

Module 1 Lesson 3

Assignment # 2

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KIN 854-730

Women's Field Hockey and Men's Soccer

August: Have a preseason/sport meeting with school administrators, janitorial staff, athletic trainers, parents/ volunteers, coaches, transportation coordinators, available emergency medical trained staff, and business manager to go over the Risk Management Plan for the flowing season. The meeting should also cover any updated personal information from the coaches such as certifications, training/coaching seminars attended, and contact information. In the meeting make sure to hand out EAP's to all staff that will be engaged in are around the facilities for the sports teams. The meeting should also cover up to fate certifications and qualifications in order to eliminate liabilities for the entire staff. Inspect all equipment such as sticks, face masks, soccer balls, etc to make sure they are all in working order and safe for athletes and coaches to use for practices and games. Finally, the meeting should have an up to date medical record for all athletes, roster of eligible players, and any health concerns that the athlete may have that the staff would need to be concerned with.

September: Walk through from coaches, trainers, and even players of the athletic facility(locker rooms, training rooms, field, and even bleachers) on a daily basis to make sure field conditions are adequate for games and practices (no divots, broken glass, exposed sprinkler heads, etc). Having a written plan on emergency procedures for lightning, severe weather, locations of AED's, locations of emergency phones (and the correct number to call), and specific instructions/locations on where to go in case of emergency. Hold weekly in-service trainings for coaches to practice these emergency skills of the EAP to eliminate any hesitations in time of an emergency. Finally, stress the point that all the coaches and staff members require supervision of the players while in the facility (never take your eyes of the athletes)

October: Having a written plan on emergency procedures for lightning, severe weather, locations of AED's, locations of emergency phones (and the correct number to call), and specific instructions/locations on where to go in case of emergency. Hold weekly in-service trainings for coaches to practice these emergency skills of the EAP to eliminate any hesitations in time of an emergency. Finally, stress the point that all the coaches and staff members require supervision of the players while in the facility (never take your eyes of the athletes)

November: Make sure staff is ready for the upcoming offseason schedules, workouts, and practices of the team. Inspect indoor facilities, go over the new EAP for indoor facilities and practice the EAP with the staff on a weekly basis. Review risk management details of reoccurring problems from the athletes or staff (athletes= injuries on types of drills in practice. Staff= specific location of trainers on or in the athletic facility. What time the trainers will be at the Field Hockey Practice/Soccer Practice). Make sure to check equipment inventory to make sure it is all safe to practice with and use in the offseason and that you have enough equipment.

December: Cover with staff specific dates that athletic training staff will be present during the holiday break. Have times posted for coaches and players to see when they will be able to use the practice facility so teams do not have overlaps with other sports programs. Make sure to post signs for locker rooms, weight rooms, and cardio rooms on the warnings and possible hazards to using specific equipment (example. Spotter in the weight room at all times accompanied with coach). Make sure all athletes sign waivers for using indoor facilities and that they are made aware of risks by the staff and coaches.

January: Ask for feedback from all staff members that include positives, negatives, and possible reoccurring issues or struggles that have been present in the athletic season thus far.

February: Make sure to hold safety meeting for the upcoming preseason workouts. Keep up to date on certifications for all staff members. Address weather related issues and transition times in case certain facilities are unavailable because of weather (ex. Still too cold outside or ice is covering the field). Create a plan in writing letting coaches know the specific times of availability for the athletic facilities.

March: Make sure all staff and athletes are aware of Spring Break dates and possible alternative practice locations if facilities are closed. Update any student athlete information such as health concerns, grades, and even student transfers. Have a preseason/sport meeting with school administrators, janitorial staff, athletic trainers, parents/ volunteers, coaches, transportation coordinators, available emergency medical trained staff, and business manager to go over the Risk Management Plan for the flowing season. The meeting should also cover any updated personal information from the coaches such as certifications; training/coaching seminars attended, and contact information.

In the meeting make sure to hand out EAP's to all staff that will be engaged in are around the facilities for the sports teams. The meeting should also cover up to fate certifications and qualifications in order to eliminate liabilities for the entire staff. Inspect all equipment such as sticks, face masks, soccer balls, etc to make sure they are all in working order and safe for athletes and coaches to use for practices and games. Finally, the meeting should have an up to date medical record for all athletes, roster of eligible players, and any health concerns that the athlete may have that the staff would need to be concerned with.

