

Sample Sports Risk Management Program

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Sports Risk Management Program for _____

Effective Date:

Last Updated

(Note: Be sure to customize for your program by filling in all blanks, choosing all options, deleting all references to notes and unselected options, and making all applicable selections for your program.)

DISCLAIMER

THIS RISK MANAGEMENT PROGRAM IS A BASIC PROGRAM THAT IS NOT ALL ENCOMPASSING. THE SOLE PURPOSE OF THIS SPORTS RISK MANAGEMENT PROGRAM IS TO REDUCE THE RISK OF LIABILITY TO THE SPORTS ORGANIZATION, ITS ADMINISTRATORS AND VOLUNTEERS AS WELL AS RELATED INSURANCE CARRIERS. THIS PROGRAM IS BY NO MEANS A SAFETY PROGRAM AND DOES NOT GUARANTEE THE SAFETY OF SPECTATORS, PARTICIPANTS, OR OTHER THIRD PARTIES. THE GUIDELINES OUTLINED IN THIS PROGRAM ARE FOR AWARENESS AND TRAINING PURPOSES AND FAILURE TO IMPLEMENT ANY OF THESE GUIDELINES IS NOT AN INDICATION OF NEGLIGENCE.

Appoint Risk Management Officer (RMO) and Risk Management Committee

Risk Management Officer (RMO) is a formal position of our sports organization and the name and contact information of this position should be prominently displayed wherever officer names are listed.

Our RMO is responsible for implementing, monitoring, and taking corrective action on all

issues related to our risk management program. Our RMO answers to our board of directors, but is empowered to make all day to day decisions on issues related to hazards including the modification, suspension, or halting of practice or play, if necessary.

Our staff including administrators, coaches, assistant coaches, managers are an extension of the RMO through their presence at every practice, game, and other events and should be in close contact with the RMO should any problems arise.

Any staff member who observes unsafe physical hazards, conditions, acts, or violation of the risk management guidelines, should take the following action:

1. Take immediate corrective action if feasible, and
2. Immediately notify RMO in writing

Our RMO should self-train on the following materials available under the risk management section at www.sadlersports.com:

(Note: choose the content that applies)

- Emergency Information / Medical Consent Form
- Image Release Form
- Sample Waiver/Release Form - Minors
- Sample Waiver/Release Form - Adults
- Are Waiver/Release Forms Worth The Paper They Are Written On?
- Before You Sign the Facility Lease Agreement

- Collect Certificates of Insurance from Vendors
- 15- and 12-Passenger Vans
- Child Abuse/Molestation Handout for Parents
- Types of Criminal Background Checks
- Criminal Background Check Vendors
- Concussion Resources Section
- Heat Illness: Avoidance and Prevention
- Lighting Safety
- 7 Critical Mistakes to Avoid When Buying Sports Insurance
- Horror Stories about What Can Go Wrong
- Sports Organization Insurance Coverage Checklist
- Recreation Department Insurance Coverage Checklist (Rec. Depts. Only)
- Video: How to Implement a Risk Management Plan for Your Sports Organization (Administrators Only)
- Video: How to Implement an Abuse/Molestation Risk Management Plan for Your Sports Organization (Administrators Only)
- Video: Risk Management Awareness Training For Sports Organizations (Administrators and Staff)
- Video: Sex Abuse/Molestation Awareness Training for Sports Administrators and Staff (Administrators and Staff)

Our RMO should self-train on the following additional materials outside of saddlersports.com:

- _____
- _____
- _____

Risk Management Committee

Our sports organization will appoint a risk management committee, the names of which should be documented in our official records each season.

(Note: Best to limit to an odd number for vote tie breaking. The RMO can be a member of the committee)

The Risk Management Committee should meet during the pre-season and post season and any other time a special meeting is required. The duties of the Risk Management Committee should be as follows:

- Long-range planning to discuss all facility and equipment updating and budgeting
- Monitor and study effectiveness of Risk Management Program
- Recommend changes to board of directors

Insurance Policies

(Administrative only. Staff may skip this section.)

