



# EAP Committee for Youth Sports

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## Tips for running an EAP review

- Provide option to perform virtually to increase access and coordination.
- Utilize coaches, manager and/or beginning-of-the-year team meetings.
- Be as clear and concise as possible, aim for 10 minutes total.
- Utilize pre-made videos.
- Utilize a QR code or the organization's main online share or communication page to create accessible review and viewing of EAP.
- How to recognize emergency:
  - o No pulse.
  - o No breathing.
  - o Severe bleeding.
  - o Deformity.
  - o Seizures.
  - o Altered mental status and/or loss of consciousness.
- Activating 9-1-1:
  - o Check cell service beforehand; find alternative communication methods.
  - o Are there landline phones available?
  - o Give pertinent information to dispatcher:
    - Your name, number and location.
    - Demographics of injured person.
    - Description of what happened and current state of injured person.
    - What treatment has been given.
    - DO NOT HANG UP UNTIL TOLD TO DO SO.
- Review venue-specific EAP
  - o Access points, locked gates, field numbers.
  - o Location of emergency equipment.
  - o Roles and responsibilities:
    - Who calls 9-1-1?
    - Who gets the AED?
    - Who starts CPR?
    - Who meets EMS to direct them to correct field/location?
    - Who does crowd control?

## Tips for running an EAP rehearsal

- Utilize warm-up or cool-down time to practice with coaches.
- Utilize pre-event walk-throughs.
- Designate one program-wide coaches meeting in-person.
- Conduct a review ahead of time to address questions so the day of event is more efficient.
- Ideally, the EAP review takes place at the exact location/venue of practices/games but may make more sense to do at a neutral site for ease of gathering the entire organization.
- Consider ALL stakeholders:
  - For season or year-long contracts with one organization:
    - Coaches, managers, parents, players, facilities managers.
  - For youth sporting one-off events:
    - Coaches, tournament directors, operations, facilities, EMS, security, officials, field managers, scorer's table personnel.
- Create practice scenarios in advance, one where no medical provider is present and one where there is a medical provider present. Examples below:
  - Scenario 1 (CPR) :
    - The team is practicing during preseason. It is a very hot day. The coach is giving the players extra water breaks. You notice another coach sits on the bench and has their head between his knees like he is about to faint. The coach falls to the ground. A player immediately crouches over them, calls their name a few times, and then yells that they have stopped breathing. What should be the next steps taken? At the time there is NO/AN athletic trainer at the facility. Activate the EAP. Set roles and responsibilities for everyone on the team.
      - Tell someone to call 9-1-1
      - Tell someone to get the AED
      - Put them on their back and start CPR
      - Tell someone to direct EMS/meet them at the entrance
      - Hook up the AED and follow prompts
      - Continue cycles of CPR/AED until EMS arrives
  - Scenario 2 (Heat):
    - The team is practicing during preseason. It is a very hot day. The coach is giving the players extra water breaks. You notice one player on the bench has his head between their knees like he is about to faint. Then the athlete falls to the ground. Another player immediately crouches over the athlete, calls their name a few times, and then yells that they are breathing but unconscious. What should be the next steps taken? At the time there is NO/AN athletic trainer at the facility. Activate the EAP. Set roles and responsibilities for everyone on the team.
      - Tell someone to call 9-1-1
      - Tell someone to get the AED
      - Move athlete to cold tub and submerge, making sure to keep head above water and/or cover athlete with ice bags/wet towels

- Tell someone to direct EMS/meet them at the entrance
  - Monitor breathing
- Scenario 3 (ortho):
  - During a scrimmage two players collided, and one of them severely injured their leg. The athlete's foot appears to be facing in the wrong direction. What should be the next steps taken? At the time there is NO/AN athletic trainer at the facility. Activate the EAP. Set roles and responsibilities for everyone on the team.
    - Tell someone to call 9-1-1
    - Cover the injured body part with a towel
    - Tell the athlete to stay still and help keep them calm
    - Provide care to the level of training
    - Tell someone to direct EMS/meet them at the entrance
    - Monitor breathing



# Pre-Event Planning & Communication Guide for Athletic Trainers

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## Pre-Event Planning & Communication

Pre-event planning and early communication with all stakeholders is paramount to implementing and executing the EAP in the youth sports setting. Large events with multiple venues and large participant and spectator numbers should begin planning months in advance.

