

FEATURE TOPIC:
RISK
APPETITE

VOLUME 11

ISSUE 4

JUNE 2017



What is your personal appetite for risk?

And could this impact your job?

Personal and professional risk-taking

On a daily basis we all take personal risks- crossing the street, investing in the stock market, playing ice hockey, driving a car to work. FULL STORY >



Parent Survival Guide

Good communication is fundamental when administering any type of programming. It is especially important when that program involves minors. **FULL STORY** >



Preventing Child Abuse

It's spring time and chances are program coordinators and directors are gearing up for another great summer of recreation and athletic camps on colleges and universities across the country. **FULL STORY** >



Youth Camps Checklist

Since Youth Camps participants are minors, these unique programs should automatically be classified as 'high-risk'. Since the standard of care for minors is very high..

FULL STORY >

WHAT'S INSIDE

ARTICLES

Introduction	2
What is your personal appetite for risk?	2
Parent Survival Guide	g
Preventing Child Abuse	11
Youth Camps Checklist	15
RESOURCE	
Best Practices in Campus Recreation Risk Management	7

Best Practices in Campus Recreation Risk Management	1
2016/17 SportRisk Webinar Training Series	8
SportRisk Manual – 4th Edition	10
Concussion Resources	10
Got something to say - or an idea to share?	17
Summit America: Accident Insurance	19
Next Issue: Risk Management Best Practices	20



For more information contact: Carol Malouf

- p 800-955-1991 x196 or 801-412-2622
- e Cmalouf@ascensionins.com





Heading into summer, many Campus Recreation professionals switch to 'fall planning mode'. For those looking to review/ develop their risk management plan, two resources to help you:

- 1. Best Practices Risk Assessment tool. Helps identify gaps in your risk management plans! See page 7
- 2. Article on 'Risk Appetite'. Learn how your personal appetite for risk can impact your decision-making at work. And why it is important to have a department discussion on the question: are some of our programs manageable, or just too risky?

Ian McGregor, Ph.D.

Publisher



What is your personal appetite for risk?

And could this impact your job?

lan McGregor, Ph.D. President, SportRisk

We all fit somewhere along a broad spectrum of risk taking- from the high risk takers (big appetite for risk) to the low risk takers (more risk averse).

Personal and professional risk-taking

On a daily basis we all take personal risks – crossing the street, investing in the stock market, playing ice hockey, driving a car to work. Some risks may be greater than others (e.g. buying a house), and some can have very serious consequences (e.g. falling during a rock climbing trip).

We all fit somewhere along a broad spectrum of risk taking – from the high risk takers (big appetite for risk) to the low risk takers (more risk averse). And in general, if you display a certain risk tolerance in one sphere, that appetite/aversion behavior will likely be demonstrated elsewhere. It's who you are.



Your personal appetite for risk will impact your professional life by shaping your decision making. So what has this got to do with your job? Essentially, your personal appetite for risk will impact your professional life by shaping your decision making. So for example, if you are a Sport Clubs coordinator and have a relatively low appetite for risk, this will likely impact how you manage the Sport Clubs program, and which types of Sport Clubs you are more comfortable with (either keeping or adding them). Alternatively, having a higher risk appetite means that you'll likely embrace higher risk Clubs, and take more risks when deciding whether to add new Clubs.

Which is better? The answer comes later in article...

The need to assess risks

Irrespective of your personal appetite for risk, from a department perspective all professional staff need to objectively assess the risks inherent in the programs and facilities they are responsible for. And to be able to do this effectively, there needs to be a way to factor in the concept of 'risk appetite'.

So how do you measure and assess risk i.e. how do you determine the risk profile of an activity?

Ways to assess risk

So how do you measure and assess risk i.e. how do you determine the *risk profile* of an activity? There are two simple ways to look at this: Qualitatively (Risk Matrix) or *Quantitatively* (Risk Rating).

In the *Qualitative* approach, you adopt a more 'intuitive' or 'gut-reaction' approach to measuring risk. The *Quantitative* approach attempts to 'put a number' on the level of risk by calculating a risk rating. (For a more detailed description of how to determine 'Risk Profile' go to page 2 of: http://ow.ly/70tu30335cC)

The Risk Matrix is a simple tool that can help you determine high and low risk.

The *Risk Matrix* (or Probability vs. Severity Grid) is a simple tool that can help you determine high and low risk. You determine in which quadrant an activity belongs (e.g. rugby, climbing wall, basketball etc.) based on your perception of how risky the activity is.





