USA Wrestling

FACILITY CHECKLIST, PRE-EVENT CHECKLIST AND WAIVER POLICIES AND PROCEDURES

In order to protect the interests of USA Wrestling (USAW) and to diminish the possibilities of detrimental lawsuits against the corporation, USA Wrestling has established policies and procedures to conduct facility inspections, pre-event inspections and obtain signed "Waiver and Release from Liability" forms from members. Conducting these inspections and obtaining waivers will assist USAW in its efforts to keep insurance costs to a minimum without compromising the excellent quality of benefit provided.

By working together in this area of risk management, USAW Clubs and Events will share in providing participants safe environments in which to enjoy all the benefits of our great sport.

A copy of the waiver and release to be used is enclosed in the club/event return packet and is also made part of the membership card.

Please note that failure to follow the policies and procedures below may result in loss of insurance coverage for a claim that may occur at your club activity or sanctioned event. Thus you would become liable for any and all claims made against the club or event.

Should you have any questions please do not hesitate to contact USA Wrestling's Department of State Services – 1-719-598-8181.

1. Facility Check List:

Enclosed is a copy of a USA Wrestling Facility Check List. You are **required** to complete this checklist prior to starting any Club activities and have it witnessed by another member of your club as being completed. The current Club President shall be required to keep these forms on file for a minimum of four (4) years. Forms are to be kept in year order. Failure to complete the checklist and keeping it on file may be cause for denial of insurance benefits.

2. Pre-Event Check List:

Enclosed is a copy of a USA Wrestling Pre-Event Check List. You are **required** to complete this checklist prior to conducting any USAW sanctioned event or club activity and have it witnessed by another member of your club or organizing committee as being completed. The event director shall be required to keep these forms on file for a minimum of four (4) years. Forms are to be kept in year order. Failure to complete the checklist and keeping it on file may be cause for denial of insurance benefits.

3. Participant Waiver and Release:

Every member of USA Wrestling **must** sign a waiver and release prior to their participation in sanctioned USAW activities. For club activities only one waiver and release is required prior to them starting any club activity. For events, participants **must** sign a waiver and release prior to each event they will be participating. Current Club Presidents are required to keep all waiver and releases for a minimum of seven (7) years. Waivers and Releases are to be kept in year order, first letter of last name alphabetically. Event Directors are required to keep all waiver and releases for a minimum of seven (7) years. Waivers and Releases are to be kept in year order, first letter of last name alphabetically**. Failure to have each member of your club, or each participant of an event, to complete a signed waiver and release, and keeping it on file, will result in loss of insurance coverage.**

Prepared by: USAW Wrestling Director of State Services

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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.

PRE-EVENT & FACILITY WALK THROUGH CHECK SHEET

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*