



WASHINGTON SCHOOLS
RISK MANAGEMENT POOL



Disclaimer:

The materials contained in the Athletic Manual are a collection of best practices and resources, assembled to provide you and your district guidance through the process of developing your own district's unique athletic policies and procedures.

All information provided in the training material is general in nature and is not intended to replace professional legal advice.

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Introduction

Students participating in athletic activities are at a higher risk for injury than the general school population. Some activities pose a greater risk and require implementing a higher degree of caution and safety to protect students from harm. Every coach needs to be aware of his legal obligations to the students entrusted in his care and the steps he needs to follow to keep them safe.

In the world of risk management this obligation is deemed *'having a duty'*. Coaching duties can be imposed in many ways, through contracts, job descriptions and even tort law. The following information contained in this manual is a basic playbook for the new coach and a reminder to the seasoned staff member. This manual will try to help guide you through the maze of requirements and procedures you are expected to follow when working with students in school-athletic activities. It is not an exhaustive list but following the basics outlined will help reduce your chances of incidences, injuries and litigation.

There are many 'players' a coach must interact with including students, other coaching staff, parents, spectators and administration. They often overlook the entities that can help them stay out of the "Penalty Box"; their district risk manager, the Washington Interscholastic Activities Association, and their school district insurance provider.

- ❖ If your district is small, it may not have a specific person called a 'Risk Manager' but someone in your district is responsible for working with your insurance pool to file incident reports, work on claims and help reduce liability and property costs. They are often located within the business office or facilities department in your district.
- ❖ The Washington Interscholastic Athletic Association (WIAA) is the best resource for information, training and guidance on school athletic best-practices pertinent to the state of Washington.
- ❖ You also work for a district that is a member of the Washington Schools Risk Management Pool (WSRMP). Their Loss Control Department is comprised of professional staff highly skilled in school liability. They can provide guidance through extensive resources, research, trainings and personal visits.

Together these entities can make a formidable team in helping coaches reduce the risk of injuries, incidents and the possibility of litigation.

Questions concerning this manual should be directed to the Loss Control Department, Washington Schools Risk Management Pool by calling 1-800-488-7569.

Standards of Care

As every coach knows, you can't play the game if you don't know the rules. This is especially true in regards to safety and compliance. Who sets the rules and guidelines for you to be a successful coach?

- ❖ On a national level there is the National Federation of High School Associations¹ (NFHS) and on a state level the Washington Interscholastic Activities Association² (WIAA). These entities provide specific rules and regulations you must follow to compete in school athletic events. They standardize playing fields, equipment and rules. They also can analyze data from a large pool of information to help identify best-practices for keeping students safe.
- ❖ Your administration has specific rules and procedures you must follow. School Board policies can often be extensive and overwhelming but you are still responsible for knowing and adhering to them as an employee of the school district.
- ❖ You may also work under an athletic department director who is responsible for providing you with specific rules for your team or activity.
- ❖ Many coaches do not realize they are also answerable to the standards set by courts of law in negligence cases. Your risk manager or the Washington Schools Risk Management Pool³ (WSRMP) is a great resource in helping you understand what the court says your responsibilities are.

¹ www.nfhs.org

² www.wiaa.com

³ www.wsrmp.com (please contact to request member log-in information)

The Basics:

I. Proper Activities:

Coaches in public schools have a duty to provide activities that are deemed suitable for their students while meeting current legal requirements. Federal and state laws must be followed to insure eligibility and discrimination issues are addressed. Activities selected must be appropriate for the student's age group and level of abilities. Often school districts are unaware that some sports are considered inherently too dangerous or inappropriate for public schools to sponsor. There are activities that are too new to have standards developed for guidance.

- ❖ **Title IX** does not set quotas, but it does establish need for districts to demonstrate fairness in athletic opportunities. Schools do not necessarily need to offer identical sports, yet they do need to provide an equal opportunity for females to play in sports of interest.
 - Budgets for athletic programs may differ as long as districts can demonstrate the equipment and facilities are of equitable quality.
 - Each district must designate a Title IX Coordinator who is available to school faculty, staff and students. Title IX complaints may be filed with the coordinator or directly to the Office of Civil Rights. Title IX protects the identity of those who report problems and prohibits acts of retaliation.

- ❖ **IDEA, ADA and Section 504** all have rules regarding students who have special needs. Many times coaches and athletic staff are unaware which of their students have learning disabilities, or other qualifying issues. Students who fall under these federal guidelines also have specified confidentiality rules that must be followed. If you are unclear what you are required to do when dealing with these students, never ignore the issue, but ask your administration for guidance. Develop a relationship with your special services department who oversee these requirements. They can be a great resource.
 - Individuals with Disabilities Education Act (IDEA) is a federal regulation that insures students with learning disabilities and other identified limitations obtain an appropriate education.
 - Section 504 is part of the Civil Rights Act that prohibits discrimination of students with disabilities.

Extra-curricular activities such as athletics are not specifically addressed in these regulations but it is important to be aware that you may have a team member who has a disability that can affect how he understands and processes information or participates. Be prepared to modify your instructions and allow additional time for students to learn rules and techniques. Never match students who may be unequal in abilities as well as size.

- Students, who have special needs, may have different discipline requirements. Always work with special services staff to review any specific limitations or behavioral modification guidelines.
 - Title I and II of ADA stipulates that leagues must make themselves accessible to any player or coach with a disability. The National Federation of High School Sports makes no mention in their general bylaws regarding disabled athletes or coaches. As long as there is no undue burden, Districts may need to modify or change specific rules, policies, facilities, and competition requirements to accommodate.
- ❖ **WIAA** is the standard Washington State follows for determining what an appropriate extra-curricular athletic activity is for students. When a district chooses to sponsor a sport not approved by WIAA, it automatically allows itself to be liable for not following the standard set in our state.
- A school district does not need to sponsor non-WIAA activities. Local Park and Recreation groups and other non-district entities may have a lacrosse team, equestrian or sailing club. These organizations do not have to follow the same standards as a public school. If proper steps are implemented they can protect the district, its funds, reputation and staff from litigation.

See Appendix for an Athletic Extra-Curricular Form to help you document what is and is not approved WIAA activities.

- Does your district have a facility use agreement with another entity that sponsors these activities? Does the written agreement clearly detail who is liable and the rules that must be followed? If information is disseminated at school do the materials plainly state this is not a district sponsored activity?

See Appendix for a Sample Facility Use Agreement Form

- When district staff oversees summer activities and other athletic events such as camps, do they and the participants understand when they are and are not working as district employees?

See Appendix for Athletic Camp Matrix

- If your district sponsors or has students participate in non-WIAA approved activities, or you have staff who oversee activities out of the normal school term, it is important to notify your risk manager or WSRMP to help provide appropriate steps to minimize the risk to your district and employees.

II. Proper Facilities:

Coaches have a duty to insure the areas where students practice and compete meet the requirements for the activity. WIAA and NFHS have specifications for league and competitive play. All activities must be in a physical environment that is safe. Outdoor and indoor facilities have hazards that coaches and students should be able to recognize. Performing regularly scheduled inspections is essential for insuring safety.

- ❖ Every facility and sport has specific safety needs. Lit fire exits, fire extinguishers, appropriate padding, properly lit fields, rescue equipment (pool), etc. Know and abide by all local regulations as well as specific policies for that facility or playing area.
 - Perform a pre-inspection of the activity area prior to arrival of students and document any hazards seen.
 - Refrain from using areas that may be dangerous. If the field is too wet, or the ventilation is not working, be prepared to cancel activity or provide an alternative that would be safer.
 - Provide for proper repair or notification of maintenance needed. Follow up to insure corrections were completed.
 - Ensure your staff and student athletes understand facility safety issues and how to identify them, including emergency equipment and evacuation routes.

- ✓ Tip: Develop and use a written checklist specific for each facility/area and the safety equipment required. WSRMP has various sample checklists developed for your use in the Appendix.

Environmental Issues: Coaches must be aware of the environmental risks associated with outdoor activities such as temperature and lightning.

- ❖ **Excessive Heat** - Exercising in the hot weather causes water loss through sweating. Allow students unrestricted access to water and encourage frequent breaks for athletes to re-hydrate. Designate someone to insure all the students are drinking their water. Carbonated beverages or those containing caffeine should not be offered. The two most common health affects to exercising in heat are Heat Strokes and Heat Exhaustion. Both are considered medical emergencies and require immediate medical help.
 - The National Athletic Trainers' Association (NATA)⁴ and the Gatorade Sports Science Institute (GSSI) recommend that coaches:
 - Arrange proper medical coverage at all practices and games
 - Acclimate the young athletes to the heat over a two-week period
 - Minimize the amount of equipment and clothing worn by players in hot and humid conditions, particularly during the acclimation period
 - Weigh in athletes before and after practices to monitor sweat loss and dehydration

⁴ To view the entire statement, please visit http://www.nata.org/publicinformation/files/youth_football.pdf.

- Allow proper fluid replacement to maintain hydration
 - Provide proper rest periods during and in-between practice sessions. Arrange practice and rest in shaded areas and during cooler times of the day
 - Have players remove their helmets during rest breaks during both practices and games, as well as in-between periods and at halftime. With the football helmet on at all times in hot and humid weather, the body core temperature can increase and can play a role in the development of a heat illness
- ❖ **Excessive Cold** – exposure to excessive cold may be an infrequent problem but should be recognized. The human body’s mechanisms for heat retention are significantly less efficient than our ability to dissipate heat. Epidemiological research suggests that even in otherwise innocuous environmental conditions, hypothermia and frostbite can occur. The best method of management is prevention. If your athletes must be out in cold and /or wet weather ensure they:
- Dress in layers
 - Cover the head to prevent excessive heat loss from the head and neck
 - Stay dry by wearing a wicking fabric next to the body and a breathable, water repellent outer layer
 - Stay adequately hydrated
 - Eat regular meals
 - Avoid alcohol, caffeine and nicotine

Educate participants, coaches, officials and administrators in recognition of cold-related illnesses. There are two cold-related pathologies that coaches and athletes should be aware of: *hypothermia and frostbite*.

- ❖ **Hypothermia** is defined as a decrease in the core body temperature to at least 95° F. It occurs when body heat is lost faster than it can be produced. Since hypothermia can happen over a period of time and its onset is gradual, often victims can be unaware. Hypothermia is categorized in three stages based on core body temperature.
- Mild Hypothermia - shivering, cold sensation, goose bumps, numb hands.
 - Moderate Hypothermia - intense shivering, muscle coordination, slow and labored movements, mild confusion, difficulty speaking, signs of depression, withdrawn.
 - Severe Hypothermia - shivering stops, exposed skin is bluish and puffy, inability to walk, poor muscle coordination, muscle rigidity, decrease in pulse and respiration rate, unconsciousness.
- ❖ Frostbite is a thermal injury to the skin, which can result from prolonged exposure to moderate cold or brief exposure to extreme cold. Air temperature, wind speed, and moisture all affect how cold the skin becomes. Strong winds lower skin temperatures by dispersing the thin protective layer of warm air that surrounds our

bodies. Wet or damp clothing act as a conductor of heat, drawing it away. The evaporation of moisture on the skin also produces cooling. For these reasons, wet skin or clothing on a windy day can lead to frostbite even if the air temperature is above the freezing mark. The body areas most prone to frostbite are the hands, feet, nose, ears and cheeks.

If unsure whether an athlete is hypothermic, or suffering from frostbite, err on the side of caution and treat accordingly.

- ❖ **Lightning** - Lightning may be the most frequently encountered severe storm hazard endangering physically active people each year. Millions of lightning flashes strike the ground annually in the United States, causing nearly 100 deaths and 400 injuries. Three quarters of all lightning casualties occur between May and September, and nearly four fifths occur between 10:00 am and 7:00 pm, which coincides with the hours for most athletic events. At the first sign of a potential storm, be sure to seek safe shelter.

Remember: Athletes and coaching staff are often focused on athletic activities and may be unaware of environmental hazards, symptoms of heat or cold related exposures or sudden changes in weather. It is important to stay alert and be prepared.

III. Proper Equipment:

Coaches Have a Duty to Provide Appropriate Equipment. The higher the risk of injury in an activity, the greater the need is for protective equipment and following standardized guidelines. Good documentation and logical reasoning for equipment selection, purchase and usage is vital to show due diligence in providing proper care and safety. This also includes items purchased by others or donated to the district and the replacement of equipment as it ages.

- ❖ Develop a complete list of what student athletes will need to participate safely in each activity (such as appropriate footwear). Coaches need to emphasize to students the importance of proper fitting and wearing of all athletic gear and why they should *never* modify the equipment.
 - Distribute the list to your participants at the start of each activity.
 - Routinely discuss with the students what equipment they will need to provide themselves and the policy of no practice or game playing if they are not in compliance.
 - With cross–gender issues be prepared to answer questions such as; are there any different padding requirements for a female in football than males?

- ❖ Proper selection and installation of equipment is vital. Coaches need to demonstrate they select the most appropriate equipment for the activity, not the cheapest. Retaining relevant paperwork is essential. All manufacturer and installer information, purchase orders, warranties and other pertinent information needs to be maintained in a central file for safe recordkeeping until the equipment is disposed of.
 - For contractor installed equipment, it is important to get a signed statement that indicates the item was installed to specifications of the manufacturer. In case of failure and possible injuries, the installer can be held liable.
 - Retain written documentation of all equipment inspections, maintenance and part replacement. Use only approved replacement parts that meet the requirements of the manufacturer.

- ❖ Develop a program that addresses equipment purchased by outside groups or donations. School booster clubs and local community organizations often wish to donate or give items to athletic teams. Sometimes these ‘free’ gifts can cost a school district a substantial amount of money. They may be outdated, or non-compliant with current safety standards.
 - Work with your business office to develop appropriate steps for accepting donations or gifts. Properly following procedures will mitigate audit problems, legal fines and possibly disgruntled feelings.

- ❖ In sports that require helmet protection (football, baseball, softball, etc), coaches must ensure all equipment meets either the National Operating Committee on Standards for Athletic Equipment (NOCSAE) or American Society for Testing and Materials (ASTM) standards.⁵
 - School athletic departments need to follow the current standards established

⁵ Verify newest standards for helmet certification and recertification at:

<http://www.nocsae.org/standards/documents.html>

in regards to helmet care and upkeep.

- Football helmets require annual reconditioning and certification by a reputable company. The WIAA or the Washington Schools Risk Management Pool can provide coaches updated information regarding these requirements.

 - ❖ Develop written policy/procedures that specify coaches will follow the manufacturer's recommendations and/or established standards for equipment maintenance and repair. Develop procedures to secure equipment when it is not usable. If there is a safety concern, the equipment must be secured to prevent access or use until proper maintenance or disposal can be completed.
 - Make sure you have the ability to track equipment assignment, reconditioning, repair requests and when it was removed (destroyed) from service.
 - Helmets deemed unusable must be destroyed so they can never be placed in service again. Crushing, cutting or other destructive methods should be used.

 - ❖ Implement daily and pre-game inspection of all equipment. Schedule yearly reconditioning or replacement of equipment as part of regular routine and keep records for documentation.
- ✓ Tip: See Appendix for sample safety guidelines

IV. Proper Instruction:

Coaches Have a Duty to Provide Appropriate Instruction. Analyzing and breaking skills into small steps appropriate for each athlete's cognitive ability is important. Students should be instructed in WHY they need to do certain things as well as shown HOW. Be aware of students who may have learning disabilities and require extra help with verbal or written instructions.

- ❖ Instruction of skills must be done in a progressive format. Teach basic steps then proceed onto the next level only when your students demonstrate competence. Reviews of basic fundamentals at every level will increase an athlete's performance while reducing likelihood of injuries.
 - ❖ If you cannot physically perform the technique it is imperative someone on staff can show all the proper steps. One-on-one coaching is important to reinforce both positive and inappropriate techniques.
 - Consider your size and strength when matched with a student for demonstration.
 - ❖ Safety should be a part of each lesson plan and practice session. Be sure to document specific safety training, defining the hazards for each activity and specific safety skills and equipment required. Administer verbal *and* written quizzes to demonstrate/document that students understand how to apply safety principals (Why must you keep your head up? If I do this, what may happen?).
 - Utilize safety charts and posters in locker rooms and other areas to provide additional reinforcement on the importance of safety.
- ✓ Tip: Always make sure players are correctly matched by size, weight and experience. Remind Coaches they must never scrimmage against players.

V. Proper Supervision:

Coaches have a duty to provide proper supervision for students. Negligent supervision is the number one claim made in regards to school liability cases. In the eyes of the court, if you cannot physically see the student – you are not supervising them. Sending the student team manager with a master key into the building to fetch additional equipment is not appropriate. So how will you make sure no student is in the locker room unattended while others are still coming off the field and collecting equipment?

- ❖ Develop a written plan defining how you will handle specific situations such as when students are allowed in locker rooms, exiting and entering the field before all athletes are ready and boarding and unloading buses at away games.
 - Hazing, harassment and horseplay usually occur in unsupervised locker rooms. Provide same-sex supervision in locker rooms. Many coaches implement an all in/all out policy for students. The students do not leave the locker room until everyone is ready. No one leaves the field until everyone is finished.
 - Proper instruction and written guidelines removes confusion and possible mistakes. Students need to be informed of expectations and rules so they do not accidentally fail to adhere to the rules and know the consequences for breaking them.
- ❖ Having adequate assistance in helping with practice and games is important. Volunteers and district employees as well as parent helpers can be beneficial if properly trained and supervised. Be sure to address 'how' to properly supervise students during practices, games and away tournaments.
- ✓ Tip: Have parents, volunteers, and student athletes review policies and sign they understand.

VI. Proper Discipline

Coaches have a duty to maintain control on and off the field. Parents, players and other school employees and volunteers need to understand who is in charge and responsible from the moment the athletes enter the locker room until they are returned to their parents care. Coaches ought to wear a shirt or other type of consistent uniform that can be easily recognized and conveys authority. Whistles help to maintain authority but should not be overused. *Physical discipline is not acceptable.* Many civil suits have been brought against coaches regarding the use of physical or verbally abusive discipline. Refrain from off-the-cuff statements such as 'Drop and give me 100 push-ups' or 'Stay after practice for 1 hour'. ALWAYS follow your pre-established discipline guidelines.

Districts must also be aware of the possibility of violence or danger that may occur during or after a game. It is the responsibility of the coach, the Athletic Director and school administration to have safety procedures and security patrol in place to monitor and diffuse any issues.

- ❖ Know and follow district policies and procedures regarding discipline and appropriate behavior. Students, who have been identified as special needs, may have different discipline requirements. Keep an updated copy of relevant policies in your coach's manual for easy reference.
- ❖ Provide consistent and proper discipline techniques on and off the playing field. Prepare written guidelines establishing what types of discipline will be used and for what types of infractions. Have the Athletic Director and/or School Board review guidelines to insure they are consistent with district policies and appropriate.
- ❖ Never belittle or demean a student – Be careful how you or others correct a student, especially in front of other players or spectators.
- ❖ Provide students and staff with proper instructions regarding types of appropriate discipline. Using player & parent contracts requiring their signature of understanding, outlining expectations of behavior and consequences is an important tool for all activities.
- ❖ Be alert to actions that could be mistaken for favoritism. Issues can arise if family members or others are perceived to be treated differently. This includes allowing preferential treatment, or simply selecting same the student to do tasks.

VII. Behavior Issues

Coaches have a duty to insure students are not subjected to or participate in inappropriate behaviors. Athletic activities should always be fun. The "win at all costs" attitude is not appropriate for players, parents or coaching staff. Fostering an atmosphere of healthy competition that emphasizes cooperation, and a positive self-image, rather than just winning, truly makes your team number one. Other behavioral issues coaches need to address include incidents of bullying, harassment and hazing.