For more information contact: Carol Malouf

- p 800-955-1991 x196 or 801-412-2622
- e Cmalouf@ascensionins.com



Effective January 1, 2015, Summit America Insurance Services will be doing business as Ascension. This update is intended to create consistency under the Ascension umbrella. Programs, services and staff remain unchanged to continue to serve insurance needs.

Note:

Red zone activity is where there is a high probability that a severe injury will occur

Amber zone activity means the probability is low; severity is high

Grey zone: probability is high; severity is low

Green zone: probability and severity is low.

While this risk classification system can be quite subjective, it is the simplest approach and you often end up with an assessment of risk level that is quite sufficient for your needs. The Risk Grid you end up with might look like this:

In the more quantitative Risk Rating approach, you assign actual numbers to Probability (P) and Severity (S).

Severity

RISK GRID



Probability

In the more quantitative *Risk Rating* approach, you assign actual numbers to Probability (P) and Severity (S). Hence a probability of 1 means an injury is unlikely to occur while 5 means there is a high probability it will occur. A severity of 1 would signify minor injury or damage, while a 5 means that major injury or damage is likely. The following table demonstrates how you would calculate risk rating.

RISK RATING FORM

Department:	Completed by:	Date

Description of Risks	Probability (P)	Severity (S)	Risk Level (PxS)	Risk Rating
Tackle Football	4	4	16	High
Skydiving Club	2	5	10	Moderate
Pick-up Basketball	5	1	5	Low
Chess Turnaments	1	1	1	Low

Note that PxS risk levels are linked to risk rating as follows:

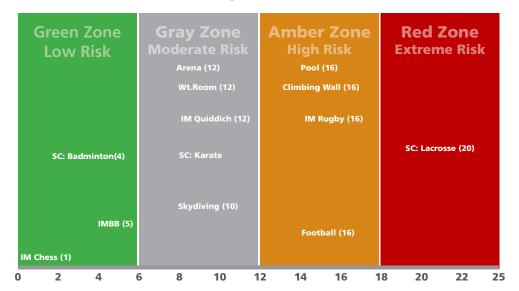
18-25 Extreme risk 12-18 High risk 6-12 Moderate risk 1-6 Low risk



A simple Risk Map you would end up with might look something like this:

Irrespective of which of these tools you use to assess risk, their weakness is that neither tool factors in the risk appetite of the person conducting the assessment.

RISK MAP



Irrespective of which of these tools you use to assess risk, their weakness is that neither tool factors in the risk appetite of the person conducting the assessment. Hence using the Risk Rating approach, a person with a higher risk appetite is more likely to end up with a lower risk score than someone with a more risk averse disposition.

Factoring in Risk Appetite

How do we do this? Simply stated – you make sure that a single person (e.g. the Sport Clubs coordinator) does *not* make the final call on how risky a program or facility is. And this might be where the Risk Management Committee comes in by providing a broader perspective on the issues. (If you don't have this committee, then a small group of staff or the senior management team would work).

So what would this look like?

Let's stick with the Sport Clubs example. If the assigned task is to do a risk assessment of all Sport Clubs (from a 'high-risk/ low-risk' perspective), then a small staff *group* should tackle the issue. Since the 'Risk Rating' tool measures risk more quantitatively, it is recommended for this task.

Each person in the group would rate a Sport Club and come up with a risk rating number.

The real value of a group approach to assessing risk is that it helps to balance out the two extremes in the risk appetite equation.

A risk assessment exercise is only the first step in the overall risk management process.

A balanced approach to assessing and managing risk is the way to go. Each person in the group would rate a Sport Club (or the individual components of a Club e.g. travel, physical contact) and come up with a risk rating number. These rating numbers would then be shared with the group, and a discussion initiated on how each person arrived at their number. This is when you'll see how people's different risk appetites impact the scores. And through the interactions of healthy group discussions, it should be possible for the group to achieve consensus regarding what the actual risk rating should be.

While recreation departments need both risk takers and risk avoiders, the real value of a group approach to assessing risk is that it helps to balance out the two extremes in the risk appetite equation.

At the end of the exercise, the group will likely agree on a final risk rating (often referred to as the 'residual risk'). The next question for discussion is: can we manage this residual risk or is the risk rating still too high? Once again, it is critical that a balanced approach be taken to answering this question, to ensure that opinions of staff members with a higher risk appetite are balanced out by staff adopting a more conservative risk management approach.

On a final note, a risk assessment exercise like the one described above is only the first step in the overall risk management process. By first obtaining a more detailed (and therefore clearer) picture of the department's higher risk programs and facilities, you are then able to focus your attention on these high-risk areas and 'not sweat the small stuff'.

