

BASEBALL MEDICAL CHECK LIST

Host Medical Coordinator:

- ❑ Contact local doctors and hospital to notify of event, time, dates, location; should contact at least one orthopedist and one internal medicine/family practitioner
- ❑ Work with Host Site to:
 - Have radios for communication from field to field and field to medical tent at event
 - Have an on-site phone for emergencies at practices and event
 - Establish an Emergency Action Plan for the site(s) and event
- ❑ Meet with Games Committee for ease of identification and contact
- ❑ Secure necessary tournament information from the Host Site and/or NAIA National Office:
 - Chain of Command (Host Events Coordinator, NAIA Conference Representative, etc.)
 - Tournament bracket with names of tournament teams, head coach, athletic trainer, phone number
 - Necessary medical passes
- ❑ Develop a Medical Packet to be sent to each teams' Certified Athletic Trainer, that includes:
 - Visiting Team Medical Questionnaire (to be returned to you)
 - Phone List (include phone #, pager #, and cellular phone #)
 - Host Medical Coordinator and other staff
 - College: security, athletic department, athletic training room
 - Medical Facilities (hospital, orthopedic surgeon, Urgent Treatment Center)
 - NAIA Tournament Coordinator, Headquarters and Tournament Site
 - Hotels
 - EMS – if site is not set up for 911
 - Directions to specified locations
 - Hotel to athletic training room
 - Hotel to practice and event site
 - Hotel to hospital
 - Practice and event site to hospital
 - NAIA-ATA Injury Report and Blood-borne Pathogen/Infection Materials Plan
 - Availability (1-2 hours pre and 1/2 hr. post), location, and supplies of athletic training room
- ❑ Have available the following items for each teams practice, treatment, and game preparation:

❖ Treatment tables	❖ Biohazard container
❖ Gloves and gauze	❖ Ice and ice bags
❖ Splint bag/CPR masks/Crutches	❖ Electrical muscle stimulation
❖ Spine board	❖ Ultrasound
❖ Band-Aids	❖ Hydrocollator
❖ Tape, prewrap	❖ Whirlpool
❖ Towels	❖ AED

- ❑ One Host Certified Athletic Trainer per field with a medical kit (adequate response time should be ensured)

NAIA

- ❑ Provide names of participating schools to Host Medical Coordinator as soon as available
- ❑ Provide completed Visiting Team Medical Questionnaires to Host Medical Coordinator upon arrival at Championship
- ❑ Provide needed tournament information

Host Site (College or City)

- ❑ Designate a Certified Athletic Trainer in the area to act as the Host Medical Coordinator
- ❑ Work with the NAIA and Host Medical Coordinator to secure necessary medical passes for medical staff
- ❑ Work with Host Medical Coordinator to:
 - Have radios for communication from field to field and field to medical tent at event
 - Have an on-site phone for emergencies at practices and event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Provide Sideline Supplies (per bench):
 - One 10 gallon water cooler with ice and water (should be checked between games)
 - One sleeve of cups
 - One ice chest with ice and ice bags
 - One biohazard bag, bleach/water solution, clean-up kit
 - One trash bag/can
- ❑ Provide Locker Room Supplies (per locker room):
 - One 10 gallon water cooler with ice and water (should be checked between games)
 - One sleeve of cups
 - One ice chest with ice and ice bags
- ❑ Establish a First Aid Station for spectators; should be staffed 1 hour prior, during, and 30 minutes after event

BASKETBALL MEDICAL CHECK LIST

Host Medical Coordinator:

- ❑ Contact local doctors and hospital to notify of event, time, dates, location; should contact at least one orthopedist and one internal medicine/family practitioner
- ❑ Work with Host Site to:
 - Have an ambulance on-site
 - Have radios for communication between gyms (if applicable), from gym to ambulance, and from Athletic Training Room to gym and ambulance
 - Have an on-site phone for emergencies at practices and event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Meet with Games Committee for ease of identification and contact
- ❑ Secure necessary tournament information from the Host Site and/or NAIA National Office:
 - Chain of Command (Host Events Coordinator, NAIA Conference Representative, etc.)
 - Tournament bracket with names of tournament teams, head coach, athletic trainer, phone number
 - Necessary medical passes
- ❑ Develop a Medical Packet to be sent to each teams' Certified Athletic Trainer, that includes:
 - Visiting Team Medical Questionnaire (to be returned to you)
 - Phone List (include phone #, pager #, and cellular phone #)
 - Host Medical Coordinator and other staff
 - College: security, athletic department, athletic training room
 - Medical Facilities (hospital, orthopedic surgeon, Urgent Treatment Center)
 - NAIA Tournament Coordinator, Headquarters and Tournament site
 - Hotels
 - EMS – if site is not set up for 911
 - Directions to specified locations
 - Hotel to athletic training room
 - Hotel to practice and event site
 - Hotel to hospital
 - Practice and event site to hospital
 - NAIA-ATA Injury Report and Blood-borne Pathogen/Infection Materials Plan
 - Availability (1-2 hours pre and 1/2 hr. post), location, and supplies of athletic training room
- ❑ Have available the following items for each teams practice, treatment, and game preparation:
 - ❖ Treatment tables
 - ❖ Biohazard container
 - ❖ Gloves and gauze
 - ❖ Ice and ice bags
 - ❖ Splint bag/CPR masks/Crutches
 - ❖ Electrical muscle stimulation
 - ❖ Spine board
 - ❖ Ultrasound
 - ❖ Band-Aids
 - ❖ Hydrocollator
 - ❖ Tape, prewrap
 - ❖ Whirlpool

