

Kelsi Frank
Assignment 2
Risk Management Game Plan for the Year

August- Welcome back meeting with all fall, winter, and spring sports coaching staff going over general rules, coaches expectations, regulations, and safety measures for sports. This Welcome back meeting will lay out how coaches will contact athletes and parents on all aspects of school guidelines, procedures, safety/ emergency procedures, academic standards, playing time, schedules, and each individual sports team rules and expectations. Also, Initiate preseason procedures for the fall sports season (Women's Volleyball and Men's Soccer) and review risk management details regarding tournaments, overnight trips, and special events.

Welcome back and safety procedure and guidelines for all administrators in the sport business management, transportation, medical, security, sport complex maintenance coordinator, sports safety committee and risk compliance management. Discussion will involve last year's risk management pros and cons and what improvements have been made to keep everyone safe. Also, Overview of what everyone's job is during the fall, winter, and spring sport season and how it will look.

Handouts will be given to everyone with a checklist to make sure everything is in compliance and in order before the start date of the fall, winter, or spring sport season. This will have documents for all by specific job title what needs to be completed in order to be in compliance with the guidelines.

By the end of August will inspect the entire sport complex by doing a walkthrough with some of the sport safety advisor committee members to make sure everything is up to code and regulations are being met before any activities are allowed to compete in the complex area.

September- Get Out Of Office and meet with the fall sports which include Women's Volleyball and Men's Soccer. Make visits during practice time and speak with coaches on what any issues or concerns they have either about the court or field conditions, equipment that needed or if there is any need to give attention to an area of the court or field that needs to be worked on before hosting a competition.

Host a safety protocol meeting for coaches of the Women's Volleyball and Men's Soccer coaching staff that need recertification or new staff members.

Look over all indoor facilities to make sure they meet all compliance standards that are met for the fans attending competitions during the winter season including seating, lighting, restrooms, concessions etc.

October- Review Team safety protocols that include practice day, game day, traveling, and equipment safety for both Women's Volleyball and Men's Soccer Teams and see if modifications need to be made.

November- Initiate preseason procedures for Men's Wrestling and Women's Gymnastics. This initial intake will discuss the layout of how coaches will contact athletes and parents on all aspects of school guidelines, procedures, safety/ emergency procedures, academic standards, playing time, schedules, and each individual sports team rules and expectations. Also, Initiate preseason procedures for the winter sports season (Men's Wrestling and Women's Gymnastics) and review risk management details regarding tournaments, overnight trips, and special events.

December- Inspect the Men's Wrestling mats and practice rooms for all compliances of signage, cleaning supplies, lighting, and equipment is up to standards and needs are met with a sport advisor committee member .

Inspect Women's Gymnastics practice mats and standards and competition mats and standards are in compliances of signage, cleaning supplies, lighting, and equipment is up to standards and needs are met with a sport advisor committee member.

Look over all indoor facilities to make sure they meet all compliance standards that are met for the fans attending competitions during the winter season including seating, lighting, restrooms, concessions etc.

Get in connection with the athletic trainers to see who will be covering for practices and competition over the holiday break.

January-Getting suggestions to improve the risk management program focused on the Fall Sports, Women's Volleyball and Men's Soccer. Get feedback from your coaches, faculty, and other staff members.

Get Out Of Office and meet with the winter sports which include Men's Wrestling and Women's Gymnastics. Make visits during practice time and speak with coaches on what any issues they have.

February-Initiate preseason procedures for Women's/ Men's Track and Field, Men's Baseball and Women's Softball. This initial intake will discuss the layout of how coaches will contact athletes and parents on all aspects of school guidelines, procedures, safety/ emergency procedures, academic standards, playing time, schedules, and each individual sports team rules and expectations. Also, Initiate preseason procedures for the winter sports season (Women's/Men's Track and Field, Men's Baseball, and Women's Softball) and review risk management details regarding tournaments, overnight trips, and special events.

March- Evaluate spring sport fields and equipment for all Women's/ Men's Track and Field, Men's Baseball and Women's Softball. Check for hazards, such as improper baseball/ softball field erosions, correct equipment for baseball and softball teams, and check if all field lights and parking lot lights are functioning correctly. For Women's and Men's Track and Field making sure all field equipment is in compliance, field event areas have no erosions and safety nets are not breaking, and the track is in great condition for practice and competition ,

Communicate with maintenance on field pesticide treatments.
Confirm spring break practice and/or travel plans with teams, including overnight trips.

Look over all indoor facilities to make sure they meet all compliance standards that are met for the fans attending competitions during the winter season including seating, lighting, restrooms, concessions etc.

April- Take a look at anything from the past months that have fallen behind on and finish those tasks.

Get Out Of Office and meet with the Spring Sports sports which include Women's/ Men's Track and Field, Men's Baseball, and Women's Softball. Make visits during practice time and speak with coaches on what any issues they have.

May- Start planning for next year. Review any projects that are presented for sport safety in our community.

Myself and a committee member will check current equipment for all sports, make purchases that are necessary or that are stated by the coaches that need to be new. We will order new equipment purchases from reputable suppliers and file all records

Focus on the risk management issues that could affect next year's budget.

June- Have a meeting with the committee members about this past year's risk management issues. Topics include: What went well? What were the problems? How can we improve? Update the safety checklist for the facilities and specific sports, review all the accident reports that happened this past year. Update the agenda for next years sport seasons risk management protocol meetings and expectations

July- update the department risk management handbook and guidelines. Go to Professional Development on risk management. Encourage all staff members of coaching staff, administrators in the sport business management, transportation, medical, security, sport complex maintenance coordinator, sports safety committee and risk compliance management to

go to professional developments and offer Professional development for members to improve or risk management.