April: Catch up on any issues that eluded you for the past few months. Go over evaluations for coaches and staff so they can improve themselves and to see if there are any other coaches or incoming staff that you would like to add to your establishment(ex. Another trainer, personal trainer, or even sport psychologist). Ask for feedback from your staff on you to make the establishment better.

May: Make sure to keep up on all filled records, go over equipment and facility needs or updates, and start to plan weekly in-services for new and existing staff for the EAP/CMP. Address if new additions need to be made to the facilities of your fan base (ex. Bleachers, better sound system, wheelchair accessible options).

June: Compile all accident reports from coaches and or staff for the facilities for the year. Address any ongoing issues, figure out what worked well, and determine what you and the staff need to improve on to eliminate possible risks. Make sure to have monthly meetings with sports safety committees/teams to go over what to improve on for the following year.

July: Make sure to post times and dates of your availability in case staff members need to get a hold you concerning training sessions and in-services because of Holiday Breaks. Update any staff information, especially new hires. Have weekly meetings to over certain training or emergency response techniques to make sure all staff is prepared for the upcoming season.

Men's Ice Hockey and Women's Gymnastics:

August: : Have a preseason/sport meeting with school administrators, janitorial staff, athletic trainers, parents/ volunteers, coaches, transportation coordinators, available emergency medical trained staff, and business manager to go over the Risk Management Plan for the flowing season. The meeting should also cover any updated personal information from the coaches such as certifications; training/coaching seminars attended, and contact information. In the meeting make sure to hand out EAP's to all staff that will be engaged in are around the facilities for the sports teams. The meeting should also cover up to fate certifications and qualifications in order to eliminate liabilities for the entire staff. Inspect all equipment such as sticks, face masks, rings, vaults, etc to make sure they are all in working order and safe for athletes and coaches to use for practices and games. Finally, the meeting should have an up to date medical record for all athletes, roster of eligible players, and any health concerns that the athlete may have that the staff would need to be concerned with.

September: Walk through from coaches, trainers, and even players of the athletic facility(locker rooms, training rooms, ice area, and even bleachers) on a daily basis to make sure conditions are adequate for games and practices (mats throughout facility, broken glass, uneven parts of the ice rink, etc). Having a written plan on emergency procedures for lightning, severe weather, locations of AED's, locations of emergency phones (and the correct number to call), and specific instructions/locations on where to go in case of emergency. Hold weekly in-service trainings for coaches to practice these emergency skills of the EAP to eliminate any hesitations in time of an emergency. Finally, stress the point that all the coaches and staff members require supervision of the players while in the facility (never take your eyes of the athletes)

October: Make sure staff is ready for the upcoming season schedules, workouts, and practices of the team. Inspect indoor facilities, go over the new EAP for indoor facilities and practice the EAP with the staff on a weekly basis. Review risk management details of reoccurring problems from the athletes or staff (athletes= injuries on types of drills in practice. Staff= specific location of trainers on or in the athletic facility. What time the trainers will be at the Ice Hockey/Gymnastics Practice). Make sure to check equipment inventory to make sure it is all safe to practice with and use in the offseason and that you have enough equipment.

November: Make sure that all staff members and athletes are up to date in their paperwork. Communicate with coaches what dates and times facilities will be open during the Holiday Break. Make sure that Emergency services have easy access for athletes in case of a severe injury to the head and neck. Post fire procedures on the walls in the facility and where to go in case of emergency. Constantly meet with transportation coordinator to make sure all events have coverage on their transportation and know specifically where to go (home or away games).

December: Cover with staff specific dates that athletic training staff will be present during the holiday break. Have times posted for coaches and players to see when they will be able to use the

practice facility so teams do not have overlaps with other sports programs. Make sure to post signs for locker rooms, weight rooms, and cardio rooms on the warnings and possible hazards to using specific equipment. Review with the staff what problems are arising on a constant basis that needs to be addressed. Make sure to address safety netting in the ice arena for make sure pucks are not leaving the enclosed space. Keep training staff on EAP/CMP protocols for practices and games. Make sure you, the AD, comes to see the athletic event and how it is run and if there are any immediate concerns. Make sure to have meeting with coaches and staff that you are constantly supervising all activity

January: Ask for feedback from all staff members that include positives, negatives, and possible reoccurring issues or struggles that have been present in the athletic season thus far. Offer training sessions for staff to improve at their profession. Re-evaluate if you need to hire more help such as trainers, assistant coaches, or volunteers. Constantly check up on fire extinguishers and AED'S to see if they are still working properly. Make sure staff members are keeping up on their weekly walk-through of the facilities.