❖ Towels

❖ AED

- ❑ One Host Certified Athletic Trainer per gymnasium (if applicable) with a medical kit
- ❑ Adequate response time should be ensured

NAIA

- ❑ Provide names of participating schools to Host Medical Coordinator as soon as available
- ❑ Provide completed Visiting Team Medical Questionnaires to Host Medical Coordinator upon arrival at Championship
- ❑ Provide needed tournament information

Host Site (College or City)

- ❑ Designate a Certified Athletic Trainer in the area to act as the Host Medical Coordinator
- ❑ Work with the NAIA and Host Medical Coordinator to secure necessary medical passes for medical staff
- ❑ Work with Host Medical Coordinator to:
 - Have radios for communication between gyms (if applicable), from gym to ambulance, and from Athletic Training Room to gym and ambulance)
 - Have an on-site phone for emergencies at practices and event
 - Establish an Emergency Action Plan for site(s) and event
 - Have an on-site ambulance
- ❑ Provide Sideline Supplies (per bench):
 - One 10 gallon water cooler with ice and water (should be checked at half time and between games)
 - One sleeve of cups
 - One ice chest with ice and ice bags
 - One biohazard bag, bleach/water solution, clean-up kit
 - One trash bag/can
- ❑ Provide Locker Room Supplies (per locker room):
 - One 5 or 10 gallon water cooler with ice and water (should be checked between games)
 - One sleeve of cups
 - One ice chest with ice and ice bags
- ❑ Establish a First Aid Station for spectators; should be staffed 1 hour prior, during, and 30 minutes after event

CROSS-COUNTRY MEDICAL CHECK LIST

Host Medical Coordinator

- ❑ Contact local doctors and hospital to notify of event, time, dates, location; should contact at least one orthopedist and one internal medicine/family practitioner
- ❑ Work with Host Site to:
 - Have radios for communication throughout event course and to medical tent at event
 - Have an on-site phone for emergencies at event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Meet with Meet Referee for ease of identification and contact
- ❑ Secure necessary tournament information from the Host Site and/or NAIA National Office:
 - Chain of Command (Host Events Coordinator, NAIA Conference Representative, etc.)
 - List of qualifying teams with, head coach & athletic trainer phone numbers
 - Necessary medical passes
- ❑ Develop a Medical Packet to be sent to each teams' Certified Athletic Trainer, that includes:
 - Visiting Team Medical Questionnaire (to be returned to you)
 - Phone List (include phone #, pager #, and cellular phone #)
 - Host Medical Coordinator and other staff
 - College: security, athletic department, athletic training room
 - Medical Facilities (hospital, orthopedic surgeon, Urgent Treatment Center)
 - NAIA Tournament Coordinator, Headquarters and Tournament site
 - Hotels
 - EMS – if site is not set up for 911
 - Directions to specified locations
 - Map of course layout
 - Hotel to practice and event site
 - Hotel to hospital
 - Practice and event site to hospital
 - NAIA-ATA Injury Report and Blood-borne Pathogen/Infection Materials Plan
 - Availability (1-2 hours pre and 1/2 hr. post), location, and supplies of athletic training room
- ❑ Have available the following items for each teams practice, treatment, and event preparation:

❖ Treatment tables	❖ Biohazard container
❖ Gloves and gauze	❖ Ice and ice bags
❖ Splint bag/CPR masks/Crutches	❖ Electrical muscle stimulation
❖ Spine board	❖ Ultrasound
❖ Band-Aids	❖ Hydrocollator
❖ Tape, prewrap	❖ Whirlpool
❖ Towels	❖ AED

- ❑ One Host Certified Athletic Trainer at the course with a medical kit (adequate response time should be ensured)

NAIA

- ❑ Provide names of participating schools to Host Medical Coordinator as soon as available
- ❑ Provide completed Visiting Team Medical Questionnaires to Host Medical Coordinator upon arrival at Championship
- ❑ Provide needed tournament information

Host Site (College or City)

- ❑ Designate a Certified Athletic Trainer in the area to act as the Host Medical Coordinator
- ❑ Work with the NAIA and Host Medical Coordinator to secure necessary medical passes for medical staff
- ❑ Work with Host Medical Coordinator to:
 - Have walkie-talkies for communication throughout event course and to medical tent at event
 - Have an on-site phone for emergencies at event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Provide Start/Finish Line Supplies:
 - Several 10 gallon water coolers with ice and water
 - Several sleeves of cups
 - One ice chest with ice and ice bags
 - One biohazard bag, bleach/water solution, clean-up kit
 - One trash bag/can
- ❑ Establish a First Aid Station for spectators; should be staffed 1 hour prior, during, and 30 minutes after event
- ❑ Provide some type of transportation (gator/cart) to reach and move injured participants from course to medical site or hospital.

