

Will Savor
Risk Management Game Plan
1/26/14

August: Begin having bi-weekly meetings with both the head coaches of Women's Volleyball and Men's Soccer. Discuss facility concerns, equipment issues and safety measures to help the student athletes. Meet with the head athletic trainer and all other trainers on staff to go over safety procedures that would need to be put into use during the year for all sports. Bring in all head coaches for all the sports for a bi-monthly staff meeting to distribute coach's handbooks and safety procedures, and go through it. During the meeting inform the staff of the upcoming dates for recertification in CPR, and the deadline for the updates on credentials and certifications, so they are on file for the year and everything is up to date. Allow the coach's the opportunity to voice concerns or questions about the athletic program and the direction it is heading. Reach out to the custodial staff, administration and academic staff to include a member of each in the bi-monthly meeting to serve as a member of the Sports Safety Committee, in order to expand the voice of the campus community to contribute to the safety of the student-athletes. Set up times to GOOO and inspect the locker rooms, practice, game facilities and spectator areas with the Volleyball and Soccer coach to review any concerns leading into the current season.

September: Continue having the bi-weekly meetings with the head coaches for Volleyball and Soccer, to stay current and up to date with how the beginning of the season is going and listen to any ideas or concerns they may have. Hold open office hours for student-athletes to come in and talk about any problems they may be having, or any ideas they may have to improve the safety for athletes on campus. Also attend as many practices and games as possible to assess personally anything that may have been brought up in the meetings, or see anything different that needs to be changed.

October: Hold the next bi-monthly staff/Sports Safety Committee meeting to get feedback from all sports and members of the college staff to make improvements or changes to the current safety handbook. Start bi-weekly meetings with the head coaches for Wrestling and Gymnastics. Discuss improvements from the previous season, and any changes that need to begin. Schedule times to leave the office and thoroughly inspect the locker rooms, practice, competition facilities and spectator areas for any damage or wear. Also begin the process of getting all the mats for both sports sanitized and cleaned for use. Meet with the head trainers for both Gymnastics and Wrestling to review proper procedures for emergencies and injuries.

November: Set up post-season meetings/evaluations with the Volleyball and Soccer coaches. Discuss how the season went and any concerns or changes that need to be made in the future. Set up times to inspect all fall sports equipment for wear or damage from the previous season and take notes for the athletic equipment order at the end of the school year, also make arrangements for the custodial staff to sanitize

the locker rooms to help prevent infection. Continue the bi-weekly meetings with the Gymnastic and Wrestling coaches, and during those meetings discuss the winter holiday practice and competition schedule, and begin making arrangements for those two teams winter plans.

December: Hold the final staff/Sports Safety Committee of the semester and once again review the safety handbook and make any adjustments that are necessary to improve the safety of the student-athletes. Hold the bi-weekly meetings with the Gymnastics and Wrestling coaches to discuss how the beginning of the season is going and any unforeseen issues that need to be dealt with. Allow student athletes the opportunity to come to the office and voice their concerns or suggestions for player safety or the improvement of sports. Also get out of the office and attend practices and competitions to not only support the student, but to assess anything that has been brought up as a concern and look for anything that can be a concern.

January: Within the first week of returning from the winter holiday, hold the bi-monthly staff/Sports Safety Committee meeting. Discuss the review of the Fall Semester in sports, and discuss the goals for the upcoming Spring Semester. Make any changes that are necessary for the safety of the student-athletes, and any new ideas. Continue to meet with the Gymnastics and Wrestling coaches to discuss the holiday schedule and the goals for the end of the season. Begin the bi-weekly meetings with the Baseball, Softball and Track and Field coaches and start getting their plans for practice schedules and needs for the upcoming season. Also plan on attending the yearly NCAA convention where ideas about player safety and management will be discussed in detail. Recover as much material as possible and bring it back to bring up in the March meeting of the Sports Safety Committee.

February: Continue the bi-weekly coaches meetings for Gymnastics, Wrestling, Baseball, Softball and Track and Field. Discuss the training schedule with the Spring sports coaches (baseball, softball, track and field) and set up time to meet with each coach and walk through and inspect the locker rooms, practice facilities, game facilities and spectator areas and make a list of all the things that need to be repaired or replaced before the season begins in the next month. Meet with the head trainers of each sport and review safety procedures for all possibilities. Meet with the student-athletes so they can voice their concerns about the athletic program, or any ideas they may have to improve the department.

March: Hold the next bi-monthly staff/Sports Safety Committee meeting and discuss any new idea or plans that have been learned from the NCAA convention. Allow the staff and committee members to voice their opinions about the new ideas and discuss possibly placing them into effect. Again, make any changes needed to the safety handbook. Meet with Gymnastic and Wrestling coaches for post-season meetings/ evaluations and discuss how the season went, and any changes that need to happen for the program. Also get out of the office and inspect all equipment for gymnastics and wrestling and make notes of anything that needs to be fixed or replaced. Also set up times with the custodial staff to disinfect the locker rooms and

mats for storage until next season. Meet with the Baseball, Softball and Track and Field coaches and do a final review of the fields, track and spectator areas before the season begins.

April: Continue the bi-weekly meeting with the Baseball, Softball and Track and Field coaches to discuss how the beginning of the season has gone, goals for the rest of the year and any unforeseen issues that are happening. Get out of the office and attend practices and games to look for any issues that need to be addressed. Continue to have student-athletes come in and voice their opinions for the program.

May: Hold the final staff/Sports Safety Committee meeting of the year. Discuss the year as a whole; the success and failures. Review the whole safety handbook and remove policies that were not necessary and correct anything that needs to be added. Allow all members of the meeting to voice opinions of how they feel the year was handled and things that need to be worked on. Hold end of the season/evaluations for all the coaches for Baseball, Softball and Track and Field. Discuss how the season went and how they feel certain safety procedures were handled. Meet with each coach and go through the locker rooms, practice fields, game fields and spectators areas and find anything that needs to be repaired or replaced. Also go through all the equipment and make notes for all the equipment that needs to be replaced or anything new that needs to be bought. Work with the custodial staff to have the locker rooms sanitized and ready for next season. Meet with each coach individually and discuss their ideas of improvements need for their sport to help the safety of the student-athletes and try to find a way to work it into the budget. Also begin ordering the new equipment for the next school year so that it can be received in time for each sport.

June: Review all safety and injury reports from the year. Make sure proper documentation was followed just in case any legal issues arise. Meet with the coaching staff and have each coach give an evaluation on the work you have done over the year, and work on any suggestions they make to improve the school. Make arrangements for a company to come in and re-sod all sports fields and repair all low points to help prevent injury.

July: Get out of the office and on the road. Attend all types of sports clinics and camps to help stay up to date on all the new policies and procedures for the sports that the college has. Be prepared to discuss these new policies with each head coach and ways to help keep them in effect throughout the year. The school year and seasons are right around the corner, so be prepared to make changes on the fly and have another successful year.