

GUIDELINES FOR DEVELOPING A RISK MANAGEMENT PLAN

COMPONENTS OF RISK MANAGEMENT...

- Safety Committee
 - Responsible for the development of a risk management plan
- Advance Planning and Preparation
- Include all Situations
 - Access all available resource persons, apply principles of effective communication, and use common sense to identify all foreseeable risks. Then develop a reasonable approach of addressing those risks.
- Season and Sport Specific
- Open Communication
- Implement Program
- Daily Approach
 - RISK MANAGEMENT IS AN EVERYDAY PROCESS
- Pre- and Post-Season Review
- Flexibility and Adaptability
- Common Sense
- Distribute the Plan in writing to all concerned
- Practice, Practice, Practice
- Public Awareness

THE DEVELOPMENT OF A RISK MANAGEMENT PLAN...

- Risk assessment is central to the development of a Risk Management Plan
- Risk assessment involves three basic steps:
 - Risk Identification
 - Measure the Risks



Risk Control

Step 1: Risk Identification

- It is important to realize that Risk Identification is very sport specific
 - Floor Hockey is very different from Rhythmic Gymnastics
- Brainstorm a list of possible dangers, situations, or problems that might occur in the operation of programs...
 - Talk with your coaching team, athletes and facility coordinators to gain their insight.
- Review existing policies, procedures, personnel, and operating manuals; ensure they still comply with relevant legislation, codes, etc...
- *IDEA*: Try to breakdown the situation into specific areas and ask yourself what are the foreseeable risks with each specific area.

Examples

- Facilities
- Equipment
- Sport Program

Step 2: Measure the Risk

- Once you have gone through the process of identifying the risks associated with your sport program, the next step is for your team to measure and evaluate these risks.
 - ♦ What Does it mean to Measure the Risk?
 - To measure a risk means to look at it's magnitude, more specifically a combination of the following:
 - the severity of the resulting injury/illness
 - the likelihood of an injury/illness occurring in a given length of time.
- When measuring the magnitude of the risk think of the following consequences:
 - Injury or Harm to individuals
 - Loss of reputation
 - Financial loss (through lawsuits, loss of funding)
 - Loss of athletes, volunteers
 - Can we as coaches be held liable?
- Once your team has measured the magnitude of the risks associated with your sport program you must decide which risks are the priority; these are the ones that must be addressed immediately



IDEA: Develop a chart that categorizes levels of risk - (A Continuum of Risk)

- Some factors that can effect where an activity sits on the continuum are:
 - the participant
 - the setting
 - the activity
 - the level of supervision

Low Risk	Some Risk	<u>High Risk</u>
		CANADA MARIA
Participant:	te zagade major u salujulini	
Able bodied adult	15 year old	8 year old w/ disability
Activity:		
Bowling	Basketball	Parachuting
Setting:		
Public Park	Gymnasium	Private home
Supervision:		
Constant	Occasional	Seldom

Adapted from the National Education Campaign on Screening Canadian Association of Volunteer Bureaus and Centre

Step 3: Risk Control

- When you have *identified* the risks within your Sport Program and you have *measured* the consequences associated with the risks, take the time to control them.
- A key component of this step is the idea that you are trying to eliminate or reduce the possibility of harm to your athletes.
- There are four basic strategies for Risk Control:
 - Reduce the Risk
 - Retain the Risk
 - Transfer the Risk
 - Eliminate the Risk



Reduce the Risk

- There may be ways of modifying some aspects of an activity through technique so that it becomes less risky. It is key for all coaches and athletes to be educated in proper emergency procedures.
- Other ways of reducing risk include:
 - investing in new equipment
 - incorporating stricter safety measures
 - have coaches trained in Sports Aid
 - Develop an Emergency Action Plan, EAP
 - etc...

• Retain the Risk

- In your risk assessment you may have found that a certain activity is central to your program and that it's benefits outweigh the risks. You may choose to assume the risk while continuing to look for ways to reduce its effect.
- Example:
 - In the world of sport there is inherent risk in the activity itself. If athletes and coaches were not prepared to retain some risk, sport itself would not exist.

• Transfer the Risk

If an activity is central to your program, yet the risks are too great for your Sport Program to retain, you have the option of transferring the risk to a third party. Risk transfer usually involves the use of waiver forms or insurance policies.

• Eliminate the Risk:

- Sometimes the risks are simply too great, the consequences too serious, and an activity may have to be eliminated altogether.
- Example:
 - The only track facility you have available to your Athletics program is intersected by a motor way.