

Risk Management Game Plan for Upcoming Year

August

- Welcome back meeting with coaches and other staff in the athletic department.
 - Discuss any new findings they have learned over summer break from the various conferences and/or workshops they have attended
 - Hand out checklists specific to each sport, make adjustments as needed
- Meet with administrators to discuss upcoming year
 - Discuss possibly creating a Sports Safety Committee that consists of coaches, administrators, professors, athletic trainers, and athletes
- Set-up a player meeting to discuss the year in sports and safety procedures
 - Make sure each player has their medical waiver, physical and insurance are all up to date
- Review budget for this year, to purchase or update things
- Make sure all new equipment or other materials that were ordered during the summer to improve safety arrived
- Double check all Emergency Action Plans
 - Review with staff and coaches
 - Train any new staff
 - Stage drills, to practice for later on in the year
 - One inside and one outside
- Check that all first aid certifications are up to date on your staff and coaches
 - If not, schedule a training date for them to get re-certified or trained
- Make sure all AED's are working and functioning properly
- **PERFORM A WALK THROUGH OF ALL FACILITIES**
 - Check every facility
 - Gymnasium, soccer field, baseball field, softball field, track, volleyball courts, etc.
 - Look for obvious safety issues
 - Make notes about red flags
 - Make sure all suggestions from last year have been fixed properly and according to code
 - Make sure proper safety signage is correctly put back up
 - CPR signs, No entry or exit , etc.

September

- Meet specifically with fall sport coaches of Women's Volleyball and Men's Soccer to go over #1 safety issues to look for in their sports.
 - Shorter than August meeting
 - Pre-season procedures
- Be visible at most practices and games
- Make sure new bleachers installed in volleyball court and outside on the soccer fields are working properly
 - Get opinions from fans on how they look and feel and if there are any problems
- Check on athletic trainer coverage for all sports and events in the fall

October

- Review season so far and see if changes made from last year are improving safety
 - i.e. new bleachers for fans
- Continue to be present and perform a walk through on the soccer field and volleyball courts
 - Make sure in soccer fields, no holes, uneven ground is present
 - Volleyball courts, make sure equipment is properly set-up and put away

November

- Meet with winter sport coaches of Men's Wrestling and Women's Gymnastics to go over #1 safety issues to look for in their sports
 - Shorter than in August meeting
 - Pre-season procedures
- Start preparing for the gymnastics tournament that will take place in January
 - Facility coverage, athletic trainers, transportation, etc.
- Wrap-up fall season
 - Things that went well, bad, and any changes needed to be made
- Make sure procedures are posted on how to clean and disinfect new mats in the wrestling room

December

- Check on athletic trainer coverage for all sports and events in the winter
- Thoroughly inspect indoor facilities
 - Locker rooms, hallways, restrooms, gymnasiums, etc.
- Double check coverage for practices over the holiday break
 - Athletic Trainers
 - Gym Usage
 - Supervision
- Finalize all safety prep for gymnastics tournament in January
 - Recruit experienced staff and coaches

January

- Mid-year Review
 - Get feedback from coaches, trainers, and other staff on how our risk management plan is going and what needs to be improved.
- Have meeting with everyone involved in gymnastics tournament and go over all responsibilities and procedures
 - Everyone involved in tournament, our familiar with our program and already understand our procedures and protocols
- Have first meeting of Sports Safety Committee

February

- Meet with spring sport coaches of Men's Baseball, Women's Softball and Men's and Women's Track and Field to go over #1 safety issues to look for in their sports
 - Shorter than in August meeting
 - Pre-season procedures
- Practice emergency action plan for a fire evacuation in gymnasium
 - Include all staff from athletic department
 - Have volunteers to participate
- Wrap-up winter season
 - Things that went well, bad, and any changes needed to be made
- Check on athletic trainer coverage for all sports and events in the spring

March

- Inspect all outdoor facilities
 - Baseball & Softball Fields
 - Check through maintenance schedules for fields
 - Look for holes, divots, erosion, even playing surfaces, back stop and fences, and dug outs
 - Check breakaway bases and any other field equipment
 - Track and Field Facility
 - Check through maintenance schedules for track and field
 - Look for holes, divots, erosion, even playing surfaces, and fences
 - Check when equipment is not in use is quarantined off
- Like during winter break, double check coverage for practices over spring break
 - Athletic Trainers
 - Usage of all fields must be signed out
 - Supervision

April

- Catch up month
 - Because everything doesn't go as planned and unexpected things happen, April will be a great catch up month
 - Always be flexible
- Have second meeting with Sports Safety Committee

May

- Practice emergency action plan for a lightning storm
 - Scenario- Out on the softball field
 - Include all staff from athletic department
 - Have volunteers to play certain roles
- Start preparing for next year-think about things to discuss at next month's Sports Safety Committee Meeting
 - Budget
 - Any changes
 - Red Flags
 - Projects

June

- Wrap up spring season
 - Things that went well, bad, and any changes needed to be made
- Order new equipment for next year
- Have final meeting with Sports Safety Committee
 - Look at budget
 - Go over proposed changes for next year
 - Suggestions to make our program better
 - Review entire school year and critically look at each sport
- Gather all sport safety checklists from coaches
 - What worked, what didn't
- Gather all incident reports and review them
 - See any similarities and major red flags

July

- Focus on professional development for entire staff and myself
 - Summer conferences
 - Clinics
 - Camps
 - Reading professional journals and articles
- Have equipment managers make sure equipment is in good condition for next year
 - If not either get rid of it or see if it could be fixed