



FICS GAMES FIELD MANUAL

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GOALS

The goal of this manual is to guide you in providing professional Chiropractic care at FICS sanctioned sporting events. This involves the assessment, treatment, management and rehabilitation of injured athletes as appropriate.

A. THIS IS A VOLUNTEER PROGRAM

The service you offered is a benefit to the community and provides Chiropractors with an avenue to work directly with athletes. Chiropractors become involved with these events out of the love for the profession, sport and an opportunity to help people. It is therefore necessary for you to understand that there will be no re-imburement for your services.

B. THE SPORTS MEDICINE TEAM

In most cases, a pre-selected and designated "Medical Director" or "Chef de Mission" will oversee the sports events medical team. The role of this person(s) is to act as a liaison between the **FICS** team and the organizers of the sanctioned event.

This team may consist of one health care profession or a combination of health care professionals. All members of the medical team should be licensed to practice their profession and have current malpractice insurance as well as a current CPR certification. It is however noted that member Chiropractors are not a substitute for emergency or other medical care personnel, but work as part of a team, with first responder capabilities.

It is hoped that this manual will allow for consistent operation of **FICS** events, foster a team approach, aid interprofessional relations and promote the evidence based, clinical practice of Chiropractic within the realm of sports medicine.

This concept is designed to give each **FICS** member an equal opportunity to render quality Chiropractic services to athletes in **FICS** sanctioned events. It is the hope of the **FICS**, that each of its members follows these principles, allowing the profession to present the best possible impression to the public, and other sports health care providers.

C. CODE OF ETHICS

This code of ethics is not a comprehensive outline and only highlights the most significant points of consideration. It is therefore incumbent on you to ensure that you follow the rules of professional conduct as outlined in your state/country of registration in its fullest form.

FICS Process Instruction

1. *Be the best Chiropractor you can be!* Be on time. Be honest, reliable, consistent, polite and positive.
2. *Practice safely, legally, and be respectful of others.* Be a team player. Be a good communicator and be an asset to Chiropractic. The schedule of working at events and venues, once finalized, should never be changed. If for some extreme reason it must be changed, it can only be done with authorization of the Chef-de-Mission.
3. *Self-Promotion:* Your involvement in **FICS** sanctioned events is not intended to be a personal practice building tool. No member may give out any personal literature, business cards or in any way promote themselves outside of the **FICS** group they represent.
4. *Dress Requirements:* Dress appropriately, practically and professionally. Ragged, worn clothing, suggestive and/or revealing clothes, loud and bizarre styles are not recommended. Please dress conservatively. Be professional. If possible, **FICS** attire should be worn during your scheduled time. Refrain from wearing expensive or extravagant jewellery.
5. *Property:* It is the duty of each participant to maintain the property and area they are using. The use of other people's equipment should be treated as if to return it in the same condition it was found. The treatment areas should be kept clean and professional as possible at all times.
6. *Conduct:* All gender, ethnic or racist remarks or jokes, vulgar comments, or displays, made in the presence of event participants, management and/or fellow professionals are prohibited. Be a professional.
7. *All treatment areas are considered non-smoking areas.*
8. The use of non-prescribed or illegal drugs: The use of non-prescribed or illegal drugs during the **FICS** sanctioned event is strictly prohibited.
9. *Drinking of alcoholic beverages:* The consumption of alcohol is strictly prohibited during your scheduled time. Public displays of drunken, rowdy behaviour are unacceptable and are not condoned.
10. *Sexual contact* with event participants, management and fellow medical professionals is strictly prohibited. A strict code of moral conduct and behaviour between team members, particularly while in public, will be in force at all times. What you do privately is your concern, but always remember you represent your profession and the **FICS** while working at **FICS** sanctioned events.
11. *Breach of these codes* may be considered grounds for immediate dismissal from the event. Appeals against dismissal are at the discretion of the event management, coordinators, and/or Chef de Mission with reports delivered to the **FICS** Executive Management Team.

