

Risk Management Game Plan

August

Prior to meetings, walk through facilities with pad/paper. This includes the Gymnasium (Volleyball, Wrestling, Gymnastics), Stadium (soccer and track), Baseball Diamond, softball diamond, parking lots, locker rooms, weight room, hallways, and walkways.

Write down key areas that need attention/action. Read incident reports from previous year. Be sure to be updated with any new policies/procedures/laws/regulations.

1. Schedule a meeting with upper-level administration and business manager.

- Review incidents from previous year. Identify “large-scale” risks and analyze for potential action.
 - Places/situations where injuries have occurred (ex. if there were several incidents with fans slipping on bleachers on the soccer/track & field facility, perhaps there needs to be installation of slip-resistant material or additional handrails.)
 - Places of high risk/danger (ex. Women’s gymnastics calls for several dangerous equipment items. Ensure that all equipment is updated/safe)
 - Situations that involved lack of training from staff/participants (Ex. staff was not trained about proper safety features of the shot-put event for Track and Field)
- Review policies and procedures to ensure all are accurate and updated.
 - including Emergency Action Plan and Crisis Management Plan
- Ensure compliance of facilities with American Disabilities Act

2. Schedule a meeting with Transportation Coordinator

- Ensure that all drivers/buses are properly equipped.
- Establish responsibilities of bus company vs. responsibilities of the college

3. Schedule a meeting with Security

- Ensure a proper system for documenting incidents
- All staff is updated with policies and procedures and personal responsibility
- Review Emergency Action Plan and Crisis Management Plan
 - Role-play a scenario to test the plan

4. Schedule a Meeting with Maintenance

- Tour the facilities, pointing out areas of danger/risk
- Review how to properly document incidents
- Provide a list of areas that need improvement and what they should do to address the area (ex. adding more railings to bleachers)
- Provide a sheet that explains the role of custodial staff that the head of maintenance can pass on to his/her employees

- create a system with checklists for high risk areas/equipment. Should be checked monthly

5. Schedule a Meeting with Athletic Trainers and Medical Support team

- Review Emergency Action Plan (EAP) and Crisis Management Plan (CMP)
- Establish “point person” for Lightning Safety and be sure everyone is up to date with that plan
- Review how to properly document incidents
- Require updated proof of certification from athletic trainers to ensure they are up to date with medical policies and procedures
- Review what the trainers should cover in coaches’ orientation meeting

6. Schedule a Coaches’ Orientation Meeting for Fall Sports

- Athletic Trainers should inform coaches about concussion protocols, training room procedures and policies, and emergency action plan related to medical issues
- Role-play a scenario involving safety to ensure coaches are knowledgeable about policies and procedures
- Ensure equipment is updated and coaches require certain equipment for their players during practices and games. (knee pads for Volleyball, net posts have proper protection, Referee stand (volleyball) is safe, soccer goals safe, shin guards)
- Safety checklists distributed
- Require coaches to hold parent information nights for their respective sports. (or provide this information via email). Players and parents should be aware of their personal responsibilities.
- Ensure coaches know the proper documenting procedure for any safety incidents that occur
- Certifications, credentials, and competencies of coaches should be checked and accounted for. Also must have proof of insurance.
- All coaches need to ensure that players’ physical/medical forms/proof of insurance are turned in before the player does any type of participation.

7. Form/Gather the Sports Safety Committee

- made up of one academic professor, athletic trainer, coach, head of maintenance, business manager
- Schedule 4 meetings throughout the year to provide suggestions for improving the safety of athletic facilities
- Each member of committee should walk around facilities once a month with a pad of paper to document any areas that seem unsafe/risky/dangerous

8. Distribute (electronically or in person) Risk Management Documents/Handbook

- including EAP and CMP
- ensure that coaches/administrators/athletic trainers have copies available in their offices/areas

September

- 1. Visit at least 2 Soccer and Volleyball practices to check in with coach about safety**
 - check upkeep of equipment (ex. soccer goals/volleyball nets)
 - ensure all players are properly equipped for practice (ex. shin guards, knee pads)
- 2. Attend at least 2 soccer and volleyball games with a particular attention to safety of fans, participants, officials**
- 3. Tour the facilities with pad and paper at least twice**
 - *Gymnasium (Volleyball, Wrestling, Gymnastics), Stadium (soccer and track), parking lots, locker rooms, weight room, hallways, and walkways*
- 4. Schedule a meeting with Volleyball and Soccer head coach**
 - ensure that parent information was held and that safety was addressed to players
- 5. Schedule a lesson about supervision and safety**
 - could involve hiring an outside group to give the lesson or perhaps online video
 - required for all head coaches, open to any coach that would like to attend
- 6. Check in with Safety Committee about any concerns**
 - ensure that each member has done a walk through of facilities