- Establish and communicate medical expectations early.
- Meet with medical directors, organization leaders, coaching staff, facilities staff, and operational staff to review and optimize EAPs.
- Review existing EAPs and adjust as needed to meet best practices.
- Revisit and adjust expectations frequently, especially with staff turnover.
- Conduct workshops and scenario training before each event season.
- Recruit athletic trainers early and partner with local staffing agencies or clinics.

## Stakeholder Communication Checklist

- ☐ Event / Tournament Director - Align on medical expectations, event schedules, and the EAP.
- ☐ Venue / Facility Manager - Review EMS access, equipment, supplies, and emergency procedures.
- ☐ EMS / Fire / Police - Share event details, site maps, and access routes. Confirm response plans.
- ☐ Coaches & Team Staff - Review emergency policies, medical staff locations, and athlete needs.
- ☐ Referees / Officials - Understand EAP activation protocols and injury stoppage expectations.
- ☐ League / Club Leadership - Ensure policy alignment and reporting expectations.
- ☐ Medical Team - Define roles and coverage areas; coordinate supplies and documentation.
- ☐ Weather Safety Officer - Clarify weather-related decision-making processes.
- ☐ Security / Parking - Manage crowd control and emergency access points.
- ☐ Parents / Spectators - Communicate AED locations, exits, weather plans, and medical policies.

## Rehearsal & Training Recommendations

Training and rehearsal needs vary by staff role. Consider the following:

- Ensure CPR/AED certification for coaches and event staff.
- Conduct walk-throughs with coaches to review barriers (e.g., locked gates, EMS access).
- Include referees, field coordinators, parking attendants, and scorekeepers in EAP reviews.
- Collaborate with EMS and local authorities. Provide them with venue-specific EAPs.
- Implement mandatory pre-event medical meetings to review roles and readiness.

## Other Helpful Tips & Best Practices

- Use block scheduling to reduce congestion, limit weather exposure, and improve emergency access.
- Partner with safety-focused venues with good communication, well-maintained facilities, and supplies.
- Ensure appropriate medical staffing based on venue size and event complexity.
- Enhance communication technology (radios, text alerts, scoreboards) for real-time updates.
- Consider notifying local hospitals and urgent care centers about large events.
- Expand partnerships with external emergency services for better readiness.



# Pre-Tournament Medical Team Email

## *Template Email to Medical Team*

### Template Email

**Subject:** Tournament Medical Staff Information

[SALUTATION],

Thank you for working [Tournament Name] at [Venue 1], [Venue 2], or [Venue 3]. We ask that you bring your own med kit and ice bags. Ice and water will be provided. Lunch will also be provided.

Upon your arrival, be sure to check in at the registration tent. At the registration tent, you will meet our Tournament Directors for the weekend. The tournament directors for [Tournament Name] are:

**[Venue 1]:**

[Tournament Director Name]: [Phone Number]

[Tournament Director Name]: [Phone Number]

**[Venue 2]:**

[Tournament Director Name]: [Phone Number]

[Tournament Director Name]: [Phone Number]

**[Venue 3]:**

[Tournament Director Name]: [Phone Number]

Upon your arrival, you will be given your [SUPPLY LIST]. Please be sure [DIRECTIONS ABOUT SUPPLIES].

In your binder, you will find the venue's emergency action plan, blank injury report forms, blank SCAT5/Child SCAT5 forms, and post-concussion home instructions. Please review the emergency action plan upon your arrival.

In the event of a concussion, please complete two SCAT5 forms—give one to the patient's parent or guardian and leave one in the binder. In addition, make sure you provide the athlete's parent or guardian with concussion home instructions.