D. PARTICIPATION APPLICATION AND SELECTION

General selection process for participation in **FICS** sanctioned events requires the following information to be supplied to FICS prior to participation in the event.

1. Application
2. Current membership in **FICS**
3. Current CPR Certificate, Health Care Provider Level
4. Current Curriculum Vitae: Listing: Prior experience in sports chiropractic, prior experience in specific sports or event concerned and responsibilities taken while participating.
5. Current and sufficient malpractice cover.
6. The applicant is expected to provide for his or her own transportation, room and board at events unless otherwise indicated and/or arranged with the LOC prior to the event.

The administration of a FICS sanctioned event may consist of:

1. Event Coordinator, Director, Chief de Mission - appointed by **FICS**
2. Regional Coordinator, if a national event
3. Participating Chiropractors
4. Student Coordinator, if appropriate
5. Participating Students, if appropriate
6. International Doctor Participation

E. SELECTION PROCESS:

The **FICS** Games Committee, under the International Sporting Federations Commission, is responsible for the selection of appropriate personnel for participation in **FICS** sanctioned events.

The members of the **FICS** Games Committee shall review the information submitted by the applicants. Each applicant is rated according to an impartial review of the application.

F. SELECTION CRITERIA

Selection criteria for **FICS** sanctioned events will differ for each event, due to the variety of responsibilities, local event needs and liabilities of each sport. Selection of participants will be at the discretion of the Selection Committee of the **FICS** Games Committee.

The **FICS** recognizes that the best care that can be provided for athletes requires a team approach, which may require using several types of health care providers. It is commonly accepted that a combination of chiropractic, medical doctors and other allied health personnel may make up this team.

The goal of the Selection Committee is to provide health care that will meet several goals.

First is the health and safety of the team.

FICS Process Instruction

Second the necessity to provide a level of care, which can assist the athlete in the recovery process and attain maximum health so as to compete at their greatest potential.

Objectives:

Criteria for Selection of Personnel to International Teams of FICS

1. Selection of personnel that are of high quality to care for the athletes and staff at sanctioned events.
2. Provide a fair method of selection.
3. Provide a method in which various qualified personnel may serve.
4. Provide for consistency in treatment of athletes and staff.

General criteria for selection:

1. Geographic location of the event and appropriate licensure.
2. Prior experience in the particular sport.
3. Prior participation in sanctioned events.
4. Level of care provided at past events.

New doctors to the **FICS** or a particular sport, regardless of ranking certifications, or prior experience in other sports venues are expected to work in a subordinate position with member doctors and those who are more experienced with that particular sport as a point of reference. This status will continue until the **FICS** Games Committee, event director, Chef de Mission feel comfortable with giving the new member doctor additional responsibilities. The new doctor will be directly supervised and evaluated by an experienced doctor and/or the event director.

G. DISPUTE RESOLUTION

The FICS ISF Commission Chair, Games Committee Chair and his/her nominated committee will handle any problems/disputes with the selection process. If the dispute is unresolved, and a complaint is filed with the Chair of the FICS International Sporting Federations Commission, the complaint will be escalated to the FICS Executive Committee by the Commission Chair and processed in accordance with the FICS Complaint Policy.

H. DOCTOR RESPONSIBILITIES

TRAVEL TO AND SITE ARRIVAL

1. The field doctors must be able to carry their own luggage and equipment. Bear this in mind when deciding what to travel with. The distance between start/drop off points and treatment centre area should be considered.

