# CLUB INDIVIDUALIZED RISK MANAGEMENT PLAN

*To encourage a safe practice and competition environment for UC Club Sports and in order to promote student leadership and learning; the SALD Office requires each Club Sports team to develop and file an electronic risk management plan to be updated annually and submitted each year. Initially in the academic year of 2012-2013 these plans will be cultivated during one on one meetings and individual within the leadership of each club sports programs. This process recognizes that some clubs have fully realized risk management plans, while others are just considering risk management and safety concerns.*

**These individualized club risk management plans should address the following concerns:**

1. Who provides instruction for the club?

a. Qualifications for a coach / instructor

 b. Supervision standard at practices/games

2. What steps will the clubs take to provide a safe practice and competition environment (i.e. pre activity checklists)?

3. How will the club address special risks associated with their sport?

4. What is the club emergency action plan for practice, game, travel, and severe weather emergencies?

5. What will be the clubs travel policy? (See University Guidelines in the outline provide)

6. What type of medical supervision will the club have for practice and games? (i.e. refer to any national or regionally affiliated organization’s guidelines with the sport) or activity

7. What is the club’s response to incidents?

8. What are personal safety measures that the club’s membership will take?

9. What will constitute an appropriate first aid kit and who will be responsible for its upkeep and availability?

10. What disease prevention measures will be taken by the club? (i.e. cleaning equipment).

Understanding that this is an important and potentially overwhelming task the Club Sports office will provide the following resources:

1. A risk management plan outline (see below)

2. Best practice travel guidelines (see below)

3. Opportunities for CPR/FA training for safety officers at no cost to the club.

4. A First Aid kit provided Fall 2012 and restocked materials at the beginning of each semester

**The steps for compliance on the part of the club will be as follows:**

1. Generate a written risk management plan following the provided outline.

2. For those submitting new plans; meet with the UC Program Coordinator of Club Sports to submit the plan.

a. The meeting should at least be attended by the President

b. All plans will be reviewed for completeness and further recommendations may be made.

3. For those with a plan currently on file and updated copy should be submitted no later than **TBA**

4. At the conclusion of the meeting with the Club Sports Program Coordinator, a copy of the final agreed upon plan will be kept on file in the club sports office.

5. Club leadership will implement the plan.

6. Clubs will receive first aid supplies at the Fall CSB Meeting.

7. Failure to abide by the agreed upon plan may result in the loss of funds, facility use, and club suspension.

In addition to promoting a safer operating environment for each club this plan has the benefit of allowing each club to tailor their plan to address specific needs. It is SALD’s hope that student involvement in the creation of the plan will improve compliance.

**RESOURCES:** UC’s emergency preparedness documents developed by Public Safety are on the following [site](http://www.uc.edu/publicsafety/fire_emergency/emergency_preparedness.html). If primarily using UC Athletic Facilities for games and/or practices –see the UC Athletics Emergency Action Plan for your space. Here is a [link](http://www.gobearcats.com/auto_pdf/p_hotos/s_chools/cinn/genrel/auto_pdf/emergencyactionplan05).

# RISK MANAGEMENT PLAN OUTLINE

These individualized club risk management plans should address the following concerns:

1. INSTRUCTION: Who provides instruction for the club?
	1. Qualifications for a coach / instructor

(List any certifications or experience that the coach should have. It is recommended that all coaches have at least CPR/AED and First Aid certifications).

1. SAFETY MEASURES: What steps will the clubs take to provide a safe practice and competition environment (i.e. pre activity checklists)
	1. What is your role with facility inspections during club practice?
		1. List equipment that you are responsible for inspecting. (ex. All fields will be expected prior to play. Individual members are responsible for checking their own helmet prior to each practice and game.)
	2. Will weather ever prevent practice or games? If so who notifies members and other teams?
	3. Is there any equipment needed to ensure safety? (ex. map of waterways, took kit, spot light, backboard on a pool deck, communication devices, safety mats)

Where is the nearest AED? (ex. check with practice facility – for outdoor sports at UC – UCPD carries and AED in their vehicle. The Campus Recreation Center has 4 AED’s located:

* Behind the Member Services Desk on the wall
* On the Fitness Floor next to the FFC Desk
* In the gymnasium next to the loading dock doors
* In the Aquatic Complex next to the Lifeguard Office
	1. How would you call 911? (ex. We would notify recreation center staff and they would notify UCPD).
1. SPECIAL RISKS: How will the club address special risks associated with their sport?
	1. Address risks associated with the sports (ex. Head injuries with gymnastics club, falling off a horse with equestrian club, need for ability to swim for water sports)
2. EMERGENCY ACTION PLAN: What is the club emergency action plan for practice, game, travel, and severe weather emergencies?
	1. Describe response to an accident within practice facility
	2. Describe response to an accident at an off campus location
	3. Address weather emergencies
		1. Tornado – (while traveling and while playing)
		2. Snow Emergency

\*Refer to the Risk Management [section](https://docs.google.com/document/d/1CTJSGAylXhC6v2B_lOtQnjqMXIT8xiYUXLxL1FQWIog/edit) of the Club Sports Handbook for more details and safety standards/measures.

1. TRAVEL POLICY: What will be the clubs travel policy?
	1. Pre-Departure Safety Checklist
		1. Check air in tires and for any marks already present on the vehicle
		2. Assure enough drivers over 21 are present, so a single driver does not need to drive over 4 hours at a time
		3. If carrying a Tow Vehicle check the following1
			1. If carrying a trailer – make sure the wheel lug nuts/bolts on the tow vehicle and trailer are tightened to the correct torque and that the equipment that connects the trailer and the tow vehicle is properly secured and adjusted.
			2. Check load distribution and that all items are securely fastened
			3. Make sure you have wheel chocks and jack stands
	2. University Travel Policy and Questions to consider prior to Trip – please refer to the following [link](http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/travelexp_pol.pdf).
	3. University vehicles are required when clubs are traveling 50 miles outside of the Greater Cincinnati area.
	4. Remember all drivers must take UC driver’s test and must be over 21.
	5. Travel between 12am and 6am is discouraged.
	6. For lengthy trips – please consider flights and/or rental of a charter bus.
	7. Weight distribution for sports carrying heavy cargo (i.e. cycling) should be discussed in this section.

1 U.S. Department of Transportation – National Highway Traffic Safety Administration - Towing

1. SUPERVISION: What type of medical supervision or additional safety measures will the club have for practice and games? (i.e. refer to any national or regionally affiliated organization’s guidelines with the sport or activity)
	1. Practice Supervision
		1. Practice Supervision (ex. At least one member certified in CPR/AED and First Aid will be present at each practice). (ex2. All on the water activity must occur in the presence of a University of Cincinnati coach’s presence. Coaches are responsible for ensuring that all the rowing boats under their supervision maintain appropriate voice and visual contact.)
		2. Practice Safety Measures (ex. A stocked first aid kit, 2 accident reports, SALD emergency contact information, and a cell phone to call 911 will be present at each practice).
	2. Game Supervision and Safety Measures
		1. Game Supervision (ex. At least one member certified in CPR/AED and First Aid will be present at each game and the UC head coach of the club will be present. Two certified officials obtain through \_\_\_\_\_\_\_ will be present as well).
		2. Game Safety Measures (ex. A stocked first aid kit, 2 accident reports, SALD emergency contact information, and a cell phone to call 911 will be present at game. Efforts to supply ice and water for teams should also be made. Additionally, teams will be notified of directions to UC, parking information, and local hospitals contact information and location prior to the start of the game).
	3. Regional or Tournament Supervision as Hosts
		1. Tournament Supervision (ex. Refer to regional and national standards regarding these, at times due to the frequency of contact associate with the sport EMTs or medics are required).
		2. Tournament Safety Measures (ex. Insurance purchased, additional equipment or information supplied to teams)
2. INCIDENT REESPONSE: What is the club’s response to incidents?
	1. Alcohol/Drugs
		1. Definition – A person is under the influence of, or in possession of, alcohol or drugs or alcohol containers/drug paraphernalia is found.
		2. Policy: No alcohol or illegal drugs are allowed in Club Sports because they contribute to an unsafe environment.
		3. Club’s Response: Incidents should be reported immediately to the Program Coordinator of Club Sports or to University Judicial Affairs.
	2. Sexual Harassment or Discriminatory Harassment:
		1. Definition: Conduct that has the purpose of foreseeable effect of unreasonable interfering with an identifiable individual’s work or academic performance or of creating an intimidating, hostile, or offensive work or learning environment for that individual.
		2. Policy: Incudes conduct that violates either the institutional policy on sexual harassment (Administrative Memo #60) or the policy statement on discriminatory harassment (Administrative Memo #108). Both can be referred to at [www.uc.edu/about/documents/ucrighttoknow.pdf](http://www.uc.edu/about/documents/ucrighttoknow.pdf) Club’s Response: Incidents of Harassment should be reported immediately to the Program Coordinator of Club Sports or to University Judicial Affairs.
		3. Club’s Response: Incidents of Hazing should be reported immediately to the Program Coordinator of Club Sports or to University Judicial Affairs.
	3. Hazing:
		1. Definition: As defined by the University of Cincinnati Student Code of Conduct, Hazing generally means any act which endangers the mental or physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization.
		2. Policy: The University of Cincinnati does not tolerate hazing.
		3. Club’s Response: Incidents of Hazing should be reported immediately to the Program Coordinator of Club Sports or to University Judicial Affairs.
	4. Theft or Vandalism
		1. Definition: Taking or damaging someone else’s property, without their permission
		2. Policy: University of Cincinnati does not condone either theft or vandalism.
		3. Club’s Response: TBD by Club. Please notify the Program Coordinators of Club Sports immediately.