If you need to activate the emergency action plan, please immediately inform the tournament staff that you are doing so. Please indicate if you have already called 911 or if you would like them to call for an ambulance and provide them with the necessary details to do so.

If you need an AED, there is one located in [AED LOCATION]. Please radio for the AED and an ambulance to your location and begin CPR.

The tournament staff on-site has [TOURNAMENT STAFF LEVEL OF TRAINING] handling emergency situations at tournaments. They are prepared to assist with [TOURNAMENT STAFF SKILLS]. Please also note that all of our tournament staff is CPR/AED trained.

If you have any questions, comments, or concerns, please contact either [Contact Name] ([Phone Number]) or [Contact Name] ([Phone Number]).

After the event, please return your AT manual, walkie-talkie, and red vest to the tournament staff before your departure. You will be paid for this weekend via Go4Ellis.

**Shift times for the weekend are as follows:**

**Saturday ([Date])**

**[Venue 1]**

[Name] - [Shift Time]

[Name] - [Shift Time]

**[Venue 2]**

[Name] - [Shift Time]

[Name] - [Shift Time]

**[Venue 3]**

[Name] - [Shift Time]

[Name] - [Shift Time]

**Sunday ([Date])**

**[Venue 1]**

[Name] - [Shift Time]

[Name] - [Shift Time]

**[Venue 2]**

[Name] - [Shift Time]

[Name] - [Shift Time]

**[Venue 3]**

[Name] - [Shift Time]

[Name] - [Shift Time]

***The shift times will be updated on the app this weekend.***

Attached, please find our emergency action plan for each of our venues. Please review your venue's EAP before your shift this weekend! If you have any questions, please let me know.

Thank you again for all that you do for [Tournament Organization]!

[YOUR NAME]

## Example of Filled in Template Email

Good Afternoon,

Thank you for working The NXT Cup at United Sports, West Chester East High School, or Downingtown West. We ask that you bring your own med kit and ice bags. Ice and water will be provided. Lunch will also be provided.

Upon your arrival, be sure to check-in at the registration tent. **Please also be sure to check-in via the Go4Ellis app.** There is a check-in menu on the left side menu of the dashboard. If you forget to check-in on the app, you will not be paid for your shift so please don't forget! At the registration tent you will meet our Tournament Directors for the weekend. The tournament directors for The NXT Cup are:

- **United Sports:**
  - **Brett Smith:** XXX-XXX-XXXX
  - **Michelle Childs:** XXX-XXX-XXXX
- **West Chester East High School:**
  - **Joel Embiid:** XXX-XXX-XXXX
  - **Conor Carson:** XXX-XXX-XXXX
- **Downingtown West:**
  - **Tom Schmidt:** XXX-XXX-XXXX

Upon your arrival, you will be given your walkie-talkie, your athletic training binder as well as your red medical team vest. Please be sure to wear your vest at all times as it shows our participants that you are a part of the medical staff.

In your binder you will find the venue's emergency action plan, blank injury report forms, blank SCAT5/Child SCAT 5 forms and post-concussion home instructions. Please review the emergency action plan upon your arrival.

In the event of a concussion, **please complete two SCAT 5 forms - give one to the patient's parent or guardian, and leave one in the binder.** In addition, make sure you provide the athlete's parent or guardian with concussion home instructions.

If you need to activate the emergency action plan, please immediately inform the tournament staff that you are doing so. Please indicate if you have already called 911 or if you would like them to call for an ambulance and provide them with the necessary details to do so.

**If you need an AED, there is one located in the main registration tent. Please radio for the AED and an ambulance to your location and begin CPR.**

The tournament staff on site has much experience with emergency situations at lacrosse tournaments. They are prepared to help you with crowd control, parent communication and facilitating ambulance logistics. Please also note that all of our staff has been CPR/AED trained as well.

If you have any questions, comments, or concerns, please contact either Ellis Mair (XXX-XXX-XXXX) or Jan Minnis (XXX-XXX-XXXX)

After the event, please return your AT manual, walkie-talkie, and red vest to the tournament staff prior to your departure. You will be paid for this weekend via Go4Ellis.