FOOTBALL MEDICAL CHECK LIST

Host Medical Coordinator

- ❑ Contact local doctors and hospital to notify of event, time, dates, location; should contact at least one orthopedist and one internal medicine/family practitioner
- ❑ Work with Host Site to:
 - Secure an on-site ambulance for the event
 - Secure an on-site orthopedist for the event
 - Have radios for communication from field to ambulance, between sidelines, and between locker-rooms
 - Have an on-site phone for emergencies at practices and event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Meet with Games Committee for ease of identification and contact
- ❑ Secure necessary tournament information from the Host Site and/or NAIA National Office:
 - Chain of Command (Host Events Coordinator, NAIA Conference Representative, etc.)
 - Provide team names with head coach and, athletic trainer phone numbers
 - Necessary medical passes
- ❑ Develop a Medical Packet to be sent to each teams' Certified Athletic Trainer, that includes:
 - Visiting Team Medical Questionnaire (to be returned to you)
 - Phone List (include phone #, pager #, and cellular phone #)
 - Host Medical Coordinator and other staff
 - College: security, athletic department, athletic training room
 - Medical Facilities (hospital, orthopedic surgeon, Urgent Treatment Center)
 - NAIA Tournament Coordinator, Headquarters and Tournament site
 - Hotels
 - EMS – if site is not set up for 911
 - Directions to specified locations
 - Hotel to athletic training room
 - Hotel to practice and event site
 - Hotel to hospital
 - Practice and event site to hospital
 - NAIA-ATA Injury Report and Blood-borne Pathogen/Infection Materials Plan
 - Availability (1-2 hours pre and 1/2 hr. post), location, and supplies of athletic training room
- ❑ Have available the following items for each teams practice, treatment, and game preparation:
 - ❖ Treatment tables
 - ❖ Gloves and gauze
 - ❖ Splint bag/CPR masks/Crutches
 - ❖ Spine board
 - ❖ Band-Aids
 - ❖ Tape, prewrap
 - ❖ Towels
 - ❖ Biohazard container
 - ❖ Ice and ice bags
 - ❖ Electrical muscle stimulation
 - ❖ Ultrasound
 - ❖ Hydrocollator
 - ❖ Whirlpool
 - ❖ AED

NAIA

- ❑ Provide names of participating schools to Host Medical Coordinator as soon as available
- ❑ Provide completed Visiting Team Medical Questionnaires to Host Medical Coordinator upon arrival at Championship
- ❑ Provide needed tournament information

Host Site (College or City)

- ❑ Designate a Certified Athletic Trainer in the area to act as the Host Medical Coordinator
- ❑ Work with the NAIA and Host Medical Coordinator to secure necessary medical passes for medical staff
- ❑ Work with Host Medical Coordinator to:
 - Secure an on-site ambulance for the event
 - Secure an on-site orthopedist for the event
 - Have radios for communication from field to ambulance, between sidelines, and between locker-rooms
 - Have an on-site phone for emergencies at practices and event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Provide Sideline Supplies (per bench):
 - Three 10 gallon water coolers with ice and water (should be checked at half time and between games)
 - Sufficient cups for games/practice
 - One ice chest with ice and ice bags
 - One biohazard bag, bleach/water solution, clean-up kit
 - One trash bag/can
- ❑ Provide Locker Room Supplies (per locker room):
 - One 10 gallon water cooler with ice and water (should be checked between games)
 - Three sleeves of cups
 - One ice chest with ice and ice bags
- ❑ Establish a First Aid Station for spectators; should be staffed 1 hour prior, during, and 30 minutes after event

GOLF MEDICAL CHECK LIST

Host Medical Coordinator

- ❑ Contact local doctors and hospital to notify of event, time, dates, location; should contact at least one orthopedist, one internal medicine/family practitioner and chiropractor
- ❑ Work with Host Site to:
 - Have radios for communication throughout event course and to medical tent at event
 - Have an on-site phone for emergencies at event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Meet with Games Committee for ease of identification and contact
- ❑ Secure necessary tournament information from the Host Site and/or NAIA National Office:
 - Chain of Command (Host Events Coordinator, NAIA Conference Representative, etc.)
 - Tournament information with names of teams, head coach, athletic trainer, phone number
 - Necessary medical passes
- ❑ Develop a Medical Packet to be sent to each teams' Certified Athletic Trainer, that includes:
 - Visiting Team Medical Questionnaire (to be returned to you)
 - Phone List (include phone #, pager #, and cellular phone #)
 - Host Medical Coordinator and other staff
 - College: security, athletic department, athletic training room
 - Medical Facilities (hospital, orthopedic surgeon, Urgent Treatment Center)
 - NAIA Tournament Coordinator, Headquarters and Tournament Site
 - Hotels
 - EMS – if site is not set up for 911
 - Directions to specified locations
 - Hotel to athletic training room
 - Hotel to practice and event site
 - Hotel to hospital
 - Practice and event site to hospital
 - NAIA-ATA Injury Report and Blood-borne Pathogen/Infection Materials Plan
 - Availability (1-2 hours pre and 1/2 hr. post), location, and supplies of athletic training room
- ❑ Have available the following items for each teams practice, treatment, and event preparation:

❖ Treatment tables	❖ Biohazard container
❖ Gloves and gauze	❖ Ice and ice bags
❖ Splint bag/CPR masks/Crutches	❖ Electrical muscle stimulation
❖ Spine board	❖ Ultrasound
❖ Band-Aids	❖ Hydrocollator
❖ Tape, prewrap	❖ Whirlpool
❖ Towels	❖ AED

- ❑ One Host Certified Athletic Trainer at the course with a medical kit (adequate response time should be ensured)

NAIA

- ❑ Provide names of participating schools to Host Medical Coordinator as soon as available
- ❑ Provide completed Visiting Team Medical Questionnaires to Host Medical Coordinator upon arrival at Championship
- ❑ Provide needed tournament information

Host Site (College or City)

- ❑ Designate a Certified Athletic Trainer in the area to act as the Host Medical Coordinator
- ❑ Work with the NAIA and Host Medical Coordinator to secure necessary medical passes for medical staff
- ❑ Work with Host Medical Coordinator to:
 - Have radios for communication throughout event course and to medical tent at event
 - Have an on-site phone for emergencies at event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Provide Supplies at appropriate locations:
 - Several 10 gallon water coolers with ice and water
 - Several sleeves of cups
 - Ice chest with ice and ice bags
 - One trash bag/can
- ❑ Establish a First Aid Station for spectators; should be staffed 1 hour prior, during, and 30 minutes after event

SOCCER MEDICAL CHECK LIST

Host Medical Coordinator

- ❑ Contact local doctors and hospital to notify of event, time, dates, location; should contact at least one orthopedist and one internal medicine/family practitioner
- ❑ Work with Host Site to:
 - Secure an on-site ambulance for the event
 - Have radios for communication between fields (if applicable), from field to medical tent, and between field, medical tent, and ambulance
 - Have an on-site phone for emergencies at practices and event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Meet with Games Committee for ease of identification and contact
- ❑ Secure necessary tournament information from the Host Site and/or NAIA National Office:
 - Chain of Command (Host Events Coordinator, NAIA Conference Representative, etc.)
 - Tournament bracket with names of tournament teams, head coach, athletic trainer, phone number
 - Necessary medical passes
- ❑ Develop a Medical Packet to be sent to each teams' Certified Athletic Trainer, that includes:
 - Visiting Team Medical Questionnaire (to be returned to you)
 - Phone List (include phone #, pager #, and cellular phone #)
 - Host Medical Coordinator and other staff
 - College: security, athletic department, athletic training room
 - Medical Facilities (hospital, orthopedic surgeon, Urgent Treatment Center)
 - NAIA Tournament Coordinator, Headquarters and Tournament Site
 - Hotels
 - EMS – if site is not set up for 911
 - Directions to specified locations
 - Hotel to athletic training room
 - Hotel to practice and event site
 - Hotel to hospital
 - Practice and event site to hospital
 - NAIA-ATA Injury Report and Blood-borne Pathogen/Infection Materials Plan
 - Availability (1-2 hours pre and 1/2 hr. post), location, and supplies of athletic training room
- ❑ Have available the following items for each teams practice, treatment, and game preparation:
 - ❖ Treatment tables
 - ❖ Gloves and gauze
 - ❖ Splint bag/CPR masks/Crutches
 - ❖ Spine board
 - ❖ Band-Aids
 - ❖ Tape, prewrap
 - ❖ Towels
 - ❖ Biohazard container
 - ❖ Ice and ice bags
 - ❖ Electrical muscle stimulation
 - ❖ Ultrasound
 - ❖ Hydrocollator
 - ❖ Whirlpool
 - ❖ AED

- ❑ One Host Certified Athletic Trainer per field with a medical kit (adequate response time should be ensured)

NAIA

- ❑ Provide names of participating schools to Host Medical Coordinator as soon as available
- ❑ Provide completed Visiting Team Medical Questionnaires to Host Medical Coordinator upon arrival at Championship
- ❑ Provide needed tournament information

Host Site (College or City)

- ❑ Designate a Certified Athletic Trainer in the area to act as the Host Medical Coordinator
- ❑ Work with the NAIA and Host Medical Coordinator to secure necessary medical passes for medical staff
- ❑ Work with Host Medical Coordinator to:
 - Secure an on-site ambulance for the event
 - Have radios for communication between fields (if applicable), from field to medical tent, and between field, medical tent, and ambulance
 - Have an on-site phone for emergencies at practices and event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Provide Sideline Supplies (per bench):
 - One 10 gallon water cooler with ice and water (should be checked at half time and between games)
 - One sleeve of cups
 - One ice chest with ice and ice bags
 - One biohazard bag, bleach/water solution, clean-up kit
 - One trash bag/can
- ❑ Provide Locker Room Supplies (per locker room):
 - One 10 gallon water cooler with ice and water (should be checked between games)
 - One sleeve of cups
 - One ice chest with ice and ice bags
- ❑ Establish a First Aid Station for spectators; should be staffed 1 hour prior, during, and 30 minutes after event

