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Module 1 Assignment 3  
Risk Management Game Plan

August:

Conduct a meeting with all staff and coaches. Review all upcoming duties and expectations for a safe season and recommendations to keep facilities in good repair and safe. Make sure all documents are up to date, including insurance, certifications of coaches, risk management and crisis management action plans, and athlete physicals. Begin inspecting all athletic facilities. Include locker rooms, spectator areas, walkways, and competition surfaces and equipment. Request any further maintenance that needs to be performed prior to each sport season.

September:

First of all, check all fall sports facilities. Inspect each facility for safety issues that may have gone undetected during the summer months. Make sure all upgrades are complete and that previous work requests have been finished. Check competition areas, spectator areas, locker rooms, and access areas for safety. Meet with Volleyball and Soccer coaches to discuss their roles in keeping a safe environment. Set up inspection guidelines and schedule inspections that will be conducted during the season. Confirm travel arrangements with both programs.

October:

Continue inspection of the soccer field and volleyball arena. Check records for any issues that may have happened in previous years that have the chance to occur again and plan ahead to fix any reoccurring issues that may happen. Stay in touch with each coaching staff about issues they may have noticed and take corrective action. Continue inspections of the facility to check for safety of the athletes and spectators.

November:

Take precautions for any winter weather that may cause issues with the soccer facilities. Create a plan for snow removal and any other weather related issues. Begin planning for the winter sports. Make sure the wrestling mats are in good repair and that the gymnastics equipment is secure and ready for competition. Check competition areas, spectator areas, locker rooms, and access areas for safety. Speak with the winter coaches about their upcoming duties. Confirm travel arrangements with both winter programs.

December:

Review fall safety concerns and plan to take care of needed repairs. Discuss any issues that came about in the fall with staff and fall coaches. Check in on how the beginning of the winter season is coming. Continue to inspect indoor facilities. Make sure everyone understands the procedures for practice when school is not in session, including access to buildings, support staff, and arrangements for the athletes. Make sure to have alternate travel arrangements in place in case of inclement weather.

January:

Increase inspections as competitions occur more often. Make sure both the wrestling equipment and the gymnastics equipment is suitable for use during the remainder of the season. Review the previous year's records and make adjustments as needed. Conduct a meeting with all athletic staff members including coaches to review the previous year's records and ask for recommendations.

#### February:

Begin inspections for the spring seasons. Check competition areas, spectator areas, locker rooms, and access areas for safety. Review materials from previous years and conduct a plan of action for events that have been reoccurring. Meet with spring season coaches and discuss roles and responsibilities. Review and revise risk management documents from previous years. Make sure all travel arrangements and plans are in place for winter post-season tournaments.

#### March:

Complete all inspections to the spring sport facilities that weather did not allow. Make sure the track is in good repair and all previous maintenance issues have been completed. Make sure all hurdles are in good shape as well as all field event equipment. Check the softball and baseball facilities and make sure the grass is ready to grow fully and aesthetically. Meet with spring coaches to make sure all equipment is safe and up to date. Check with softball and baseball coaches about spring tournament schedules and travel arrangements. Inform them of responsibilities on the road for an extended period of time.

#### April:

Continue monitoring all facilities with grass. Make sure the grass is growing and there are no issues with the field surface such as holes or hard areas. Begin planning for post-season tournaments of spring sports. Confirm lodging arrangements for athletes that may stay during the summer after the school semester ends. Meet with coaches about any in-season maintenance that may be needed. Set up dates, staffing, and lodging for summer camps taking place at the school.

#### May:

Catch up on any responsibilities that may not have been completed. Plan the upcoming year's budget making sure all details are covered, including insurance, equipment costs, maintenance, salaries, and other miscellaneous items. Begin planning for summer maintenance on all athletic facilities. Make arrangements with staff and contact contractors for any construction needed. Meet with coaches about equipment requests and make necessary orders.

#### June:

Confirm and oversee the beginning of summer maintenance. Critically review all events that occurred during the school year and make adjustments to the risk management plan as needed. Meet with all staff and coaches to discuss their concerns and responsibilities previously and in the future. Create a plan with other staff for any unexpected occurrences that may happen in the future.

#### July:

Take time to relax and renew. Continue learning about all aspects and responsibilities. Arrange clinic dates for coaches to attend. Begin preparing for the upcoming school year.