Shift times for the weekend are as follows:

- **Saturday (7/7)**
  - **United Sports**
    - Jan Ginnis - 7am-7pm
    - George Lopez - 7am-7pm
    - Carrie Jones - 7am-7pm
    - Jeff Shoemaker - 7am-7pm
    - Kristen Fire - 7am-7pm
  - **West Chester East High School**
    - Sarah Super - 7am-2pm
    - Kevin Milford - 7am-7pm
    - Susan Georg - 7am-7pm
    - Jae Jackson - 7am-7pm
    - Rachel Pheobe- 7am-1pm
  - **Downingtown West High School**
    - Aaron Spaulding - 7am-1pm
    - Kristen Kobb - 7am-1pm
- **Sunday (7/8)**
  - **United Sports**
    - Jan Ginnis - 7am-3:30pm
    - George Lopez - 7am-1pm
    - Carrie Cherwony - 7am-1pm
    - Kristen Fire - 7am-2pm
    - Jae Jackson - 7am-12pm
  - **West Chester East High School**
    - Lindsay Gerald - 7am-2pm
    - Mary Mare - 7am-3:30pm
    - Kevin Kelly - 7am-2pm
    - Rachel Ray - 7am-2pm
    - Achiro Tak - 7am-11:30am

\*\*\*The shift times will be updated on the app this weekend.\*\*\*

Attached please also find our emergency action plan for each of our venues. Please review your venue's EAP prior to your shift this weekend! If you have any questions, please let me know!

Thank you again for all that you do for NXTsports!

Ellis Mair



# EAP Committee for Youth Sports

## List of signage needed for youth sport events to optimize EAP efficiency



## # fields/courts



## AED Locations



No Parking or Tents-  
Ambulance Access Point



## Emergency Access Road



Emergency Action Plan  
(Overview with address)

**\*\*Consider QR code**



## Medical Tent



## Medical Personnel

Additional Notes:

- The red cross sign is universally known to be associated with medical.
- EAP should be posted at the medical tent AND every field/court
- Use cones to block off parking spaces and/or access points for medical personnel and/or EMS
- Medical can serve as active signage, consider:
  - o Wear of bright colored-vest or standard shirt.
  - o Medical-entity standard clothing.



## Resources for Grant, Sponsorship, and Donated Emergency Equipment

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Below are resources and suggestions that may help an organization research opportunity to obtain an AED or other emergency equipment. This combines federal and state grant programs, nonprofit organizations, corporate and civic sponsorship channels, and crowdfunding tools. This is not intended to be an exhaustive list, and eligibility requirements for these programs may vary and change over time.

*The institution or organization should always be approached first to support equipment needs, with responses documented, before pursuing outside funding. An asterisk (\*) indicates an organization that has previously offered equipment grants but does not have a standing, ongoing equipment grants program; check with the organization directly for current opportunities.*

Additionally, the NFL founded the **Smart Heart Sports Coalition** to advance the adoption of life-saving policies for student athletes, advocating for all 50 states to adopt evidence-based policies to prevent fatal outcomes from Sudden Cardiac Arrest (SCA) among high school students. Organizations can support the effort by contacting state representatives to encourage adoption of the coalition's recommended practices.