- ❖ Coaches are required to know and implement their district policies, and reporting procedures regarding bullying, harassment and hazing. Coaches need to disseminate these policies and procedures regarding student, staff, and spectator behavioral expectations. Train students on the definition of bullying, hazing and sexual harassment; give examples of acts and behaviors that are considered bullying, hazing and sexual harassment. Inform them about grievance procedures, disciplinary action, and no-retaliation rules. Make the training age appropriate.
 - Have all students, their parents, volunteers and coaching staff sign a contract prior to start of the season outlining the rules of acceptable and non-acceptable behavior and consequences of any infractions.
 - Post copy of guidelines for behavior and consequences in locker room. Place a copy in student handbook or newsletter distributed annually to students and their parents. Give copy of the guidelines to athlete's parents at the pre-season meeting.
 - Post list of rules for spectator behavior in prominent place by stands or bleachers where they can be seen and read.
 - Provide in-service training for all staff including volunteers and parent helpers to address such issues. Provide them with written copies also.
 - ❖ Coaches should implement an open-door policy. Being aware and alert can mean the difference between stopping a minor issue and dealing with a major problem.
 - Encourage students to report any incidents promptly.
 - Always intervene immediately when you hear any instances of ridicule, harassment, bullying, threats, extortion or physical violence.
 - Remind district employees they are required to report all suspected abuse.
 - ❖ Coaches must be aware of the policies and clearance procedures the district has adopted to deal with employees/volunteers.
 - There are regulations concerning background checks for those who work with students. No one can be exempted from this requirement.
 - Staff, volunteers and students should be made aware of the expectations and consequences for sexual harassment and issues of improper touching.
 - Proactive steps such as staff & student education and training with scheduled reviews can help prevent incidents.
- ✓ Tip: Clearly explain to all players what is not acceptable and the appropriate consequences of infractions. This includes using any derogatory terms or name-calling even in fun.

VIII. Parents and Permission

Even with rigorous training and proper safety equipment contact and non-contact sports have inherent dangers that put young athletes at risk for injuries. *Coaches Have a Duty to provide student athletes and their parents with information regarding the inherent risks associated with the activity so they can make an informed consent.* They also must obtain permission from parents authorizing the student's participation, transportation and release for emergency medical treatment.

- ❖ Each sport has its own specific risks athletes may face in participation. Once parents and students understand the risks they can give what is called 'informed consent'. It is important that you utilize a release for each activity that identifies the risks inherent to that particular sport.

✓ Tip: WSRMP has provided you with sample inherent risk forms in the Appendix.

- ❖ During an emergency there is no time to think about how you can contact a guardian or adult. Plan ahead and be ready. Obtain medical release so students can be treated by emergency medical staff. Make sure parents update emergency information often. More information is found in section IX of this manual.
- ❖ Transporting students in non-district owned vehicles or allowing students to drive each other leaves coaches and districts open for liability. Insure you have policies addressing how students will be transported to and from school property and adhere to them. Sometimes parents ask to drive their own student home after an away game or want to take another child also. Know how do address last minute requests.
 - All student athletes who travel with a team to an away athletic event must return to the school with the team. The only exception to this policy is when both the coach and parent/guardian agree that it is beneficial for the student athlete to ride home with the parent/guardian. Student athletes are not to ride home from athletic events with any other person.
 - If the district is not providing transportation to events off campus, it is best to divorce the district from the liability. Notify participants and their guardians that the district is not providing student transportation to the event, and that parents/guardians are responsible for arranging for transportation of their children.
 - If student transportation is in a district-owned vehicle, the school system vehicle liability coverage is applicable to any vehicular accident. If student transportation is by private vehicle, the vehicle owner's liability coverage is applicable to any vehicular accident. Parent or other adult drivers should be aware that they may be held responsible for injuries to any individuals they are transporting.
 - *Students should never transport other students.* There are numerous restrictions in Washington State on when a new driver may have passengers under 18 in their vehicle since they are inexperienced drivers.

Parent/Guardian Pre-Season Meeting: Prior to the beginning of each athletic season, it is advised you conduct an informational evening for parents and students. The topics you should cover include:

- ❖ **THE ACTIVITY SPECIFIC INHERENT RISKS:** Review the specific inherent risks for the activity with both the parents and the student. Obtain signed consent form stipulating both parent and student understand the specific inherent risks.
- ❖ **STUDENT ATHLETE INSURANCE:** Contact the Washington Schools Risk Management Pool to inquire of policies and procedures for supplemental student athletic policies.
- ❖ **EQUIPMENT:** Discuss the equipment students will need to provide themselves and why purchasing appropriate equipment is important. Review policy of no practice or game playing if they do not bring their mouth guards, jock straps, etc. Emphasize the importance of proper fitting and wearing of all athletic gear and why students or others should never modify the equipment without your direct supervision.
- ❖ **BEHAVIORS:** Review what expectations you have for both players and spectators during games and practices. In writing have the guidelines clearly outlined as well as any discipline and consequences. Review no-tolerance policies and consequences with students and sign form stating they understand.
- ❖ **EMERGENCY TREATMENT CARDS:** Parents must give written authorization for emergency medical treatment in the event of an injury and they are not present. This must include treatment on site, transportation to emergency facility and treatment at the emergency facility. The Emergency Treatment card should also include any relevant information such as known allergies and pre-existing medical conditions.
- ❖ **TRANSPORTATION ISSUES:** Prior to the start of the activity, you must determine if there will be a need for students to be transported from the school campus to another facility. How often will this occur? Who is responsible for providing the transportation, the district or the parents?

IX. Health and Medical Issues

Coaches have the duty to keep student athletes safe and healthy. Before the student steps into the gym or on the playing field, there are requirements that must be met to insure each student is capable and ready to participate. All student athletes must have a physical exam in compliance the Washington Interscholastic Activities Association (WIAA) recommendation 18.13.0. This recommendation should be followed unless your district has adopted a more stringent policy. History of previous illness and injuries, specifically head injuries must be documented before any type of training activities or organized practice begins.

Coaches should know the physical condition of their athletes and set practice schedules accordingly. Students may falsely assume they will 'get in shape' from participating in the activity. Parents and coaches need to be aware that students of the same age can differ greatly in physical size, abilities and maturity levels. Document that you have informed the students and their parents concerning the need for obtaining proper muscle strength, endurance, flexibility, and cardio-respiratory fitness before the start of any sport season. Group activities according to skill level and size, not chronological age, particularly during contact sports. If this is not practical, then modify the activity to accommodate the needs of the players with varying skill levels.

- ✓ Tip: Review physical demands required for the sport at pre-season meeting and on the parent's permission form.

Pre-existing Health Issues: Coaches and appropriate staff need to be aware of any students with specific medical conditions. Asthma, diabetes and other chronic conditions may require self-medication and additional care. Make sure you and your staff can recognize signs and symptoms of pre-existing conditions and when they may require intervention. It is best to be proactive, work with your school nurse, trainer, and the student's parents, and their medical care provider to develop a plan of action and mitigate any risks.

- ❖ Require parents to meet with their medical care provider and obtain clear written guidelines for the athlete's condition and the proper use of the medication during practices, home games and away.
- ❖ Meet with parents, the school nurse and the athlete to review this information and obtain signed consent that the student and parents understand the information and guidelines. Retain a copy of this information in files and with your emergency cards.
- ❖ Have a plan for handling need for self-medication, or emergency medical help if self administered treatment is not effective.
- ❖ Have release from physician allowing student to self-medicate and carry medications with him to activities if required, in accordance with your district's Board Policies.
- ❖ Keep assistant coaches and others with a need-to-know informed. Always remind them of the district's confidentiality policies (HIPAA/FERPA) when discussing medical information.

- **Confidentiality Laws:** New regulations dictate student's medical information is protected and shared only in a need-to-know basis. How will you and your staff or players handle confidentiality and the media in times of emergencies? Work with your Human Resources and school nurse to insure you and all your staff understand and comply with medical confidentiality rules.
- **Eating Disorders and Steroid Use:** Coaches need to be aware of signs of eating disorders specifically in sports with weight requirements. Be aware of signs of steroid use. Never encourage players to use or try any products. Report all suspected cases of eating disorders or steroid use immediately to the Athletic Director or School Principal for further investigation.

Have a component on nutritional education in their program and distribute hand outs both the parents and student athletes. Educate players and their parents about the hazards of over the counter and illegal products such as bulking up powders, vitamin supplements and steroids.

- **Illegal Drug Use:** Washington State Supreme Court ruled on March 13, 2008 that random drug testing of student athletes was unconstitutional. Contact WSRMP for information regarding proper procedures for implementing testing in cases of suspected drug abuse.

Emergency Medical Care: *Coaches have a duty to provide appropriate emergency medical services to all injured athletes and in a timely manner.* Student athletes have bodies that are still growing and can put them at risk for injuries from over use and impact. Both types include injuries to the soft tissues (muscles and ligaments) and bones. Special consideration must be given for those involving trauma to the neck, spinal cord, and growth plates. Develop written guidelines for athletic event medical emergencies. Have adequate equipment to provide emergency medical care at both home and away activities. Have staff trained in using all emergency medical equipment provided. Arrange for professional medical help if required including transport and emergency facilities.

WSRMP and WIAA strongly recommend athletic personnel associated with practices, competitions, skills instruction and strength and conditioning to be certified in cardiopulmonary resuscitation techniques (CPR), first aid, concussion assessment and prevention of disease transmission (as outlined by WISHA guidelines).

- ❖ **Athletic Trainers:** Senate Bill 5530 (RCW 18.250) took effect on July 1, 2008. This new law deals with licensing of persons who offer athletic training services. An athletic trainer must now hold a license issued by Department of Health (DOH) in order to practice in Washington State. Exemptions from licensing requirements apply to: Credentialed health care providers performing services within their scope of practice, Students in an athletic training educational program, and school teachers or coaches who do not represent themselves as athletic trainers. Refer to unlicensed district

employees as trainers, not athletic trainers. For additional information contact local Washington State Department of Health.

Emergency Medical Plans: Athletic injuries may occur at any time and during any activity. The sports medicine team must be prepared by formulating an emergency plan, providing proper coverage of events, and maintaining appropriate emergency equipment and supplies⁶.

Several legal cases have found that appropriate medical care for an injured athlete was delayed due to the lack of a comprehensive and *venue specific* emergency plan. The courts deem that organizations that sponsor athletic activities have a duty to develop an emergency plan that can be implemented immediately and to provide appropriate standards of health care to all sports participants. The following elements are recommended for inclusion in an Athletic Emergency Plan by the National Athletic Trainers' Association⁷.

❖ **Personnel**

- All personnel involved with the organization and sponsorship of athletic activities share a professional responsibility to provide for the emergency care of an injured person, including the development and implementation of an emergency plan.
- The emergency plan should be developed in consultation with local emergency medical services personnel including paramedics, and local medical facilities that may receive an injured athlete.
- Identifies specific personnel involved in carrying out the emergency plan.
- Outlines the qualifications of those executing the plan. Defining who must be trained in automatic external defibrillation (AED), cardiopulmonary resuscitation (CPR), first aid, and prevention of disease transmission (Universal Precautions).
- The emergency plan should specify the equipment needed to carry out the tasks required in the event of an emergency.
- The emergency plan should outline the location of the emergency equipment. Further, the equipment available should be appropriate to the level of training of the personnel involved.
- Establishment of a clear mechanism for communication to appropriate emergency care service providers and identification of the mode of transportation for the injured participant.
- Emergency plans should incorporate the emergency care facilities to which the injured individual will be taken.
- The emergency plan specifies the necessary documentation required and identifies the personnel responsible for completing during emergency.

⁶ See <http://www.usafootball.com/articles/displayArticle/5452/4615> for additional information

⁷ National Athletic Trainers' Association Position Statement: Emergency Planning in Athletics *Journal of Athletic Training* 2002;37(1):99–104 by the National Athletic Trainers' Association, Inc www.journalofathletictraining.org

- The emergency plan for each sport/activity should be reviewed and rehearsed at least annually.

❖ **Equipment**

- All necessary first aid equipment should be at the site and quickly accessible.
- Equipment should be in good operating condition. To ensure that emergency equipment is in working order, all equipment should be checked on a regular basis and documented.
- Athletic Emergency Team Personnel must receive appropriate training for these devices and should limit use to devices for which they have been trained. Use of equipment should be regularly rehearsed by emergency personnel and documented.
- Health professionals and organizational administrators need to recognize that recent guidelines published by the American Heart Association call for the availability and use of automatic external defibrillators and that defibrillation is considered a component of basic life support. Improvements in technology and emergency training require personnel to become familiar with the use of automatic external defibrillators, oxygen, and advanced airways. (See WSRMP Loss Control Bulletin #43A).

❖ **Communication**

- Access to a working telephone or other telecommunications device, whether fixed or mobile, should be ensured.
- The communications system should be checked before each practice or competition to ensure proper working order.
- A back-up communication plan should be in effect in case the primary communication system fails.
- A listing of appropriate emergency numbers should be either posted by the communication system or readily available, as well as the street address of the venue and specific directions (cross streets, landmarks, and so on).

❖ **Transportation**

- The emergency plan should encompass transportation of the sick and injured.
- Emphasis should be placed on having an ambulance on site at high-risk events.
- Emergency medical services response time should also be factored in when determining on-site ambulance coverage. Consideration should be given to the level of transportation service that is available (e.g., basic life support, advanced life support) and the equipment and training level of the personnel who staff the ambulance.
- In the event that an ambulance is on site, a location should be designated with rapid access to the site and a cleared route for entering and exiting the venue.

- ✓ Tip: WSRMP has a sample Venue Specific Emergency Protocol Plan in the appendix; use it as a template to help you develop site specific plans.

Once the emergency plan has been committed to writing – the next step is to implement it by educating all stakeholders of their roles and responsibilities. Additionally holding annual drills will provide important communication between district staff and local emergency personnel to identify weaknesses and potential problems in the plan.

Return to Play/Practice: *Coaches have a duty to ensure students, who have suffered injuries, are released by a medical care provider before they return to play and practice.* When it comes to returning an injured athlete to play, the physician is in charge. Any athlete who is under a physician's care for illness or injury may not return to conditioning, practice sessions, or competition without a signed Return to Play Form. Always work with your athlete's parents, and their medical care provider to document any limitations or restrictions. The form should include both physician and parent signatures. Retain all documentation until student reaches the age of 21.

❖ **Head Injuries:** *It is essential that an athlete who is symptomatic from a head injury not be allowed to participate in contact or collision activities until all cerebral symptoms have subsided. Always require a physician's release clearly indicating the student is completely released and can resume athletic activities.*

- **Concussion** is a traumatic brain injury that occurs when an outside force impacts the head hard enough to cause the brain to move within the skull or if the force causes the skull to break and directly hurts the brain. A rapid acceleration and deceleration of the head can force the brain to move back and forth across the inside of the skull. The stress from the rapid movements pulls apart nerve fibers and causes damage to brain tissue.
- **Second Impact Syndrome (SIS):** Of all the risks associated with premature return to play, Second Impact Syndrome is the most serious. If a player returns to competition before the symptoms of a first concussion have completely cleared, even a minor blow to the head or to another part of the body that causes the head to jerk suddenly can result in a loss of auto-regulation of the brain's blood supply. The impact may cause blood vessels to tear, a blood clot to form, and the brain to swell. This creates pressure on the brain stem, which controls breathing. Breathing failure then causes the athlete to collapse. SIS can result in paralysis, mental disabilities and epilepsy. Death occurs in 50% of the cases.

The maturing brain in a child means the need to manage head injuries and concussions in a more conservative manner. Almost all reported cases of second- impact syndrome are in young athletes under the age 18.

Remember:

- ❖ Teach athletes how to protect themselves against head injuries.
- ❖ Encourage all staff to become trained in identifying and assessing head injuries and emergency protocols not just the trainers.

- ❖ Establish a detailed plan that deals with head injuries and requirements prior to students return to the practice field.
- ❖ Ensure all protective equipment fits properly and is used as intended by the manufacturer.

Sport helmets are designed primarily to prevent catastrophic injuries (i.e., skull fractures and intracranial hematomas) and are not designed to prevent concussions. A helmet that protects the head from a skull fracture does not adequately prevent the rotational and shearing forces that lead to many concussions. Although wearing a helmet will not prevent all head injuries, a poorly fitted helmet is limited in the amount of protection it can provide. Coaches must play an active role in enforcing the proper fitting and use of the helmet.

Injury Reporting Guidelines: It is important coaching staff, volunteers and trainers understand the need to report all injuries and incidents that occur at practice and games. Work with your district risk manager or WSRMP to develop guidelines and reporting procedures. Provide staff and volunteers with information regarding the documentation of injuries / incidents during games and practices. Incidents that need to be reported include;

- ❖ Student injuries that occur at athletic events, other than minor scrapes or bruises.
- ❖ All student injuries where 911, EMT, or other outside medical assistance is called to the scene.
- ❖ All student injuries where the student is taken from school or a school event to a physician or hospital either by the school or a parent or guardian.
- ❖ Student injuries involving the head, neck or back; other than minor scrapes or bruises.
- ❖ Injuries that involve a defect in school equipment, or in school facilities (actual or perceived).
- ❖ Student injuries that involves burns from any source, or electrical shock.
- ❖ Student injuries involving exposure to, ingestion of, or contact with chemicals.
- ❖ Student seizures, whether related to trauma or medical condition. (It is important to specify what action was taken by school personnel in dealing with the seizure.)
- ❖ All drug-related incidents, whether overdose or reaction from prescription drugs or illegal substances.
- ❖ All student incidents involving loss of consciousness. (Students suffering from a loss of consciousness should be examined by a physician.)
- ❖ All student incidents where a student goes into shock.
- ❖ Student injuries involving entering, exiting, or while riding on a school bus, other than minor scrapes or bruises.
- ❖ All injuries or complaints involving significant privacy issues of students.

Develop guidelines for submitting all incident reports within 24 hours to appropriate district office.

X. Documentation and Reporting

Coaches have a duty to document and record steps taken to provide students, staff, parents and volunteers with needed information. No matter how careful you are and how many safeguards you put in place, there will be incidents and accidents. If you document the steps you implemented to keep students and others safe, it is much easier to prove your due diligence.

- ❖ Students may come back, up to age 21, to recover costs for losses. Parent's cannot sign away a student's right to litigate. Anytime there is a serious injury that may result in a claim it is important to keep supporting documentation such as safety quizzes, handouts and other materials with the report of the injury. Retain the documentation with the student's file until they reach past the age of 21. Work with your risk manager or WSRMP to maintain the proper documentation.
- ❖ Volunteers and non-district employees, including parent helpers need to be screened and complete formal background checks. They should also be requested to sign a release/ hold harmless agreement indicating they understand the school district cannot provide for their medical coverage and injuries.