The following insurance policies should be in force prior to the start of the first activity of the season as evidenced by proof of coverage documents on file with the appropriate sports organization administrator:

- Accident
- General Liability
- Directors & Officers Liability
- Crime
- Equipment
- Workers' Compensation (optional: depending on if required by state law due to number of employees)
- Business Auto (optional: depending on if title held for vehicles)
- Property (optional: depending on if buildings are owned or if required under lease)

The Accident and General Liability policies should at least meet the minimum standards as specified under the following publications found under the Risk Management section at www.sadlersports.com:

- Sports Organization Insurance Coverage Checklist
- Recreation Department Insurance Coverage Checklist (only applies if sports organization is municipal recreation department)

(Note: Higher limits and standards may be required by your governing body or sanctioning body.)

Contractual Transfer of Liability

(Administrative only. Staff may skip this section.)

Participant Registration Forms

The following participant registration forms found under the Risk Management section at www.sadlersports.com should be completed and signed by all participants and/or parent/guardian (if minor participant) prior to each registration period:

- **Waiver / Release of Liability**

- Should be maintained on file with RMO for at least 7 years or indefinitely if participant has significant injury.

- See [“Are Waiver/Release Agreements Worth the Paper They’re Written On?”](#)

- **Emergency Information and Medical Consent**

- Electronic and/or hard copy should be maintained by both the RMO and the coach or manager. The coach or manager should have access during all practices and games.

- Precautions should be taken to keep this information confidential with access to others on a need-to-know basis only.

- **Image Release**

Facilities Leased from Others

Whenever facilities are leased from others:

- Review article ["Before You Sign the Sports Facility Lease Agreement."](#)
- Consult with local attorney to review lease to make sure indemnification/hold harmless provision is fair per principles in above article.
- Consult with your insurance agent to make sure your insurance policies/coverages are in compliance with lease requirements.
- When Additional Insured status is requested by facility owner, always attempt to provide a version that has an exception for premises defects.

Facilities Leased to Others

Whenever your facilities are leased to others:

- Consult with local attorney to draft written lease agreement.
- Insert a hold harmless/indemnification provision in your favor per article ["Before You Sign the Sports Facility Lease Agreement."](#)
- Agreement to require lessee to provide evidence of in force General Liability insurance with an insurance carrier rated at least A-, VII by A.M. Best. Such policy should have an each occurrence limit of at least \$1 million and name your sports organization as "additional insured." Furthermore, such policy should not include an exclusion for "Athletic Participants" if lease is for athletic events.
- Consult with your insurance agent to make sure that the particular type of lease is covered by your own General Liability coverages.

Visiting Teams and Tournament Hosting

Whenever you invite teams from outside your sports organization to play at your facilities or host a tournament at your facilities:

- Consult with local attorney to draft a written tournament host agreement.
- Insert hold harmless/indemnification provision in your favor where visiting team assumes all third party liability if they are partially or wholly negligent.

- Agreement to require visiting teams to provide evidence of the following in force policies with carriers rated at least A-, VII by A.M. Best:

- Accident Insurance with a medical limit of at least \$25,000.

- General Liability with an each occurrence limit of at least \$1 million and to name your sports organization as "Additional Insured". Furthermore, such policy should not include an exclusion for "Athletic Participants."

- Consult with your insurance agent to make sure that hosting a tournament is covered by your own General Liability coverage.

Use of Service Providers or Vendors

Whenever you use service providers or vendors (ex: umpire, concession, field maintenance, security, etc.):

- Review article "[Collect Certificates of Insurance from Vendors.](#)"
- Consult with local attorney to draft a written service provider or vendor agreement. Or, if the service provider or vendor provides the agreement form, have it reviewed by your attorney.
- Agreement should include a hold harmless/indemnification provision that is favorable to you where service provider or vendor assumes all third party liability if they are partially or wholly negligent.
- Agreement to require service providers or vendors to provide evidence of the following in force policies with carriers rated by A.M. Best of at least A-, VII:

- General Liability with an each occurrence limit of at least \$1 million and to name your sports organization as "Additional Insured".

