

RISK MANAGEMENT CHECKLIST

PRE-SEASON CHECKLIST:

1. Have all required policies and regulations been updated for current conditions and reviewed with personnel? Yes No

2. Have all contracts been reviewed by your legal counsel for approval? Yes No

3. Have physical inspections of facilities and equipment been completed? Yes No
Do you have a "Facility Walk Through Check Sheet" completed and filed for each? Yes No

4. Have you submitted your membership to your State Association? Yes No

5. Have all required participant physicals been completed and Medical History Questionnaires been obtained and properly stored? Yes No

6. Have waivers and parental permission forms been signed? Yes No
Are they understandable (*is English the primary language of the family*)? Yes No
Are the waivers properly stored? Yes No

7. Have athletes been instructed regarding potential risks and their consequences? Yes No
Do they appear to understand? (*Document*) Yes No

8. Have Sexual Abuse and Molestation manuals been distributed and discussed with volunteers, staff members, coaches, etc.? Yes No
Do they understand? (*Document*) Yes No

9. Are coaches/instructors properly certified and current in all requirements? Yes No

10. Have coaching refreshers been conducted regarding proper technique and matching of athletes? Yes No

11. Have volunteer training or refresher classes been conducted? Yes No

12. Is proper supervision arranged for coaches/instructors new to your program? Yes No

13. Are first aid kits stocked and available? Yes No

14. Do coaches/instructors carry, or do first aid kits include emergency information reference cards? Yes No
What is the medical response time? _____ Minutes

15. Is communication equipment (*e.g., phones*) available and in working order? Yes No
Is there a readily available back-up? Yes No

16. Are mats and equipment in good condition and up to standards? Yes No

17. Have certificates of insurance been requested, if needed? Yes No

Signature _____

Date _____

PRE-EVENT & FACILITY WALK THROUGH CHECK SHEET

Below are some areas and items to check prior to signing a lease agreement or upon entering a facility for an event. If any area or specific item is not adequate make sure that it is discussed during leasing negotiations and that corrections are made prior to signing a contact/lease agreement. If any unsafe condition exists, do not attempt to correct, contact the facility owner/manager immediately.

OUTSIDE:

1. Does the parking lot surface and/or drop off area appear adequate, well lit, (if your activity will be held after dark) and free of any dark areas and pot holes Yes No

INSIDE:

2. Are there any obvious trip and fall hazards? (i.e. torn carpet, wet floor in restrooms or elsewhere in the facility, poor lighting, non highlighted steps) Yes No

3. Are all exits clear and well marked with lighted signs? Yes No

4. Are the signs in working order? Yes No

5. Are all required exit doors unlocked? Yes No

6. Do all fire extinguishers have visible signage and current inspection tags? Yes No

7. What is the visible general condition of any bleachers that may be used during your event? Good Fair Poor

8. Are the areas that your organization may require access to open, including first aid areas? Yes No

9. Are areas that your organization will not require access to locked or otherwise secure? Yes No

10. Are dressing rooms, if required, clean, well lit, and secure? Yes No

11. Are the first aid rooms available, clean and stocked? Yes No

12. Have local emergency medical services been notified? Yes No
 What is the anticipated emergency vehicle response time to the facility? _____ Minutes

13. Is the PA system in good working order? Yes No

14. Are emergency lights in working order? Yes No
 Has an emergency plan been implemented and discussed with all staff and volunteers? Yes No
 Are signs posted? Yes No

16. Have arrangements been made about how to close the facility and who is responsible for this being established? Yes No
 Have tear-down arrangements been made? Yes No

17. What is the general condition of any facility supplied protection equipment? (i.e. padding, helmets, mats, etc.) Good Fair Poor

18. Are restricted area, caution, etc. signs posted and visible? Yes No

19. Has all event set-up equipment been stored and secured properly away? Yes No

20. If temporary changes were made during the set-up of an event (ie: all mats secured to wall, if doors were taken off to bring in equipment have they been properly installed back to working order), were these changes returned back to to their proper working and safe condition? Yes No

21. Have waiver and release forms been obtained from all participants? Yes No
 Have they been stored and secured properly? Yes No

22. Have all of USA Wrestling's rules and regulations been reviewed and implemented? Yes No

 Signature of Coach Date

 Signature of Witness Date