

Risk Management Game Plan

Assignment #2

Sherri McGerty

- **Initial walk-through and evaluation of facilities and equipment**
 - Coaches, administrators, building management, and others are encouraged to come and offer more sets of eyes to evaluate potential safety issues or problems
 - Evaluate spectator venues, practice areas, practice equipment, and locker rooms by taking good notes of potential risks, current problems, and possible solutions
- **Meeting with the Business Manager, Head of Transportation, Security Manager, Trainer, Head of Maintenance, and other college personnel**
 - Discuss the facility concerns from the walk-through
 - Prioritize the concerns by assessing the severity of the potential risk as well as its likelihood of occurring
 - What can we do to address the concerns?
 - What will the costs be to repair/create the solution?
 - What timeline would need to be in place for this to occur? Can it be fixed before the current season? Will this pose a threat to the games and practices scheduled? Is there a good time to do the renovations during a dead time?
 - Responsibilities
 - Create a responsibility map to share with each of our staffing units. Who is responsible for what? If there is a problem that needs immediate attention, who can we contact?
 - Review Crisis Management Plan
 - ◆ Have personnel or personnel organization changed? Are the responsibilities and procedures still manageable and reasonable for those who are responsible to help facilitate the plan? Are there any adjustments that need to be made?
 - ◆ Set date to practice the plan in the fall season
 - Confirm calendar for fall season

- Communicate the need for representation from their units in the Sports Safety Committee
 - Share the information with their staff and invite anyone interested to attend the first meeting in September
- **Check coaching staff's certification and criteria**
- **Mandatory Fall Coaches Meeting**
 - Require coaches to bring pre-season equipment safety and facility safety checklists completed
 - Review Crisis Management plan/ changes from administration meeting
 - Review Safety Procedures, post plans in their practice areas
 - Communicate the need for representation from coaches in the Sports Safety Committee
 - Invite anyone interested to attend the first meeting in September
 - Review Fall calendar
 - Collect and copy (for coaches) the medical release forms, physicals, and insurance cards for each team
 - Review NCAA academic eligibility requirements
 - Pass out college athletic handbooks for employees and one for each athlete
 - Pass out "Responsibility Map" so that coaches have the contact information for managers in all areas
 - Review safety tips and remind coaches about turning in their equipment and facility safety checklists monthly
 - Professional development opportunities
- **Mandatory Parent and Athlete Meeting**
 - Basic procedures
 - NCAA eligibility requirements

- Pass out and discuss safety procedures and protocols
- Athletic Trainer will review policies and safety measures for medical purposes
- Invite parents to become involved with the sports safety committee and the first meeting is in September
- Break up into sports groups for coaches to make their own sport specific presentation

❖ **SEPTEMBER**

- **New coaches/ staff meeting**
 - Detailed safety procedures
 - Detailed Crisis Management Plan
 - Risk Management
 - Equipment/Facility responsibilities
 - Professional development opportunities
- **Attend a Women's Field Hockey Practice**
- **Attend a Men's Soccer Practice**
- **Attend a Women's Field Hockey Game**
- **Attend a Men's Soccer Game**
- **First Sports Safety Committee Meeting**
 - Create officers for the committee
 - Goals of the committee
 - Facility concerns
 - Equipment concerns
 - Policy concerns
- **Fall coaches facility and equipment checklists are due**

❖ **OCTOBER**

- **Attend a Women's Field Hockey Practice**
- **Attend a Men's Soccer Practice**
- **Attend a Women's Field Hockey Game**
- **Attend a Men's Soccer Game**
- **Fall coaches post-season meetings**
 - Post-season facility and equipment checklists are due
 - Evaluate coaches
 - Discuss concerns and issues from the season
 - Discuss the professional development that will be done in the off season

❖ **NOVEMBER**

- **Initial walk-through and evaluation of facilities and equipment**
 - Coaches, administrators, building management, and others are encouraged to come and offer more sets of eyes to evaluate potential safety issues or problems
 - Evaluate spectator venues, practice areas, practice equipment, and locker rooms by taking good notes of potential risks, current problems, and possible solutions
- **Meeting with the Business Manager, Head of Transportation, Security Manager, Trainer, Head of Maintenance, and other college personnel**
 - Discuss the facility concerns from the walk-through
 - Prioritize the concerns by assessing the severity of the potential risk as well as its likelihood of occurring
 - What can we do to address the concerns?
 - What will the costs be to repair/create the solution?

- What timeline would need to be in place for this to occur? Can it be fixed before the current season? Will this pose a threat to the games and practices scheduled? Is there a good time to do the renovations during a dead time?
- Responsibilities
 - Review the responsibility map to share with each of our staffing units. Who is responsible for what? If there is a problem that needs immediate attention, who can we contact?
 - Review Crisis Management Plan
 - ◆ Have personnel or personnel organization changed? Are the responsibilities and procedures still manageable and reasonable for those who are responsible to help facilitate the plan? Are there any adjustments that need to be made?
 - ◆ Set date to practice the plan in the winter season
- Confirm calendar for winter season
- Communicate the need for representation from their units in the Sports Safety Committee
 - Share the information with their staff and invite anyone interested to attend the next meeting in December
- **Check coaching staff's certification and criteria**
- **Mandatory Winter Coaches Meeting**
 - Require coaches to bring pre-season equipment safety and facility safety checklists completed
 - Review Crisis Management plan/ changes from administration meeting
 - Review Safety Procedures, post plans in their practice areas
 - Communicate the need for representation from coaches in the Sports Safety Committee
 - Invite anyone interested to attend the next meeting in December