- Optional: Workers' Compensation insurance to comply with requirements under your state's Workers Compensation laws.

Abuse/Molestation Risk Management

The sports organization should adopt and implement the Sample Abuse/Molestation Plan (see www.sadlersports.com/riskmanagement) as a part of the overall Risk Management Program.

Avoiding or Mitigating High Risk Activities

Our sports organization should avoid and/or mitigate the following high risk activities:

(Note: select the options that apply)

- **Group Transportation of Participants** (select and/or delete from the following options):

- All group transportation of participants whether in a single vehicle or multiple vehicles should be prohibited.

- Any group transportation of participants whether in a single vehicle or multiple vehicles should be authorized in writing by the RMO.

- Prior to authorizing group transportation, the RMO should get written consent from all drivers to run a motor vehicle record check with satisfactory results received.

- Driver disqualification criteria should be as follows:

- ◆ During past 5 years: Any one of the following major violations: DUI, hit and run accidents, failure to report an accident, operating a vehicle under a suspended or revoked license, homicide/assault/felony arising from operation of a vehicle, reckless driving/speed contest/racing.

- ◆ Preceding 3 years: two or more at fault accidents, three or more moving violations, or combination of two moving violations and one at fault accident.

- The use of 12- and 15-passenger vans for group transportation should be prohibited and approved vehicles include school busses, 7-passenger mini vans, and private passenger vehicles. (Note: SUV's should be avoided due to tip over propensity.)

- If 12- or 15-passenger vans are to be used despite the warnings, the risk can be mitigated by taking the following steps:

- Use a trained, experienced driver who is at least 21 years of age and not a student.

- Although a commercial driver's license (CDL) is not required to drive a 12- or 15-passenger van, it is preferable. If the driver does not have a CDL, he or she should be required to complete driver training which includes a road test.

- All occupants including the driver should wear safety belts.

- Limit night driving. Driver fatigue is the top cause of accidents.

- If possible, move passengers and cargo forward of the rear axle and never place loads on the roof.

- Make driver aware that overcorrecting after running off the road is another leading cause of accidents.

- Check tires before every trip for both excessive wear and proper inflation per vehicle placard or owner's manual. Many are surprised to learn that the typical recommended pressure for rear tires is much higher than front tires.

- Authorized drivers driving school buses should comply with all required licensing and regulations including Commercial Drivers License.

- The use of cell phones or texting by the driver while driving should be prohibited.

- Only travel immediately to and from is permitted. Drivers should not be permitted to run errands or make unnecessary stops while in route.

- Proof of auto insurance should be provided for all vehicles used for group transportation with liability limits of at least \$500,000 combined single limits or split limit equivalent.

- The sports organization should carry Non-owned and Hired Auto Liability with a limit of at least \$1 million.

- **Individual Staff-provided Transportation of Participants:**

(Note: select and/or delete from the following options)

- Staff provided transportation of participants should be prohibited except under emergency situations.

- Staff provided transportation of participants is not authorized by the sports organization and is a matter between the staff member and the parent/guardian. This policy will be communicated to all parents/guardians via written memo prior to the start of the season. It is recommended that the staff member should get written permission from the parent/guardian before providing transportation.

- Staff provided transportation of participants should be authorized only to the extent that the staff member is designated an approved driver by the RMO pending suitable motor vehicle record check and proof of Personal Auto Liability coverage in the amount of at least \$500,000 combined single limits or its split limit equivalent. Drivers should provide written consent to have motor vehicle record run.

- Driver disqualification criteria should be as follows:

◆ During past 5 years: Any one of the following major violations: DUI, hit and run accidents, failure to report an accident, operating a vehicle under a suspended or revoked license, homicide/assault/felony arising from operation of a vehicle, reckless driving/speed contest/racing.

◆ Preceding 3 years: two or more at fault accidents, three or more moving violations, or combination of two moving violations and one at fault accident.

- The driver and all passengers should wear seat belts.

- Cell phone usage or texting by the driver should not be permitted while driving.

- The sports organization should carry Non-Owned and Hired Auto Liability with a limit of at least \$1million.