The real heavy lifting starts when you tackle the next step, which is to perform a more in-depth look (essentially a risk audit) on what you are actually doing to manage the risks in those programs and/ or facilities for which you have responsibility. While there are a number of options on how to do this (including an in-house audit process), it is much better to seek professional help with this. That way, things don't get missed!

As a starting point, check out the 'Best Practices Risk Assessment Tool' reported in this Newsletter or check out the link www. sportrisk.com/best-practices.



Understanding that we all have different risk appetites goes a long way in achieving department consensus around its overall philosophy and approach to Risk Management. While inclusion of higher risk programs may be important in attracting or retaining clients who enjoy these activities, it is important to ensure that the amount of risk being assumed by the department is reasonable and manageable – and does not create undue liability exposure. Of course, the danger at the other end of the scale is that the department plays it too safe and alienates the risk seekers.

Either way, a balanced approach to assessing and managing risk is the way to go.





Best Practices in Campus Recreation Risk Management

Why do you *absolutely* need to become involved in SportRisk's Best Practices program?

The SportRisk 'Best Practices' program is a new risk assessment tool designed specifically for Campus Recreation. The tool audits department risk management practices based on a series of best practices developed and validated by a group of respected N. American Campus Recreation professionals.

What are some key benefits?

- Provides realistic strategies to address gaps in your risk management plans.
- Provides key benchmark data comparing you to over 100 schools of all sizes and locations across N. America.
- Validates your risk management efforts to University administration & legal counsel.

Which areas within Campus Recreation are audited?

Just about everything! 16 AREAS IN TOTAL

(www.sportrisk.com/best-practices/description) - including Aquatics, Weight Room, Sport Clubs.

Best Practices: Pricing Structure

The **Best Practices** risk assessment program is organized into two (2) distinct levels.

Level 1: \$750

- a) Detailed action recommendations based on gaps detected by surveys.
- Benchmark graph showing how you compare to other schools.
- c) ScorePlus: an alternative way to show how you compare to others and therefore what you should focus on.
- d) Breakdown of each Best Practice area (e.g. Sport Clubs; Aquatics etc.) by **category** (e.g. staffing; emergency response etc.).
- e) Three (3) **custom comparison graphs** showing how your scores compare with schools (a) your size (b) within your state (c) within your Athletic Conference?' etc.
- f) After 12 months: updated benchmark chart i.e. (b) above.

Level 2: \$750

Note: you need to complete Level 1 before embarking on Level 2.

- a) Action recommendations based on importance of gaps and deficiencies discovered in the 'Global Department' survey
- b) **Benchmark graph** for all 7 Business Risk areas showing how each school's total score compares to other schools.
- c) Expert-sourced resources to assist staff in addressing gaps identified by the Level 1 risk assessment surveys.
- d) 10 custom queries of your choice e.g. "what is the % of schools in your state/ conference which use software management packages (e.g. Fusion)?"
- e) Your choice of five (5) **SportRisk training videos**. (see www.sportrisk.com/webinars/)

BACK TO COVER

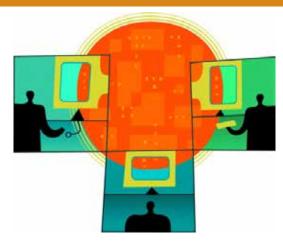
What are you waiting for?

Act now! — Go to http://www.sportrisk.com/best-practices/pricing



2016/17 SportRisk Webinar Training Series

Staff training and professional development is of critical importance to a successful Campus Recreation operation!



In conjunction with NIRSA, McGregor & Associates have developed 30 Webinars designed to complement your fall/ winter training programs. These Webinars are strategically organized into 7 unique Series:

- (A) Negligence & Liability (B) Risk Management
- (C) Sport Clubs (D) Travel (E) Emergency Response
- (F) Youth Camps (G) General

All Webinars are \$25, and there is One FREE Webinar (see Series G #5)

Special 'NIRSA-only' deal – purchase all 29 Webinars for \$425 (a 50% saving)!

General Information

All Webinars Accessible at any time, on any

computer, for one year from

date of purchase.

Delivered by Content experts - saving staff

time in preparing and delivering

training material.

Webinar length Typically 15-30 minutes.

Target Audience All Campus Recreation staff

(Note: All 'Negligence Awareness Training' Webinars focus on

student staff)

Pricing All Webinars are \$25

(except the Freebee!)