February: Make sure staff is ready for the upcoming offseason schedules, workouts, and practices of the team. Inspect indoor facilities, go over the new EAP for indoor facilities and practice the EAP with the staff on a weekly basis. Review risk management details of reoccurring problems from the athletes or staff (athletes= injuries on types of drills in practice. Staff= specific location of trainers on or in the athletic facility. What time the trainers will be at the Ice Hockey/Gymnastics Practice). Make sure to check equipment inventory to make sure it is all safe to practice with and use in the offseason and that you have enough equipment. Call a meeting with coaches to checkup on if they have their paperwork and incident reports up to date. Meet with the maintenance staff to go over specific issues to work on and improve in the facility (more easily accessible water source, lighting, and wheelchair seating.

March: Make sure all staff and athletes are aware of Spring Break dates and possible alternative practice locations if facilities are closed. Update any student athlete information such as health concerns, grades, and even student transfers. Have a preseason/sport meeting with school administrators, janitorial staff, athletic trainers, parents/ volunteers, coaches, transportation coordinators, available emergency medical trained staff, and business manager to go over the Risk Management Plan for the flowing season. The meeting should also cover any updated personal information from the coaches such as certifications; training/coaching seminars attended, and contact information.

April: Catch up on any issues that eluded you for the past few months. Go over evaluations for coaches and staff so they can improve themselves and to see if there are any other coaches or incoming staff that you would like to add to your establishment (ex. Another trainer, personal trainer, or even sport psychologist). Ask for feedback from your staff on you to make the establishment better.

May: Make sure to keep up on all filled records, go over equipment and facility needs or updates, and start to plan weekly in-services for new and existing staff for the EAP/CMP. Address if new additions need to be made to the facilities of your fan base (ex. Bleachers, better sound system, wheelchair accessible options).

June: Compile all accident reports from coaches and or staff for the facilities for the year. Address any ongoing issues, figure out what worked well, and determine what you and the staff need to improve on to eliminate possible risks. Make sure to have monthly meetings with sports safety committees/teams to go over what to improve on for the following year.

July: Make sure to post times and dates of your availability in case staff members need to get a hold you concerning training sessions and in-services because of Holiday Breaks. Update any staff information, especially new hires. Have weekly meetings to over certain training or emergency response techniques to make sure all staff is prepared for the upcoming season.

Men's Baseball Women's Softball

August: Have a preseason/sport meeting with school administrators, janitorial staff, athletic trainers, parents/ volunteers, coaches, transportation coordinators, available emergency medical trained staff, and business manager to go over the Risk Management Plan for the flowing season. The meeting should also cover any updated personal information from the coaches such as certifications; training/coaching seminars attended, and contact information. In the meeting make sure to hand out EAP's to all staff that will be engaged in are around the facilities for the sports teams. The meeting should also cover up to fate certifications and qualifications in order to eliminate liabilities for the entire staff. Inspect all equipment such as bats, helmets, balls, fences etc to make sure they are all in working order and safe for athletes and coaches to use for practices and games. Finally, the meeting should have an up to date medical record for all athletes, roster of eligible players, and any health concerns that the athlete may have that the staff would need to be concerned with.

September: Having a written plan on emergency procedures for lightning, severe weather, locations of AED's, locations of emergency phones (and the correct number to call), and specific instructions/locations on where to go in case of emergency. Hold weekly in-service trainings for coaches to practice these emergency skills of the EAP to eliminate any hesitations in time of an emergency. Finally, stress the point that all the coaches and staff members require supervision of the players while in the facility (never take your eyes of the athletes). Go through all equipment needs to see what you may need to order for the upcoming season. Establish times and dates for the teams to begin preseason workouts on specific fields. Make sure to communicate with coaches what fields will be used and what times. Have a meeting to get feedback from staff the year before to work on any ongoing issues they had the previous year.