- **Overnight Sleepovers:**

(Note: select and/or delete from the following options)

- Staff should be prohibited from conducting overnight sleepovers.

- Overnight sleepovers should only allowed during out of town competitions with the following precautions taken:

- ◆ Parents are encouraged to attend with their children.

- ◆ Each child should be supervised by at least two adults who are in each other's presence at all times.

- ◆ Criminal background checks should be run on all staff sleeping on same premises as participants.

- **Serving Of or Use of Alcoholic Beverages:** The use of alcoholic beverages should be prohibited at all sports organization events.

- **Certain Fundraisers:**

(Note: select and/or delete from the following options)

- Youth participants should be prohibited from engaging in fundraising activities that are not adult supervised.

- Dunk tanks, inflatables, and similar devices should only be provided and run by outside vendors that can show evidence of General Liability insurance with a limit of at least \$1 million and naming the sports organization as "Additional Insured".

- **Swimming Events:**

(Note: select and/or delete from the following options)

- Swimming events sponsored by the sports organization should be prohibited.

- Swimming events sponsored by the sports organization should be allowed only if conducted in the presence of a trained and certified life guard who is employed by an outside organization.

- Swimming events at the home of staff should be prohibited.

Administrator/Staff Meeting to Review Basic Risk Management Instructions

The following instructions should be reviewed in pre-season meeting of all administrators and staff. *(Note: select and/or delete from the following options)*

- Physical, mental, verbal, or sexual abuse of any program participants is prohibited.
- Never be alone with a single, unrelated child where you cannot be observed by others.
- More than one adult should be present at every activity.
- Avoid inappropriate touch of child. Limit touches to head or shoulders in appropriate situations.
- Administrators and staff should avoid socializing with participants outside of sponsored activities.
- Inappropriate comments, jokes, vulgarity, and profanity in the presence of children should be prohibited.
- Administrators and staff are required to report known or suspected instances of child abuse and understand that failure to do so may be a violation of law.
- Smoking or the use of tobacco products in the presence of children is prohibited.
- Using, possessing, or being under the influence of alcohol, illegal drugs, or unauthorized prescription drugs during any sports organization activity is prohibited.
- Transportation of participants should be prohibited except under emergency situations.
- Staff provided transportation of participants is not authorized by the sports organization and is a matter between the staff member and parent / guardian. This policy should be communicated to all parents/guardians via written memo prior to the start of the season, It's recommended that staff members get written permission from the parent/guardian before providing any transportation.
- Staff provided transportation of participants is authorized only to the extent that the staff member is designated an approved driver pending suitable motor vehicle record

check an proof of Personal Auto Liability insurance in the amount of at least \$500,000 combined single limits or the split limit equivalent.

- Staff should not leave a child unattended or unsupervised before, during, or after a practice, game, or any other activity.
- Staff should not release children to anyone other than an authorized parent or guardian or other authorized adult (with written permission on file with sports organization.)
- Have a cell phone for 911 and access to first aid kit.
- Staff should immediately report all injuries to RMO.
- Staff should immediately report all complaints to appropriate supervisor.
- Staff should inspect facilities/equipment prior to each practice and game.
- Staff should immediately inform RMO of all physical hazards and unsafe acts.
- Staff should modify or halt practice or game if necessary to work around physical hazards.
- Staff should closely supervise children.
- Staff should follow all sports organization rules.
- Staff should provide other sport and facility specific instructions.
- Other: _____
- Other: _____
- Other: _____

Supervision

Liability risk can be reduced if the following guidelines are followed:

- **Stop Rowdiness:** Participant rowdiness and roughhousing results in a great number of senseless injuries in youth sports. Staff should recognize these activities and should put a stop to them through appropriate means.
- **Location of Supervisor:** The staff supervisor should be close enough to an activity to personally observe, instruct, correct, and supervise. This applies to

both sports activities and non-sports extracurricular activities such as team outings or back yard cookouts.