\*Media – If media contacts you regarding any of the above incidents or situations, please contact the SALD Office immediately.

1. PERSONAL SAFETY REMINDERS: What are personal safety measures that the club’s membership will take?
	1. Accident and Incident Response
		1. Do not jeopardize your safety when responding to accidents.
		2. Check the surrounding areas first, when responding to an accident or injury.
		3. Report a concern about exposure to body fluid spills to the Program Coordinator of Club Sports make an appointment with UC Health Services.
		4. Utilize your protective safety equipment at all times.
		5. Use caution when moving equipment (i.e. wrestling mats, etc.).
		6. Notify the Program Coordinator of Club Sports if there are any major injuries. EMS response or an ambulance transport constitutes a major injury.
		7. Refer to the Risk Management [section](https://docs.google.com/document/d/1CTJSGAylXhC6v2B_lOtQnjqMXIT8xiYUXLxL1FQWIog/edit) of the Club Sports Handbook for more details.
	2. Club Sport Schedule
		1. Let a friend, family member or roommate know your schedule.
		2. When at a club sport activity late at night, walk to your vehicle or bus stop with someone you know. Call your contact person to let them know you are on your way.
		3. Use only well-lit areas and pay special attention to surroundings.
		4. Use NightRide Safety Services on Campus for a lift (556-RIDE (7433))
2. FIRST AID KIT: What will constitute an appropriate first aid kit and who will be responsible for its upkeep and availability?

Content

* + 1. Standard Content: Ex. Sample kits provided by UC SALD include ice packs (2), Band-Aids, gauze, alcohol swipes, gloves, travel CPR mask, trash bag, first aid tape, antibiotic ointment, scissors, and (2) accident report forms. If items are in need of restocking, the club will contact the Program Coordinator of Club Sports. These replacement items are kept in SSLC 671. Clubs may be responsible for resupplying items in demand such as ice packs.
		2. Additional Content for \_\_\_\_\_\_ (Sport or Activity): Several clubs will require items that are not included in a first aid kit or a large (over 30 members) or high risk club may need a first aid kit that is more robust than the sample provided. Please keep this in mind.
1. EQUIPMENT: What are disease prevention measures that the club will take regarding any equipment or personal items.
	* 1. Personal Care: Cleaning of personal equipment will be the responsibility of each member.

10.2.1 Club Equipment: (ex. Equipment used during practice will be disinfected using a bleach solution after each practice by the equipment manager.)