### Automated External Defibrillators (AEDs)

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- [AEDGrant.com](#) provides AED funding options for businesses, agencies, institutions, and individuals
- [CPR Savers & First Aid Supply](#) offers a grant program covering all or part of the cost of an AED, plus a list of additional funding resources
- [Project ADAM](#) helps schools, youth sports teams, and communities develop practiced cardiac emergency response plans, with toolkits and checklists to become “Heart Safe” certified
- [Matthew Mangine Jr. Foundation](#) provides AED support in memory of a young athlete lost to sudden cardiac arrest
- [Ryan Powell Memorial Foundation](#) supports AED access for youth athletics
- [Firehouse Subs Foundation](#) funds lifesaving equipment, including AEDs, for public safety and community organizations
- [Damar Hamlin Chasing M's Foundation\\*](#) has previously supported AED and cardiac emergency equipment grants
- [GotAED](#) is a crowdfunding platform dedicated to placing AEDs in schools and wherever kids learn and play
- [Sudden Cardiac Arrest Foundation](#) maintains funding resources for private and public organizations seeking AEDs
- [Hopey's Heart Foundation](#) donates AEDs to tax-exempt organizations and government entities based on application
- [American Heart Association \(AHA\)](#) offers AED resources and grant information for schools and community organizations through its Heartsaver AED program
- [American Red Cross](#) offers AED resources and purchase options for workplaces and organizations
- [In a Heart Beat](#) runs an AED donation program placing donated or discounted units with qualifying organizations

- [Heart of the Game, Inc.](#) is a Florida-based nonprofit distributing AEDs and training to youth and adult athletic associations nationwide
- [USA Football AED Grant](#) supports youth football, middle school, and girls' flag football programs, funded through the NFL Foundation
- [National Federation of State High School Associations \(NFHS\)\\*](#) has previously supported AED and cardiac emergency equipment grants
- **Local fire departments**, which sometimes provide surplus AEDs, spine boards, or other emergency equipment, or can direct organizations to regional resources

## Federal, State, and Government Grant Programs

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- [FEMA Assistance to Firefighters Grant \(AFG\) Program](#) funds fire departments and first responder organizations purchasing equipment, including AEDs
- [U.S. Department of Education](#) offers discretionary grants to local education agencies to strengthen emergency response and crisis management plans
- [Grants.gov](#), the federal grant database; searching broader terms such as “community health,” “emergency preparedness,” or “youth sports safety” surfaces more opportunities than equipment-specific searches
- **State health departments and state public service or utility foundations** (for example, the Wisconsin Department of Health Service and the Wisconsin Public Service Foundation) frequently offer grants that can be applied toward emergency equipment; check for an equivalent program in your own state

## Youth and Collegiate Sports Equipment and Safety Grants

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- [National Council of Youth Sports \(NCYS\) grants](#) fund program costs and safety equipment for 501(c)(3) youth sports organizations
- [USA Football fall and spring equipment grants](#) are funded through partnerships with Riddell and BSN Sports

## Cold Tubs and Cooling Equipment

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- [Zach Martin Foundation](#) supports cold-water immersion and heat illness prevention equipment for athletics
- [Below 104](#) advocates for and supports access to cold-water immersion equipment to treat exertional heat stroke
- [Clinically Pressed](#) provides cold tub resources for athletic training settings

## Corporate, Civic, and Local Sponsorship Channels

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- **Local hospitals and medical centers** may offer AED donation programs or funding information as part of community health outreach; most systems have a community outreach office as a starting point
- **Civic groups** such as Lions Clubs, Moose Lodges, Elks Clubs, Kiwanis, Rotary Clubs, Masonic Temples, and Optimist Clubs often provide grants or equipment and training opportunities; contact the local chapter directly to inquire
- **Local EMS and fire department partnerships** sometimes provide surplus or discounted equipment to youth and community organizations

## Crowdfunding Campaign Tools

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- [Kickstarter](#)
- [Givebutter](#)
- [Bonfire](#)

## Spine Boards

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- **Local fire departments** are often a starting point for spine board access, loans, or donation of used but serviceable equipment

## Screening, Awareness, and Policy Advocacy Partners\*\*

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- [Parent Heart Watch](#) connects families and organizations to sudden cardiac arrest prevention resources
- [Who We Play For](#) provides low-cost cardiac screenings that can complement an emergency action plan

*\*\* These partners support awareness, screening, and policy work rather than direct equipment funding, but are valuable complements to an equipment acquisition strategy.*

***Eligibility, deadlines, and funding amounts for all programs listed above change frequently. Organizations should verify current details directly with each source before applying.***