- **Supervisors To Participants Ratio:** The appropriate number of staff supervisors should be present at all times to adequately observe, instruct, correct, and supervise. Make sure that arrangements are made up front so that team staff is not short-handed at any practice or game.
- **Selection of Size, Age, and Skill of Participants:** Participants of various sizes, ages, and skill levels should not be mixed. This is accomplished at the sports organization level by restricting age range categories and by prohibiting play against outside competition where participants fall outside of such categories. On the team level, staff should not match up players of different skill levels or sizes in dangerous drills and staff should be careful not to personally injure participants during practice instruction.

Instruction

Liability risk can be reduced if the following guidelines are followed:

Sport-specific techniques:

- Coaches should follow accepted practices for teaching sport related techniques.
- Coaches should receive continuing education on latest techniques as follows:
 - Pre season coaches workshop
 - Recommended videos:

- Special emphasis should be made on the following more hazardous areas of the sports:

(Ex: avoiding wild pitches or head positioning during tackling)

Review of Safety Rules and Procedures:

- Required by governing/sanctioning body or sports organization specific
- Review all rule changes during pre season with administrators and staff

- Review the following rules with players before every practice and game:

Risk Warning and Informed Consent

Liability risk can be reduced by providing our participants with a risk warning and by obtaining their informed consent to be subjected to such risks.

Our recommended participant waiver/release form includes a risk warning and informed consent provision which satisfies this legal requirement and may be used as evidence to trigger an assumption of risk defense. This is critical that your minor participants sign this document in addition to their parents.

(Note: Our recommended waiver/release forms found under the Risk Management section at www.sadlersports.com include a strong risk warning and informed consent provision for your protection. Other wavier/release forms may not include such a provision or may include one with weak language. It is critical that youth participants sign this form along with their parent/guardian.)

Sports Injury Care

Injury Prevention: Liability risk can be reduced by implementing the following guidelines:

- **Pre-participation Screening:** Prior to participation, all players should submit our approved Medical Clearance Form that is fully completed and signed by an approved healthcare professional. In order to participate, all players should be cleared by their approved healthcare professional for full participation in the sport without restrictions. The definition of approved healthcare professional varies per state law and could be aMD, DO, Physician's Assistant or Athletic Trainee

(Note: Pre-season physicals and medical clearance forms are not normally the standard for non-contact sports.)

- **Flexibility:** All coaches should require the team to engage in standard flexibility and stretching exercises prior to all practices and games.

- **Conditioning:** Coaches should be encouraged to instruct on and implement a reasonable and age appropriate conditioning program.
- **Strength Training:** Coaches should be encouraged to instruct on and implement a reasonable and age appropriate strength training program. *(Note: strength training with weights is normally not encouraged until players reach age 12.)*
- **Emergency Weather Plan:** In the event of lightning, the 30/30 lightning rule should be followed. All outdoor play should be suspended with appropriate evacuation whenever the lightning strike to thunder clap count is under 30 seconds. Furthermore, play should not resume until thunder has not been present for 30 consecutive minutes. On site evacuation is only permitted in fully enclosed buildings. If such building is not available, all players should evacuate to vehicles. *(Note: see website article entitled "Lightning Safety" for more details.)*

In the event of tornado warning, all outdoor play must be suspended with appropriate evacuation and shelter instructions as follows:

Avoiding Heat Illness:

- Educate all staff on aspects of heat illness *(Note: "[Avoiding Heat Illness](#)" can satisfy this requirement)*
- Educate players on the importance of pre-activity hydration.
- Practices or games may need to be postponed and rescheduled to avoid peak temperatures.
- Practices may be modified to shorten their duration, intensity, and equipment usage.
- Mandatory fluid breaks should be scheduled during practice and games.
- Water and/or sports drinks should be readily available.
- Game rules can be modified to allow unlimited substitutions.
- Emergency action plan for EMS access to emersion tub.
- Follow governing body regulations on heat illness prevention.

Concussions/Brain Injury:

The sports organization should adopt and implement the Concussion Awareness Risk Management Program – Short Form (see www.sadlersports.com/riskmanagement as part of the overall Risk Management Program).