October

- 1. Review EAP, CMP, and Lightning Safety documents**
 - gather Safety Committee to review policies and procedures
 - analyze current risks/dangers and determine if action is needed
- 2. Visit at least 2 Soccer and Volleyball practices to check in with coach about safety**
 - check upkeep of equipment (ex. soccer goals/volleyball nets)
 - ensure all players are properly equipped for practice (ex. shin guards, knee pads)
- 3. Attend at least 2 soccer and volleyball games with a particular attention to safety of fans, participants, officials**
- 4. Tour the facilities with pad and paper at least twice**
 - *Gymnasium (Volleyball, Wrestling, Gymnastics), Stadium (soccer and track), parking lots, locker rooms, weight room, hallways, and walkways*

November

- 1. Schedule a Coaches' Orientation Meeting for Winter Sports**
 - Athletic Trainers should inform coaches about concussion protocols, training room procedures and policies, and emergency action plan related to medical issues

- Role-play a scenario involving safety to ensure coaches are knowledgeable about policies and procedures
- Ensure equipment is updated and coaches require certain equipment for their players during practices and games. (equipment/mats for gymnastics in good shape?, enough chalk for gymnastics?, mats for wrestling in good shape, players have head gear/proper shoes)
- Safety checklists distributed
- Require coaches to hold parent information nights for their respective sports. (or provide this information via email). Players and parents should be aware of their personal responsibilities.
- Ensure coaches know the proper documenting procedure for any safety incidents that occur
- Certifications, credentials, and competencies of coaches should be checked and accounted for. Also must have proof of insurance.
- All coaches need to ensure that players' physical/medical forms/proof of insurance are turned in before the player does any type of participation.
- Ensure updates about all overnight trips/tournaments/special events are shared

2. Check in with Safety Committee about any concerns

- ensure that each member has done a walk through of facilities
- *note that gymnastics is a high risk sport

3. Visit at least 2 Soccer and Volleyball practices to check in with coach about safety (same for Gymnastics/Wrestling if practices have started)

- check upkeep of equipment (ex. soccer goals/volleyball nets, gymnastics mats/equipment)
- ensure all players are properly equipped for practice (ex. shin guards, knee pads, head gear)

3. Attend at least 2 soccer and volleyball games with a particular attention to safety of fans, participants, officials

4. Tour the facilities with pad and paper at least twice

- *Gymnasium (Volleyball, Wrestling, Gymnastics), Stadium (soccer and track), parking lots, locker rooms, weight room, hallways, and walkways*

December

1. Tour the facilities with pad and paper at least twice

- *Gymnasium (Volleyball, Wrestling, Gymnastics), parking lots, locker rooms, weight room, hallways, and walkways, particular focus on spectator areas and signs*
- *concession stand? Safe and personnel are knowledgeable about policies and procedures*

2. Document facility use for the month of December

- Analyze usage to see if facilities are holding up appropriately

3. Check in with Safety Committee about any concerns

- ensure that each member has done a walk through of facilities

4. Schedule a lesson about supervision and safety

- could involve hiring an outside group to give the lesson or perhaps online video
- required for all head coaches, open to any coach that would like to attend

5. Schedule a meeting with athletic trainers

- check in about policies and procedures
- ensure coverage is clear for holiday break practices and games/meets

6. Visit at least 2 Gymnastics and Wrestling practices to check in with coach about safety

- check upkeep of equipment (ex. gymnastics equipment/mats, wrestling mats)
- ensure all players are properly equipped for practice (ex. head gear for wrestling)

7. Attend at least 2 Gymnastics and Wrestling meets with a particular attention to safety of fans, participants, Officials

8. Schedule a meeting with Gymnastics and Wrestling head coaches

- ensure that parent information was held and that safety was addressed to players

January

1. Tour the facilities with pad and paper at least twice

- *Gymnasium (Volleyball, Wrestling, Gymnastics), parking lots, locker rooms, weight room, hallways, and walkways, particular focus on spectator areas and signs*
- *Concession stand? Safe and personnel are knowledgeable about policies and procedures*

2. Meet with Safety Committee to review Risk Management Program

- Discuss any incidents that have occurred and how action could be improved
- review and critique current policies and procedures and make improvements where necessary

3. Meet with all head Coaches after the Safety Committee Meeting to update them on any changes

- also could welcome any feedback/suggestions that coaches may have

4. Visit at least 2 Gymnastics and Wrestling practices to check in with coach about safety

- check upkeep of equipment (ex. gymnastics equipment/mats, wrestling mats)

- ensure all players are properly equipped for practice (ex. head gear for wrestling)

5. Attend at least 2 Gymnastics and Wrestling meets with a particular attention to safety of fans, participants, Officials

February

1. Tour the facilities with pad and paper at least twice

- *Gymnasium (Volleyball, Wrestling, Gymnastics), Softball and Baseball Diamonds, track and field stadium, parking lots, locker rooms, weight room, hallways, and walkways, particular focus on spectator areas and signs*