SOFTBALL MEDICAL CHECK LIST

Host Medical Coordinator

- ❑ Contact local doctors and hospital to notify of event, time, dates, location; should contact at least one orthopedist and one internal medicine/family practitioner
- ❑ Work with Host Site to:
 - Have radios for communication from field to field and field to medical tent at event
 - Have an on-site phone for emergencies at practices and event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Meet with Games Committee for ease of identification and contact
- ❑ Secure necessary tournament information from the Host Site and/or NAIA National Office:
 - Chain of Command (Host Events Coordinator, NAIA Conference Representative, etc.)
 - Tournament bracket with names of tournament teams, head coach, athletic trainer, phone number
 - Necessary medical passes
- ❑ Develop a Medical Packet to be sent to each teams' Certified Athletic Trainer, that includes:
 - Visiting Team Medical Questionnaire (to be returned to you)
 - Phone List (include phone #, pager #, and cellular phone #)
 - Host Medical Coordinator and other staff
 - College: security, athletic department, athletic training room
 - Medical Facilities (hospital, orthopedic surgeon, Urgent Treatment Center)
 - NAIA Tournament Coordinator, Headquarters and Tournament site
 - Hotels
 - EMS – if site is not set up for 911
 - Directions to specified locations
 - Hotel to athletic training room
 - Hotel to practice and event site
 - Hotel to hospital
 - Practice and event site to hospital
 - NAIA-ATA Injury Report and Blood-borne Pathogen/Infection Materials Plan
 - Availability (1-2 hours pre and 1/2 hr. post), location, and supplies of athletic training room
- ❑ Have available the following items for each teams practice, treatment, and game preparation:
 - ❖ Treatment tables
 - ❖ Gloves and gauze
 - ❖ Splint bag/CPR masks/Crutches
 - ❖ Spine board
 - ❖ Band-Aids
 - ❖ Tape, prewrap
 - ❖ Towels
 - ❖ Biohazard container
 - ❖ Ice and ice bags
 - ❖ Electrical muscle stimulation
 - ❖ Ultrasound
 - ❖ Hydrocollator
 - ❖ Whirlpool

- ❑ One Host Certified Athletic Trainer per field with a medical kit (adequate response time should be ensured)

NAIA

- ❑ Provide names of participating schools to Host Medical Coordinator as soon as available
- ❑ Provide completed Visiting Team Medical Questionnaires to Host Medical Coordinator upon arrival at Championship
- ❑ Provide needed tournament information

Host Site (College or City)

- ❑ Designate a Certified Athletic Trainer in the area to act as the Host Medical Coordinator
- ❑ Work with the NAIA and Host Medical Coordinator to secure necessary medical passes for medical staff
- ❑ Work with Host Medical Coordinator to:
 - Have radios for communication from field to field and field to medical tent at event
 - Have an on-site phone for emergencies at practices and event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Provide Sideline Supplies (per bench):
 - One 10 gallon water cooler with ice and water (should be checked between games)
 - One sleeve of cups
 - One ice chest with ice and ice bags
 - One biohazard bag, bleach/water solution, clean-up kit
 - One trash bag/can
- ❑ Provide Locker Room Supplies (per locker room):
 - One 10 gallon water cooler with ice and water (should be checked between games)
 - One sleeve of cups
 - One ice chest with ice and ice bags
- ❑ Establish a First Aid Station for spectators; should be staffed 1 hour prior, during, and 30 minutes after event

SWIMMING & DIVING MEDICAL CHECK LIST

Host Medical Coordinator

- ❑ Contact local doctors and hospital to notify of event, time, dates, location; should contact at least one orthopedist and one internal medicine/family practitioner
- ❑ Work with Host Site to:
 - Have an on-site phone for emergencies at event
 - Establish an Emergency Action Plan for site(s) and event
 - Work closely with facility Lifeguards to ensure roles are delineated prior to start of competition.
- ❑ Meet with Games Committee for ease of identification and contact
- ❑ Secure necessary tournament information from the Host Site and/or NAIA National Office:
 - Chain of Command (Host Events Coordinator, NAIA Conference Representative, etc.)
 - List of team names with head coach and athletic trainer phone numbers
 - Necessary medical passes
- ❑ Develop a Medical Packet to be sent to each teams' Certified Athletic Trainer, that includes:
 - Visiting Team Medical Questionnaire (to be returned to you)
 - Phone List (include phone #, pager #, and cellular phone #)
 - Host Medical Coordinator and other staff
 - College: security, athletic department, athletic training room
 - Medical Facilities (hospital, orthopedic surgeon, Urgent Treatment Center)
 - NAIA Tournament Coordinator, Headquarters and Tournament site
 - Hotels
 - EMS – if site is not set up for 911
 - Directions to specified locations
 - Hotel to athletic training room
 - Hotel to practice and event site
 - Hotel to hospital
 - Practice and event site to hospital
 - NAIA-ATA Injury Report and Blood-borne Pathogen/Infection Materials Plan
 - Availability (1-2 hours pre and 1/2 hr. post), location, and supplies of athletic training room
- ❑ Have available the following items for each teams practice, treatment, and event preparation:
 - ❖ Treatment tables
 - ❖ Gloves and gauze
 - ❖ Splint bag/CPR masks/Crutches
 - ❖ Spine board
 - ❖ Band-Aids
 - ❖ Tape, prewrap
 - ❖ Towels
 - ❖ Biohazard container
 - ❖ Ice and ice bags
 - ❖ Electrical muscle stimulation
 - ❖ Ultrasound
 - ❖ Hydrocollator
 - ❖ Whirlpool
 - ❖ AED

