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Risk Management Plan – Season Overview
W Volleyball, M Soccer, W Gymnastics, Wrestling, Baseball, Softball, M&W Track and Field

The following will give a brief summary of the Risk Management Plan (RMP) on a month-to-month basis for Jackson College Athletics. We support eight varsity programs and the seasons are as follows: volleyball and soccer begin in August and all post-season events end by November. Gymnastics and wrestling begin their seasons in November and finish post-season tournaments by February. Baseball, softball, and track and field begin their season in February and conclude at the end of May. June and July are months of discussion, evaluation, and improvement for future athletic seasons.

August

We will begin the athletic year with a mandatory meeting of all university athletic employees, including but not limited to, coaches, administrators, medical staff, ushers, concessions, grounds crew, maintenance, and marketing. This introductory meeting will be a general overview of the RMP and emphasis will be placed on the importance of ALL athletic employees working together. We will alert all persons to the primary users of different facilities at different times, as well as discuss what facilities are shared (weight rooms, gymnasiums, outdoor fields, etc.) and the expectations that should be withheld during different seasons. RMP manuals will be distributed to all members and I will take few moments to acknowledge changes and additions that affect multiple programs. For example, one focus this season will be on our improved strength and conditioning program. After careful consideration with the Sports Safety Committee, we hope to reduce athlete injury by improving the overall fitness of our athletes. Finally all members will receive free CPR and First Aid renewals (a requirement for ALL athletic employees).

After the general meeting the coaches, employees, and one student representative from the fall sports (volleyball and soccer) will stay for an additional meeting. Here, I will hand out the RMP monthly evaluation form that was created specifically for these sports during previous seasons. For volleyball the form contains items like accident reports, bleacher walk throughs, net and standards checks, volleyball specifications, locker room details, sound system functions, Emergency Action Plan (EAP) location etc. For soccer, items such as accident reports, bleacher walk throughs, barriers for spectators, security of nets, turf inspections, outdoor PA checks, EAP/evacuation procedures, exit and warning signs, etc.

September

Three times a year the Sports Safety Committee will host a safety training consisting of changes to policies, the importance of good supervision and other frequently overlooked aspects. We will have role-play situations of potential emergencies that may be encountered over the course of a season. This first meeting will be mandatory for new

hires in athletics, but strongly encouraged for others. A member of each coaching staff is required to attend one of the safety trainings throughout the year.

Volleyball and soccer will be in full swing, so in our monthly update meeting for employees from all elements of the programs will be in attendance. I will collect and discuss their August RMP evaluation forms and distribute September RMP evaluation forms. We will discuss how the random facility inspections went for August and what to expect this month, such as the fan experience and facility/equipment maintenance.

October

We will hold our second Sports Safety Committee meeting this month. The group is composed of coaches, student-athletes, facility managers, maintenance, ticket sales, marketing, college administrators, spectators, etc. We will discuss issues related to ALL athletic programs with a focus on the sports currently in session. We will review and revise current athletic safety policies, making modifications where needed.

Volleyball and soccer will again have a monthly update meeting for employees of all aspects of the program. I will collect and discuss their September RMP evaluation forms and distribute October RMP forms. We will discuss random facility and event inspection for September, looking for consistent improvement.

November

Volleyball and soccer will conclude their seasons this month. We will start with our monthly meeting, collect October RMP evaluation forms, and distribute November RMP evaluation forms, as well as season ending checklists. We will also need to review the tournament and overnight guidelines that our teams may need to address as they enter post-season competition. At the conclusion of their season we will reflect on the safety plan, discussing strong and weak points, as well as suggestions for the future.

At this time, gymnastics and wrestling will be beginning. We will hold a meeting with all parties involved, as we did for volleyball and soccer in August. I will hand out the RMP monthly evaluation forms created specifically for these sports during previous seasons. These sports have potential for some of the worst injuries, so I will again emphasize the importance of supervision, alertness, and standard emergency procedures. I will reemphasize our focus on well-conditioned athletes to reduce injuries in these high-risk sports.

The wrestling program uses the gym occupied by the volleyball team, so many of the facility concerns are the same and have been carefully watched in the earlier months. Items unique to wrestling such as mat condition, cleaning schedules, the location of specific safety equipment (training room, AED, backboard), and locker room details will be included in the RMP. The gymnastics team has its own practice/competition gym. The RMP for gymnastics relies heavily on the coach and facilities staff for their expertise on equipment. It will also look at fan barriers, the facility layout, PA systems, and more.

December

With our indoor sports in full swing, the Sports Safety Committee will be taking their meeting on the road. We will be touring our indoor facilities as a group, looking for safety hazards that may have been overlooked. This has proven beneficial during past seasons, as the multiple perspectives notice elements often overlooked by those who are in these facilities on a regular basis.