Pre-injury planning

Emergency Phone List:

- EMS 911
- Police 911
- Fire 911
- Water Emergency
- Gas Emergency
- Electricity Emergency

Site Map: See attached in Appendix. *(Note: should include a detailed map of all fieldsparking areas, buildings, streets, as well as symbols for emergency access points for EMS, first aid stations, AED's, fire extinguishers, and utility disconnect or shut off points. The exact name and address of the facility should be listed as well as the names of the closest roads and intersections. The site map should be kept with all first aid kits.)*

First Aid Kit: A first aid kit should be available at all practice and game locations. Each coach should keep a fully stocked first aid kit in his or her vehicle at all times. Access to ice or cold packs should be available at all practice and game locations.

First Aid and CPR Training: Each coach and manager should provide documentation that they have successfully completed a Red Cross certified first aid and CPR training course within the past three years.

(Note: While first aid training and CPR may be a standard according to some authorities, there is not widespread compliance within most non-scholastic, volunteer-run youth sports programs. You should not list this provision unless you intend to fully comply.)

Emergency Information and Medical Consent Forms: Each coach should keep either a hard copy or electronic copy with them at all times in the event emergency treatment is required.

Post Injury

Assess Injury And Treat Accordingly: Staff members should assess each injury and treat accordingly.

- **First Aid:** When administering first aid, the staff member should not exceed the scope of his or her training. The purpose of first aid is to merely stabilize the situation by preventing it from becoming worse. Once the situation has been stabilized, all other treatment should be provided by a medical professional.

- **Medical Emergency:** 911 should be called if immediate attention is necessary. The site map should be referenced when speaking to EMS so that clear instructions can be provided about the location of the facility and the best access point.
- **Emergency Information and Medical Consent Form:** This form should be given to EMS upon arrival so that they will be aware of any pre-existing medical conditions and allergies.
- **Notification of Parents:** Parents should be notified immediately if there is a treatable injury.
- **Notification of Risk Management Officer:** The RMO should be notified of all injuries so that he/she can document the injury and provide Accident insurance claim form to parent or guardian.
- **Return to Play:** Once a player has suffered an injury that requires medical treatment by a doctor, the decision regarding the appropriate time to return to play should be made by an approved healthcare professional (ex: definition varies per state law but could be MD, DO, or Physician's Assistant.) The coach should not put pressure on the player to return too early and the instructions of healthcare professional should be honored. *(Note: it may be the standard for some sports such as tackle football to require a Post Injury Medical Clearance Form to be signed by the doctor.)*

Facilities

(Note: select and/or delete as appropriate.)

Liability risk can be reduced by implementing the following guidelines:

- **Design and Layout:** Facilities should be in compliance with all local and state building codes, sports governing body requirements, and standards set by sports facility architects.
- **Adequate and Appropriate:** Facilities should be adequate and appropriate for their usage in terms of size, configuration, and quality.
- **Controlled Access:** Facilities should control access to eliminate or limit the usage by unauthorized persons and trespassers as follows:
 - Fencing with gates locked during off season.
 - Post signage that states: "Unauthorized Use Prohibited. Violators Will Be Prosecuted"

- Periodic staff patrols should be made before hours and after hours and during off season upon detection of unauthorized use, police should be notified and violators should be prosecuted.
- **Inspection, Maintenance, and Repair:** The following schedules should be maintained by the designated parties:

Daily During Season:

- Rest Rooms (to be performed by designated staff)
 - Sweeping, mopping, surface cleaning, and general sanitation
 - Replacement of supplies such as toilet tissue and soap
 - Verify that all toilets, urinals, and sinks operate properly
 - Concession Areas (to be performed by designated staff)
 - Sweeping, mopping, surface cleaning, trash removal, and general sanitation
 - Parking and Spectator Areas and Routes To and From (to be performed designated staff)
 - Police and remove trash, glass, rocks, hypodermic needles, fallen tree branches, etc.
 - Police and verify bleachers are in good condition
 - Police and verify safety railings in good conditio
 - Police and verify safety fencing and netting in good condition
 - Police and correct any holes or depressions
- Outdoor Fields (to be performed by designated staff)
- Verify all lighting is operating properly and correct any burned out bulbs or misdirected lights.
 - Police and correct for trash, glass, rocks, hypodermic needles, fallen tree branches, etc.
 - Police and correct all fences for damaged posts, holes, protruding points, etc.
 - Police and correct playing surfaces for defects.
 - Police and correct any holes or depressions on field
 - Police and correct all sprinkler heads for breakage, settling, or raised elevation.
 - Player benches clean and free of debris.
 - Police and verify that all field lines and boxes have been clearly marked.