- ❑ One Host Certified Athletic Trainer on site with a medical kit (adequate response time should be ensured)

NAIA

- ❑ Provide names of participating schools to Host Medical Coordinator as soon as available
- ❑ Provide completed Visiting Team Medical Questionnaires to Host Medical Coordinator upon arrival at Championship
- ❑ Provide needed tournament information

Host Site (College or City)

- ❑ Designate a Certified Athletic Trainer in the area to act as the Host Medical Coordinator
- ❑ Work with the NAIA and Host Medical Coordinator to secure necessary medical passes for medical staff
- ❑ Work with Host Medical Coordinator to:
 - Have an on-site phone for emergencies at event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Provide Supplies at appropriate locations:
 - Several 10 gallon water coolers with ice and water
 - Several sleeves of cups
 - Ice chest with ice and ice bags
 - One trash bag/can
- ❑ Establish a First Aid Station for spectators; should be staffed 1 hour prior, during, and 30 minutes after event

TENNIS MEDICAL CHECK LIST

Host Medical Coordinator

- ❑ Contact local doctors and hospital to notify of event, time, dates, location; should contact at least one orthopedist and one internal medicine/family practitioner
- ❑ Work with Host Site to:
 - Have radios for communication from court to court, as necessary when courts are at different sites
 - Have an on-site phone for emergencies at practices and event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Meet with Games Committee for ease of identification and contact
- ❑ Secure necessary tournament information from the Host Site and/or NAIA National Office:
 - Chain of Command (Host Events Coordinator, NAIA Conference Representative, etc.)
 - Tournament bracket with names of tournament teams, head coach, athletic trainer, phone number
 - Necessary medical passes
- ❑ Develop a Medical Packet to be sent to each teams' Certified Athletic Trainer, that includes:
 - Visiting Team Medical Questionnaire (to be returned to you)
 - Phone List (include phone #, pager #, and cellular phone #)
 - Host Medical Coordinator and other staff
 - College: security, athletic department, athletic training room
 - Medical Facilities (hospital, orthopedic surgeon, Urgent Treatment Center)
 - NAIA Tournament Coordinator, Headquarters and Tournament site
 - Hotels
 - EMS – if site is not set up for 911
 - Directions to specified locations
 - Hotel to athletic training room
 - Hotel to practice and event site
 - Hotel to hospital
 - Practice and event site to hospital
 - NAIA-ATA Injury Report and Blood-borne Pathogen/Infection Materials Plan
 - Availability (1-2 hours pre and 1/2 hr. post), location, and supplies of athletic training room
- ❑ Have available the following items for each teams practice, treatment, and game preparation:
 - ❖ Treatment tables
 - ❖ Gloves and gauze
 - ❖ Splint bag/CPR masks/Crutches
 - ❖ Spine board
 - ❖ Band-Aids
 - ❖ Tape, prewrap
 - ❖ Towels
 - ❖ Biohazard container
 - ❖ Ice and ice bags
 - ❖ Electrical muscle stimulation
 - ❖ Ultrasound
 - ❖ Hydrocollator
 - ❖ Whirlpool
 - ❖ AED

- ❑ One Host Certified Athletic Trainer per court with a medical kit (where courts are at different sites) Adequate response time should be ensured

NAIA

- ❑ Provide names of participating schools to Host Medical Coordinator as soon as available
- ❑ Provide completed Visiting Team Medical Questionnaires to Host Medical Coordinator upon arrival at Championship
- ❑ Provide needed tournament information

Host Site (College or City)

- ❑ Designate a Certified Athletic Trainer in the area to act as the Host Medical Coordinator
- ❑ Work with the NAIA and Host Medical Coordinator to secure necessary medical passes for medical staff
- ❑ Work with Host Medical Coordinator to:
 - Have radios for communication from court to court, where courts are at different sites
 - Have an on-site phone for emergencies at practices and event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Provide Sideline Supplies (per bench):
 - One 5 gallon water cooler with ice and water (should be checked periodically)
 - One sleeve of cups
 - One ice chest with ice and ice bags (can have 1 or 2 at a central location)
 - One biohazard bag, bleach/water solution, clean-up kit
 - One trash bag/can
- ❑ Provide Locker Room Supplies (per locker room):
 - One 10 gallon water cooler with ice and water (should be checked periodically)
 - One sleeve of cups
 - One ice chest with ice and ice bags
- ❑ Establish a First Aid Station for spectators; should be staffed 1 hour prior, during, and 30 minutes after event