- Review winter calendar
- Collect and copy (for coaches) the medical release forms, physicals, and insurance cards for each team
- Review NCAA academic eligibility requirements
- Pass out college athletic handbooks for employees and one for each athlete
- Pass out “Responsibility Map” so that coaches have the contact information for managers in all areas
- Review safety tips and remind coaches about turning in their equipment and facility safety checklists monthly
- Professional development opportunities
- **Mandatory Parent and Athlete Meeting**
 - Basic procedures
 - NCAA eligibility requirements
 - Pass out and discuss safety procedures and protocols
 - Athletic Trainer will review policies and safety measures for medical purposes
 - Invite parents to become involved with the sports safety committee
 - The next meeting is in December
 - Break up into sports groups for coaches to make their own sport specific presentation

❖ **DECEMBER**

- **New coaches/ staff meeting**
 - Detailed safety procedures
 - Detailed Crisis Management Plan
 - Risk Management
 - Equipment/Facility responsibilities

- Professional Development Opportunities
- **Attend a Women’s Gymnastics Practice**
- **Attend a Men’s Ice Hockey Practice**
- **Attend a Women’s Gymnastics Game**
- **Attend a Men’s Ice Hockey Game**
- **Sports Safety Committee Meeting**
 - Welcome new members
 - Goals of the committee
 - Facility concerns
 - Equipment concerns
 - Policy concerns
- **Winter coaches facility and equipment checklists are due**

❖ **JANUARY**

- **Attend a Women’s Gymnastics Practice**
- **Attend a Men’s Ice Hockey Practice**
- **Attend a Women’s Gymnastics Game**
- **Attend a Men’s Ice Hockey Game**
- **Winter coaches post-season meetings**
 - Post-season facility and equipment checklists are due
 - Evaluate coaches
 - Discuss concerns and issues from the season
 - Discuss the professional development that will be done in the off season

❖ **FEBRUARY**

- **Initial walk-through and evaluation of facilities and equipment**

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 - Review the responsibility map to share with each of our staffing units. Who is responsible for what? If there is a problem that needs immediate attention, who can we contact?
 - Review Crisis Management Plan
 - ◆ Have personnel or personnel organization changed? Are the responsibilities and procedures still manageable and reasonable for those who are responsible to help facilitate the plan? Are there any adjustments that need to be made?
 - ◆ Set date to practice the plan in the spring season.
 - Confirm calendar for spring season

- Communicate the need for representation from their units in the Sports Safety Committee
- Share the information with their staff and invite anyone interested to attend the next meeting in March
- **Check coaching staff's certification and criteria**
- **Mandatory Spring Coaches Meeting**
 - Require coaches to bring pre-season equipment safety and facility safety checklists completed
 - Review Crisis Management plan/ changes from administration meeting
 - Review Safety Procedures, post plans in their practice areas
 - Communicate the need for representation from coaches in the Sports Safety Committee
 - Invite anyone interested to attend the next meeting in March
 - Review spring calendar
 - Collect and copy (for coaches) the medical release forms, physicals, and insurance cards for each team
 - Review NCAA academic eligibility requirements
 - Pass out college athletic handbooks for employees and one for each athlete
 - Pass out "Responsibility Map" so that coaches have the contact information for managers in all areas
 - Review safety tips and remind coaches about turning in their equipment and facility safety checklists monthly
 - Professional development opportunities
- **Mandatory Parent and Athlete Meeting**
 - Basic procedures
 - NCAA eligibility requirements

- Pass out and discuss safety procedures and protocols
- Athletic Trainer will review policies and safety measures for medical purposes
- Invite parents to become involved with the sports safety committee
- The next meeting is in March
- Break up into sports groups for coaches to make their own sport specific presentation

❖ **MARCH**

- **New coaches/ staff meeting**
 - Detailed safety procedures
 - Detailed Crisis Management Plan
 - Risk Management
 - Equipment/Facility responsibilities
 - Professional Development Opportunities
- **Attend a Women's Softball Practice**
- **Attend a Men's Baseball Practice**
- **Attend a Women's Softball Game**
- **Attend a Men's Baseball Game**
- **Sports Safety Committee Meeting**
 - Welcome new members
 - Goals of the committee
 - Facility concerns
 - Equipment concerns
 - Policy concerns
- **Spring coaches facility and equipment checklists are due**

❖ **APRIL**

- **Attend a Women's Softball Practice**
- **Attend a Men's Baseball Practice**
- **Attend a Women's Softball Game**
- **Attend a Men's Baseball Game**
- **Spring coaches post-season meetings**
 - Post-season facility and equipment checklists are due
 - Evaluate coaches
 - Discuss concerns and issues from the season
 - Discuss the professional development that will be done in the off season.

❖ **MAY**

- Finalize next year's schedules with the other colleges
- Set pre-season meeting dates
- Order equipment from post-season requests
- Order risk management items as advised from the safety committee.
- File records from the past school year

❖ **JUNE**

- Safety Committee meeting to evaluate problems from the entire year and discuss plans for the upcoming year
- Review and revise school athletic handbook
- Review and revise risk management plan
- Review and revise safety checklists

❖ **JULY**

- Host a training session from the American Red Cross to renew coaches in First Aid, CPR, and AED
- Enjoy professional reading

- Attend conferences for athletic administrators