Signature: ________________________________ Date: __________

FACILITY STAFF:
Print: __________________________ Signature: ________________________________ Date: __________