TRACK & FIELD MEDICAL CHECK LIST

Host Medical Coordinator

- ❑ Contact local doctors and hospital to notify of event, time, dates, location; should contact at least one orthopedist and one internal medicine/family practitioner
- ❑ Work with Host Site to:
 - Have radios for communication throughout event site and to the medical tent
 - Have an on-site phone for emergencies at practice and event
 - Secure an on-site ambulance for Pole Vault and Steeple Chase
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Meet with Games Committee for ease of identification and contact
- ❑ Secure necessary tournament information from the Host Site and/or NAIA National Office:
 - Chain of Command (Host Events Coordinator, NAIA Conference Representative, etc.)
 - List of participating schools with head coach and athletic trainer phone numbers
 - Necessary medical passes
- ❑ Develop a Medical Packet to be sent to each teams' Certified Athletic Trainer, that includes:
 - Visiting Team Medical Questionnaire (to be returned to you)
 - Phone List (include phone #, pager #, and cellular phone #)
 - Host Medical Coordinator and other staff
 - College: security, athletic department, athletic training room
 - Medical Facilities (hospital, orthopedic surgeon, Urgent Treatment Center)
 - NAIA Tournament Coordinator, Headquarters and Tournament site
 - Hotels
 - EMS – if site is not set up for 911
 - Directions to specified locations
 - Hotel to athletic training room
 - Hotel to practice and event site
 - Hotel to hospital
 - Practice and event site to hospital
 - NAIA-ATA Injury Report and Blood-borne Pathogen/Infection Materials Plan
 - Availability (1-2 hours pre and 1/2 hr. post), location, and supplies of athletic training room
- ❑ Have available the following items for each teams practice, treatment, and event preparation:

❖ Treatment tables	❖ Biohazard container
❖ Gloves and gauze	❖ Ice and ice bags
❖ Splint bag/CPR masks/Crutches	❖ Electrical muscle stimulation
❖ Spine board	❖ Ultrasound
❖ Band-Aids	❖ Hydrocollator
❖ Tape, prewrap	❖ Whirlpool
❖ Towels	❖ AED

- ❑ Multiple Host Certified Athletic Trainers on site with a medical kit (adequate response time should be ensured)
- ❑ Athletic Trainers need to provide coverage at tent, finish line and events if possible
- ❑ Athletic Trainers need to have ambulance on site at Pole Vault and Steeple Chase

NAIA

- ❑ Provide names of participating schools to Host Medical Coordinator as soon as available
- ❑ Provide completed Visiting Team Medical Questionnaires to Host Medical Coordinator upon arrival at Championship
- ❑ Provide needed tournament information

Host Site (College or City)

- ❑ Designate a Certified Athletic Trainer in the area to act as the Host Medical Coordinator
- ❑ Work with the NAIA and Host Medical Coordinator to secure necessary medical passes for medical staff
- ❑ Work with Host Medical Coordinator to:
 - Have radios for communication throughout event site and to medical tent
 - Have an on-site phone for emergencies at event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Provide Supplies at appropriate locations:
 - Several 10 gallon water coolers with ice and water
 - Several sleeves of cups
 - Ice chest with ice and ice bags
 - Biohazard bag, clean up kit, gauze and gloves
 - Trash bag/can
 - Medical tent for shade
- ❑ Establish a First Aid Station for spectators; should be staffed 1 hour prior, during, and 30 minutes after event
- ❑ Provide some type of transportation (gator/cart) to transport injured participants from competition area to medical tent

VOLLEYBALL MEDICAL CHECK LIST

Host Medical Coordinator

- ❑ Contact local doctors and hospital to notify of event, time, dates, location; should contact at least one orthopedist and one internal medicine/family practitioner
- ❑ Work with Host Site to:
 - Have radios for communication from gym to gym (if applicable)
 - Have an on-site phone for emergencies at practices and event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Meet with Games Committee for ease of identification and contact
- ❑ Secure necessary tournament information from the Host Site and/or NAIA National Office:
 - Chain of Command (Host Events Coordinator, NAIA Conference Representative, etc.)
 - Tournament bracket with names of tournament teams, head coach, athletic trainer, phone number
 - Necessary medical passes
- ❑ Develop a Medical Packet to be sent to each teams' Certified Athletic Trainer, that includes:
 - Visiting Team Medical Questionnaire (to be returned to you)
 - Phone List (include phone #, pager #, and cellular phone #)
 - Host Medical Coordinator and other staff
 - College: security, athletic department, athletic training room
 - Medical Facilities (hospital, orthopedic surgeon, Urgent Treatment Center)
 - NAIA Tournament Coordinator, Headquarters and Tournament site
 - Hotels
 - EMS – if site is not set up for 911
 - Directions to specified locations
 - Hotel to athletic training room
 - Hotel to practice and event site
 - Hotel to hospital
 - Practice and event site to hospital
 - NAIA-ATA Injury Report and Bloodborne Pathogen/Infection Materials Plan
 - Availability (1-2 hours pre and 1/2 hr. post), location, and supplies of athletic training room
- ❑ Have available the following items for each teams practice, treatment, and game preparation:
 - ❖ Treatment tables
 - ❖ Gloves and gauze
 - ❖ Splint bag/CPR masks/Crutches
 - ❖ Spine board
 - ❖ Band-Aids
 - ❖ Tape, prewrap
 - ❖ Towels
 - ❖ Biohazard container
 - ❖ Ice and ice bags
 - ❖ Electrical muscle stimulation
 - ❖ Ultrasound
 - ❖ Hydrocollator
 - ❖ Whirlpool
 - ❖ AED

