



Off Campus Practice Facility Info Sheet

Club _____

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: _____