WEBINAR TRAINING MODULES

Series A: Negligence & Liability

- 1. Understanding Negligence
- 2. Negligence Awareness Training for (part-time) Intramurals Staff
- 3. Negligence Awareness Training for (part-time) Summer Camps Staff
- 4. Negligence Awareness Training for (part-time) Weight Room Staff (tracking option included!)

Series B: Risk Management

- 1. Risk Management Committee
- 2. Determining Risk Profiles of programs and facilities
- 3. Nuts & Bolts of Risk Management Planning

Series C: Sport Clubs

- 1. Concussion Management on a shoestring budget
- 2. Hazing
- 3. Safety Officer Training
- 4. Negligence Awareness Training for Sport Clubs Officers
- 5. Budgeting
- 6. Transitioning
- 7. Classification Systems
- 8. Sport Clubs Council
- 9. Sport Clubs Officer Leadership and Training

Series D: Travel

- 1. Travel: The Basics (for all staff responsible for travel)
- Travel Planning Tools using 'Google Docs' (for all staff responsible for travel)

Series E: Emergency Response Planning

- 1. Emergency Action Plan Putting it Together
- 2. Emergency Action Plan Training, Rehearsals & Drills
- 3. EAP Best Practices
- 4. Emergency Response Plan: Student Training

Series F: Youth Camps

- 1. Behavior Management in Youth Camps
- 2. Missing Child Procedures

Series G: General

- 1. Waivers Simplified
- 2 Medical Screening Simplified
- 3. Event Planning Simplified
- 4. Climbing Wall Safety
- 5. Using Google Docs in Recreation (FREE)



For more information and to order: go to www.sportrisk.com/sportriskwebinars

Parent Survival Guide

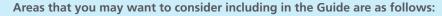
Amy Lanham Associate Director Campus Recreation University of Nebraska - Lincoln

Since the parent has entrusted their most precious possession (their child) to the program staff, good communication becomes vital.

Good communication is fundamental when administering any type of programming. It is especially important when that program involves minors. The many challenges in running a great Summer Camp program are compounded by the fact that your primary communication link is not with the participant, but with the parent.

And since the parent has entrusted their most precious possession (their child) to the program staff, good communication becomes vital. Trying to alleviate some of the worry and confusion and making sure all participants have the same information can be a daunting task.

Creating and using a 'Parent Survival Guide' may be the answer.



Parent Open House & Tours

Material to Be Returned

What to Bring Everyday

Facilities

Arriving at Camp

Departing from Camp

Extended Program

Late Fees for Pick Up
Payment Information

Cancellations & Refunds

Medication

Accidents and Emergencies

Illness Food

Summer Camp Souvenir T-shirt

Activities

Discipline

Activity Groups

Communications

Having the above categories of information in a concise, easy to utilize booklet creates a resource with all the information in one place. The parent is not searching through mailings and various forms of publication to find out what they need to know and when they need to know it.

For example, outlining exactly what the parent and camper need to do in case medicine needs to be administered at camp can prevent a conflict during the season. Telling parents right up front how an

accident or emergency is handled and how a situation would be communicated keeps everyone on the same page.

By spending some up-front time to develop the 'survival guide', you free up staff time later on (responding to some of the most frequently asked questions you or your staff receive) allowing you to concentrate on the programming and not the administration.

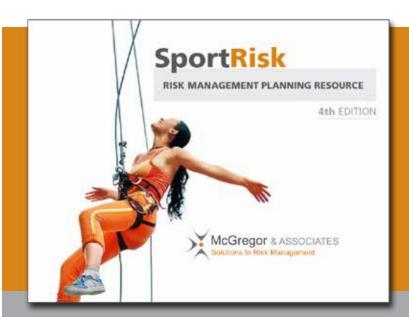
When developing the 'survival guide' take the approach that you are a brand new participant to the program – what type of questions would you want addressed? Call some of the first year campers who are planning to return for this season and ask them what they wished they had known or what information would have been helpful last year to improve the camping season.

A copy of the Survival Guide for Husker Kids and Husker Adventures may be referenced at http://crec.unl.edu/youth/PDF/Parent_Survival_Guide17.pdf



Creating and using a 'Parent Survival Guide' may be the answer.





Special NIRSA Member Price: \$39 ELECTRONIC MANUAL

Downloadable & Printable

NEW SportRiskFor Recreation & Sport
Professionals – 4th Edition (2014)

by Ian McGregor Ph.D., McGregor & Associates

Download to your laptop or tablet. Click seamlessly to pages/chapters you quickly want to access!

Significant updates added - plus links to key resources and planning tools you'll need!