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2. It is the responsibility of the Chef de Mission to inform the field doctor the expected time of arrival. This should be at least one hour prior to the start of the event. Upon arrival, the field doctor should check in with the event director immediately. They will inform you of your assignment as soon as possible or when the logistics have been completed.
3. If you are going to be late, you should contact the Chef de Mission as soon as possible. Remember that these people will be extremely busy prior to the start of and during the event.
LAST MINUTE SURPRISES AND NO SHOWS ARE NOT WELCOME AND ARE NOT TOLERATED!
Consequences for these actions are at the discretion of the Chef de Mission which may be further escalated to the Chair of the Games Committee and the Chair of the ISFC.
4. If a venue requires air travel or a lengthy travel distance. You may consider arriving a day or two early to acclimate to the time change and be prepared for the event. Always confirm these plans with the Chef de Mission/Games Committee Chair prior to confirmation of your travel plans. There may not always be lodging/transportation available for your early arrival necessitating additional personal cost to you.

SITE INSPECTION

Prior to the start of the event, you should inspect the site for suitability, layout, and potential safety hazards. If there is a hazard present, it should be brought to the attention of the event director and/or other administrative personnel for their review and action. Emergency evacuation plans should be reviewed. Always follow the proper chain of command and be diplomatic!

EMERGENCY CARE

FICS' services at events are reserved for acute injury management and prevention. Our services do not extend to emergency care or on-field provision unless this has been expressly agreed upon contractually with the LOC of the event prior to FICS' participation. FICS Doctors are however, trained and certified as primary contact practitioners and therefore have a duty of care. In the absence of any emergency services at an event, the emergency care goals are to first stabilize the patient and provide basic life support.

Staff members who are emergency care certified should be primary care providers in the event of life-threatening trauma.

If and when paramedic or EMT personnel are available, you must promptly turn care over to them. You may provide data including vitals, history of injury and treatment given if emergency personnel were not available at the time of injury. It is best if this information is written down and given to them.

DO NOT GET IN THEIR WAY! They are the professionals in this area, let them do their job.

FICS Process Instruction

EQUIPMENT REQUIREMENTS

You are responsible for providing your own equipment and are personally responsible for its care and protection at all times. Individual sports and each event may have specific requirements concerning equipment needs. The following is a generic list of suggested equipment:

1. Portable adjusting table: headrest/face paper and cross-contamination control (antiseptic).
2. Taping equipment: Scissors, tape, adhesive/adhesive sprays, foam, lubricating gel, heel/lace pads.
3. Analgesic and massage creams: cryotherapy sprays can't be taken aboard airplanes.
4. First aid kit, including cross-contamination equipment.
5. Personal water bottle.

I. MEDIA EXPOSURE

Unless otherwise directed; only the Chef de Mission or an appointed public information officer will address the media.

The **FICS** intent is to present itself as a team. At no time should you make statements to the media.

You should **never** be photographed wearing or holding any award or medal won by an athlete. The athlete won the medal/award, not you. Any violation of the etiquette will result in immediate loss of credentials and expulsion from the **FICS** sanctioned event.

No member will give out any literature without the express permission of the Chef de Mission. You will not try to recruit athletes as patients into your private practices. You may not supply business cards to any athlete even upon the athletes request unless with the approval of the Chef de Mission.

J. SOCIAL MEDIA AND PHOTOGRAPHY

The taking of photographs and/or video footage of practitioners treating patients /athletes and practitioners posing with athletes is strongly discouraged. This pertains to fellow practitioners, athletes and any members of their entourage.

Any photograph/video involving an athlete needs to have a signed consent from the athlete.

The photograph /video should not show the athletes face or allow any identification of the athlete in anyway.

These photographs/videos may only be used with the express and signed permission of the athlete.

Practitioners are not to post pictures/videos of themselves with athletes on any form of social media.

Photographs identifying the event and the FICS team working the event may be sent through to the FICS administration for use in social media posts, newsletters etc

ACCEPTANCE

I affirm I have read the FICS Field Manual. I understand and accept the information presented in this manual.

Volunteering Chiropractor: Name: _____ Signature: _____ Date: _____	Witness: Name: _____ Signature: _____ Date: _____
International Games Commission Representative Name: _____ Signature: _____ Date: _____	FICS Stamp: