

# **Information letter for the implementation of sports courses**

## **in college sports**

Dear trainer in university sports at TU Clausthal,

The following information should help to organize safe and successful university sports for the members of the TU Clausthal and for registered guests. As a trainer, you have a great responsibility towards the participants. The following information should help you to meet this responsibility.

### ***Planning***

Safety aspects must already be taken into account when planning the sports course. The equipment of the sports facility, the motor skills of the participants, the size and composition of the group should be taken into account.

### ***Supervision in general***

Supervision must be geared to the learning group, in particular to the reliability of the participants. It is important to keep an eye on the participants as much as possible during the sport. The participants should be encouraged to take care of their own safety and that of the other participants.

### ***Participants***

In some sports, appropriate sportswear must be worn.

Spectacle wearers should wear sports glasses or contact lenses.

Participants must not be endangered by wristwatches, jewelery or piercings.

Long fingernails/toenails and long hair that is worn loose can also pose hazards in some sports (if necessary, have them shortened or tied up).

### ***Handling sports equipment and hall facilities***

Participants must not be endangered when operating electrically operated hall facilities (e.g. partition curtains).

Sports equipment may only be used as intended. Information may be obtained from the caretaker or the sports teacher responsible for the sport.

Mobile goals (football, handball, etc.) must be secured against tipping over, even if they are not being used.

The assembly and disassembly of the equipment must be supervised by the exercise manager. Complicated structures (e.g. trampoline) are to be practiced with the participants accordingly.

Defects in sports equipment are to be reported to the caretakers and/or the sports teachers. Of course, these devices may no longer be used; if necessary, they must be secured against accidental or intentional use.

Unused sports equipment (especially balls) and other objects must be removed from the sports areas.

After the end of the sports operation, the equipment used must be returned in an orderly manner. If available, the parking plan must be observed. If necessary, devices must be secured against tipping over or falling.

Equipment room doors are usually to be closed during sports activities.

### ***Personal safety equipment***

In some sports it is important to inform the participants about the required personal protective equipment and to instruct them on how to use it, how to check it and the necessary hygiene measures. Exercising is only permitted with the required personal protective equipment. Improper wearing of the protective equipment must be corrected immediately.

Of course, trainers must wear the necessary personal protective equipment if they take part in sports themselves.

### ***information sharing***

In the event of accidents involving students, an accident report must be submitted using forms that are available from the secretariat of the Sports Institute. Students can also contact Ms. Wallner by phone at 72-7800. Employee accident reports must be completed and submitted to the sports institute. You will be forwarded to the relevant office.

The responsible sports teachers and/or the secretariat or the caretaker must be informed of any safety deficiencies found and problems that have arisen (e.g. undisciplined participant behavior).

### ***First aid***

Trainers in university sports must have completed training as first aiders. The training must not date back more than 2 years.

In the event of accidents that occur during our university sports program, first aid must be provided if necessary, and an ambulance must be called immediately if necessary. Accident victims must be cared for. The emergency numbers from the in-house telephones are 110 and 112.

It is absolutely essential that accident victims who have an accident during a supervised course hour fill out an accident report promptly, provided they are members of the university. The accident report forms are available in the secretariat of the sports institute.

### ***Fire protection***

In the event of danger, the participants must be able to leave the sports facility safely,

Escape routes must be kept clear. Trainers must be informed about escape and rescue routes, emergency exits, fire extinguishing equipment or devices and how to use them.

In the event of a fire, the principle "Personal protection comes before firefighting" is to be followed.

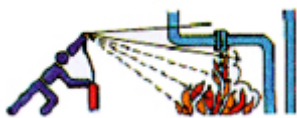
When trying to delete, please note the following:



- ***Attack fire downwind***



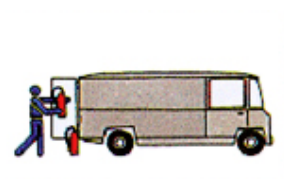
- ***Extinguish wildfires starting at the front***



- ***But: Extinguish dripping and flowing fires from top***



- ***Beware of re-ignition***



- ***Fire extinguishers not used again hang up, refill fire***

***extinguisher***



- - ***Use enough extinguishers at once, not one after***

And now we wish you an accident-free sport!

Your university sports team

# **Accident prevention instructions and information on insurance cover in university sports**

## **Safety briefing**

- Each trainer should conduct an appropriate warm-up of about 10 minutes, during which no rapid movements are performed.
- Furthermore, the performance of the participants should be taken into account when designing the training intensity and scope. If necessary, heart rate monitors should be used.
- The trainers have a duty of supervision, which includes mediative discussions in the event of disputes, etc. This also includes paying attention to training errors and that each participant wears suitable sportswear. Above all, abrasion-resistant sports shoes are mandatory in the TU SpH and soccer shoes with studs on the grass pitch.
- The functionality of the sports equipment should be checked regularly and, if necessary, the sports equipment supervisors or responsible sports teachers should be informed of any defects.
- The sports equipment must be used as intended (e.g. volleyballs may not be used to play football).
- First-aid kits are located in the TU SpH in the small trainer's room, in the building the sports equipment attendants hand out bandages. A defibrillator has also been purchased and placed in the foyer of the building.

## **Insurance coverage**

- All members of the TU Clausthal, students as well as employees are insured in the HSP, there is no accident insurance for guests.
- This only applies to official sports that are in the sports program and only under the supervision of trainers who are also in the sports program and have been used by SITUC.
- The LUK insurance does not apply in the event of accidents, neither for independent sports groups nor for events with a WK character, sports trips or high-performance sports.
- Insurance coverage is further restricted for TUC employees, there are restrictions here if they take part in sports that require an opponent (e.g. football).
- Insurance coverage only applies to bodily injury, not property damage.

- Sebastian can briefly say something about the trainer's accident and liability insurance via the sports department.

### **Procedure in case of accidents**

- Provide first aid! In the event of serious injuries, do not hesitate to call an ambulance, there is an emergency telephone in the entrance area of the TU SpH, first aid courses are offered regularly by the university.

- for sports injuries (strain, ligament strain, hematoma, etc.) - application of the PICK rule (break, cooling (ice spray is not recommended), compression, elevation)

- Within three days after the accident, an accident insurance doctor must be consulted (e.g. in CLZ in the hospital) and the accident must be reported by telephone to the secretariat

- Fill out the accident report form - in the SITUC secretariat with Andrea Behfeld during office hours, fill out the additional LUK questionnaire

- In the event of minor injuries without a doctor's visit, these must be entered in an accident book in the sports equipment room to be on the safe side.

- All information is in the sports program from p. 62/63 and on the SITUC-HP!

- Please sign the accident prevention instructions!

# **First aid for sports accidents**

## **sprains**

(common: wrist, ankle, knee)

Definition: Short-term displacement of the joint head in the socket, with the head returned to the starting position.

Causes: Overturning, overstretching of the joint, sprains

Dangers: Overstretching of the joint capsule and the ligaments  
bleeding into the joint  
Bleeding into surrounding tissue with swelling (bruising)

Recognize: pain in the joint and near the joint  
no postural changes  
no "stepping" at the joint  
swelling  
Restriction/inability to move

Measures: "UNLACK" (german: "PECH")  
Immobilization of the affected joint  
Cooling with cold packs/ice packs  
compression  
Elevate  
visit to the doctor!

## **Never use ice spray - it can cause frostbite!**

## **dislocation**

(frequent: shoulder joint = 50%)

Definition: The condyle has "popped" out of the socket and is resting next to the socket.

Dangers: Rupture of the joint capsule and ligaments  
Damage to the cartilage in the joint  
Damage to neighboring blood vessels and nerves

Recognize: pain in the joint  
Joint shape changed  
Possibly empty joint socket (palpable)  
Forced posture (protective posture)  
in case of vascular damage: possible lack of pulse below the joint  
in the event of nerve damage, possibly "tingling", numbness or inability to move

Measures: immobilization (preferably in the forced posture)  
- for shoulder dislocations: fixed arm sling  
- for the jaw: chin support bandage  
Cooling with cold packs/ice packs  
EMERGENCY CALL!

## **nosebleeds**

Cause: Burst blood vessels in the nasal mucosa, caused by violence or high blood pressure

Measures: Positioning: Sitting with the upper body bent forward  
Compression of the nostril(s) with a gauze compress from the outside  
Cool the neck with a wet washcloth or cold pack

Note: Always call the emergency services in the event of prolonged or massive nosebleeds (EMERGENCY CALL!)

## **Caution!**

**Never place cold pack or ice directly on the skin, but always encase it with a fabric!**

## **concussion**

Cause: Impact on the head

Recognize: Occurrence of mostly brief unconsciousness  
Lack of knowledge about the course of the accident or a longer period before the accident  
Nausea with or without vomiting  
dizziness

Hazards: Unconsciousness followed by respiratory arrest  
increase in intracranial pressure

Measures: in case of unconsciousness: stable lateral position  
if conscious: position with slightly elevated upper body

## **EMERGENCY CALL!**

**In the event of head injuries, always call the emergency services immediately!**

## **wounds**

(often: lacerations)

Cause: Lacerations are caused by the effects of blunt force. The skin and deeper layers of tissue are injured.

Measures: Dress the wound with a sterile bandage.  
In case of heavy bleeding: pressure bandage + EMERGENCY CALL!  
In the event of head injuries (regardless of size!): EMERGENCY CALL!  
For injuries near a joint, for larger or deep wounds or  
Wounds with uneven wound edges or contamination: consult a doctor!

**Never transport an emergency patient yourself!**

**Always call the emergency services.**

**Only the emergency services can transport an emergency patient safely**



## **torn ligament**

(common: lateral ligament of the ankle)

Definition: The tearing of a ligament or the bony ligament tear is referred to as torn ligament.

Cause: Overstretching or over-twisting of a leg beyond a sprain joint with tearing of a ligament.

Recognize: pain at the joint and near the joint  
no change in attitude  
no "stepping" at the joint  
swelling

Measures: Cooling with cold packs/ice packs  
Immobilization of the affected joint  
visit to the doctor!

Note: A differentiation between a sprain and a torn ligament can only be made by a doctor  
X-ray examination possible!

**Always go to a doctor immediately, better once too many, than once too late! You must not expect any understanding from emergency or on-call service if you come at night or at the weekend because of an injury that happened a long time ago!**

## **bruises**

(common: ribs, shins)

Cause: Small blood vessels in the soft tissues burst as a result of blunt force trauma (muscles, skin). Bruises form inside the tissue.

Measures: Cooling with cold packs/ice packs  
for extremities: elevation  
in case of severe pain: rest  
in the late phase: application of blood circulation-promoting and pain-relieving Sports ointments (e.g. Mobilat or Heparin-ratiopharm)

Note: If the pain persists or if there are large bruises: consult a doctor!

## **muscle cramps**

(often: calf muscles)

Cause: lack of warm-up (questionable)  
Electrolyte deficiency (calcium, magnesium)

Measures: stretching of the muscle in the acute phase  
Ice abrasion of the muscle in the late phase  
Administration of electrolyte-containing (isotonic) drinks

Note: If muscle cramps occur more frequently, consult a doctor!

## **broken bones**

Cause: Impact on the bone

Dangers: bleeding into the surrounding tissue -> risk of shock!  
Infection in open fractures  
Fat embolism in long bone fractures  
Injury or pinching of nearby blood vessels or nerves

Recognize: # sure signs: abnormal position of the bone ends to each other  
abnormal mobility  
palpable/visible bone ends/splinters

# relative signs: sprain pain

# uncertain signs: pain on pressure or movement  
swelling, bruising  
movement restriction

Measures: In the case of an open fracture, apply a loose, sterile bandage  
In the event of threatening bleeding, do not apply a pressure bandage, but pull the trigger!  
Immobilization of the limb. Always immobilize the two adjacent joints  
For closed fractures: cool with cold packs/ice bags  
Positioning for signs of shock: Whole-body oblique position (legs up, head down, 30%).  
Positioning in case of unconsciousness: stable lateral position  
EMERGENCY CALL!

### **EMERGENCY**

**112 or 19222**

**Where did it happen?**

**What happened?**

**HOW MANY injured/sick?**

**WHAT type of injury/illness?**

**WAIT for questions!**

Regular refresher of first aid knowledge

not mandatory for supervisors and trainers,

but a matter of course!

Contact an aid organization or follow those of

first aid courses regularly offered by Clausthal University of Technology.



# Accident report flowchart