Key Chapters:

Negligence Explains negligence in simple, easy to understand language

The 5 Key Risk Areas Describes the high risk areas where Campus Recreation

departments are most vulnerable

Risk Management Delivers a simple, effective 3 Step Planning Process **Planning**

Based on the 5 Key Risk Areas

Special Areas Tackles key issues of particular concern to Campus Recreation:

Transportation; Sport Clubs; Summer Camps; Disease Control;

Alcohol & Drugs; Event Management; Contracts



Easy to Read • Easy to Follow • Easy to Implement

An essential risk management Planning Resource for ALL Campus Recreation departments!

To view 'Table of Contents' or to order online – www.SportRisk.com/resources

Payment options: Credit Card or Pay Pal



Beyond the Background Check

Jeff C. Heiser Senior Assistant Director, Recreation UC Davis

An integral piece of the hiring and screening process involves ensuring that all staff histories are appropriate for working with youth.

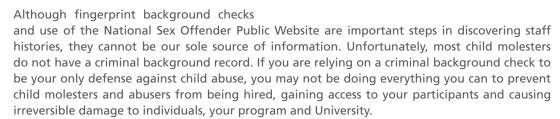
Fortunately, there are several other defense measures we can utilize as hiring managers to prevent child abusers from gaining access to our program.

Simply mentioning your screening practices and stance on abuse, these may be a deterrent for potential abusers.

Purpose:

It's spring time and chances are program coordinators and directors are gearing up for another great summer of recreation and athletic camps on colleges and universities across the country. By now, hiring is probably in full swing as directors are interviewing and finding top quality counselors and instructors for their programs.

An integral piece of the hiring and screening process involves ensuring that all staff histories are appropriate for working with youth; this most likely includes a fingerprint background check to eliminate those with criminal histories. Another commonly used screening tool is the National Sex Offender Public Website. This is a free service that lists all registered sex offenders across the country and can be searched by name or neighborhood.



Fortunately, there are several other defense measures we can utilize as hiring managers to prevent child abusers from gaining access to our program. Procedures and strategies should be developed to guide hiring, training, supervision and response practices.

Hiring Strategies:

Beyond the background check, deterring potential abusers starts with making your program known for taking allegations of abuse seriously. Consider making a statement about child abuse in your job posting, that you take it seriously and fully investigate all allegations of abuse. There are forums on the internet where child abusers converse about which organizations have minimal screening procedures in order to gain quick and easy access to their targets. By simply mentioning your screening practices and stance on abuse, these may be a deterrent for potential abusers and drive away individuals with ill intent.



continued page 2

A mandated reporter is an individual, is required by law to report suspected cases of child abuse.

In addition to stating your position on abuse in job postings, it is imperative to look closely at all resumes and applications for any concerns. Inconsistent timelines on resumes and applications can often be these red flags. Short durations of time from one job to another, or not listing past employers as references are other examples of red flags. Targeting a specific demographic (age, gender) and only having experience with one particular age group can also be an area for concern. Although none of these red flags may exclude a candidate from the interview process on its own, they should be addressed at one point during the hiring process.

Training Strategies: Train Staff as **Mandated Reporters**

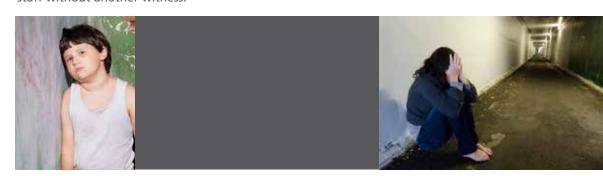
Since the unthinkable situation at Penn State, Mandated Reporting laws have changed across the United States to broaden the definition of a mandated reporter. A mandated reporter is an individual, who based on their employment or profession, is required by law to report suspected cases of child abuse to appropriate authorities. Many states have adopted language to specifically include coaches at the collegiate level and post-secondary staff and administrators. Check your state's laws regarding child abuse reporting for specific information. Many states have online trainings available for staff to familiarize themselves with their responsibilities as a mandated reporter, what to do when you suspect abuse and how to report.

Programs should have clearly defined guidelines for one-onone interactions. Some programs may prohibit this all together and have a "rule of 3."

Developing Strong Policies and Procedures

Training should also include your comprehensive procedures and policies regarding conduct and interactions with youth. In general, potential abusers need two things: Access and Privacy. Your policies and procedures should be created to minimize access and privacy for all of your staff.