October: Having a written plan on emergency procedures for lightning, severe weather, locations of AED's, locations of emergency phones (and the correct number to call), and specific instructions/locations on where to go in case of emergency. Hold weekly in-service trainings for coaches to practice these emergency skills of the EAP to eliminate any hesitations in time of an emergency. Finally, stress the point that all the coaches and staff members require supervision of the players while in the facility (never take your eyes of the athletes).

November: Make sure staff is ready for the upcoming preseason schedules, workouts, and practices of the team. Inspect indoor facilities, go over the new EAP for indoor facilities and practice the EAP with the staff on a weekly basis. Review risk management details of reoccurring problems from the athletes or staff (athletes= injuries on types of drills in practice. Staff= specific location of trainers on or in the athletic facility. What time the trainers will be at the Baseball/Softball Practice). Make sure to check equipment inventory to make sure it is all safe to practice with and use in the offseason and that you have enough equipment.

December: Cover with staff specific dates that athletic training staff will be present during the holiday break. Have times posted for coaches and players to see when they will be able to use the practice facility so teams do not have overlaps with other sports programs. Make sure to post signs for locker rooms, weight rooms, and cardio rooms on the warnings and possible hazards to using specific equipment (example. Use batting cage with supervision of a trained coach only). Make sure all athletes sign waivers for using indoor facilities and that they are made aware or risks by the staff and coaches.

February: Make sure to hold safety meeting for the upcoming preseason workouts. Keep up to date on certifications for all staff members. Address weather related issues and transition times in case certain facilities are unavailable because of weather (ex. Still too cold outside or ice is covering the field). Create a plan in writing letting coaches know the specific times of availability for the athletic facilities.

March: Walk through from coaches, trainers, and even players of the athletic facility(locker rooms, training rooms, field, and even bleachers) on a daily basis to make sure field conditions are adequate for games and practices (no divots, broken glass, exposed sprinkler heads, etc). Having a written plan on emergency procedures for lightning, severe weather, locations of AED's, locations of emergency phones (and the correct number to call), and specific instructions/locations on where to go in case of emergency. Hold weekly in-service trainings for coaches to practice these emergency skills of the EAP to eliminate any hesitations in time of an emergency. Finally, stress the point that all the coaches and staff members require supervision of the players while in the facility (never take your eyes of the athletes)

Make sure all staff and athletes are aware of Spring Break dates and possible alternative practice locations if facilities are closed. Update any student athlete information such as health concerns, grades, and even student transfers. Have a preseason/sport meeting with school administrators,

janitorial staff, athletic trainers, parents/ volunteers, coaches, transportation coordinators, available emergency medical trained staff, and business manager to go over the Risk Management Plan for the flowing season. The meeting should also cover any updated personal information from the coaches such as certifications; training/coaching seminars attended, and contact information. Meet with transportation staff to make sure all games are solidified in terms of transportation. Make sure that you have all paperwork from coaches on waivers, health information, and athlete information to decrease liability for your college. Have a back-up plan established and practiced with your staff in case you cannot go outside to practice because of weather. Have good lines of communication established between you and your staff members (posted numbers of staff and or extensions).

April: Go out and watch games and practices to see if there are any immediate dangers that you can spot during the practice or game. Meet with staff and constantly test EAP/CMP procedures to cut down on confusion and responsibilities. Keep conducting daily walk through of playing fields by coaches, trained staff and players.

May: Start to collect inventory for baseball and softball equipment for the coaches to see what you will need for the upcoming year. Have drills weekly to practice in case of emergency for all staff. Encourage staff to attend trainings and in-services to improve their coaching skills and safety skills.

June: Compile all accident reports from coaches and or staff for the facilities for the year. Address any ongoing issues, figure out what worked well, and determine what you and the staff need to improve on to eliminate possible risks. Make sure to have monthly meetings with sports safety committees/teams to go over what to improve on for the following year.

July: Make sure to post times and dates of your availability in case staff members need to get a hold you concerning training sessions and in-services because of Holiday Breaks. Update any staff information, especially new hires. Have weekly meetings to over certain training or emergency response techniques to make sure all staff is prepared for the upcoming season. Keep up on paperwork for any damaged and defective equipment that you will need to replace or fix for the following year.