Gymnastics and wrestling will have their update meeting for employees of all aspects of the program. I will collect and discuss their November RMP evaluation forms and distribute December RMP forms. We will discuss random facility inspections for November, looking for improvements. Also, with winter break occurring during this month we will discuss facility usage and the importance of supervision by coaches and members of the training staff at ALL practices (formal or not). I will expect practice/game schedules from each team before they leave for break.

January

The beginning of the calendar year is the time the department randomly distributes safety surveys to members of coaching staffs, student-athletes, facility managers, maintenance, ticket sales, marketing, college administrators, spectators, and community members. We will use this data to compile points of pride, suggestions, and wish lists for our safety policies and procedures. This will be discussed at the next Sports Safety Committee meeting.

The second of the three Sports Safety Committee's safety trainings will occur in January. The training will be mandatory for new hires in athletics since the September training, but strongly encouraged for others. A member of each coaching staff is required to attend one of the safety trainings throughout the year.

Gymnastics and wrestling will have their update meetings for all employees associated with the program. I will collect and discuss their December RMP evaluation forms and distribute January RMP forms. We will analyze the random facility and event inspections from December and make adjustments.

February

The Sports Safety Committee will be meeting to review the results from the surveys distributed in January. There will be a focus on elements that can be immediately improved, as well identification of certain items for further evaluation.

Gymnastics and wrestling will conclude their season this month. We will have our monthly meeting to collect January RMP evaluation forms, and distribute February RMP evaluation forms, as well as end-of-season checklists. We will also need to address tournament and overnight guidelines that our teams may need entering post-season

competition. At the conclusion of their season we will reflect on the safety plan, discussing strong and weak points, as well as suggestions for the future.

This marks the beginning of our spring sports, baseball, softball, and track, so we will have a meeting for all parties involved as we did for the fall and winter sports. I will distribute RMP monthly evaluation forms created specifically for these sports during previous seasons. I will reemphasize the importance of supervision, well-conditioned athletes, and place a special focus on weather emergencies, (i.e. lightening) that occur more frequently during the spring season.

The baseball and softball complex is shared and so their RMPs are similar, including items like equipment standards, fan protection signage, protective-wear for players, field maintenance, bleacher conditions, base paths/bases, emergency shelters, PA systems, and locker room. For track and field, there are many elements for the RMP to address like age/wear/condition of equipment, coaching breakdowns, runway conditions, lane marking, bleacher conditions, throwing areas/markings, field surface, PA systems, locker room, and emergency preparations.

March

As we did for the indoor sports, this time the Sports Safety Committee will take their meeting on the road to tour the outdoor facilities. The multiple perspectives help recognize elements that may have been overlooked in previous inspections.

Baseball, softball, and track and field will have their update meetings for all employees associated with the program. I will collect and discuss their February RMP evaluation forms and distribute March RMP forms. We will analyze the random facility inspections from February and decide on necessary adjustments. Finally, programs will need to review overnight guidelines for any spring break trips and submit practice schedules/plans before the start of the vacation.

April

The third and final Sports Safety Committee safety training will occur in April. The training will be mandatory for new hires in athletics since the January training, but strongly encouraged for others. A member of each coaching staff is required to attend one of the safety trainings throughout the year.

I will begin to assemble all records from the fall and winter sports, as well as begin to check on the storage of equipment and maintenance of gyms that are no longer in use. This will be revisited in the summer months.

Baseball, softball, and track will have their safety update meetings for all associated employees. I will collect their March RMP evaluation forms and distribute the April RMP forms. We will analyze the random facility and event inspections and make necessary adjustments.

May

The Sports Safety Committee will meet to reflect on the past seasons. Specific proposals and projects from previous meeting should be voted on and implemented. Research on new equipment should be ongoing and items should be purchased within the allotted budget. All of these purchases will be recorded and filed in the specific sport, facility, and RMP safety record.

Baseball, softball, and track and field will conclude their seasons this month. We will have our monthly meeting to collect April RMP evaluation forms and distribute May RMP forms, as well as end-of-season checklists. We will need to address post-season tournament and overnight guidelines. At the conclusion we will reflect on the season's safety plan and identify areas for improvement in future seasons.

June

This month's focus will be on reflection and review. I will spend time analyzing problems, what went well, what can be improved, and more. I will assemble all of the RMP evaluation forms from each sport, looking at common safety issues /concerns, decide what can be monitored and what must be addressed now. Then, I will compose end of season summaries for each sport and facility.

I will also need to compose my safety budget for the upcoming sports season. I will analyze how much I spent this past season, what I want to spend on improvements, and leave a small amount for emergencies

At the end of the month I will have my final meeting with the Sports Safety Committee. We will discuss and finalize changes to the RMP forms for each sport as well as select important items to address at the full staff meeting in August. Any remaining items will be placed on the agenda for the August meeting.

July

We will focus on professional development this month. I will encourage all members of the staff to attend training, in-services, and conferences in their respective fields. I will travel to other facilities to analyze their safety procedures, as well as read the latest updates from professional and regulatory organizations.