Guidelines around Physical Contact and Verbal Interactions should be made clear for staff. Programs should establish boundaries for appropriate physical contact, making it clear what is acceptable and what is not. The same goes for verbal interactions including appropriate conversations. Programs should have clearly defined guidelines for one-on-one interactions. Some programs may prohibit this all together and have a "rule of 3." This means that at no time should a staff member be alone with a minor. Some programs may need to modify this to fit the needs of the program, such as meeting one-one-one with participants in a public place in full view of others. The important piece is to minimize the opportunity for staff to have private access with youth and to minimize the opportunity for youth to make allegations about the conduct of staff without another witness.



continued page 3

Programs should also have policies and procedures regarding non-program time. Some camps or programs fully prohibit staff from interacting with youth participants outside of camp. This includes babysitting and childcare. However, some programs that are more academically focused or mentoring based may need to modify this policy to meet programmatic needs; however guidelines should still be established. Group interactions should be encouraged and parents and guardians should always be informed.

Guidelines need to be established that prevent inappropriate electronic communication. When working in the generation of technology, guidelines need to be established that prevent inappropriate electronic communication. Again, some programs may prohibit connecting on social networking sites such as Facebook, email, cell phone or texting. However, not all programs can live with this policy. Guidelines should be created that include informing parents of the nature of appropriate electronic communication. For instance consider copying camp administrators or parents on all emails to youth participants and/or only communicating on social networking sites via group pages such as the camps Facebook page. Don't let staff find the boundaries on their own. Develop boundaries that meet your program needs, train your staff and inform you parents and participants.

Supervision Strategies:

Supervision is also key to minimizing opportunities for private access. Supervision is also key to minimizing opportunities for private access. Develop supervision procedures for monitoring facilities, establishing bathroom routines, shower procedures, policies for night games and transportation in order to minimize access. As a rule, staff and youth participants should never shower nor use restrooms at the same time. Staff should be positioned to be within earshot of these facilities and be nearby to respond if anything arises. Night games pose their own unique set of circumstances. "Zone monitoring" should be utilized to ensure all areas are monitored as well as head counts at random intervals throughout the activity. Finally, transporting youth should always be in University approved vehicles and at no time should a staff member be transporting only one youth participant. Always remember the "Rule of 3."



continued page 4

Staff Response Strategies:

Beyond mandated reporting for known or suspected child abuse, staff should know that abuse prevention is everyone's responsibility. If there is a policy against private, one-on-one interactions and a staff member is witnessed meeting one-one-one with a participant, this situation should be brought to the staff's attention as well as a supervisor. This is not to say that the staff member had any ill intent. We need to stop minor boundary crossing before it becomes a problem. A simple reminder from one staff to another can often be all that is needed. It can be phrased as: "I think you may have forgotten that we have a policy against meeting campers in private." Also, be sure a supervisor is made aware in case this staff member continues to violate the policy, and further action can be taken. The same type of reporting procedures should be established for inappropriate camper to camper interactions. Minor boundary violations on their own do not necessarily indicate abuse, but multiple violations witnessed by multiple individuals in different settings can sometimes be a sign that something else is going on.

Findings in the Freeh Report cite multiple failures in reporting and follow-through on alleged inappropriate actions.

Conclusion:

We will never fully eliminate the risk of child abuse within our programs. However, we can develop policies and procedures that will help reduce the risk, but this is only the first step. What is more important is that these polices and procedures are followed 100% of the time. Unfortunately, our world is full of far too many cases of situations where procedures were not followed resulting in irreversible damage and terrible consequences. What we do know is that staying silent on issues of alleged abuse is not a strategy worth implementing. Penn State is one example and findings in the Freeh

Report cite multiple failures in reporting and followthrough on alleged inappropriate actions. The line "If you see something, say something" is one to live by when working with youth. If something does not change, and there are still concerns, keep saying something until actions are taken to investigate alleged inappropriate interactions.







For more information contact: Carol Malouf

- p 800-955-1991 x196 or 801-412-2622
- e Cmalouf@ascensionins.com



Effective January 1, 2015, Summit America Insurance Services will be doing business as Ascension. This update is intended to create consistency under the Ascension umbrella. Programs, services and staff remain unchanged to continue to serve insurance needs.

Youth Camps Checklist

lan McGregor, Ph.D. President, SportRisk



The standard of care for minors is very high.

Since Youth Camps participants are minors, these unique programs should automatically be classified as 'high-risk'. Since the standard of care for minors is very high (the reasonable parent test), program planners need to pay extra attention and sound risk management principles incorporated into all planning efforts.

The following checklist is designed to help professionals focus on the key risk management issues that need to be addressed when planning a Youth Camps program. For more detail in each of the identified areas, consult the text: 'SportRisk Planning Manual' (see page 92).