2. Schedule a Coaches' Orientation Meeting for Spring Sports

- Athletic Trainers should inform coaches about concussion protocols, training room procedures and policies, and emergency action plan related to medical issues
- Role-play a scenario involving safety to ensure coaches are knowledgeable about policies and procedures
- Ensure equipment is updated and coaches require certain equipment for their players during practices and games. (baseball/softball diamonds in good shape – any divots/holes in infield or outfield?, bases updated and safe?, track in good shape? Any worn out areas where runners could trip? Field event facilities in good shape? safe/legal helmets, bats, balls, gloves, catchers' gear, batting cages safe (nets tight?))
- Safety checklists distributed
- Require coaches to hold parent information nights for their respective sports. (or provide this information via email). Players and parents should be aware of their personal responsibilities.
- Ensure coaches know the proper documenting procedure for any safety incidents that occur
- Certifications, credentials, and competencies of coaches should be checked and accounted for. Also must have proof of insurance.
- All coaches need to ensure that players' physical/medical forms/proof of insurance are turned in before the player does any type of participation.
- Ensure updates about all overnight trips/tournaments/special events are shared

3. Check in with Safety Committee about any concerns

- ensure that each member has done a walk through of facilities

March

1. Walk-through of Spring sports' facilities

- baseball/softball diamonds in good shape – any divots/holes in infield or outfield?, bases updated and safe?

- track in good shape? Any worn out areas where runners could trip? Field event facilities in good shape?
- safe/legal helmets, bats, balls, gloves, catchers' gear, batting cages safe (nets tight?)
- parking lots, walkways, stadium bleachers, hallways
- men's and women's locker rooms, visiting team locker rooms, fan bathroom areas

2. Meet with Maintenance to discuss roles and responsibilities

- share any action that needs to be taken to improve facilities

3. Check in with Safety Committee about any concerns

- ensure that each member has done a walk through of facilities

4. Visit at least 2 baseball/softball games and 2 track meets to check in with coach about safety

- check upkeep of facilities (ex. baseball/softball diamonds, track and field)
- ensure all players are properly equipped for practice (ex. proper helmets, gloves, catcher gear, shoes for track)

5. Attend at least 2 baseball/softball games and 2 track meets with a particular attention to safety of fans, participants, officials

April

1. Walk-through of Spring sports' facilities

- baseball/softball diamonds in good shape – any divots/holes in infield or outfield?, bases updated and safe?
- track in good shape? Any worn out areas where runners could trip? Field event facilities in good shape?
- safe/legal helmets, bats, balls, gloves, catchers' gear, batting cages safe (nets tight?)
- parking lots, walkways, stadium bleachers, hallways
- men's and women's locker rooms, visiting team locker rooms, fan bathroom areas

2. Check in with Safety Committee about any concerns

- ensure that each member has done a walk through of facilities

3. Visit at least 2 baseball/softball games and 2 track meets to check in with coach about safety

- check upkeep of facilities (ex. baseball/softball diamonds, track and field)
- ensure all players are properly equipped for practice (ex. proper helmets, gloves, catcher gear, shoes for track)

4. Attend at least 2 baseball/softball games and 2 track meets with a particular attention to safety of fans, participants, officials

May

1. Schedule a meeting with all head coaches

- review equipment needs...any updates in equipment necessary for legal reasons? for safety reasons? be sure to order from reputable suppliers
- keep records of purchases
- Review any safety incidents that occurred throughout the year
- Encourage them to sign up for coaching clinics/camps

2. Check in with Safety Committee about any concerns

- ensure that each member has done a walk through of facilities
- review the procedures and policies from the year, analyze the situation and take action when necessary
- review any incidents and discuss improvements for next year

3. Schedule a meeting with business manager

- ensure that risk management issues are accounted for in the next year's budget

June

1. Schedule a Meeting with Safety Committee

- Review the year – what went well? What needs improvement?
- review all checklists/accident reports
- discuss ways to improve next year

2. Schedule a meeting with upper-level administration

- Review incidents from the year. Identify “large-scale” risks and analyze for potential action.
 - Places/situations where injuries have occurred (ex. if there were several incidents with fans slipping on bleachers on the soccer/track and field facility, perhaps there needs to be installation of slip-resistant material or additional handrails.)
 - Places of high risk/danger
 - Situations that involved lack of training from staff/participants
- Review policies and procedures to ensure all are accurate and updated.
 - including Emergency Action Plan and Crisis Management Plan

3. Schedule a meeting with Security

- Review/improve system for documenting incidents
- All staff is updated with policies and procedures and personal responsibility
- Review Emergency Action Plan and Crisis Management Plan
 - Role-play a scenario to test the plan

4. Walk through facilities with pad/paper.

- This includes the Gymnasium (Volleyball, Wrestling, Gymnastics), Stadium (soccer and track), Baseball Diamond, softball diamond, parking lots, locker rooms, weight room, hallways, and walkways. Write down key areas that need attention/action.
- Provide maintenance with a list of items that can be addressed over the summer

July

1. Communicate with Coaches regarding clinics/camps/work sessions

- Schedule a lesson about supervision and safety
 - could involve hiring an outside group to give the lesson or perhaps online video
 - open to any coach that would like to attend

2. Research Risk Management articles and/or books regarding particular sports and college athletic facilities

- focus on safe facilities and training of staff – two crucial factors to RMP

3. Review and update the Risk Management Handbook and checklists

- could recruit members from safety committee to assist

Game Plan adapted from:

Borkowski, R. (2015). *One Month at a Time. Athletic Management*. Retrieved from http://athleticmanagement.com/2009/08/16/one_month_at_a_time/index.php