



## A GUIDE TO CONTACTING AND BOOKING MEDICAL STAFF

### **Do I need a medic at my tournament?**

Per [USQ policy](#), all official matches are required to have either a nonplaying medic on-site – either a certified athletic trainer or a certified EMT. If your tournament is going to have any official matches, there must be a medic present for the full duration of all official games.

### **What medics meet USQ's requirement?**

Any individual with ATC (Certified Athletic Trainer) certification or EMT (Emergency Medical Technician) certification, may meet USQ's requirement. EMTs are sometimes also referred to as EMS (Emergency Medical Services) personnel.

Red Cross First Aid or any other first aid course is not sufficient to meet the USQ medical staff requirement.

### **Where can I look to find a medic?**

There are several common places to search for medics for your event:

- *College or university academic departments:* Many schools offer courses or concentrations in athletic training, and therefore are affiliated with ATCs. Any individuals who staff your tournament must be fully-certified ATCs, not athletic-trainers-in-training who are still taking classes. Therefore, it's best to contact the instructors of these classes to ask if they themselves can staff your event, or if they can recommend anyone who is fully certified.
- *College or university athletic departments:* Many schools have ATCs associated with their athletic department. Go to the school's athletic department website and find their directory. Often, schools have multiple athletic trainers listed together, as on [this page](#).
- *State athletic trainer associations:* Many states have statewide athletic trainer associations. Some of these webpages may have lists of individual ATCs, but usually you will need to contact a general email address or someone who works at the association to ask if they can put you in touch with specific trainers in their area.
- *Fire departments:* Fire departments, especially volunteer fire companies, may have EMTs associated with them whom you can contract to staff your event. Search for volunteer fire stations in your area and reach out to them through a general contact address, or an EMT coordinator if you see one listed.
- *Ambulance companies:* Sometimes, private ambulance companies will let you book just a medic instead of requiring you to pay to keep an ambulance on standby. (TDs are also encouraged to have an ambulance on standby at their tournament when possible, especially for larger events, but this may not be financially feasible.) Search for ambulance providers in your area.



- *Volunteers:* Members of your team who are not playing in the tournament, or members of neighboring teams, or even your friends from other clubs or classes on campus, can serve as a medic if they have the required certification.
- *Players:* Players may serve as the medic if they have the required certification *only* when they are not playing in a match. This means that if you have a player serving as the medic, you must have another medic ready to stand in when that player is playing. If you have two player medics, they may switch off in this manner, but if the two players' teams are ever required to play at the same time, even if there is only one match going on, one of those players *must* sit out of the match to serve as the nonplaying medic. Therefore, having players serve as the medic is really an option of last resort.

### **How should I contact a potential medic?**

When you reach out to a medic, keep in mind that most EMTs and ATCs will not be familiar with the sport of quidditch. Many EMTs especially (as opposed to ATCs) will not have staffed many sporting events before, so it's important to be very clear what you are asking them.

When contacting a potential medic for the first time, either via phone or via email:

- *Give them plenty of notice.* To give yourself plenty of time to find a medic, it is a good idea to begin reaching out to potential medics no later than 4-6 weeks before your tournament.
- *Be clear that you are hoping to hire (or "contract") them for an event.* Some medics, especially EMTs at fire stations, may not be used to being asked to staff a sporting event, so be clear up front that you are hoping to book them for an event and you will pay them for their time.
- *Be clear about their expected duties at your tournament.* You can ask the medic to "serve as a medic at our sports tournament." When you discuss further, emphasize that quidditch is a full contact sport and let them know about some of the common types of injuries at tournaments (sprained ankles, scrapes, concussions, occasionally broken collarbones). It's important to be clear about what to expect so that the medic arrives fully prepared and equipped.
- *Be clear about the date and time.* Once you've discussed what you're asking, make sure the medic is free at the specific date and time of your event. Since matches can't start until a medic is present (and must end when a medic leaves), it's a good idea to ask your medic to show up 30 minutes in advance of the start of the first match, and ask them to stay until up to 30 minutes to an hour after the scheduled end of the tournament.
- *Confirm the equipment they will bring.* Most medics will bring a med kit that includes bandages and other basic supplies. You should make sure that either the medic can bring ice, or that you can provide ice (and baggies to put it in).

After you have booked a medic, be sure to confirm 3-4 days before the tournament that they are still able to come. Make sure you have their phone number and that they have yours.

*Questions?* If you have any questions about the best way to contact a particular potential medic, about medic certifications, or any other aspect of the league's policy, feel free to email us at [tdcertification@usquidditch.org](mailto:tdcertification@usquidditch.org).