Staff

- ☐ Camp Director position
- ☐ Qualifications and Training
- ☐ Position descriptions and roles
- ☐ Background checks
- ☐ Minimum age for staff hiring

Supervision

- ☐ Camper Ratios
- \square Lesson Plans with progressions
- ☐ Transition / Washroom / Lunch supervision (Peanut Club?)
- ☐ Participant matching
- ☐ Strategies for different age groups
- ☐ Behavior Management
- ☐ Pre-post camp activities/ programs
- ☐ Residence supervision (overnight camps)

Training

- ☐ Pre-camp training/ orientation
- ☐ Onsite (in-service) training
- ☐ Emergency Response; First Aid/ CPR etc.
- ☐ Dealing with Heat and Sun
- ☐ Mandated Reporter
- ☐ Behavior Management

Checklist is designed to help professionals focus on the key risk management issues.

Documentation

- ☐ Parental Consent
- ☐ To participate / allow emergency care/ EpiPen admin. / taking photos
- ☐ Medical questionnaire
- ☐ Allergies / medical problems / medications / behavioral issues
- ☐ Pick-up/ Drop-off procedures
- ☐ Sign-in / sign-out checklist;
 - Procedures for late pick-up
- ☐ Risk Information
- ☐ Medical insurance information
- ☐ Emergency contact information
- ☐ 'Parents Survival Guide'

(search for article on this in the Newsletter archives)

Emergency Response Plan

- ☐ Missing campers
- ☐ Fire / evacuation / weather / medical emergency procedures
- ☐ Safety and communication equipment
- ☐ Accident follow-up; accident reports

Facilities & Equipment

- ☐ Facilities / Facility-related Equipment /
 Activity Equipment / Protective Equipment
- ☐ Inspections and Checklists

Employee Issues

- ☐ Sexual harassment/ child abuse/ sexual misconduct ☐ ADA
- BACK TO COVER

Concussion Resources

lan McGregor, Ph.D.President, SportRisk

Zurich consensus statement on Concussions *http://bjsm.bmj.com/content/47/5/250.full*

National Athletic Trainers Association (NATA) https://www.nata.org/

Canadian Athletic Therapy Association (CATA) https://athletictherapy.org/en/

Canadian Concussions Collaborative: http://casem-acmse.org/education/ccc

National Federation of State High School Associations (NFHS) http://nfhslearn.com/courses/61064/concussion-in-sports

Parachute Canada www.parachutecanada.org

Concussion Awareness Training Tool
www.cattonline.com

Concussion-U

https://concussionu.wordpress.com/

American Academy of Neurology https://www.aan.com/concussion

Centers for Disease Control and Prevention (CDC)
https://www.cdc.gov/headsup/basics/concussion_whatis.html

Concussion 101 and Return to Play (Dr. Evans' video) https://www.youtube.com/watch?v=_55YmblG9YM

NCAA

http://www.ncaa.org/health-and-safety/medical-conditions/concussion

University Risk Management and Insurance Association (URMIA)

file:///Users/lan/Downloads/Concussion%20Management%20Student%20Athlete%20and%20Institution%20Protection.pdf

United Educators

https://www.ue.org/uploadedFiles/Checklist%20 for%20 Creating 20 Athletics%20 Concussion%20 Mgmt%20 Plan.pdf





Got something to say - or an idea to share?



Across N. America, recreation professionals are finding creative ways to implement unique solutions to a number of challenging risk management issues. Many of their ideas have already appeared in this Newsletter.

Earn CEU/PIC credits for writing an article!

Are you willing to share your ideas? You may believe what you're doing is not of interest to others. **WRONG!** Professionals are always on the lookout for new/different/ unique ways of doing things:

Staff training programs

Emergency Response Planning strategies

In-service training ideas

Participant medical screening strategies

Online training courses

Risk Management Committee operational guidelines

etc. etc.

Share your ideas – by writing an article for the 'Risk Management Newsletter for Campus Recreation'!

This is not a 'refereed' publication. The focus of the Newsletter is simply the communication of ideas, procedures and programs that work.

If you'd like to explore this, or receive the 'Guidelines for Authors', contact Ian McGregor at *mcgregor@sportrisk.com*





For more information contact: Carol Malouf

- p 800-955-1991 x196 or 801-412-2622
- e Cmalouf@ascensionins.com



Effective January 1, 2015, Summit America Insurance Services will be doing business as Ascension. This update is intended to create consistency under the Ascension umbrella. Programs, services and staff remain unchanged to continue to serve insurance needs.