- ❑ One Host Certified Athletic Trainer per gymnasium with a medical kit if applicable (adequate response time should be ensured)

NAIA

- ❑ Provide names of participating schools to Host Medical Coordinator as soon as available
- ❑ Provide completed Visiting Team Medical Questionnaires to Host Medical Coordinator upon arrival at Championship
- ❑ Provide needed tournament information

Host Site (College or City)

- ❑ Designate a Certified Athletic Trainer in the area to act as the Host Medical Coordinator
- ❑ Work with the NAIA and Host Medical Coordinator to secure necessary medical passes for medical staff
- ❑ Work with Host Medical Coordinator to:
 - Have radios for communication from gym to gym (if applicable)
 - Have an on-site phone for emergencies at practices and event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Provide Sideline Supplies (per bench):
 - One 5 or 10 gallon water cooler with ice and water (should be checked between matches)
 - One sleeve of cups
 - One ice chest with ice and ice bags
 - One biohazard bag, bleach/water solution, clean-up kit
 - One trash bag/can
- ❑ Provide Locker Room Supplies (per locker room):
 - One 5 or 10 gallon water cooler with ice and water (should be checked between matches)
 - One sleeve of cups
 - One ice chest with ice and ice bags
- ❑ Establish a First Aid Station for spectators; should be staffed 1 hour prior, during, and 30 minutes after event

WRESTLING MEDICAL CHECK LIST

Host Medical Coordinator

- ❑ Contact local doctors and hospital to notify of event, time, dates, location; should contact at least one orthopedist and one internal medicine/family practitioner
- ❑ Work with Host Site to:
 - Have radios for communication throughout event site and to the medical area
 - Have an on-site phone for emergencies at practice and event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Meet with Games Committee for ease of identification and contact
- ❑ Secure necessary tournament information from the Host Site and/or NAIA National Office:
 - Chain of Command (Host Events Coordinator, NAIA Conference Representative, etc.)
 - Tournament bracket with names of tournament teams, head coach, athletic trainer, phone number
 - Necessary medical passes
- ❑ Develop a Medical Packet to be sent to each teams' Certified Athletic Trainer, that includes:
 - Visiting Team Medical Questionnaire (to be returned to you)
 - Phone List (include phone #, pager #, and cellular phone #)
 - Host Medical Coordinator and other staff
 - College: security, athletic department, athletic training room
 - Medical Facilities (hospital, orthopedic surgeon, Urgent Treatment Center)
 - NAIA Tournament Coordinator, Headquarters and Tournament site
 - Hotels
 - EMS – if site is not set up for 911
 - Directions to specified locations
 - Hotel to athletic training room
 - Hotel to practice and event site
 - Hotel to hospital
 - Practice and event site to hospital
 - NAIA-ATA Injury Report and Bloodborne Pathogen/Infection Materials Plan
 - Availability (1-2 hours pre and 1/2 hr. post), location, and supplies of athletic training room
- ❑ Have available the following items for each teams practice, treatment, and event preparation:

❖ Treatment tables	❖ Biohazard container
❖ Gloves and gauze	❖ Ice and ice bags
❖ Splint bag/CPR masks/Crutches	❖ Electrical muscle stimulation
❖ Spine board	❖ Ultrasound
❖ Band-Aids	❖ Hydrocollator
❖ Tape, prewrap	❖ Whirlpool
❖ Towels	❖ AED

- ❑ Multiple Host Certified Athletic Trainers on site with a medical kit (adequate response time should be ensured)

NAIA

- ❑ Provide names of participating schools to Host Medical Coordinator as soon as available
- ❑ Provide completed Visiting Team Medical Questionnaires to Host Medical Coordinator upon arrival at Championship
- ❑ Provide needed tournament information

Host Site (College or City)

- ❑ Designate a Certified Athletic Trainer in the area to act as the Host Medical Coordinator
- ❑ Work with the NAIA and Host Medical Coordinator to secure necessary medical passes for medical staff
- ❑ Work with Host Medical Coordinator to:
 - Have radios for communication throughout event site and to medical area
 - Have an on-site phone for emergencies at event
 - Establish an Emergency Action Plan for site(s) and event
- ❑ Provide Supplies at appropriate locations:
 - Several 10 gallon water coolers with ice and water
 - Several sleeves of cups
 - Ice chest with ice and ice bags
 - Biohazard bag, clean up kit, gauze and gloves
 - Trash bag/can
- ❑ Establish a First Aid Station for spectators; should be staffed 1 hour prior, during, and 30 minutes after event