

SPORTS MEDICINE: TRAVEL MANAGEMENT PLAN



Travel Management Plan
Updated: 5/15/2020
Reviewed: 6/18/2020

The purpose of this plan is to delineate roles and responsibilities in the event that a member of the athletic department is involved in a significant injury while traveling, specifically the student-athletes, staff, and coaches.

Significant Injury Management Team (SIMT)

This team is comprised of individuals from the athletic department and university community that will be responsible for the management of significant incidences involving members of the athletic department including student-athletes, graduate assistants, and staff members.

Name	Title	Office	Cell
John Phillips	Athletic Director	(386) 323-5020	(386) 316-0738
John Mark Adkison	Assistant Athletic Director	(386) 323-5033	(386) 212-8001
Sonja Taylor	Senior Women's Administrator	(386) 226-6735	(386) 451-3606
Justin White	Director of Sports Medicine	(386) 226-6527	(386) 299-5387
Dr. Roy Lemaster	Team Physician	(386) 254-4165	(614) 226-2082
Maryellen Wynn	Director of Business Operations	(386) 323-5004	(386) 212-8534
Alison Smalling	Sports Information Director	(386) 323-5001	(386) 316-4328
Mea Felps-Darley	University Compliance Officer	(386) 323-4917	(904) 535-1020
Paul Bell	Dean of Students	(386) 226-6326	
Melanie Hanns	Director University Relations	(386) 226-7538	(386) 283-0753
Mary Van Buren	Assistant Director Public Relations	(386) 226-6525	(386) 235-8396
James Roddey	Director of Communications	(386) 226-6198	(386) 846-1835
Teresa Michaelson	Director of Counseling Services	(386) 226-6035	
Pamela Petrone	Director of Health Services	(386) 226-7583	
Charlie Sevastos	University Attorney	(386) 323-8812	(321) 332-2439
Linda Dammer	Coordinator, Title IX Compliance	(386) 226-7971	

Immediate Action Plan

Travel Occurrences

In cases of significant injury while traveling, the head coach, assistant coach, or athletic trainer must remain with the student-athlete until relieved by the institution. If the injury occurs during a competition, the athletic trainer will remain with the team and an assistant coach will accompany the injured athlete. If the injury occurs at such a time that the athletic trainer is able to travel with student-athlete to the hospital and another competition is to be played, an assistant coach should relieve the athletic trainer at the hospital before the start of the next competition. In cases involving only one coach during team travel, the athletic trainer will travel to the hospital.

Role of First Responders

1. Immediate care of injured or ill athlete
2. Call 911 and request an ambulance if needed
3. Retrieve team travel binder (team information, insurance cards, important numbers)
4. Medical kit for immediate care of injuries

Confirmation

Confirmation of significant injury will be the responsibility of the team Athletic Trainer, Coach or AD. In the case of injuries that occur during participation in games, practices, or team travel, the applicable sport administrator (Assistant Athletic Director, Coach) will be responsible if the team Athletic Trainer cannot be with the athlete.

- The team Athletic Trainer will be responsible for obtaining confirmation and notifying the Director of Sports Medicine.
- The Director of Sports Medicine will notify the Director of Athletics, and create an action/communication plan.

Notification – Media

All press releases will be handled by our Sports Information Department and should be coordinated with and released through the University Relations Director. University Relations Office will assign a spokesperson, if needed.

Summary Documentation

The SIMT shall meet following the injury/incident and a person shall be designated to write up an incident report. This documentation should include all the events, dates, witnesses, actions taken by the SIMT, etc. Once the document is finished, each member of the SIMT shall review the document for finalization. Once completed, the document will be reviewed by the University Attorneys. Document copies will be maintained with the student-athlete's medical file within the department's Sports Medicine Office. The sport administrator will maintain the document for all coaches or staff members.

NCAA Notification

Proper procedures for notifying and filing of information relating to the significant injury will be with the Athletic Compliance Office