Accident Insurance

for Club and Intramural Sports Participants

Let us provide industry-leading accident insurance coverage for student participants of your school's Intramural or Club Sports programs. Coverage is available to all NIRSA member colleges and universities.

The insurance plans cover injuries occurring during play or practice of a game, contest or match, and travel to those activities as defined in the policies.

BASIC ACCIDENT MEDICAL INSURANCE HIGHLIGHTS:

- Medical/Dental Benefit of \$25,000 or \$30,000 per person per covered accidental injury
- Benefits are payable for covered expenses in excess of the deductible and the total benefits received from all other sources
- Benefits are payable for covered expenses incurred within TWO years from the date of injury as long as the deductible has been met within the first year
- Deductible options are \$250, \$500, \$1,000 and \$2,500 higher amounts available upon request
- \$10,000 Accidental Death & Dismemberment Benefit

CATASTROPHIC ACCIDENT MEDICAL INSURANCE HIGHLIGHTS:

- Medical, Dental and Rehabilitation Benefits payable for the LIFETIME of the insured up to a MAXIMUM amount of \$5,000,000
- Monthly Benefits payable if Totally or Partially Disabled
- A Covered Accident Deductible of \$25,000, \$30,000 or \$50,000 (as selected by school), for medical, dental or rehabilitation expenses which must be incurred within TWO years from the date of injury
- Benefits are payable for covered expenses in excess of the deductible and the total benefits received from all other sources
- \$10,000 Accidental Death & Dismemberment Benefit

For more information about these valuable programs, contact Carol Malouf at:



NIRSA INSURANCE DIVISION NIRSA Associate Member 2180 South 1300 East, Suite 520 • Salt Lake City, UT 84106 (801)412-2626 • Fax (801)412-2625



RECREATIONAL SPORTS ACCIDENT INSURANCE

Programs sponsored and endorsed by the National Intramural -Recreational SportsAssociation

TEAM MEDICAL & TRAVEL*

CATASTROPHIC MEDICAL*

SELECTIVE TRAVEL*

CAMP INSURANCE

*These programs are underwritten by Mutual of Omaha Insurance Company, Omaha, Nebraska.

Competitive pricing
Comprehensive benefits
Custom plan design

NIRSA'S INSURANCE PARTNER SINCE 1990!



For specific plan brochures, price proposals, coverage terms and exclusions, contact:

CAROL MALOUF (801) 412-2622 FAX (801) 412-2625 2180 South 1300 East, Suite 520 • Salt Lake City, UT 84106

RiskManagementNewsletter for Campus Recreation

Our goal is to provide timely information and practical resources to assist Campus Recreation professionals manage the risk of injury to participants.



Editor

lan McGregor, Ph.D. President, SportRisk

mcgregor@sportrisk.com www.sportrisk.com

Talk to Us!

Tell us about ... Your Best Practices (practical, hands-on policies/ procedures/ training programs that really work for you)

Your 'sweaty-palm' issue (what keeps you awake at night). Ask for our feedback!

Your interest in contributing to the 'Risk Management Newsletter' by writing an article for an upcoming issue.

Contact us at mcgregor@sportrisk.com

Next Issue: September 2017

Featured Topic: 'Risk Management Best Practices'

Topics include:

- Minors on Campus
- Best Practices
- Sport Clubs
- Risk Assessment
- Online Learning Opportunities

Publishing Information The 'Risk Management Newsletter for Campus Recreation'

is published 4 times a year by Ian McGregor & Associates Inc., P.O. Box 561, Blaine, WA 98231-0561. Phone: 604.839.5816

The 'Risk Management Newsletter for Campus Recreation' is protected by Copyright. Reproduction or retransmission of this newsletter, or of any portion by any means, is prohibited by law without the express written consent of the corporation. All rights reserved. Copyright © 2016 by Ian McGregor & Associates Inc.

This publication is written as a general guide only. Its contents are intended to be and should be considered risk management counseling only and not legal advice. If legal advice is necessary, the services of a licensed attorney in the appropriate jurisdiction should be sought. The editors and authors of this publication are not responsible or liable for any actions taken or use of content and opinion expressed within this newsletter.

The 'Virtual Library' is growing!

You can now access all articles which have appeared in previous editions of this Newsletter!

This means you can download (free) over 300 articles focusing on risk management issues relating to Recreation.

Go to www.sportrisk.com/newsletter/ and search by topic (e.g. Aquatics, Sport Clubs) or tag (e.g. AED, hazing) providing a 'virtual library' of valuable resource information.

New articles are added to the 'Virtual Library' every month.