Weekly During Season:

- Outdoor Fields (to be performed by designated staff)
- Mow fields
 - Edge grass areas.

- Restore lines as needed

Seasonal: (to be performed by RMO, risk management committee, and board of directors)

During the off season, planning and completion of necessary modifications, repairs, and maintenance to field surfaces, parking surfaces, spectator area surfaces, bleacher fencing, lights, electrical systems, etc.

Responsibility and Documentation: After the inspection, maintenance, and repair schedules have been completed, individual responsibilities should be clearly communicated to administrators, staff, and any independent contractors. The RMO should be responsible for monitoring and quality control. When hazards are discovered, they should be immediately reported to the RMO and addressed. The RMO should keep records documenting all maintenance and repairs.

Equipment

(Note: Select and/or delete as appropriate.)

Liability risk can be reduced by implementing the following guidelines:

- **Purchase and Use of Equipment:** When purchasing new equipment and using existing equipment, keep in mind that it must be used for its intended purpose as prescribed by the manufacturer. Review all manufacturer specs on intended use, appropriate age group, capabilities, and limitations. Equipment should comply with all standards of governing body, sports organization, and NOCSAE.
- **Equipment Modification:** Never modify equipment as this may void the manufacturer's warranty and shift liability to our sports organization. As a general rule, only the manufacturer's representative should modify equipment. However, some equipment was meant to be modified to meet certain needs such as fitting. In these circumstances, only modify according to the original manufacturer's instructions.
- **Inspection:** The sports organization equipment manager should inventory and inspect all equipment in the preseason and replace all equipment on an as needed basis. The equipment manager should issue required equipment to all teams. Athletes and coaches should inspect all equipment prior to each practice and game. Upon discovery of defect, equipment should be taken out of service. If repairs are not possible, a spare should be available.

The following equipment should be inspected prior to each game for condition/fit:

- Player-provided Equipment: *(Note: list equipment)*
- Team-provided equipment: *(Note: list equipment)*

Fitting of Equipment: Coaches and managers are responsible for making sure that all equipment fits properly. Improperly fitting equipment or improper modification can result in liability.

Maintenance and Repair: Maintenance and repair of equipment should be undertaken on a routine basis. Maintenance is defined as the ordinary upkeep of equipment such as cleaning and tightening screws. Repair is defined as the replacement of worn or broken parts or correcting major problems. Maintenance and repair should only be undertaken by a properly qualified person who follows the written guidelines and specifications of the manufacturer. Whenever in doubt, it's best to transfer the liability risk to a manufacturer's representative.

Reconditioning: Reconditioning is an attempt to restore equipment to its like new condition. It is always safest to transfer the liability risk of reconditioning to a reputable reconditioning business that is approved by the manufacturer. Reconditioning may require NOCSAE recertification.

Replacement: Equipment should be replaced per manufacturer's guidelines. Such replacements should be planned and budgeted for well in advance. A certain percentage of equipment should be replaced each year in a regular cycle to avoid wide variations in the age and quality of equipment.

Record Keeping: Written documentation should be maintained for all repairs and reconditioning for each piece of equipment.

Autos

See the following sections above for more information:

- Avoiding or Mitigating High Risk Activities
- Mandatory Staff Meeting To Review Basic Risk Management Instructions.

Distribution/Acknowledgement/Documentation

A hard or electronic copy of this risk management program should be distributed to each administrator and staff member prior to the start of every season. Each should acknowledge in writing (wet or electronic signature) that they have received and carefully reviewed the entire program. The sports organization should maintain documentation on an annual basis of the risk management plan that was distributed as well as the administrator and staff acknowledgements.