

Washington State Chiropractic Association Sports Council

Information Letter to Event “Team Leader”

Thank you for taking the responsibility of seeing that all of the events are run as to the best of our collective ability. Your extra efforts are greatly appreciated. After you are designated the team leader the following guidelines should be followed:

1. Coordinate event doctors to work the event assigned. Return the “Assignment of Doctors” form should in to Sports Council Chair 30 days prior to the date of the event.
2. Send each event doctor the “Protocol Checklist” with information and directions to event.
3. Prior to the event make contact with event coordinator/personnel and confirm that the chiropractic treating area will be located near “staging” area. Follow up with event personnel periodically to assure chiropractic treating area is in the location agreed to prior to the event.

During the event, seek out and introduce yourself to event personnel or contact person and thank them for your event location. Give the event announcer the list of doctors working that day. DO NOT harass the announcer.

3. Place WSCA banners and tent (if available) in visible area so contestants seeking treatment can see where you are located. If space is available ask to place WSCA banner where it is visible to the audience. Conduct pre-event meeting with your team of providers to discuss event and emergency protocol.
4. Contact EMT’s and other medical staff support to verify their location and relay our responsibilities as ancillary support for emergencies should they need our assistance.
5. Have information on nearest phone, hospital or clinic and have emergency plan developed with EMT’s if situation should arise. Work in cooperation with EMT staff or other event contracted medical support staff.
6. All athletes must sign informed consent to treatment waivers prior to treatment. These waivers must be completed in full by athletes and by the attending doctor. Review waivers to make sure they are complete and assist event doctor as needed in completing these forms. Have enough treatment waivers available. Team leader is responsible for review and collection of waivers and having treating doctors correct any errors on waivers forms at the end of each day. Submit event forms to the WSCA office following event.
7. Enforce WSCA Sports Council protocol. In the event that an event doctor does not adhere to protocol the team leader should contact the Sports Council Chair following the

event and document the occurrence of any issue. The Board of Directors will review any incident and consider possible action.

8. Alcohol and drugs should not be allowed at any WSCA Sports Council event. Be responsible for yourself...even when out of uniform you represent the WSCA Sports Council and your personal clinic.

9. Attempt to introduce yourself and shake hands with those that made it possible for the WSCA Sports Council to work the event. If appropriate, request a follow up letter from them with any feedback that they have for future events.

10. If your team includes a chiropractic student, or graduated student who is not yet licensed, remember that they must still follow the laws regulating the chiropractic profession. Therefore; they may likely only be allowed to gather information and history (S.O.A.P. notes).

11. This work is all volunteer. If you use your team leader status for personal benefit it will be seen as a conflict of interest and you are likely to not have a team in the future or may not be allowed to lead another event.

12. Have all statistics for the event, including your summary report, emailed to the WSCA office within three days of the event. Report should include who worked the event, rating of the performance of the sports council members and if there were any potential issues or positive follow up leads. WSCA will deliver the event information to the Sports Council Chair upon its receipt.

13. Due to the potential increase of trauma induced levels of injuries associated with athletic events chiropractors will be expected to work with experienced sports related chiropractors prior to leading an event.

14. Team Leader should write a thank you letter to the event committee within one week following the event. A copy should be sent to the WSCA Sports Council Chair.

15. Remain professional and respectful at all times.