✓ Tip: WSRMP has provided a sample Volunteer Release Form in the Appendix

Appendix A

SAMPLE FORMS



RECOMMENDATIONS FOR ACTIVITIES MATRIX

	OPERATED BY YOUR DISTRICT'S EMPLOYEES AT YOUR FACILITY	SCHOOL CO-SPONSORED OPERATED BY AND AT ANOTHER DISTRICT OR UNIVERSITY, ETC.	OTHER OUTSIDE ORGANIZATION USING YOUR DISTRICT'S FACILITY	NOT SCHOOL - SPONSORED NOT ON YOUR PROPERTY
USE OF DISTRICT - OWNED ATHLETIC EQUIPMENT	<p>If your district's equipment is to be used, the assignment of equipment must follow the same procedure that is used during the school year for that sport (i.e. – helmet and pad fitting, records kept, etc.). When the equipment is returned, it must be entered into your reconditioning program and not be used the next year until it has been reconditioned.</p>	<p>If your district's equipment is to be used, the assignment of equipment must follow the same procedure that is used during the school year for that sport (i.e. – helmet and pad fitting, records kept, etc.). When the equipment is returned, it must be entered into your reconditioning program and not be used the next year until it has been reconditioned.</p> <p>As your district is not controlling this event, it is imperative you have parents and students sign a form indicating the inherent risks involved and require the parents to take responsibility for lost or damaged equipment.</p>	<p>We recommend against loaning "district owned" equipment. If your district's equipment is to be used, the assignment of equipment must follow the same procedure that is used during the school year for that sport. (i.e. – helmet and pad fitting, records kept, etc.). When the equipment is returned, it must be entered into your reconditioning program and not be used the next year until it has been reconditioned.</p> <p>As your district is not sponsoring this event, it is imperative you have parents and students sign a form indicating the inherent risks involved and require the parents to take responsibility for lost or damaged</p>	<p>We recommend against loaning "district owned" equipment. If your district's equipment is to be used, the assignment of equipment must follow the same procedure that is used during the school year for that sport. (i.e. – helmet and pad fitting, records kept, etc.). When the equipment is returned, it must be entered into your reconditioning program and not be used the next year until it has been reconditioned.</p> <p>As your district is not sponsoring this event, it is imperative you have parents and students sign a form indicating the inherent risks involved and</p>



	OPERATED BY YOUR DISTRICT'S EMPLOYEES AT YOUR FACILITY	SCHOOL CO-SPONSORED OPERATED BY AND AT ANOTHER DISTRICT OR UNIVERSITY, ETC.	OTHER OUTSIDE ORGANIZATION USING YOUR DISTRICT'S FACILITY	NOT SCHOOL - SPONSORED NOT ON YOUR PROPERTY
			equipment.	require the parents to take responsibility for lost or damaged equipment.
PARENT PERMISSION FORM AND INHERENT RISK STATEMENTS	Your district should use a modification of the forms used during the school year for inter-scholastic sports. At a minimum, these forms should include a parent permission/inherent risk form that clearly defines the possibility of serious mental and/or physical injury and the possibility of death, and includes medical consent and emergency contact information, code of conduct and agreement to obey instructions.	The other district will require their own forms to be signed, but, because you are co-sponsoring this activity, your district should use a modification of the forms used during the school year for inter-scholastic sports. At a minimum, these forms should include a parent permission/inherent risk form that clearly defines the possibility of serious mental and/or physical injury and the possibility of death, and includes medical consent and emergency contact information, code of conduct and agreement to obey instructions.	Not Applicable	Not Applicable
ADVERTISING	Your district can advertise using district equipment, mailing lists, etc.	Your district can advertise using district equipment, mailing lists, etc. The advertisement should include information advising parents that this is a co-sponsored event.	It is important that your district does not provide advertisement for activities that they do not sponsor. District letterhead, the name of the school and district photocopy machines should not be used. Any advertisement that is	It is important that your district does not provide advertisement for activities that they do not sponsor. District letterhead, the name of the school and district photocopy machines should not be used. Any



	OPERATED BY YOUR DISTRICT'S EMPLOYEES AT YOUR FACILITY	SCHOOL CO-SPONSORED OPERATED BY AND AT ANOTHER DISTRICT OR UNIVERSITY, ETC.	OTHER OUTSIDE ORGANIZATION USING YOUR DISTRICT'S FACILITY	NOT SCHOOL - SPONSORED NOT ON YOUR PROPERTY
			dispersed by your district for this activity should include the statement "This is not a school- sponsored activity."	advertisement that is dispersed by your district for this activity should include the statement "This is not a school-sponsored activity."
SUPERVISION AND INSTRUCTION	Your district should require the same level of supervision and instruction for Summer Athletic Camps as they do for all athletic activities.	The contract developed between your district and the other district should clearly state who has the responsibility for supervision and instruction.	Not Applicable	Not Applicable
USE OF DISTRICT FACILITY	No Action Required	No Action Required	District should have a "Facility Use Agreement" signed by the party responsible for this activity and require a Certificate of Insurance naming your district as an Additional Insured.	Not Applicable
	activity. Transportation is the responsibility of the parent/guardian."	Many of these camps are a great distance from your district. Your employees should follow your district's transportation policy regarding district employees and volunteers transporting students and using private passenger vehicles, vans, etc. If your district's transportation department is not providing the transportation, we		



	OPERATED BY YOUR DISTRICT'S EMPLOYEES AT YOUR FACILITY	SCHOOL CO-SPONSORED OPERATED BY AND AT ANOTHER DISTRICT OR UNIVERSITY, ETC.	OTHER OUTSIDE ORGANIZATION USING YOUR DISTRICT'S FACILITY	NOT SCHOOL-SPONSORED NOT ON YOUR PROPERTY
		recommend you require the students' parents/guardians be responsible for transportation.		
LIABILITY INSURANCE FOR THE SCHOOL DISTRICT	Your district's liability insurance applies, subject to policy conditions, limitations and exclusions, for negligent acts which your district is held legally liable.	Your district should obtain a Certificate of Insurance from the other district, naming your district as an Additional Insured.	Your district should obtain a Certificate of Insurance from the other organization, naming your district as an Additional Insured.	Not Applicable
LIABILITY INSURANCE FOR TEACHERS, COACHES AND VOLUNTEERS	Your district's liability insurance policy includes coverage for employees and volunteers while acting within the scope of their duties and at the direction of your district (subject to policy conditions, limitations and exclusions).	If employees and volunteers are working at the direction of the other district, it is important that they be included as an additional insured under the other district's insurance policy.	The other outside organization (including district coaches that are acting as independent contractors) must secure at least \$1 million Commercial General Liability Insurance limits.	
WORKER'S COMPENSATION COVERAGE – Employees & Volunteers	If your district is sponsoring this activity and employees and volunteers are working on your behalf, you should provide worker's compensation coverage for all employees and volunteers participating in this activity.	Make sure that all employees and volunteers are working under contract to the other district. Confirm that the other district provides this coverage.	Your district has no responsibility to provide this coverage. Your "Facility Use Agreement" should include wording to this effect.	Not Applicable



	OPERATED BY YOUR DISTRICT'S EMPLOYEES AT YOUR FACILITY	SCHOOL CO-SPONSORED OPERATED BY AND AT ANOTHER DISTRICT OR UNIVERSITY, ETC.	OTHER OUTSIDE ORGANIZATION USING YOUR DISTRICT'S FACILITY	NOT SCHOOL-SPONSORED NOT ON YOUR PROPERTY
WORKER'S COMPENSATION COVERAGE – Employees & Volunteers	If your district is sponsoring this activity and employees and volunteers are working on your behalf, you should provide worker's compensation coverage for all employees and volunteers participating in this activity.	Make sure that all employees and volunteers are working under contract to the other district. Confirm that the other district provides this coverage.	Your district has no responsibility to provide this coverage. Your "Facility Use Agreement" should include wording to this effect.	Not Applicable



FACILITY USE AGREEMENT
Application to Use School Facilities

The School Board of Directors wishes to encourage use of school facilities by the community as long as use is for a lawful purpose and does not interfere with the conduct of the district's educational programs, the primary purpose of which the buildings and grounds are intended. Community use of facilities is subject to the terms of District Policy and Procedures 9400 and the current schedule of user fees. Funds may be charged for use of school facilities to ensure that funds intended for education of children are not used for other purposes. Permission to use a particular facility may be denied based on a belief that the activity proposed may not be in the district's interests, or due to the level of previously scheduled use. No person shall be denied the full enjoyment of the facilities because of race, creed, color, sex, or origin.

NAME OF ORGANIZATION _____

CONTACT NAME _____ NUMBER OF TEAMS/PARTICIPANTS _____

ADDRESS _____ DAYTIME PHONE _____

NATURE AND PURPOSE OF ACTIVITY _____

SPECIFIC FACILITY/SCHOOL REQUESTED _____

- | | | | | |
|---------------------------------------|---|-------------------------------------|---|---|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Stage | <input type="checkbox"/> Auditorium | <input type="checkbox"/> Computer Rm. | <input type="checkbox"/> Conference Rm. |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Athletic field | <input type="checkbox"/> Library | <input type="checkbox"/> Multipurpose Rm. | <input type="checkbox"/> Gym |
| <input type="checkbox"/> Computer Rm. | <input type="checkbox"/> Conference Rm. | <input type="checkbox"/> LGI | <input type="checkbox"/> Stadium | <input type="checkbox"/> Kitchen |

DATES TO BE USED: _____ TO _____ DAY OF WEEK _____

TIMES OF DAY/EVENING: FROM _____ AM/PM TO _____ AM/PM

WILL ADMISSION BE CHARGED? _____ WILL CUSTODIAN SERVICES BE NEEDED? _____
(Custodial services are restricted to unlocking and locking doors, operating lights, providing heat, setting up chairs and performing routine cleanup.)

EQUIPMENT NEEDED: Chairs Tables Carousel Flag Podium Screen Microphone Projector

FACILITY RENTAL FEES will be determined by the latest established rental rates. Payments of charges shown on the application form are to be made to the district within 30 days. Charges may be levied to cover the cost of additional services not covered in the original agreement or for damages or agreement violations. The district reserves the right to require and charge for custodial and/or other authorized district employees to be on the premises.

AGREEMENT AND INSURANCE

The person or organization entering into this agreement with School District for the use of facilities or equipment described above certifies that the information given in this application is current. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse the School District for any damage arising from the applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of facilities or equipment will be reported to district authorities immediately.

In accordance with Chapter 28A.335 RCW, private nonprofit groups serving youth are required to provide proof of bodily injury coverage of no less than \$50,000 per occurrence/\$100,000 aggregate. For-profit, business groups are required to provide proof of general liability coverage of no less than \$1 million dollars per occurrence. The School District must be named as additionally insured on said policy. Coverage cannot be cancelled or reduced without thirty-(30) day's written notice to the district. (Low-cost Special Events Liability Insurance is available through the school district's carrier.)

The applicant agrees that the School District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the School District and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the School District.

I have read the rules and regulations above and on the reverse side of this form and agree with the conditions and charges as established:

SIGNATURE OF APPLICANT _____ **Date** _____



SEE REVERSE SIDE

RULES AND REGULATIONS

- Applicant/organization is responsible for the safety and conduct of its participants and spectators.
- Satisfactory sponsorship and adequate adult supervision must be provided by the applicant. Security may be required for some activities.
- All events will be required to meet the occupancy load and fire and safety regulations of the City of Seattle and State of Washington.
- Use of alcohol, tobacco, and/or drugs is prohibited. Profane language and/or other objectionable conduct may result in barred use of facilities.
- Firearms or other dangerous weapons are prohibited on school grounds as defined by law.
- Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with proper clearances.
- Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
- Alterations to the field/facility are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- District-owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval by the district has been granted. Groups or individuals cannot use district-owned expendable supplies.
- Applicants are responsible for special set-up requirements and clean up unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event.
- Appropriate gym shoes are required for all activities on the uncovered floor of gymnasiums.
- The applicant/organization shall not practice discrimination of any kind.
- Cancellations by applicants require at least a 24 hour notice. Otherwise, related actual costs shall be borne by the applicant.
- Facility use is cancelled when facility/building is closed due to an emergency.
- The district reserves the right to refuse or revoke any authorization issued for the use of a school building or grounds, and if rental has been paid, to refund such rental less expense incurred by the district in connection therewith.

FOR DISTRICT USE ONLY

Approved [] Disapproved []

Category: [] I [] II [] III [] IV

Single event [] School year [] Summer []

Days [] Evenings [] Saturday [] Sunday & Holiday []

Certificate of Insurance [] Requested [] Received

Facility/Building Rental Fee \$ _____ Per Hour/Event = \$ _____ Other charges \$ _____

Total Billed \$ _____ Date Billed ____ / ____ / ____

Signature of District/Building Facilities Coordinator _____ Date _____



Volunteer
Release/Hold Harmless Agreement

The undersigned desires to participate as a volunteer for the following event/activity

_____ which is being sponsored by the
_____ School District on _____.

I ACKNOWLEDGE the District will make every attempt to insure my safety while participating in this volunteer event/activity, but there are certain inherent risks involved that may be unavoidable resulting in bodily injury or property damage to myself or others.

I further acknowledge the District does not provide any accidental medical insurance coverage for the activity and that I assume all risks of injury or damage to my person or property. I agree to hold and save harmless the _____ School District, its School Board and Employees, and assigns for any claims, suits or damages, (including but not limited to defense and indemnification) which might result from my participating in the above-described event/activity.

Signed: _____ Date: _____
(If under 18 years of age, parent's signature is required below)

Signature of Parent/Guardian: _____ Date: _____
(If applicable)

Sample Parent Handouts:

Parent Meetings & Awards Nights - 7 pm – XYZ Auditorium	
Event	Date
Fall Coaches/Parents Meeting	August xx, 2008
Swim Team Coach/Parents Meeting	October xx, 2008
Fall Season Awards Night	November xx, 2008
Winter Coaches/Parents Meeting	November xx, 2008
Winter Season Awards Night	March xx, 2009
Spring Coaches/Parents Meeting	March xx, 2009
Fall Coaches/8th Grade Parents Meeting	April xx, 2009
Spring Season Awards Night	May xx, 2009

Tryout Schedule	<u>Fall Season</u> - begins August 15	<u>Winter Season</u> - begins November 15	<u>Spring Season</u> - begins March 1
Please check you have completed the following required steps:			Bring these completed forms to tryouts.
Have a physical	Due by	Required annually	Use form #XXX-XXX
Complete the Health Inventory	Due by	Required annually	Use form #XXX-XXX
Read & sign the Athletic Contract/Code of Conduct (parents & athletes)	Due by	Required annually and updated each season	Use form #XXX-XXX
Fill out and sign the Emergency Medical Card Form	Due by	Required annually and updated each season	Use form #XXX-XXX

Staff Information

TITLE	NAME	PHONE NUMBER	EMAIL
Athletic Director			
Boy's Basketball Coach			
Girl's Basketball Coach			
Boy's Swim Team Coach			

Additional General Information for Parent handouts/Pre-season meeting

Schedule for practices and games

Info @ Booster Club

Directions to Schools (for away games)

Letter Jackets

Season Passes

Website links for school athletics, and state links such as WIAA, etc.

VENUE SPECIFIC EMERGENCY PROTOCOL FORM

SPORT: XXX High School Football **Venue:** XX Stadium

Address: 123 Elm Street, Anytown, USA

***Additional Directions:** Cross roads Birch and Oak Street. Main gate entry is located on Birch. Alternate gate – past corner Elm and Oak Street. May be locked.

At away or neutral sites, the coach or athletic trainer should identify, before the event, the availability of communication with emergency medical services and should verify service and reception, particularly in rural areas. In addition, the name and location of the nearest emergency care facility and the availability of an ambulance at the event site should be ascertained

Does cell phone work? Y/N Means of Alternate Communication? _____

- _____ will determine need to call 911
- _____ will call 911 and instruct emergency medical services (EMS) personnel to “report to (Venue) and meet (who is waiting) at (specific location) as we have an injured student-athlete in need of emergency medical treatment.”

*(Give specific location using above street references)

- Necessary information for EMS personnel:
 - name, address, telephone number of caller – the cell # is:
 - number of victims; condition of victims
 - first-aid treatment initiated
 - specific directions as needed to locate scene
 - other information as requested by dispatcher
- _____ will provide appropriate emergency care until arrival of EMS personnel:
- On arrival of EMS personnel, _____ will provide pertinent information @ method of injury, vital signs, treatment rendered, medical history
- Notes:
- (sports medicine staff member) will accompany student-athlete to hospital with pertinent medical card information.
- _____ will notify district athletic director and/ or alternate administration
- _____ will contact parents
- _____ will complete appropriate injury reports as soon as feasible
- _____ will be responsible for supervising remaining students

Emergency Telephone Numbers & Addresses for

XYZ Hospital's Emergency Department –

Located:

Local Police: –

Ambulance Service: -

Nearest cab company or taxi service:

Athletic Director (Name): _____ Home# _____ Cell# _____

Alt. Administrator (Name): _____ Home# _____ Cell# _____

Always attach signed emergency card release and information to this sheet for all players and staff.

Appendix B

FACILITY CHECKLISTS

Sample Game Day Guidelines

- Inspect Field or Gym - use checklist
- Inspect Locker Rooms - use checklist
- Inspect Equipment - use checklist

ADVANCED PLANNING

- Chain of command established, duties assigned
- Parking, traffic flow
- Maintenance staff - scheduled
- Security & crowd control plan
- Medical emergency plan
- First aid station
- Ambulance - service scheduled
- Base locations for teams
- Spectator and band seating
- Written schedule with clear directions and information is published and distributed to all participating team coaches and administrators
- All teams are asked to bring emergency medical information
- Check that site preparation is complete before teams arrive
- Greet and escort arriving teams
- Staff and athletes issued ID badges
- System in place for communicating with all site staff
- Follow sport specific checklist for this event

FACILITY/GYMNASIUM SAFETY CHECKLIST

- Adequate lighting provided in facility, building exterior and parking lot
- Adequate ventilation and temperature control
- Slip, trip and fall exposures are properly controlled (winter de-icer, signage, etc)
- Even stair steps with proper width and depth and even rise
- Proper handrails and guardrails provided on stairs, platforms and other elevated floor surfaces
- Good housekeeping on premises
- No unusual attractive nuisance, e.g. climbing and falling exposure
- Unobstructed hallways, walkways, aisles and doorways
- Adequate exits and means of egress provided
- ADA compliant ramps, doorways, walkways and restroom facilities
- Emergency procedures and exit diagrams provided
- No exposure to hazardous chemicals, radiation or temperature extremes
- Hazardous areas such as boiler rooms and utility rooms are locked to prevent unauthorized entry
- Security is provided for areas of the facility not occupied by activity.
- Restrooms are clean and easily accessible
- "No smoking" rule is enforced per fire code
- System is in place for checking and turning off electric equipment and lights, closing and locking doors and windows after activity

Playing Field Safety Checklist

- Free of obstacles, no slip, trip or fall hazards, no large puddles
- Stationary and Portable Equipment -- separate Checklist Completed
- Sprinkler Heads -- marked or covered
- Grass -- cut to good length, no holes or erosion of field
- Playing Area -- boundaries properly marked, infield or track prepped for use
- Buffer Zone -- marked and unobstructed, barriers set up between players and spectators
- Lighting -- adequate, protected from balls
- Goals and Uprights -- sturdy, sufficiently padded, no protrusions, in good condition
- Fences -- sturdy, free of jagged edges, padded if necessary
- Access for Ambulance
- Bleachers -- safe distance from field, no splinters, protrusions or sharp edges, in good repair, properly attached to rails
- Public Address System and Telephone -- in working order
- Gates -- self-close, completely latch, good condition
- Unused Equipment -- properly and safely stored and secured
- Accessibility -- wheelchair ramps are unobstructed, all access requirements are met and maintained
- Bathrooms -- safe, sanitary, clearly marked
- Electric outlets -- cover all outlets near field
- Water Fountains -- accessible, sanitary, functioning properly
- Walkways, Steps, Stairs, Ramps -- free of slip, trip and fall hazards, adequate lighting, handrails secure, unobstructed, transitions clearly marked
- Waste -- area free of trash and debris, sufficient trash containers provided
- First Aid Supplies -- easily accessible
- Fire alarms and Extinguishers -- in working order, inspections are current
- Traffic Patterns -- clearly delineated, secure, appropriate
- Only authorized persons present on field of play
- Security Personnel -- on duty as needed
- Access to field and number of keys is controlled and duplication of keys prohibited
- System is in place for checking field, turning off lights, closing and locking gates after activity.
- If facility is not school district property -- outside individuals provide a Certificate of Insurance naming your school/district as an additional insured
- Other:

Locker Room Checklist

- Floor--clean, dry, clear of slip, trip or fall hazards
- Walls -- clean, not chipping, free of protrusions
- Windows -- Glass properly shielded, no breaks/cracks
- Ceiling -- no leaks, no loose objects, appropriate height for this activity
- Lights -- adequate for activity, securely mounted
- Ventilation -- adequate
- Showers -- Clean, no mildew, working, drains unclogged, slippage protection, water temperatures within acceptable range
- Benches -- sturdy, in good repair, no sharp edges
- Lockers -- securely mounted, clean, locks work, no sharp edges
- Lavatory -- clean, sanitary, well stocked, floors dry, plumbing functioning properly
- Office -- clean, locks work, no offensive materials posted, files secure, view unobstructed, phone works
- Other:

Equipment Checklist – General

- Clean
- Free of rust, mud or debris
- Free of splinters or sharp edges
- All parts are in place
- All parts are in working order
- Electric cords properly secured to avoid hazards
- Properly labeled with information and warning messages
- All repairs done by authorized personnel only
- Placed correctly for use
- Secured correctly for use
- Meets WIAA or NFHS Standards
- Unused equipment is safely and securely stored
- Padding installed according to specifications
- Other:

BLEACHERS

Bleacher Safety

School districts have a duty to ensure that their bleachers are safe for the students' and the public's use. The best way to ensure safe bleacher maintenance is to inspect for safety hazards on a routine basis. Failure to perform such inspections may result in injuries and create liability for the school district.

The National Fire Protection Association (NFPA) recommends that "an annual inspection and required maintenance of each grandstand shall be performed to assure safe conditions. At least biennially, the inspection shall be performed by a professional engineer or qualified service personnel" (NFPA #102, Section 5-8.2(c)).

Performing visual inspections is key to spotting hazardous conditions. Review the bleacher system with the manufacturer's service representative to determine potential problem areas for each specific brand and model. Check the following conditions during inspections:

- Check spacing between rows when seating is in the "stacked" or "closed" position. Uneven spacing can result in damage and misalignment to understructure components. **Note:** *The primary reason for this damage is the result of climbing on unit when it is in the "closed" or "stacked" position. Prevention of serious equipment abuse must be the responsibility of **all** supervisory personnel.*
- Check to ensure that the warning plate "DO NOT CLIMB" is affixed and visible.
- Check that wall ties are securely attached to both the wall and the unit. For floor-attached units, ensure that floor anchors are tight.
- Check welds on footboard support brackets. Broken welds must be re-welded. **Note:** *Do not braze.*
- Check all moving parts. Lubricate footboard support channels and support post guides with a good grade of high-temperature bearing lubricant. Wipe off excess lubricant to avoid floor staining or damage.
- Check for rust. Remove rust as it will eventually weaken structural members. Touch up affected areas with paint to match the original paint.
- Check slide stop on footboard support arm. A broken stop will result in the unit extending beyond the normal open position, causing structural damage.
- Check for bent or missing rowlocks. They should engage and move freely.
- Check super slides for missing or bent rods and retaining brackets with broken welds. These conditions can cause the understructure to spread from side to side.
- Check rail sockets to ensure that they are securely attached. Tighten or replace all loose hardware. Tighten all anchors.
- Check complete unit for loose and/or missing hardware, such as nuts, bolts, pins, etc.

Note: *Missing hardware can result from both operational use and vandalism. If a piece of hardware is missing, check the identical location in another row to determine if a similar condition is developing.*

- Check automatic power operation. The drums must be securely anchored or the unit will operate at an uneven angle, which may result in extensive structural damage. Check push-pull chains for alignment. The chains must be straight and must not be under uneven tension. Uneven tension and misalignment may cause wide-spread structural damage. Check drum frame. Bent angle iron framing may result in weld breakage on the drum.
- Check push-pull pads. Missing pads may cause serious chain and drum damage. Lubricate pillow blocks with a good grade of chassis lubricant. Also, check oil level in the motor gearbox.
- Check floor traction automatic power system. Check the roller chains for proper tension. Check the rollers for wear on the rubberized surface. Lubricate the bearing and grease the chain annually. The motor requires no lubrication.
- Document and file all inspection reports.
- Incorporate bleacher inspections into the district's existing playground and facility inspection programs. Check bleacher conditions before each event and at least on a monthly basis.

The enclosed Annual Bleacher/Grandstand Inspection Report was designed for member school districts. This one-page form is easy to use as a check-off sheet, yet it has a section for remarks and a system for follow up. To make this form usable, we have assumed that the user is familiar with bleacher components and inspection requirements. The listed criteria are not very detailed, but should serve as reminders to those inspecting bleachers.

Since corrective action is an important part of the inspection, the form is designed to be three-part: the original for maintenance/grounds, the first copy for the building's principal, and the second copy for the risk manager/safety officer. "Repair Priority" is included to help prioritize the needed repair.

Please print the Annual Bleacher/Grandstand Inspection Report and copy it for use in conducting periodic bleacher and grandstand inspections.

For more information regarding bleacher safety, please contact the WSRMP Loss Control department.

Loss Control Bulletin 121a



ANNUAL BLEACHER / GRANDSTAND INSPECTION REPORT

SCHOOL _____

BUILDING _____

INSPECTOR _____ DATE _____

NOTE: NFPA #102 recommends that the inspection be performed at least biennially by a professional engineer or qualified service personnel.

REPAIR PRIORITY

1—Imminent Hazard
(Repair Immediately)

2—Scheduled Maintenance
(Repair next Visit)

3—Planning
(to Admin. for \$)

If okay

ALL BLEACHERS / GRANDSTANDS
(Check above and below bleacher)

- ___ Welds intact
- ___ Fittings/joints secure
- ___ No broken/missing/loose hardware
- ___ Ends of bolts/tubing capped
- ___ No loose nuts/bolts/pins/other fasteners
- ___ No exposed pinch/crush points
- ___ Rods/retaining brackets intact
- ___ No visible bending/warping/breakage of any component
- ___ No rust or painting needed
- ___ No loose/broken/missing steps, rungs or rails
- ___ No broken or cracked wooden members, or splinters
- ___ For permanent grandstands, access to understructure is restricted plates affixed
- ___ Change in level in walk areas easily visible

TELESCOPING BLEACHERS / GRANDSTANDS
(Both columns must be completed)

- ___ No uneven spacing in stacked rows
- ___ Wall ties secure
- ___ Floor anchors tight
- ___ Moving parts lubricated
- ___ Slide stops functional
- ___ Row locks move freely and engage
- ___ Rail sockets secure
- ___ Floor traction system operates smoothly
- ___ Power operation drums secure
- ___ Push-pull chains straight with even tension
- ___ Push-pull pads in place

REMARKS/PROBLEMS

DATE REPAIRED / MONTH/YEAR

SUGGESTED: ORIGINAL—Maintenance/Grounds; **COPIES: Yellow**—Principal; **Pink**—Risk Manager/Safety Officer

**CONDITIONING:
WEIGHT ROOMS/
EXERCISE
EQUIPMENT**



WEIGHT ROOM INHERENT RISK

This school strives to protect each student from possible injury while engaging in school activities. The rules and information identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach and must understand that failure to follow such directions or adhere to standards may place the participant at risk.

Guidelines are as follows:

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly-fitted or defective equipment.
2. Notify the coach in advance of all maximum lift attempts.
3. Use a partner/spotter at all times. Stop and report absent lifting partner immediately.
4. Use only equipment you have been instructed to operate.
5. Wear proper footwear in the weight room at all times.
6. Clean up perspiration on benches with disinfectant.
7. Always use collars on bars, with no exceptions.
8. Weight training needs to be focused and serious. Horseplay will not be tolerated. Ensure that you are lifting within your known limits.
9. Advise the coach if you are ill or have any prolonged symptoms of illness.
10. Advise the coach if you have been injured.
11. Engage in warm-up activities prior to strenuous participation.
12. Be alert for any physical hazards or hazards in the locker room or in or around the participation area. Advise coach of any hazard or concern.
13. Abide by all safety rules and school rules related to use of the Gymnasium.
14. The District has the right to revoke permission for this activity at any time, especially for violations of safety rules and school rules.
15. The student has no permission or authority to allow any other individual the use of the equipment.
16. Immediately stop using the equipment if any defect in the equipment is found, take the equipment out of commission, and immediately file a written report of the defect to the District.

The above information has been explained to me and I understand the list of rules and procedures. I also understand the necessity of using the proper techniques while participating in the weight training program.

I am aware that weight training is a **HIGH-RISK ACTIVITY** and that practicing or competing in weight training will be a dangerous and unpredictable activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risks of practicing and competing in weight training include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, blindness, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of my body, general health and well-being. I understand that the dangers and risks of practicing or competing in weight training may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities and generally to enjoy life.

Because of the dangers of weight training, I recognize the importance of following coaches' instructions regarding techniques, training and other team rules, etc., and to agree to obey such instructions.



I have read the above warning and release and understand its terms. I understand that weight training is a **HIGH-RISK ACTIVITY** involving many **RISKS OF INJURY**, including but not limited to those risks outlined above.

In consideration of the _____ School District permitting my child/ward to participate in weight training activities including practicing or competing, I hereby assume all the risks normally associated with weight training and agree to hold the school district, its employees, agents, representatives, coaches and volunteers harmless from any and all liability, actions, causes of action, debts, claims or demands of every kind and nature whatsoever which may arise from such risks. The terms hereof shall serve as a release for my heirs, estate, executor, administrator, assignees, and for all members of my family.

We agree that neither the school district, nor the staff of the school district, nor the student organization of the school district shall in any way be held liable for any accident or injury in anyway received on account of or while engaged in any athletic activity sponsored by the district. We further agree that neither the district nor any of their staff or student organizations shall be responsible for the payment of any bills rendered for medical services as a result of such accidents or injuries. We also acknowledge that it is our responsibility to provide for any medical, disability or other insurance to mitigate any costs that may be unfortunately incurred as a result of participation in this activity.

By signing below, I certify that I have read the above, understand its content, and agree to its terms.

Athlete's Signature

Date

Parent's/Guardian's Signature

Date

Weight Room Guidelines

- Free of obstacles, no slip, trip or fall hazards, wet spots, electric cords
- Stationary and Portable Equipment -- separate Checklist Completed
- Supervise at all times
- Free Weights - spotting required
- Separate free weight area from weight machine area
- Stretching Space - provided
- Store all weights, collars and bars off floor on appropriate racks
- Use exercise and shock absorbing weight mats -- check for defects
- Keep equipment clean and disinfected
- Weightlifting gloves, belts and mag provided
- All apparatus secure and stable on floor
- Chains, Pulleys, Cables - working properly; no rust or corrosion
- Machine Safety Stops - operable, not bent
- Wall Attachments - secure
- Barbell and Weight Storage Racks - stable
- Rowing Machines, Bikes and Climbers - work properly
- Warning and Information Labels - evident and visible
- No homemade or modified equipment
- Equipment maintained according to manufacturer's specifications
- Windows -- glass properly shielded, no breaks or cracks, safety glass
- Ceiling -- no leaks, no loose objects, appropriate height for this activity
- Lights -- adequate for activity, shielded/caged, securely mounted
- Unused Equipment -- properly and safely stored and secured
- Exits -- clearly marked, unobstructed exit doors swing in direction of egress
- Accessibility -- wheelchair ramps are unobstructed, all access requirements are met and maintained
- Signage -- maximum capacity, no eating, no drinking, no smoking, and safety/warning signs are visible
- Bathrooms -- safe, sanitary, clearly marked
- Water Fountains -- accessible, sanitary, functioning properly
- Walkways, Steps, Stairs, Ramps -- free of slip, trip and fall hazards, adequate lighting, handrails secure, unobstructed, transitions clearly marked
- Waste -- area free of trash and debris, sufficient trash containers provided
- First Aid Supplies -- easily accessible
- Fire Alarms, Sprinklers and Extinguishers -- in working order, inspections are current
- Access for ambulance
- Only authorized persons present in weight room
- Access to weight room and number of keys is controlled and duplication of keys prohibited
- System is in place for checking and turning off electric equipment and lights, closing and locking doors and windows after activity

WEIGHT ROOM SAFETY CHECKLIST

Key:

Y = Yes N = No N/A = Not Applicable

Mark Y, N or N/A for each item:

- Y N N/A Weight room is never used without adult staff supervision
- Y N N/A Weight room door is locked by staff when not in use
- Y N N/A Safety rules, instructions and warning signs are posted
- Y N N/A Exits are unobstructed, properly marked and illuminated
- Y N N/A Telephone available for emergency notification
- Y N N/A Properly stocked first aid kit readily available
- Y N N/A Proper footwear and attire is required of users
- Y N N/A Trained spotters are used in free weight training
- Y N N/A Staff documents thorough inspection of all equipment at least weekly

All Equipment

- Y N N/A Surfaces for human skin contact cleaned and disinfected daily
- Y N N/A Padding protective cover free of tears, rips and cracks
- Y N N/A Mats and floor do not present tripping, slipping and falling hazards
- Y N N/A Proper separation between work stations (2 to 3 feet minimum)
- Y N N/A Adequate spacing to allow free traffic flow and access to equipment
- Y N N/A Securing straps, elastic cords and apparatus are functional and in good condition
- Y N N/A Weight equipment bolted to the floor or counterweighted to prevent tipping
- Y N N/A Free of protrusions, burrs and sharp edges that may cause injury
- Y N N/A Regular lubrication of moving parts according to manufacturers' recommendation
- Y N N/A Portable and unattached equipment is properly stored after use
- Y N N/A Students are instructed to report defective equipment immediately
- Y N N/A Defective equipment is removed and put out of service immediately
- Y N N/A Equipment assembled by qualified personnel and no alterations made

Exercise Machines

- Y N N/A Equipment is inspected before being used by students
- Y N N/A Components are regularly lubricated and cleaned
- Y N N/A Chains, cables and belts are in good condition and properly aligned
- Y N N/A Nuts, bolts, screws, pins and washers are tight and intact
- Y N N/A Free of worn, cracked defective parts and components

Free Weights

- Y N N/A Bars are properly lubricated and tightened
- Y N N/A Collars and safety equipment are always in use
- Y N N/A Benches, racks and standards are secured to the floor or wall
- Y N N/A Nuts, bolts, screws, pins and washers are tight and free from defects
- Y N N/A Aisles and pathways are not cluttered with equipment that may cause trips and falls
- Y N N/A Free weights are kept a minimum of 4 ft. from glass and/or mirrors
- Y N N/A Defective equipment is removed and put out of service

Work order for repairs generated: Yes No

School/Building _____

Inspected by _____ Date: _____

Avoid Weight Room Injuries

Use of weight rooms and weight training may seem relatively safe when compared to contact sports, but the activity is not without risks and serious injury potential. Studies indicate that lower back injury is the most common type of weight training injury, which can translate into large dollar losses. The Washington Schools Risk Management Pool has recently experienced several injury claims from use of exercise machines that were either defective or improperly used. School districts can reduce the loss potential through careful consideration of factors associated with instruction, supervision, and equipment maintenance.

Instruction

- Use only qualified instructors to teach weight training. It is a highly specialized area of physical fitness. Safe lifting techniques form the basis of an effective weight-training program.
- Attend clinics and workshops conducted by the National Strength and Conditioning Association (NSCA) or American Alliance for Health, PE, Recreation and Dance (AAHPERD). Follow the guidelines published by these organizations and Washington Interscholastic Athletic Association (WIAA).
- Instruct students on the basics, including warming up before the workout, stretching, cooling down, and the importance of proper breathing.
- Identify correct and incorrect techniques for each exercise. Discuss the techniques used by spotters for each exercise. Post this information with illustrations on the wall, and include it in a handbook.
- Instruct students on hazards and consequences of improper lifting techniques or improper use of equipment and spotters. Document this in the lesson plan. Clearly communicate information to students through both lecture and demonstration. Instruct students when to quit and how to recognize pains from overloading and muscle failure. Use safety quizzes to measure student comprehension of skills, hazards and rules, and retain quizzes.
- Teach exercises progressively. Allow free weights only for athletic training or advanced students in physical education. Do not assume that students with higher strength are proficient in basic activities. Verify that each student receives the same standard of care. Check out students on use of every individual piece of equipment and keep written records of each student's training program and progression.
- Involve and inform parents so that they are aware of your actions to ensure their children's safety and development.

Post rules for weight room conduct and enforce them at all times. Some examples are:

- Notify instructor of all maximum lift attempts.
- Wear proper footwear in the weight room at all times.
- Use a partner/spotter at all times. Stop and report absent lifting partner immediately.
- Use only equipment you have been instructed to operate.
- Clean up perspiration on benches with disinfectant.
- Always use collars on bars, with no exceptions.
- Weight training needs to be focused and serious. Horseplay will not be tolerated.

Supervision

WSRMP often receives claims indicating that the instructor was not present at the time of an incident. Remember that if you are not in the room, you are not supervising. Provide closer supervision for the more hazardous activities, such as using free weights.

- Reinforce good behaviors and correct inappropriate activities. Document and track progress of students to identify potential problems. Establish a code of safe behavior. Post written rules and document them in a handbook. Discuss the information regularly and enforce the rules consistently.
- Incorporate the buddy system for all free weight activities. Match the strength of partners evenly to ensure that each will be able to spot the other safely. Use additional spotters if the weight being lifted cannot be safely controlled from the single spotter position.
- Give special attention to maximum lift attempts. WSRMP recommends using a maximum of four repetitions rather than the traditional single repetition.
- Instructors must be first aid and CPR certified to provide aid in case of accident and injury.
- Include latex gloves in the first aid kit. Provide training in bloodborne pathogens to staff and students.
- Document all injuries and emergency care and maintain the reports on file for further review.
- Control access to the weight room. Lock the weight room at all times when the instructor is not present. Members of the general public, other students and staff members have been injured in weight rooms left open and unsupervised.
- Provide proper supervision during open gym by qualified staff and enforce the same rules.

Equipment and Facilities

- Follow the International Fire Code for the capacity allowance of 50 sq. ft. gross per person.

- Leave enough room between pieces of equipment for safe execution of all activities. Establish a safety zone around each machine or training station. Direct traffic flow away from activities with high injury potential.
- Post warnings for all potentially dangerous conditions.
- Display safety and instructional directions, preferably with illustrations to make the average person understand the risk.
- Have equipment assembled by the manufacturer or its authorized personnel.
- Do not modify equipment without manufacturer's approval as it will void the warranty and put the burden of products liability on the school district.
- Conduct regular facility and equipment inspections and document the inspection for permanent record.
- Perform periodic maintenance such as lubrication of parts or parts replacement as recommended by the manufacturer.
- Immediately remove defective equipment from use.
- Have equipment serviced and repaired by the manufacturer or its authorized repair personnel to make sure that it is repaired properly according to manufacturer's recommendations.
- Make certain that equipment is cleaned and sanitized to prevent spreading of diseases.
- Warn students to stay away from moving weight stacks and other machine parts when machine is in use. Make sure no one uses a machine when another person is changing weights.
- Even though weight machines are considered safer than free weights more people are injured while using machines than using free weights.

Please call WSRMP Loss Control staff for sample weight training quizzes and other safety guidelines.

Loss Control Bulletin #61

Exercise Equipment Inspection and Maintenance

Commercial gyms have routine inspection and maintenance programs for their equipment to protect their clients from injuries. Many school districts, however, do not have regular inspection and maintenance programs for their exercise equipment, leaving them liable for claims of negligence. It is important for all schools with conditioning equipment to implement an ongoing inspection and maintenance program that will provide documentation of their effort to keep equipment in proper condition.

School district exercise rooms serve a large number of users and the equipment is subject to constant use and abuse. Without a continuous inspection and maintenance program, the district will not be able to discover deficiencies that can be corrected with some minor repairs, or discontinue the use of the equipment.

Students must be instructed to report defective equipment immediately. Post signs and have users sign an information sheet acknowledging they understand proper use of the equipment and agree to not use equipment that appears to be broken. Instruct all staff that all defective equipment is to be removed and/or put out of service immediately.

On all equipment, routine inspection should follow the inspection and maintenance procedure recommended by the manufacturer. Develop a comprehensive checklist for different equipment based on the manufacturers' recommendations.

For example: Check barbells and dumbbells weekly; tighten and lubricate as needed; inspect the walking belt of the treadmill routinely and clean the area between the walking belt and the deck underneath with a dry cloth.

Do not neglect hidden and internal components that need regular inspection and lubrication. Do not use cleaning solvents on equipment that can corrode metal components and damage the paint or the lubrication.

Keep Inspection, Maintenance and Repair Records

Written inspection records and maintenance logs are recommended by the WSRMP as means of documenting routine inspections, preventive maintenance work and major repairs performed on the equipment. These records provide evidence that the district has a system of inspecting and maintaining equipment and have followed repairs according to the manufacturers' recommendations.

Include in this documentation who performed the inspection or the repair/maintenance, the date it was completed, what work was performed, and what parts were used. Factory recommended replacement parts should be used when repairs are made on equipment. If you use an outside service to repair equipment, keep a detailed invoice for every service call. In the event of a claim or a lawsuit arising from an accident involving a piece of equipment, well-documented inspection, maintenance and repair records will help in the defense of the district.

Some items to include in basic inspections for all equipment are:

- Surfaces for human skin contact cleaned and disinfected daily (contact your local health department for more information regarding the type of disinfectant you should be using)

- Padding protective cover free of tears, rips and cracks
- Mats and floor do not present tripping, slipping and falling hazards
- Proper separation between work stations (2 to 3 feet minimum)
- Adequate spacing to allow free traffic flow and access to equipment
- Securing straps, elastic cords and apparatus are functional and in good condition
- Weight equipment bolted to the floor or counterweighted to prevent tipping
- Free of protrusions, burrs and sharp edges that may cause injury
- Regular lubrication of moving parts according to manufacturers' recommendation
- Portable and unattached equipment is properly stored after use
- Equipment assembled by qualified personnel and no alterations made

Exercise Machines

- Lubricate and clean components regularly
- Make sure that chains, cables and belts are in good condition and properly aligned
- Ensure that nuts, bolts, screws, pins and washers are tight and intact
- Equipment is free of worn, cracked or defective parts and components
- Students must inspect machine before using

Free Weights

- Properly lubricate and tighten bars
- Make sure that collars and safety equipment are always in use
- Secure benches, racks and standards to the floor or wall
- Ensure that nuts, bolts, screws, pins and washers are tight and free from defects
- Do not clutter aisles and pathways with equipment that may cause trips and falls
- Keep free weights a minimum of 4 feet from glass and/or mirrors
- Remove defective equipment and put out of service

Equipment Sanitation

Herpes Gladiatorum (a strain of Herpes Simplex 1 commonly called Wrestler's Herpes) is but one communicable disease that can be transmitted by body-to-body contact or contact with infected surfaces and equipment in sports. Locker room showers, floors and benches should be cleaned daily using a disinfectant cleaner. Weight room equipment should be disinfected after each use. This can be accomplished with a properly labeled spray bottle containing an approved disinfectant cleaner.

Sweat and other moisture will also cause the upholstery on exercise equipment to crack and dry out. Wipe down the upholstery at least once a week with Naugahyde cleaner or a lanolin-based cleaner to keep upholstery soft and supple.

For additional information, read Loss Control Bulletin #61: Avoid Weight Room Injuries for guidelines on supervision and instruction of weight room activities. Please use the WSRMP's Weight Room Safety Checklist or your own inspection forms to keep records of your regular exercise room equipment inspections.

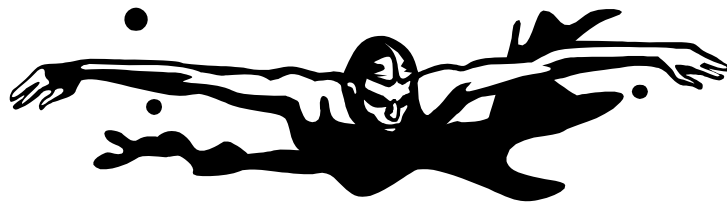
Please contact a Loss Control Consultant for any further questions.

Loss Control Bulletin #169

Appendix C

GUIDELINES & INHERENT RISK FORMS FOR INDIVIDUAL SPORTS

AQUATICS





SWIMMING AND DIVING INHERENT RISK

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and information identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach and must understand that failure to follow such directions or adhere to standards may place the participant at risk..

Travel to and from off-campus facilities shall be in accordance with the directions of the activity coach.

Guidelines are as follows:

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any Poorly fitted or defective equipment.
2. Advise the coach if you are ill or have any prolonged symptoms of illness.
3. Advise the coach if you have been injured.
4. Engage in warm-up activities prior to strenuous participation.
5. Be alert for any physical hazards or hazards in the locker room or in or around the participation area. Advise coach of any hazard or concerns.
6. Know the location of rescue equipment in the pool area.
7. Never enter the water without the coach (or the designated lifeguard) in the .pool area.
8. Check for clear water before swimming and diving; and when diving off the blocks, make it a shallow dive. Diving will be permitted only by divers who have been taught basic swimming and diving skills and are under the supervision of a coach.
9. Do not dive or enter the water head-first, in an area not so designated or in less than 5 feet of water at anytime
10. Do not run while on the pool deck.

The above information has been explained to me and I understand the list of rules and procedures. I also understand the necessity of using the proper techniques while participating in the swimming program.

I am aware that swimming and diving are **HIGH-RISK SPORTS** and that practicing or competing in swimming and diving will be a dangerous and unpredictable activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risks of practicing and competing in swimming and diving include, but are not limited to drowning, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, blindness, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of my body, general health and well-being. I understand that the dangers and risks of practicing or competing in swimming and diving may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities and generally to enjoy life.

Because of the dangers of swimming and diving, I recognize the importance of following coaches' instructions regarding techniques, training and other team rules, etc., and to agree to obey such instructions.

I have read the above warning and release and understand its terms. I understand that swimming and diving are **HIGH RISK SPORTS** involving **MANY RISKS OF INJURY**, including but not limited to those risks outlined above.



WASHINGTON SCHOOLS
RISK MANAGEMENT POOL



In consideration of the _____ School District permitting my child/ward to try out for the _____ School swimming and diving team and to engage in all activities related to the team, including, but not limited to, trying out, practicing or competing in swimming and diving, I hereby assume all the risks normally associated with swimming and diving and agree to hold the school district, its employees, agents, representatives, coaches and volunteers harmless from any and all actions, causes of action, debts, claims or demands of every kind and nature whatsoever which may arise from such risks. The terms hereof shall serve as a release for my heirs, estate, executor, administrator, assignees, and for all members of my family.

We agree that neither the school district, nor the staff of the school district, nor the student organization of the school district shall in any way be held liable for any accident or injury in anyway received on account of or while engaged in any athletic activity sponsored by the district. We further agree that neither the district nor any of their staff or student organizations shall be responsible for the payment of any bills rendered for medical services as a result of such accidents or injuries. We also acknowledge that it is our responsibility to provide for any medical, disability or other insurance to mitigate any costs that may be unfortunately incurred as a result of participation in this activity.

By signing below, I certify that I have read the above, understand its content, and agree to its terms.

 Athlete's Signature

 Date

 Parent's/Guardian's Signature

 Date

Aquatic Center/Pool Guidelines

Swimming programs have risks that place participants in physical harm. The following guidelines should be followed when participating in aquatic sports.

Facility & Equipment

- Only authorized persons present in pool area. In addition to instructors, the facility must have appropriate number of Certified Lifeguards on Duty.
- Access to gym and number of keys is controlled and duplication of keys prohibited.
- System is in place for checking and turning off showers and lights, closing and locking doors and gates after activity.
- Accessibility -- wheelchair ramps are unobstructed, all access requirements are met and maintained.
- Signage -- maximum capacity, no eating, no drinking, no smoking, and safety rules signs are visible.
- Water fountains -- accessible, sanitary, and functioning properly.
- Walkways, Steps, Stairs, Ramps -- free of slip, trip and fall hazards, adequate lighting, handrails secure, unobstructed, transitions clearly marked.
- Waste -- area free of trash and debris, sufficient trash containers provided.
- If facility is not school district property -- outside individuals provide a Certificate of Insurance naming your school/district as an additional insured, signed facility use agreement in place.
- Appropriate lifesaving equipment must be available and in plain sight.
- Condition of the water must meet water quality parameters, clear of hazards, and within correct temperature range.
- Pool Deck-- clean, no standing water, drainage functioning, free of slip, trip, or fall hazards, no jagged objects, in good repair.
- Ladders -- appropriate support, steps secure, non-slip rungs.
- Starting Blocks -- installed correctly, clean, no splinters or rust, friction strips in place.
- Diving Boards -- installed correctly, no rust, fulcrum operational, appropriate water depths.
- If indoors -- ceiling at least 16' above diving boards.
- Lane Lines -- installed properly.
- Lights -- adequate for activity, shielded/caged, securely mounted.
- Bleachers -- safe distance from pool, no splinters, protrusions or sharp edges, in good repair, properly attached to rails. No gaps between rails greater than 3.5 inches and less than 9 inches.
- Fences -- openings less than 4 inches, correct height, good repair.
- Doors & Gates -- self-close, completely latch, good condition.
- Skimmers, Gutters, Tile Line -- clean, good repair.
- Recirculation Equipment-- pumps, filter, disinfectant feeders maintained in good repair.
- Gauges -- working, accurate.
- Piping -- good repair, marked, no leaks.
- Test Kit-- clean, stocked with fresh reagents, stored in cool, dry location.
- Unused Equipment -- properly and safely stored and secured.
- Office -- clean, locks work, no offensive materials posted, files secure, view unobstructed, phone works. Emergency dialing procedures clearly posted.
- Bathrooms -- safe, sanitary, clearly marked.
- First Aid Supplies -- easily accessible.
- Access for ambulance.
- Other:

AQUATIC AREA / INSPECTION REPORT

School	Inspector	Date	Time
--------	-----------	------	------

Activity in Pool at time of visit

BOYS CHANGE ROOM

Circle yes or no

			Notes
1. Boys change room clean and maintained	y	n	_____
2. Shower room clean, Proper Drainage	y	n	_____
3. Shower heads, soap dispensers work and properly maintained	y	n	_____
4. Temperature control works properly	y	n	_____
5. Lockers maintained with no sharp edges protruding & are lockable	y	n	_____
6. Lockers firmly secured to wall or floor	y	n	_____
7. Storage cabinets and shelving secured	y	n	_____
8. Fall protection provided for items stored on upper shelves	y	n	_____
9. Handicapped accessible toilet, shower, sink Lockers	y	n	_____
10. Lighting is adequate in Locker Rooms & Shower area (20 foot candles)	y	n	_____
11. Other			_____



GIRLS CHANGE ROOM

Circle yes or no

Notes

- | | | | |
|--|---|---|-------|
| 1. Girls change room clean and maintained | y | n | _____ |
| 2. Shower room clean, Proper Drainage | y | n | _____ |
| 3. Shower heads, soap dispensers work and properly maintained | y | n | _____ |
| 4. Temperature control works properly | y | n | _____ |
| 5. Lockers maintained with no sharp edges protruding & are lockable | y | n | _____ |
| 6. Lockers firmly secured to wall or floor | y | n | _____ |
| 7. Storage cabinets and shelving secured | y | n | _____ |
| 8. Fall protection provided for items stored on upper shelves | y | n | _____ |
| 9. Handicapped accessible toilet, shower, sink Lockers | y | n | _____ |
| 10. Lighting is adequate in Locker Rooms & Shower area (20 foot candles) | y | n | _____ |
| 11. Other | | | _____ |

UTILITY ROOM

Circle yes or no

Notes

- | | | | |
|--|---|---|-------|
| 1. Water heater properly secured to wall studs | y | n | _____ |
| 2. Water softeners secured with chain or strap | y | n | _____ |
| 3. Electrical panels clear of storage for 36" | y | n | _____ |
| 4. Electrical breakers identified for services | y | n | _____ |
| 5. Storage in utility room is minimal and proper | y | n | _____ |
| 6. Other | | | _____ |



CHEMICAL ADDITION ROOM

Circle yes or no

Notes

	y	n	Type _____
1. Pool filter system properly maintained	y	n	_____
2. Chemicals stored properly in a protected area	y	n	_____
3. Chemicals labeled	y	n	_____
4. Chemical addition equipment properly secured	y	n	_____
5. Bulk chlorine gas tanks secured and labeled	y	n	_____
6. Chemical addition room properly identified	y	n	_____
7. Other pool chemicals secured and labeled	y	n	_____
8. Good housekeeping practices evident in area	y	n	_____
9. No tripping hazards in walkways	y	n	_____
10. Material Safety Data Sheets available in area for emergency information	y	n	_____
11. Employee Hazardous Material Training Program information posted and available	y	n	_____
12. Personal safety protective equipment available	y	n	_____
13. Equipment maintained	y	n	_____
14. Employee trained to use equipment in an emergency situation	y	n	_____
15. Chemical room has an approved emergency alarm system for accidental release or spill of toxic chemicals	y	n	_____
16. Alarm audible and visible a minimum of 150' away	y	n	_____
17. Written emergency contingency plan for accidental acid or chlorine gas release available on site	y	n	_____
18. Employee trained for proper response in the event or a disaster emergency situation, documented	y	n	_____
19. Emergency equipment properly maintained	y	n	_____

- | | | | |
|--|---|---|--|
| 20. Emergency equipment properly stored and protected from harm | y | n | |
| 21. Emergency personal protective equipment located away from probable area involved in incident | y | n | |
| 22. Training for use of fresh air supply breathing unit current and documented (if equipment is required) | y | n | |
| 23. Supplied air respirator located in accessible location in emergency, if required | y | n | |
| 24. Fresh air supply apparatus fit test accomplished for each employee who may be in the area responding to emergency alarm. Documented. | y | n | |
| 25. Other | | | |

POOL AREA
 Circle yes or no

Notes

- | | | | |
|--|---|---|--|
| 1. Range of swimming pool depth clearly marked | y | n | |
| 2. Underwater lights | y | n | |
| 3. Underwater windows | y | n | |
| 4. Diving boards properly maintained | y | n | |
| 5. Diving platform properly maintained | y | n | |
| 6. Starting Blocks removed or covered during period of no use or use by general public | y | n | |
| 7. Lifeguard station movable so every square inch of pool can be seen at any time | y | n | |
| 8. Deck surface clean and slip resistant | y | n | |
| 9. Deck drainage proper | y | n | |
| 10. 12' rescue poles are available for rescue (not required) | y | n | |

11. 20" rescue ring with rope the width of the pool or 50', whichever is less (not required)	y	n	_____
12. Brightly colored float line at depth change or marking line on bottom of pool	y	n	_____
13. Warning against running, horseplay and swimming pool rules posted	y	n	_____
14. Pool furniture properly maintained	y	n	_____
15. Safety signs posted in several areas	y	n	_____
16. Pool use rules posted in several areas	y	n	_____
17. Bleachers maintained, no wood splinters or cracking and secured to concrete footings or floor	y	n	_____
18. Public Address system working properly	y	n	_____
19. First aid kit is stocked & available in area	y	n	_____
20. Spinal management equipment is available & properly maintained	y	n	_____
21. Lifeguard Personal Protective equipment is carried by Lifeguard or is readily available at different locations in pool area (20 seconds)	y	n	_____
22. Water Quality permits detection of testing device on pool bottom (absence of glare for Lifeguard)	y	n	_____
23. Telephone available in aquatic area office with outside line direct dial ability	y	n	_____
24. Emergency telephone numbers posted	y	n	_____
25. Area is completely enclosed with fencing	y	n	_____
26. Fence maintained	y	n	_____
27. Gates maintained	y	n	_____
28. Earthquake disaster preparedness plan for pool area posted	y	n	_____

- | | | | |
|--|---|---|-------|
| 29. Lighting on Pool Deck & pool surface is adequate (30 fc surface; 10 fc deck) | y | n | _____ |
| 30. Fire alarm working | y | n | _____ |
| 31. Alarm location marked | y | n | _____ |
| 32. Building is equipped with security alarm system | y | n | _____ |
| 33. Alarms to local police or security service | y | n | _____ |
| 34. Pool open to public | y | n | _____ |
| 35. Pool used by organized community activity | y | n | _____ |
| 36. Pool used by County Recreation Department | y | n | _____ |
| 37. Pool used by City Parks Recreation Dept. | y | n | _____ |
| 38. Liability shared agreement signed by outside agency using facilities | y | n | _____ |
| 39. Other | | | _____ |

Pool Size: Shape: _____ Width _____ Length _____ Depth _____ Bather Load _____
 Pool Size: Shape: _____ Width _____ Length _____ Depth _____ Bather Load _____

POOL STAFFING & TRAINING

Circle yes or no

Notes:

- | | | | |
|---|---|---|-------|
| 1. Documented Employee First Aid Training | y | n | _____ |
| 2. Documented Employee CPR Training | y | n | _____ |
| 3. Employee trained in disaster duties, documented | y | n | _____ |
| 4. Documented Employee Emergency Response Drill (2x per year) | y | n | _____ |
| 5. AFO-CPO course completion is documented | y | n | _____ |
| 6. Rescue/accident events are documented | y | n | _____ |

- | | | | |
|---|---|---|-------|
| 7. Zone Coverage plan is posted & lifeguards know their zones | y | n | _____ |
| 8. Lifeguards/Staff are Professional | y | n | _____ |
| 9. Number of Lifeguards meets the 30 second rule | y | n | _____ |
| 10. Lifeguards/Staff are clearly identifiable | y | n | _____ |
| 11. Lifeguard is rescue ready | y | n | _____ |

Report received by: _____

Abate within 10 days _____ Review date: _____

Abate within 60 days _____ Review date: _____

BASEBALL/ SOFTBALL





BASEBALL/SOFTBALL INHERENT RISK

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and information identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach and must understand that failure to follow such directions or adhere to standards may place the participant at risk.

Travel to and from off-campus facilities shall be in accordance with the directions of the activity coach.

Guidelines are as follows:

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly fitted or defective equipment.
2. Advise the coach if you are ill or have any prolonged symptoms of an illness.
3. Advise the coach if you have been injured.
4. Engage in warm-up activities prior to strenuous participation.
5. Be alert for any physical hazards in the locker room or in or around the participation area. Advise coach of any hazard.
6. Recognize your surroundings; i.e., batters warming up, thrown bats, batted or thrown balls, on deck circle (one person at a time).
7. Use hard hats while batting/running bases/hitting in batting cages (Baseball).
8. Familiarize yourself with surroundings and grounds; i.e., fences, field conditions such as holes, lips on infield edges, etc. when playing on away fields.
9. Be aware of the potentially serious injuries to your ankles, knees, and legs if you do not follow the correct procedures in base running. Sliding head first into bases should be avoided.
- 10 Follow instructions regarding communication between players; i.e., talking and calling each other off on "pop flies" and Texas leaguers, etc.

The above information has been explained to me and I understand the list of rules and procedures. I also understand the necessity of using the proper techniques while participating in the baseball/softball program.

Because of the dangers of baseball/softball, I recognize the importance of following coaches' instructions regarding techniques, training and other team rules, etc., and to agree to obey such instructions.

I have read the above warning and release and understand its terms. I understand that Baseball/softball is a **HIGH RISK SPORTS** involving **MANY RISKS OF INJURY**, including but not limited to those risks outlined above.

In consideration of the _____ School District permitting my child/ward to try out for the _____ School Baseball/softball team and to engage in all activities related to the team, including, but not limited to, trying out, practicing or competing in baseball/softball, I hereby assume all the risks normally associated with baseball/softball and agree to hold the school district, its employees, agents, representatives, coaches and volunteers harmless from any and all actions, causes of action, debts, claims or demands of every kind and nature whatsoever which may arise from such risks. The terms hereof shall serve as a release for my heirs, estate, executor, administrator, assignees, and for all members of my family.



WASHINGTON SCHOOLS
RISK MANAGEMENT POOL

I am aware that baseball/softball is a **HIGH-RISK SPORT** and that practicing or competing in baseball/softball will be a dangerous and unpredictable activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risks of practicing and competing in baseball/softball include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, blindness, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of my body, general health and well-being. I understand that the dangers and risks of practicing or competing in baseball/softball may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities and generally to enjoy life.

We agree that neither the school district, nor the staff of the school district, nor the student organization of the school district shall in any way be held liable for any accident or injury in anyway received on account of or while engaged in any athletic activity sponsored by the district. We further agree that neither the district nor any of their staff or student organizations shall be responsible for the payment of any bills rendered for medical services as a result of such accidents or injuries. We also acknowledge that it is our responsibility to provide for any medical, disability or other insurance to mitigate any costs that may be unfortunately incurred as a result of participation in this activity.

By signing below, I certify that I have read the above, understand its content, and agree to its terms.

Athlete's Signature

Date

Parent's/Guardian's Signature

Date

Baseball/Softball Safety Guidelines

There is an inherent risk of injury involved with any athletic activity. Baseball and Softball programs have risks that place participants in physical harm. The following guidelines should be followed when participating in the sport of baseball or softball.

Facility & Equipment

- Field dimensions need to meet WIAA regulations for play/safety.
- Adding screens or fencing to the dugout and eliminating the on-deck circle can protect players from wild pitches, foul balls, and flying bats.
- Protect on deck batting area with extra fencing.
- Separate spectators from playing field with protective fencing; inspect fencing for defects.
- Inspect outfield fences; pad non-flexible fences.
- Use regulation bases and plates only. Encourage the use of breakaway bases. These bases, which detach when someone slides into them, can prevent many ankle and knee injuries¹.
- Use regulation bats only; inspect bats before use.
- Use a certified pitching machine only; inspect and test machine before use.
- Make sure athletes wear all the required safety gear every time he or she plays and practices.
- Insist players wear a NOCSAE² helmet when batting, waiting to bat, or running the bases. Inspect helmets for defects and proper fit.
- Shoes must meet WIAA regulations. Shoes with molded cleats are recommended.
- The catcher will need additional safety gear: catcher's mitt, face mask, throat guard, long-model chest protector, and shin guards. A catcher's helmet must meet NOCSAE specifications and standards.
- Keep infield and outfield clear of trip hazards including balls, bats, gloves, rakes and other equipment.
- Provide appropriate safety equipment: mat for cleaning footwear, extra towels, ball bags, mops, racks for bats, ice packs, first aid kit.

Supervision & Instruction

- Teach players to pay attention to the game at all times, including on deck and in the dugout.
- Teach players how to slide properly.
- Teach players how to tag players out safely.
- Enforce rule batting players are in dugout if not on deck/at bat.
- Monitor pitchers for overuse -- pitching too long or too many innings. Baseball/softball can lead to injuries caused by overusing a certain body part. To prevent these injuries set a limit of six innings of pitching per week and requires pitchers to rest between appearances. Teaching proper pitching mechanics can also prevent serious overuse injuries.
- Monitor weather conditions.
- Use a whistle.
- Make sure all players warm up and cool down.
- Ensure proper hydration of athletes.

¹ Sliding into the base causes more than 70 percent of recreational softball injuries and nearly one-third of baseball injuries. Using bases that break away upon impact can prevent 1.7 million injuries per year.

² Verify newest standards for helmet certification and recertification at: <http://www.nocsae.org/standards/documents.html>

BALL FIELD MAINTENANCE

Softball and baseball are two of the most widely played recreational activities in America. Softball, alone, has over 60 million participants worldwide and is played by more people than any other team sport. With this kind of popularity, school district ball facilities are used constantly to keep up with the growing demand for these popular sports.

Accompanying the increased participation of these sports is a growth in the number of injury-related lawsuits. Many of these lawsuits are based on school district negligence, due to inadequate maintenance. This trend has caused higher costs to the school district and, in some cases, the elimination of ball programs altogether.

Maintenance and Risk Management: A good risk management program will help you identify and correct hazardous conditions which may exist on your softball or baseball facility. In order to set up maintenance procedures for your ball fields, start with a review of your current maintenance program and the current condition of your fields.

Consider issues of player safety. Review past incidents to determine where injuries have occurred in the past, why they occurred and what needs to be done to prevent them from happening again. Field maintenance is only one of the factors involved in a risk management program. The Washington Schools Risk Management Pool (WSRMP) can review your current programs and assist you in developing a risk management plan for your ball fields.

Maintenance of Skinned Areas: Providing an even surface that allows the players to run and slide safely is a crucial part of the maintenance program. Problems with wet areas, dusty or loose running paths and abrasive soil composition could lead to injury to players. Other problems associated with the maintenance of the infields and running paths are worn areas near bases, soil buildup between the turf and skinned areas.

Soil Composition: Having the right soil composition has an important impact on player safety. The soil of a good skinned area should be firm enough to provide running traction, porous enough to drain well and be non-abrasive and loose enough to prevent hazardous sliding. Adjustments can be made to correct problem soils by using soil amendments. Solid soil types such as clay will provide firm footing, but compact too easily. Sand provides good drainage but provides poor running traction. Contact a local soil supply specialist to assist in determining the needs of your skinned areas.

Based on field use, it is important to level off certain high-use areas at scheduled intervals, so the players may perform safely. These areas include running paths, sliding zones, pitcher's mound and the batter's box. Rake loose material back into low spots to bring the surface back to the original level grades. Finish by packing the soil with a tamper or landscaping rake to the desired density. The



repetitive activity around these high-use areas will often cause unsafe holes or depressions, so it is important to check these areas prior to each use and re-grade as necessary.

Selection and Anchoring of Bases: Sliding is one of the most potentially hazardous activities attempted by players. The type of base and the anchoring used can influence sliding-related injuries. There are many reasons for deciding to use one type of base over another, such as the regulation of the league, the skill of the players and past sliding injuries. Regardless of the criteria used, player safety must be of primary concern. There should be no open areas between the surface and base. Home plate should be level with the playing surface and have flat edges. The pitcher's rubber should be level with the surrounding area and firmly anchored. Replace all bases and rubber when signs of severe wear are evident.

Maintenance of Fencing and Backstops: Fences provide an enclosure around the ball facility to keep the ball within the boundary of play and protect spectators from being hit. Fence posts should be sturdy and firmly set in the ground. Locate posts on the outside of the play area. Make sure the footings are below ground-level and not exposed. There should be a level elevation under the fence with no unsafe gaps to slide under. Attach chain link fences with heavy gauge wire, and a top rail is usually required with no wire ends exposed. Keep gates closed during games.

Backstops take considerable punishment from the frequent pounding of oncoming balls. Since they provide protection for spectators, inspect them regularly to make sure they are safe and secure. Look for loose ties, stretched fencing, holes in the fencing, splintered or worn out boards and gaps in protective netting.

Turf Management: A good turf playing field provides reliable running traction, added shock absorption and a pleasing appearance. Important turf management practices include irrigation, soil cultivation, mowing, fertilizing, thatch control, weed control, pest control and renovation. Avoid operating equipment while soil is too wet, as it may cause unseen tire ruts that could lead to tripping hazards.

Ball field maintenance is a responsibility that goes beyond making your field look good. So remember, your efforts towards a safe field of play will be appreciated by the many people who will have fun and play safely because of a job well done.

Loss Control Bulletin #05a

BASKETBALL



 **WASHINGTON SCHOOLS**
RISK MANAGEMENT POOL
BASKETBALL INHERENT RISK

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and information identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach and must understand that failure to follow such directions or adhere to standards may place the participant at risk.

Travel to and from off-campus facilities shall be in accordance with the directions of the activity coach.

Guidelines are as follows:

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly-fitted or defective equipment.
2. Advise the coach if you are ill, or have any prolonged symptoms of illness.
3. Advise the coach if you have been injured.
4. Engage in warm-up activities prior to strenuous participation.
5. Be alert for any physical hazards in the locker room or in or around the participation area. Advise coach of any hazard.
6. Recognize the possible danger from such actions as "undercutting" a player, hanging on the basket, throwing a "wild" pass.

The above information has been explained to me and I understand the list of rules and procedures. I also understand the necessity of using the proper techniques while participating in the basketball program.

I am aware that basketball is a **HIGH-RISK SPORT** and that practicing or competing in basketball will be a dangerous and unpredictable activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risks of practicing and competing in basketball include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, blindness, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of my body, general health and well-being. I understand that the dangers and risks of practicing or competing in basketball may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities and generally to enjoy life.

We agree that neither the school district, nor the staff of the school district, nor the student organization of the school district shall in any way be held liable for any accident or injury in any way received on account of or while engaged in any athletic activity sponsored by the district. We further agree that neither the district nor any of their staff or student organizations shall be responsible for the payment of any bills rendered for medical services as a result of such accidents or injuries. We also acknowledge that it is our responsibility to provide for any medical, disability or other insurance to mitigate any costs that may be unfortunately incurred as a result of participation in this activity.

By signing below, I certify that I have read the above, understand its content, and agree to its terms.

Athlete's Signature

Date

Parent's/Guardian's Signature

Date

Basketball Safety Guidelines

Basketball programs have risks that place participants in physical harm. The ankle and knee are the most common sites of injury to basketball players, followed by the lower back, hand, and wrist. Eye injuries also occur frequently, as a result of being hit with fingers or elbows.¹ The following guidelines should be followed when participating in the sport of basketball.

Facility & Equipment

- Court dimensions need to meet WIAA regulations for play/safety. Create a buffer zone around the court.
- Check padding on walls behind backboards.
- Pad scoring tables and edges of water fountains near field of play. Have extra padding available to pad potential hazards.
- During non-league games use the "no-dunk" rule. Glass backboards and rims can be broken if too much stress is placed on them and the change in momentum can cause players to lose balance and fall.
- Provide necessary courtside equipment: mat for cleaning footwear, extra towels, ball racks, mops, first aid kit.
- Dry body sweat on floor immediately. Check the floor for slip hazards and wipe-up as needed.
- Place team bench as far back as possible from sidelines.
- Check bleachers, including locking system.

Supervision & Instruction

- Make sure athletes wear all the required safety gear every time he or she plays and practices.
- Don't tolerate horseplay or unsportsman like conduct. Avoid purposeful pushing and tripping.
- Teach players to pay attention to the game at all times.
- Insure students wear shoes appropriate for the playing surface. Running shoes should not be worn as the soles are not designed for quick turning, stopping and jumping.
- Taped ankles or ankle supports with high-top tennis shoes will reduce the severity of ankle injuries.
- Instruct athletes to use their legs like springs when rebounding to absorb shock and be alert to other players' positions so you can land safely.
- Players should wear pads to protect the knees and elbows from bruises and floor burns. Additionally, a knee brace can be useful, if there is a history of knee injuries.
- Promote the use of mouth guards. This device will not only protect teeth from being chipped or knocked out but will protect their tongue as well.
- Insure athletes do not wear chains, rings, and metal wristbands. If they wear glasses, they should be secured and have shatterproof lenses.
- Use a whistle.
- Make sure all players warm up and cool down.

¹ <http://www.safeusa.org/sports/basket.htm>

Amateur Basketball Association of the U.S. 1750 East Boulder St.
Colorado Springs, CO 80909

BOWLING





BOWLING INHERENT RISK FORM

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and information identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach and must understand that failure to follow such directions or adhere to standards may place the participant at risk.

Travel to and from off-campus facilities shall be in accordance with the directions of the activity coach.

Guidelines are as follows:

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly-fitted or defective equipment.
2. Advise the coach if you are ill or have any prolonged symptoms of an illness.
3. Advise the coach if you have been injured.
4. Engage in warm-up activities prior to participation.
5. Be alert for any physical hazards in or around the participation area, especially spilt liquids. Advise coach of any hazard.
6. Recognize your surroundings, stay clear of other players, and observe all etiquette rules.
7. Be aware of the potentially serious injuries to your ankles, knees, and arm muscles if you do not follow the correct procedures.
8. Never leave premises or practice facility without coach's permission.

The above information has been explained to me and I understand the list of rules and procedures. I also understand the necessity of using the proper techniques while participating in the bowling program. I am aware that bowling is a sport with **POTENTIAL RISKS**, and that practicing or competing in bowling will be a dangerous and unpredictable activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risks of practicing and competing in bowling include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, blindness, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of my body, general health and well-being. I understand that the dangers and risks of practicing or competing in bowling may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities and generally to enjoy life.

We agree that neither the school district, nor the staff of the school district, nor the student organization of the school district shall in any way be held liable for any accident or injury in anyway received on account of or while engaged in any athletic activity sponsored by the district. We further agree that neither the district nor any of their staff or student organizations shall be responsible for the payment of any bills rendered for medical services as a result of such accidents or injuries. We also acknowledge that it is our responsibility to provide for any medical, disability or other insurance to mitigate any costs that may be unfortunately incurred as a result of participation in this activity.

By signing below, I certify that I have read the above, understand its content, and agree to its terms.

Athlete's Signature

Date

Parent's/Guardian's Signature

Date

Bowling Safety Guidelines

There is an inherent risk of injury involved with any athletic activity. Bowling programs have risks that place participants in physical harm. Bowling requires attention to specific details to keep students safe, especially in regard to transporting students off-site, as well as footwear and surfaces. Most injuries occur from slips and falls as well as strains of hand, arm and leg muscles. The following guidelines should be followed when participating in the sport of bowling.

Facility & Equipment

- Bowl at a reputable facility. Inspect areas of bowling facility that athletes will be using including waiting areas and rest rooms.
- Provide transportation consistent with school district policy.
- Check approach and lane surfaces for slip, trip and fall hazards.
- If possible, team members should bowl on adjoining lanes.
- Review the rules of the bowling facility and safety rules with team.
- Know the location of emergency exits and first aid station.

Supervision & Instruction

- Train athletes to select and fit proper size bowling balls and shoes.
- Always insure students are wearing the correct footwear and keep the soles clean and dry.
- Keep drinks off the approach areas and inform the bowlers never to walk in any liquid. Walking in ANY form of liquid can cause sudden stopping.
- When students leave the lanes to get a drink or use the restrooms they should remove their bowling shoes to avoid getting the soles wet.
- Establish rules regarding consumption of food and drinks and use of game facilities; don't allow what you can't adequately supervise.
- Train athletes to lift the ball correctly with two hands to reduce stress. Proper lifting of the balls is essential. Lifting a ball one handed with fingers already inserted can lead to fingers/wrist/arm strain injuries.
- Do not allow use of headphones or earphones.
- Supply bowlers with mag powder to prevent slipping.
- Teach and enforce bowling etiquette: don't walk behind someone swinging a ball; don't bowl at the same time as the person in the next lane.
- Ensure that bowlers do not cross the foul line. Stepping over the foul line will create problems from the oil getting on the soles of the shoes.
- Make sure all players warm up and cool down.
- Ensure proper hydration of athletes.

CHEER



CHEERLEADING INHERENT RISK

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and information identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach and must understand that failure to follow such directions or adhere to standards may place the participant at risk.

Most cheerleading practice areas are constructed with extremely hard surfaces. Athletes who fall during participation risk potentially dangerous injury - especially to knees, elbows or head. Injury may include damage to joints, broken bones, or serious head and eye injury.

Travel to and from off-campus facilities shall be in accordance with the directions of the activity coach.

Guidelines are as follows:

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly-fitted or defective equipment.
2. Advise the coach if you are ill or have any prolonged symptoms of illness.
3. Advise the coach if you have been injured.
4. Engage in warm-up activities prior to strenuous participation.
5. Be alert for any physical hazards or hazards in the locker room or in or around the participation area. Advise coach of any hazard or concern.
6. Practice stunt prior to the event that you will perform in. Stunts can be very dangerous if not spotted correctly.
7. Lead cheers at the appropriate time so you will be aware of ball and players' positioning to prevent possible injury.
8. Be aware of supervisory staff of both teams and where they can be located so they may be contacted in case of an emergency or an undesirable crowd control situation.

The above information has been explained to me and I understand the list of rules and procedures. I also understand the necessity of using the proper techniques while participating in the cheerleading program.

Because of the dangers of cheerleading, I recognize the importance of following coaches' instructions regarding techniques, training and other team rules, etc., and to agree to obey such instructions.

I have read the above warning and release and understand its terms. I understand that cheerleading is a **HIGH RISK SPORT** involving **MANY RISKS OF INJURY**, including but not limited to those risks outlined above.

In consideration of the _____ School District permitting my child/ward to try out for the _____ School cheerleading team and to engage in all activities related to the team, including, but not limited to, trying out, practicing or competing in cheerleading, I hereby assume all the risks normally associated with cheerleading and agree to hold the school district, its employees, agents, representatives, coaches and volunteers harmless from any and all actions, causes of action, debts, claims or demands of every kind and nature whatsoever which may arise from such risks. The terms hereof shall serve as a release for my heirs, estate, executor, administrator, assignees, and for all members of my family.



I am aware that cheerleading can be a **HIGH-RISK SPORT** and that practicing or competing may be a dangerous and unpredictable activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risks of practicing and competing include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, blindness, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of my body, general health and well-being. I understand that the dangers and risks of practicing or competing may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities and generally to enjoy life. I understand that the, due to the nature of cheerleading, the exact condition of a site designated for cheerleading may be unknown or contain unidentifiable hazards or circumstances.

We agree that neither the school district, nor the staff of the school district, nor the student organization of the school district shall in any way be held liable for any accident or injury in any way received on account of or while engaged in any athletic activity sponsored by the district. We further agree that neither the district nor any of their staff or student organizations shall be responsible for the payment of bills rendered for medical services as a result of such accidents or injuries. We also acknowledge that it is our responsibility to provide for any medical, disability or other insurance to mitigate any costs that may be unfortunately incurred as a result of participation in this activity.

By signing below, I certify that I have read the above, understand its content, and agree to its terms.

Athlete's Signature

Date

Parent's/Guardian's Signature

Date

Cheerleading Safety Guidelines

There is an inherent risk of injury involved with any athletic activity. Drill team, pep squad and cheerleading can involve students performing jumps, gymnastics and various stunts that can cause physical harm. The importance of a properly trained coaching staff is paramount. Following these guidelines in coordination with the American Association of Cheerleading Coaches and Advisors (AACCA) Safety Course, and/or WIAA sanctioned classes may help minimize the risk of injury.

As of August 25, 2008, Stunt Certification is required for Cheer Coaches who intend to have their cheer squad(s) perform stunts. The certification program must be approved by either the Washington State Cheer Coaches Association or the WIAA. Coaches must be recertified every three (3) years.

Facility & Equipment

- Hold practice in a suitable location, away from distractions and other athletes, no concrete floors.
- Insure mat and spotting harness are available and used when needed.

Supervision & Instruction

- Supervise all practice sessions.
- Enforce WIAA rules regarding prohibited stunts.
- Distribute a list of prohibited stunts.
- Know the squad's ability level and match stunts accordingly.
- Include conditioning and strength building exercises.
- Include stretching and flexibility exercises before games, practice, pep rallies
- Jewelry is prohibited except religious and medic alert medals which must be taped under clothing.
- Soft-soled shoes with proper support must be worn.
- No baggy clothing, long fingernails or long, loose hair.
- All landings are assisted.
- Provide proper training prior to attempting any gymnastics.
- Train all members in proper spotting techniques.
- Remind students to keep focused on the game when the ball is in play to avoid being injured.
- Obtain outside help if stunts or choreography is beyond coach's skill level.
- Be alert for eating disorders.
- Use a whistle.
- Make sure all players warm up and cool down,
- Ensure proper hydration of athletes.
- Ensure adequate first aid equipment is available.

CROSS COUNTRY





CROSS COUNTRY INHERENT RISK

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and information identified below have been established for this activity. In order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach and must understand that failure to follow such directions or adhere to standards may place the participant at risk.

Travel to and from off-campus facilities shall be in accordance with the directions; of the activity coach.

Guidelines are as follows:

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly-fitted or defective equipment.
2. Advise the coach if you are ill or have any prolonged symptoms of illness.
3. Advise the coach if you have been injured.
4. Engage in warm-up activities prior to strenuous participation.
5. Be alert for any physical or other hazards in the locker room or in or around the participation area. Advise coach of any hazard or concern.
6. Run only on the course prescribed by the coach.
7. Run in pairs in unfamiliar territory or in areas where there are few people.
8. Watch for objects being thrown from passing cars.
9. Approach dogs with caution.
10. Be familiar with basic first aid treatment for heat exhaustion, heat stroke, sprained ankle, or other runner related injuries.
11. Face the oncoming traffic when running on roads. Be cautious at intersections and be acutely aware of erratic drivers and the location of vehicles at all times.

The above information has been explained to me and I understand the list of rules and procedures. I also understand the necessity of using the proper techniques while participating in the cross country program.

I am aware that cross country is a **HIGH-RISK SPORT** and that practicing or competing in cross country will be a dangerous and unpredictable activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risks of practicing and competing in cross country include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, blindness, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of my body, general health and well-being. I understand that the dangers and risks of practicing or competing in cross country may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities and generally to enjoy life. I understand that due to the nature of the sport, the exact make-up of a running course may be unknown or contain unidentifiable hazards or circumstances.

We agree that neither the school district, nor the staff of the school district, nor the student organization of the school district shall in any way be held liable for any accident or injury in anyway received on account of or while engaged in any athletic activity sponsored by the district. We further agree that neither the district nor any of their staff or student organizations shall be responsible for the payment of any bills rendered for medical services as a result of such accidents or injuries. We also acknowledge that it is our responsibility to provide for any medical, disability or other insurance to mitigate any costs that may be unfortunately incurred as a result of participation in this activity.



By signing below, I certify that I have read the above, understand its content, and agree to its terms.

Athlete's Signature

Date

Parent's/Guardian's Signature

Date

Cross Country Safety Guidelines

There is an inherent risk of injury involved with any athletic activity. Cross country and distance running programs have risks that place participants in physical harm. The following guidelines should be followed when participating in the sport of cross-country.

Facility & Equipment

- All routes must be approved by the athletic coach or district athletic director prior to their use.
- Always try to run off roads, but if it is necessary to run on roads, always face the oncoming traffic. Establish a specific path of travel with adequate safe distance between the runner and the road as well as adequate traffic control and crossing devices.
- Periodic review of each route is essential to insure hazardous conditions have not occurred, such as construction, or traffic changes.
- When inclement weather or running during times with low lighting and decreased visibility, insure students wear reflective vests or other types of high visibility clothing.
- Travel to or from off-campus facilities for practice/meets should take place in school-approved transportation only.
- Coaches need a cell phone or another form of communication to summon help if a runner is injured. In addition, runners need to be instructed how to handle emergencies and what to do if injured.
-

Supervision & Instruction

- Always do roll call at the start and completion of each run to insure all students are accounted for.
- Proper warm up exercises are essential prior to any strenuous activity. Include stretching and flexibility workouts before practices and meets.
- Include conditioning and strength building exercises during the season.
- Students must be instructed to run only on course as indicated by the coach and obey all traffic signals.
- Instruct students to run in pairs, especially when in unfamiliar areas.
- Remind runners to be cautious at intersections and to remain acutely aware of: erratic drivers, objects being thrown from passing cars, car doors opening, vehicles exiting or entering driveways, and other potential hazards.
- Instruct students to never approach unknown vehicles or accept a ride from anyone.
- Beware of dogs. If chased, students should stand their ground and yell at the dog.
- Jewelry is prohibited during running, except religious and medic alert medals which must be taped under clothing or worn so that not more than two fingers may be placed between the jewelry and the body.
- Coaches may restrict the use of items such as: hats, baseball caps, kerchiefs, bandanas, sunglasses, earphones and music players that could impede a runner's vision and hearing.
- Eyeglasses must have safety lenses and be properly fitted to prevent slippage.
- Running shoes with proper support must be worn.

- Ensure first aid is readily available for heat exhaustion, heat stroke, sprained ankle, or other runner related injuries. Make sure students with bee sting allergies have access to an appropriate antidote.
- Runners should wear adequate sunscreen protection.
- Runners should ensure they stay adequately hydrated.
- Always insure students complete cooling down procedures at the end of each activity session.

FOOTBALL



FOOTBALL INHERENT RISK

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and information identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach and must understand that failure to follow such directions or adhere to standards may place the participant at risk.

Travel to and from off-campus facilities shall be in accordance with the directions of the activity coach.

Guidelines are as follows:

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly-fitted or defective equipment.
2. Advise the coach if you are ill or have any prolonged symptoms of illness.
3. Advise the coach if you have been injured.
4. Engage in warm-up activities prior to strenuous participation.
5. Be alert for any physical hazards in the locker room or in or around the participation area. Advise coach of any hazard.

TACKLING, BLOCKING, AND RUNNING THE BALL

Tackling and blocking techniques are basically the same. Contact is to be made above the belt, but not initially with the helmet. The player should always be in a position of balance, knees bent, back straight, body slightly bent forward, head up and the target area as near to the body as possible with the main contact being made with the shoulder. When properly blocking or tackling an opponent, contact with your helmet will naturally result. Therefore, technique is most important in order to prevent or reduce the likelihood of injury.

Blocking and tackling by not keeping the helmet as close to the body as possible may result in a shoulder injury and a separation or a pinched nerve in the neck area. Injuries as a result of improper techniques can range from minor to disabling or even death. Improper body alignment can put the spinal column in a vulnerable position for injury. The development of strength in the neck muscles through isometric-type exercises will enable the participant to hold his/her head up even after getting tired during a workout or contest.

BASIC HITTING (CONTACT) POSITION AND FUNDAMENTAL TECHNIQUE

Strained muscle injuries can range from ankle injuries to serious knee injuries requiring surgery. The rules have made blocking below the waist (outside a two-yard by four-yard area next to the football) illegal.

Cleats are restricted to no more than one-half inch to further help prevent knee injuries. A runner with the ball, however, may be tackled around the legs.

In tackling, the rules prohibit initial contact with the helmet or grabbing the face mask on the edge of the helmet. Initial helmet contact may result in a bruise; dislocation; broken bone; head injury; or internal injury such as kidneys, spleen, bladder, etc. Grabbing the face mask or helmet edge may result in a neck injury which could result in injuries ranging from a muscle strain to a dislocation, nerve injury, or spinal column damage which could cause paralysis or death.

EQUIPMENT

An athlete is required to wear all issued equipment. If equipment is damaged or does not fit correctly, the athlete must inform his coach immediately before use. Shoulder pads, helmets, hip pads, and pants (including thigh pads and knee pads) must have proper fitting and use.

A shoulder pad which is too small will leave the shoulder point vulnerable to bruises or separations. A shoulder pad that is too tight in the neck area may result in a possible pinched nerve. A shoulder pad which is too large will leave the neck area poorly protected and will slide on the shoulders making them vulnerable to



bruises or separations. Helmets must fit snugly at the contact points: front, back, and top of head. The helmet must be safety "NOCSAE" branded, the chin straps must be fastened, and the cheek pads must be of the proper thickness. A fit which is too loose could result in headaches, a concussion, a face injury such as a broken nose or cheekbone, or a neck injury that is possibly quite serious such as paralysis or even death.

The above information has been explained to me and I understand the list of rules and procedures. I also understand the necessity of using the proper techniques while participating in the football program.

I am aware that tackle football is a **HIGH-RISK SPORT** and that practicing or competing in tackle football will be a dangerous activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risks of practicing and competing in tackle football include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of my body, general health and well-being. I understand that the dangers and risks of practicing or competing in tackle football may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities and generally to enjoy life.

Because of the dangers of tackle football, I recognize the importance of following coaches' instructions regarding techniques, training and other team rules, etc., and to agree to obey such instructions.

I, _____ am the parent/legal guardian of _____ (student). I have read the above warning and release and understand its terms. I understand that tackle football is a **HIGH-RISK SPORT** involving many **RISKS OF INJURY**, including but not limited to those risks outlined above.

In consideration of the _____ School District permitting my child/ward to try out for the _____ School tackle football team and to engage in all activities related to the team, including, but not limited to, trying out, practicing or competing in, tackle football, I hereby assume all the risks normally associated with tackle football and agree to hold the School District, its employees, agents, representatives, coaches and volunteers harmless from any and all liability, actions, causes of action, debts, claims or demands of every kind and nature whatsoever which may arise from such risks. The terms hereof shall serve as a release for my heirs, estate, executor, administrator, assignees, and for all members of my family

We agree that neither the school district, nor the staff of the school district, nor the student organization of the school district shall in any way be held liable for any accident or injury in any way received on account of or while engaged in any athletic activity sponsored by the district. We further agree that neither the district nor any of their staff or student organizations shall be responsible for the payment of any bills rendered for medical services as a result of such accidents or injuries. We also acknowledge that it is our responsibility to provide for any medical, disability or other insurance to mitigate any costs that may be unfortunately incurred as a result of participation in this activity.

By signing below, I certify that I have read the above, understand its content, and agree to its terms.

Athlete's Signature

Date

Parent's/Guardian's Signature

Date

Football Safety Guidelines

There is an inherent risk of injury involved with any athletic activity. Football programs have risks that place participants in danger for physical harm. According to a study, published in The American Journal of Sports Medicine, four out of every 1,000 high school football exposures resulted in an injury. High school football players sustained a greater proportion of season-ending injuries, fractures and concussions compared to collegiate football players¹. The following guidelines are not inclusive and should be used only to supplement other safety procedures.

Facility & Equipment

- Field dimensions need to meet WIAA regulations for play/safety.
- Make sure athletes wear all the required safety gear every time he or she plays and practices including approved mouth guards.
- All players must wear an approved NOCSAE helmet. Inspect helmets for defects and proper fit on routine basis. Follow all regulations and standards for proper helmet certification and reconditioning².
- Shoes and padding must meet WIAA regulations.
- Provide appropriate safety equipment: including mat for cleaning footwear, extra towels, ball bags, ice packs, first aid kit.
-

Supervision & Instruction

- Teach players to pay attention to the game at all times.
- Reinforce consistently that players need to keep their "head up" when tackling. Remind them they should never lower or hit with their head. Have students and their parents watch the National Athletic Training Association "Heads Up" video (<http://www.nata.org/consumer/headsup.htm>).
- Ensure proper hydration of athletes. Make certain students get 10-minute water (or sports drink) breaks every 30 minutes regardless of the heat index, and shift practice indoors if the heat index exceeds 100.
- Football players are susceptible to heat related illnesses. During hot weather coaches need to have players weigh-in during morning and afternoon drills. If there's too much of a disparity (3%), a player should be held out of practice and encouraged to replenish lost water weight with more frequent hydration. Allow players to remove their helmets when they're not participating in a drill to help facilitate cooling down.
- Make sure all players warm up and cool down.
- Tendinitis, shin splints, stress fractures, and bursitis, are among common overuse injuries that occur from overload or repetitive micro trauma. Increase the volume and intensity of training by less than 10 percent per week to help minimize these conditions.
- Increased conditioning of ankles and knees can reduce the number and severity of football injuries through targeted intervention. Since the majority of the injuries to these regions were due to ligament sprains, targeted stretching exercises may also be beneficial.
- Enforce the rule to *never* remove an injured player's helmet unless directed to do so by a medical authority or to provide lifesaving care.

¹ Data for the study was collected from the 2005-06 U.S. High School Sports-Related Injury Surveillance Study and the 2005-06 NCAA Injury Surveillance System. Collected from this data were the injuries from 100 high school football teams and 55 NCAA football teams

²Verify newest standards for helmet certification and recertification at: <http://www.nocsae.org/standards/documents.html>

- Have all players who suffer head impact evaluated for concussion. Follow standards adopted by WIAA, NFHSA and CDC³ for concussion management.
- Monitor weather conditions.
- Use a whistle.

³ www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm

Football Helmet Reconditioning

How often should football helmets be reconditioned? The Washington Schools Risk Management Pool (WSRMP) strongly recommends districts follow the manufacturers and the National Federation of High Schools recommendation of **annual reconditioning** after every season. Each football helmet needs to be reconditioned by a certified helmet re-conditioner who is authorized by the football helmet manufacturer, in accordance with the ***National Operating Committee on Standards for Athletic Equipment (NOSCAE)*** standard. It is important districts verify that the company is a certified member of National Athletic Equipment Re-conditioners Association (NAERA).

A complete helmet reconditioning includes sanitizing all of the equipment (including linings and accessories), removing decals with buffing wheels, removing loose and chipping paint, carefully examining the helmet for cracks and other defects, repainting it, removing the cage for inspection, reassembling with new hardware, reinstalling sanitized jaw pads and chin straps and replacing defective components. Helmets that are irreparable and/or do not merit the expense of repair (rejects) need to be destroyed, so they will not be used again by any student athlete.

Recommendations for helmet maintenance and use:

- Coordinate helmet recertification at the district level.
- Only purchase helmets which meet NOCSAE standards.
- Mark each helmet with a permanent serial number for record keeping.
- Keep a complete record of the history of each piece of equipment, including to whom each helmet was issued throughout its life, as well as inspections, recertification and final disposal.
- Have all helmets recertified annually according to NOCSAE standards.
- Use only NAERA-certified companies for recertification of helmets.
- Retire, and physically destroy, all helmets that were rejected by the re-conditioner.
- Destroy each helmet, that exceeds the manufacturer's stated life span.
- Do not alter equipment or helmets, in any manner, unless specified by the manufacturer or recommended by the re-conditioner.
- Never use a helmet with a cracked shell.
- Check helmet fitness as compared to the agreement information provided in the manufacturer's instructions and procedures.
- Do not allow students to fit the helmet themselves.
- Replace face guard if there is 1) bare metal showing, 2) a broken weld, and 3) a guard is grossly misshapen.
- Follow instructions provided by the manufacturer regarding care and maintenance procedures. Use only factory-approved parts for replacement.
- Never allow anyone to sit on helmets. This practice could crush or deform the helmet.
- If a helmet is loaned to a student prior to the start of the season (i.e., summer football camp), that helmet must be reconditioned again.

Warning label and Informed Consent. Ensure that every football helmet carries a warning label that states -

"Warning: Do not strike an opponent with any part of this helmet or face mask. This is a violation of football rules and may cause you to suffer severe brain or neck injury, including paralysis and death. Severe brain or neck injury may also occur accidentally while playing football. **No Helmet Can Prevent All Such Injuries. You Use This Helmet At Your Own Risk.**"

Have all football players read and state this warning to ensure complete understanding of it. Include this statement in the informed consent form, which is to be signed by the athlete's parents.

Documentation. Videotape, or document, discussions with students and their parents regarding the possible injury hazards of playing football, and keep it on file until the students reach age twenty-one.

Loss Control Bulletin #13a

GOLF





GOLF INHERENT RISK

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and information identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach and must understand that failure to follow such directions or adhere to standards may place the participant at risk..

Travel to and from off-campus facilities shall be in accordance with the directions of the activity coach.

Guidelines are as follows:

1. Make certain that you wear all equipment that's issued by the coach. Advise the coach of any poorly-fitted or defective equipment.
2. Advise the coach if you are ill or have any prolonged symptoms of illness.
3. Advise the coach if you have been injured.
4. Engage in warm-up activities prior to strenuous participation.
5. Be alert for any physical hazards or other hazards in the locker room or in or around the participation area. Advise coach of any hazard or concern.
6. Before swinging a club, make certain that the area around you is clear of others. Be careful after hitting not to throw the club as you could injure someone.
7. Be aware of the danger of standing in front of or on the side of a person who is attempting to hit the ball, as one may be injured by the ball or by the rebounding of the ball from trees, signs, markers, etc.
8. Be aware at all times of other players' positions on the course when you are hitting or when they are hitting. You are vulnerable at all times. Do not hit the ball until proper distance is available between golfing groups. If you observe a ball off course, make any nearby group aware of its existence by shouting or other appropriate means.
9. Keep hands and grips dry to minimize the danger of clubs being released.

The above information has been explained to me and I understand the list of rules and procedures. I also understand the necessity of using the proper techniques while participating in the golf program.

I am aware that Golf is a **HIGH-RISK SPORT** and that practicing or competing in golf will be a dangerous and unpredictable activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risks of practicing and competing in golf include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, blindness, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of my body, general health and well-being. I understand that the dangers and risks of practicing or competing in Golf may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities and generally to enjoy life. I understand that the, due to the nature of the sport, the exact make-up of a golf course may be unknown or contain unidentifiable hazards or circumstances.

We agree that neither the school district, nor the staff of the school district, nor the student organization of the school district shall in any way be held liable for any accident or injury in any way received on account of or while engaged in any athletic activity sponsored by the district. We further agree that neither the district nor any of their staff or student organizations shall be responsible for the payment of any bills rendered for medical services as a result of such accidents or injuries. We also acknowledge that it is our responsibility to provide for any medical, disability or other insurance to mitigate any costs that may be unfortunately incurred as a result of participation in this activity.



By signing below, I certify that I have read the above, understand its content, and agree to its terms.

Athlete's Signature

Date

Parent's/Guardian's Signature

Date

Golf Safety Guidelines

There is an inherent risk of injury involved with any athletic activity. Golf programs have risks that place participants in danger for physical harm.

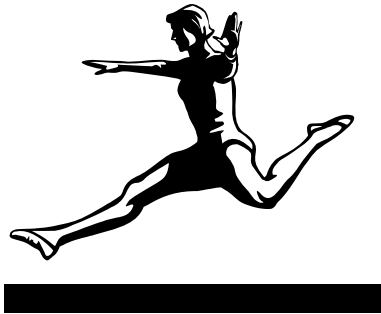
Facility & Equipment

- Golf at a reputable facility. Inspect all areas of the course and its facilities that your athletes will be using including areas near potential hazards and restrooms.
- Review the rules of the golfing facility and safety rules with team.
- Ensure travel to/from practice/contests takes place in district approved transportation only.
- Reinforce with students that golf clubs can be dangerous. Players should always make sure the area around them is clear before swinging.
- Have players check their equipment thoroughly before each use.
- Establish a location to meet in case of an emergency.
- Shoes must meet course and WIAA regulations.
- Provide appropriate safety equipment including: brush for cleaning footwear, extra towels, ice packs, first aid kit.

Supervision & Instruction

- If possible, team members should golf under direct supervision of a coach or adult helper. Students spread over 9 or 18 holes must have a way to communicate with their coach or other adults in case of emergencies.
- Teach players to pay attention to the game at all times as one may be injured by a swinging club or by the rebounding of a ball from trees, signs, markers, etc.
- Remind students to be especially careful if they venture into an adjoining fairway to retrieve or play an errant shot, or if they are close to an adjoining fairway and golfers on that hole are hitting toward them.
- Reinforce course etiquette and instruct players to leave proper space between groups.
- Remind players to always look ahead, to the left and to the right of the area where they are aiming their shot. They should never hit the ball until they are confident that any golfers up ahead are out of range.
- Ensure students understand that FORE is yelled as a word of warning to let golfers playing near know that an errant golf ball might be heading their way, and to take cover, protecting their head.
- Instruct players to keep hands and grips dry to minimize the danger of clubs being released.
- Make sure all players warm up and cool down.
- If students are allowed to use a golf cart, make sure they drive safely and observe all safety rules. Do not allow students to hang feet out of the cart while in motion.
- Monitor weather conditions.
- Students need to stay hydrated and protect their skin with appropriate sunscreen.
- Students who have bee sting allergies must have access to antidote.

GYMNASTICS





GYMNASTICS INHERENT RISK

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and information identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach and must understand that failure to follow such directions or adhere to standards may place the participant at risk.

Travel to and from off-campus facilities shall be in accordance with the directions of the activity coach.

Guidelines are as follows:

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly-fitted or defective equipment.
2. Advise the coach if you are ill or have any prolonged symptoms of illness.
3. Advise the coach if you have been injured.
4. Engage in warm-up activities prior to strenuous participation.
5. Be alert for any physical hazards in the locker room or in or around the participation area. Advise coach of any hazard.
6. Make certain that trained spotters are available when performing on bars or rings.
7. Check equipment, matting and apparatus thoroughly before each use.
8. Observe designated areas to avoid collisions with participants/non-participants.

The above information has been explained to me and I understand the list of rules and procedures. I also understand the necessity of using the proper techniques while participating in the gymnastics program.

I am aware that gymnastics is a **HIGH-RISK SPORT** and that practicing or competing in gymnastics will be a dangerous and unpredictable activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risks of practicing and competing in gymnastics include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, blindness, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of my body, general health and well-being. I understand that the dangers and risks of practicing or competing in gymnastics may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities and generally to enjoy life.

Because of the dangers of gymnastics, I recognize the importance of following coaches' instructions regarding techniques, training and other team rules, etc., and to agree to obey such instructions.

In consideration of the school district permitting my child/ward to try out for the school gymnastics team and to engage in all activities related to the team, including, but not limited to, trying out, practicing or competing in gymnastics, I hereby assume all the risks normally associated with gymnastics and agree to hold the school district, its employees, agents, representatives, coaches and volunteers harmless from any and, all liability, actions, causes of action, debts, claims or demands of every kind and nature whatsoever which may arise from such risks. The terms hereof shall serve as a release for my heirs, estate, executor, administrator, assignees, and for all members of my family.



WASHINGTON SCHOOLS
RISK MANAGEMENT POOL

We agree that neither the school district, nor the staff of the school district, nor the student organization of the school district shall in any way be held liable for any accident or injury in anyway received on account of or while engaged in any athletic activity sponsored by the district. We further agree that neither the district nor any of their staff or student organizations shall be responsible for the payment of any bills rendered for medical services as a result of such accidents or injuries. We also acknowledge that it is our responsibility to provide for any medical, disability or other insurance to mitigate any costs that may be unfortunately incurred as a result of participation in this activity.

By signing below, I certify that I have read the above, understand its content, and agree to its terms.

Athlete's Signature

Date

Parent's/Guardian's Signature

Date

Gymnastic Safety Guidelines

There is an inherent risk of injury involved with any athletic activity. The majority of gymnastics-related injuries result from floor exercises. Frequent bending and twisting can lead to sprains, strains, stress fractures and back injuries. Injuries to ankles and knees often occur from landings and dismounts. Other risk factors include attempting moves that are too complicated for the student's skill level, not using safety harnesses or spotters, and allowing athletes to become over tired during long practice sessions.

Facility & Equipment

- Hold practice in a suitable location, away from distractions and other athletes, no concrete floors.
- Insure mats are secured under all apparatuses and safety equipment is available and used when needed.
- Space equipment and practice mats to avoid collisions.

Supervision & Instruction

- Supervise all practice sessions.
- Insure students have proper safety equipment including wrist guards and hand grip, special footwear and pads if required.
- Provide proper training prior to attempting any new gymnastic techniques. Know the student's ability level and match activities accordingly.
- Use safety harnesses when introducing new or difficult techniques.
- Include conditioning and strength building exercises.
- Include stretching and flexibility exercises before practice, and competition.
- Jewelry is prohibited except religious and medic alert medals which must be taped under clothing.
- No baggy clothing, long fingernails or long, loose hair.
- All landings are assisted.
- Train all members in proper spotting techniques.
- Remind students to keep focused on other participants to avoid being injured.
- Obtain outside help if stunts or choreography is beyond coach's skill level.
- Be alert for eating disorders.
- Use a whistle.
- Make sure all players warm up and cool down.
- Ensure proper hydration of athletes.
- Ensure adequate first aid equipment is available.

SOCCER





**WASHINGTON SCHOOLS
RISK MANAGEMENT POOL**

SOCCER INHERENT RISK FORM

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and/or practices identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach.

Travel to and from off-campus facilities shall be in accordance with the directions of the activity coach.

Guidelines are as follows:

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly-fitted or defective equipment.
2. Advise the coach if you are ill or have any prolonged symptoms of illness.
3. Advise the coach if you have been injured.
4. Engage in warm-up activities prior to strenuous participation.
5. Be alert for any physical hazards in the locker room or in or around the participation area. Advise coach of any hazard.
6. Use equipment that complies with FIFA and/or WIAA rules, e.g., footwear, shin guards.
7. Comply with soccer rules with special attention given to avoiding such violations as:
 - a. Kicking or attempting to kick an opponent.
 - b. Tripping an opponent.
 - c. Jumping at an opponent.
 - d. Charging an opponent from behind.
 - e. Charging violently at an opponent.
 - f. Striking or attempting to strike an opponent.
 - g. Holding an opponent.
 - h. Pushing an opponent.
 - i. Playing in a manner considered by the referee to be dangerous such as kicking at a shoulder high ball when an opponent is trying to head it.

The above information has been explained to me and I understand the list of rules and procedures. I also understand the necessity of using the proper techniques while participating in the soccer program.

I am aware that soccer is a **HIGH-RISK SPORT** and that practicing or competing in soccer will be a dangerous activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risks of practicing and competing in soccer include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of my body, general health and well-being. I understand that the dangers and risks of practicing or competing in soccer may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities and generally to enjoy life.

We agree that neither the school district, nor the staff of the school district, nor the student organization of the school district shall in any way be held liable for any accident or injury in anyway received on account of or while engaged in any athletic activity sponsored by the district. We further agree that neither the district nor any of their staff or student organizations shall be responsible for the payment of any bills rendered for medical services as a result of such accidents or injuries.

Athlete's Signature

Date

Parent's/Guardian's Signature

Date

Soccer Safety Guidelines

Soccer programs have risks that place participants in physical harm. A collision with another player is the most common cause of injury and typically involves head to head contact. Other brain related injuries in soccer involve contact with objects like the ball, goal posts, or the ground. The following guidelines should be followed when participating in the sport of soccer to prevent injury.

Facility & Equipment

- Field dimensions need to meet WIAA regulations for play/safety.
- Make sure athletes wear all the required safety gear every time he or she plays and practices.
- Younger teams should use the appropriate size and weight ball during practice and play.
- Goal posts should be padded and properly anchored to the ground. A new standard requires that safety notice be fixed to goal posts stating: "Warning: Always anchor goals. Unsecured goals can fall over causing serious injuries or death".

Supervision & Instruction

- Don't tolerate horseplay or unsportsman like conduct. Avoid purposeful pushing and tripping.
- Collision with other players should be discouraged and avoided.
- Heading the ball, especially by younger players should be discouraged.
- Teach players to pay attention to the game at all times.
- Insure students wear shoes appropriate for the playing surface. Insure athletes do not wear chains, rings, and metal wristbands. If they wear glasses, they should be secured and have shatterproof lenses.
- Use a whistle.
- Make sure all players warm up and cool down.
- Ensure proper hydration of athletes.

MOVABLE SOCCER GOALS

The U.S. Consumer Product Safety Commission (CPSC) has issued guidelines for the installation, use and storage of movable soccer goals. The CPSC reported 21 deaths from 1979 through 1994 and approximately 120 injuries involving falling soccer goals during the period of 1989 through 1993. Many of these soccer goals were **homemade** by high school shop classes, custodial members or local welders. Soccer goals are usually constructed of metal and are extremely heavy, typically weighing between 150-200 pounds. The majority of deaths and injuries are a result of blunt force trauma to the head, neck, chest, and limbs. Most occur when the goal accidentally tips over onto the victim. **All** of these accidents could have been prevented if the soccer goals had been anchored firmly in place. Most incidents investigated by the CPSC occurred when soccer goals were unattended.

The following guidelines can help prevent deaths and serious injuries resulting from falling soccer goals.

- ❖ **Carefully** consider the design of the soccer goals. Choose professionally manufactured designs that are carefully constructed with counterbalancing measures to prevent tip-over hazards. **Do not allow** installation of **homemade** equipment on school grounds.

- ❖ **Secure movable soccer goals at all times.**
 - **When in use** - secure goals to the ground at the rear of the goal, making sure the anchors are flush with the ground and clearly visible. Do not use net pegs to anchor the movable soccer goal. Net pegs **should be used only to secure the net to the ground**. Use the following methods, depending upon the soil type, soil moisture content, and total goal weight:
 - Auger style
 - Semi-permanent
 - Peg or Stake style (varying lengths)
 - J-Hook Shaped Stake style
 - Sandbags/Counterweights
 - **When not in use** - remove the net, and secure goal by one of the following methods:
 - Place goal frames face to face and secure at each goalpost with lock and chain
 - Lock and chain to a suitable fixed structure such as a permanent fence
 - Lock unused goals in a secure storage room after each use
 - If applicable, fully disassemble the goals for seasonal storage
 - If applicable, fold the face of the goal down and lock it to its base

- ❖ CHECK goals for structural integrity and proper connecting hardware before every use. Damaged or missing parts or fasteners should be replaced immediately. **Document** inspections and repairs.

- ❖ NEVER allow anyone to climb on the net or the goal framework. **Affix** Safety/Warning labels to all moveable soccer goals and ensure that they are clearly visible (placed under the crossbar and on the sides of the down-posts at eye level). Sample labels are provided in the CPSC guidelinesⁱ.

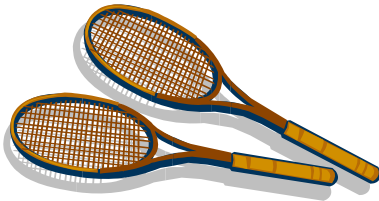
- ❖ ALWAYS use extreme caution when moving goals and allow adequate manpower to move goals of varied sizes and weights. Movable soccer goals should only be moved by authorized and trained personnel. **DO NOT** allow students to move soccer goals.

- ❖ ALWAYS instruct players on the safe handling of and potential dangers associated with movable soccer goals, and document training.
- ❖ USE moveable soccer goals only on LEVEL (flat) fields.
- ❖ INCLUDE this information in facility use agreements with all organized soccer associations using school fields. **Require** compliance as a condition of use, and obtain ***Certificate of Insurance***.

Loss Control Bulletin 15a

ⁱ A copy of "***Guidelines for Movable Soccer Goal Safety***," (U.S Consumer Product Safety Commission, January 1995) CAN BE OBTAINED AT <http://www.cpsc.gov/cpsc/pub/pubs/soccer.pdf>

TENNIS





TENNIS INHERENT RISK

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and information identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach and must understand that failure to follow such directions or adhere to standards may place the participant at risk.

Travel to and from off-campus facilities shall be in accordance with the directions of the activity coach.

Guidelines are as follows:

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly-fitted or defective equipment.
2. Advise the coach if you are ill or have any prolonged symptoms of illness.
3. Advise the coach if you have been injured.
4. Engage in warm-up activities prior to strenuous participation.
5. Be alert for any physical hazards or hazards in the locker room or in or around the participation area. Advise coach of any hazard or concern.
6. Before swinging a racquet, make certain that the area around you is clear of others. Ensure that your equipment is in proper working and acceptable condition.
7. Familiarize yourself with court surface/obstacles on courts before beginning play.
8. Be conscious of your partner's position on the court in doubles play.

The above information has been explained to me and I understand the list of rules and procedures. I also understand the necessity of using the proper techniques while participating in the tennis program.

I am aware that tennis is a **HIGH-RISK SPORT** and that practicing or competing in tennis will be a dangerous and unpredictable activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risks of practicing and competing in Tennis include, but are not limited to, heat stroke, exhaustion, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, blindness, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of my body, general health and well-being. I understand that the dangers and risks of practicing or competing in tennis may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities and generally to enjoy life.

We agree that neither the school district, nor the staff of the school district, nor the student organization of the school district shall in any way be held liable for any accident or injury in anyway received on account of or while engaged in any athletic activity sponsored by the district. We further agree that neither the district nor any of their staff or student organizations shall be responsible for the payment of any bills rendered for medical services as a result of such accidents or injuries. We also acknowledge that it is our responsibility to provide for any medical, disability or other insurance to mitigate any costs that may be unfortunately incurred as a result of participation in this activity.



WASHINGTON SCHOOLS
RISK MANAGEMENT POOL

By signing below, I certify that I have read the above, understand its content, and agree to its terms.

Athlete's Signature

Date

Parent's/Guardian's Signature

Date

Tennis Safety Guidelines

Tennis programs have risks that place participants in physical harm. The ankle and knee are the most common sites of injury to tennis players, followed by the lower back, hand, and wrist. The key to reducing these types of injuries is proper conditioning. Eye and face injuries also occur as a result of being hit with another player's body or racquet. The following guidelines should be followed when participating in the sport of tennis.

Facility & Equipment

- Court dimensions need to meet WIAA regulations for play/safety.
- Avoid courts made of cement, asphalt and other surfaces that do not have any give.
- Keep court free from trip and fall hazards.
- Insure first aid, and safety equipment is available.
- Have safe area for students not on the court to be watching, waiting from.

Supervision & Instruction

- Make sure athletes wear all the required safety gear every time he or she plays and practices.
- Don't tolerate horseplay or unsportsman like conduct. Avoid purposeful pushing and tripping.
- Never allow students to jump or climb over the nets.
- Teach players to pay attention to the game at all times.
- Make sure all players warm up and cool down.
- Stretching exercises focusing on the shoulders lower back and legs are important.
- Instruct students in the risk of over use and warning signs.
- Insure students wear shoes appropriate for the playing surface. Running shoes should not be worn as the soles are not designed for quick turning, stopping and jumping.
- To prevent blisters, athletes need to keep racquets dry with powdered chalk or sawdust.
- Instruct athletes to use their legs like springs when rebounding to absorb shock and be alert to other players' positions so they can land safely.
- Insure athletes do not wear chains, rings, and metal wristbands. If they wear glasses, they should be secured and have shatterproof lenses.
- Use a whistle.
- Ensure proper hydration of athletes.

TRACK & FIELD



TRACK and FIELD INHERENT RISK

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and/or practices identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach and must understand that failure to follow such directions or adhere to standards may place the participant at risk.

Travel to and from off-campus facilities shall be in accordance with the directions of the activity coach.

Guidelines are as follows:

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly-fitted or defective equipment.
2. Advise the coach if you are ill or have any prolonged symptoms of illness.
3. Advise the coach if you have been injured.
4. Engage in warm-up activities prior to strenuous participation.
5. Be alert for any physical hazards in the locker room or in or around the participation area.
Advise coach of any hazard.
6. Recognize the safety rules for restricted areas, e.g., javelin, discus, shot put, pole vault. These areas must be supervised.
7. Stay on the designated running courses.
8. Check equipment, apparatus, field and pits thoroughly before each use, e.g., debris in jumping pits, placement of standards.

The above information has been explained to me and I understand the list of rules and procedures. I also understand the necessity of using the proper techniques while participating in the track program.

I am aware that track and field is a **HIGH-RISK SPORT** and that practicing or competing in Track and Field will be a dangerous activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risks of practicing and competing in track and field include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of my body, general health and well-being. I understand that the dangers and risks of practicing or competing in track and field may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities and generally to enjoy life.

I have read the above warning and release and understand its terms. I understand that track and field is a HIGH-RISK SPORT involving many RISKS OF INJURY, including but not limited to those risks outlined above.

In consideration of the _____ School District permitting my child/ward to participate in track and field activities including practicing or competing, I hereby assume all the risks normally associated with track and field and agree to hold the school district, its employees, agents, representatives, coaches and volunteers harmless from any and all liability, actions, causes of action, debts, claims or demands of every kind and nature whatsoever which may arise from such risks. The terms hereof shall serve as a release for my heirs, estate, executor, administrator, assignees, and for all members of my family.

We agree that neither the school district, nor the staff of the school district, nor the student organization of the school district shall in anyway be held liable for any accident or injury in anyway received on account of or while engaged in any athletic activity sponsored by the district. We further agree that neither the district nor any of their staff or student organizations shall be responsible for the payment of any bills rendered for medical services as a result of such accidents or injuries. We also acknowledge that it is our responsibility to provide for any medical, disability or other insurance to mitigate any costs that may be unfortunately incurred as a result of participation in this activity.



By signing below, I certify that I have read the above, understand its content, and agree to its terms.

Athlete's Signature

Date

Parent's/Guardian's Signature

Date

Sample Field/Track Safety Guidelines

Throwing events must be **directly** supervised at all times. Never allow practice to start without direct supervision.

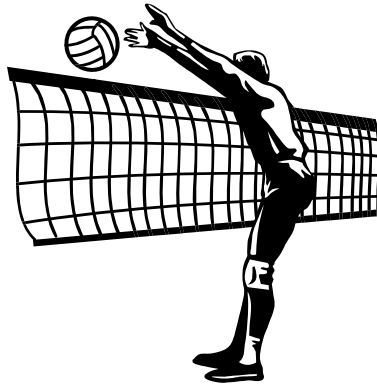
Practices:

- Rules are reviewed with athletes by the coach prior to any throwing practice.
- All throwing practices must be supervised by trained school personnel.
- Ensure that implements are well maintained and stored properly in a locked area when not in use.
- All implements are to be carried to and from the practice area under the supervision of the coach.
- During actual practice each thrower should remain behind the throw line until all implements have been released. Only when the order to "recover implements" is given are the throwers allowed to retrieve their implements under the direction of a coach or designated teacher. Direct athletes to retrieve their implement so that they are always in vision of the runway or throwing area.
- At no time is a student allowed into the throwing area while a teammate still possesses an implement.
- It is recommended that throwing practice take place when there are no other athletes either on the track or on the throwing field.
- The throwing area is well marked and cordoned off by rope or bright orange cones. Athletes are not permitted into the sector until practice has concluded.

Safety Procedures for Throwing Events

- Do not conduct throwing events if the school does not have proper facilities to provide a safe environment for them.
- Do not hold a throwing event unless trained personnel are available to conduct the event. Schools are encouraged to develop a plan to train certified track officials.
- Instruct all athletes in implement safety rules and regulations prior to their being allowed to throw or compete. Do not permit additional throws after competition.
- Use a field marshal to make sure no athletes or spectators enter the sector or warm-up area.
- Rope off the throwing area or post bright orange cones and warning signs.
- Make athletes waiting to throw, stay well behind the throwing area.
- Insist that an official or coach retrieve all thrown implements and hand them to the athletes outside the sector.
- Have the head official stand in the center of the approach and place an orange cone on the runway, thus prohibiting the next competitor from throwing until the sector is clear.
- Check javelins for grip security.
- Students instructed to never run with a javelin, nor run to collect it.
- Students instructed to never throw towards anyone. Look to make sure that the landing area is clear before throwing.
- Students instructed to never stand in front of the thrower.
- Students instructed to always carry javelins vertically, point down in front of them.
- Always push the javelin into a vertical position, and then pull it vertically from the ground.
- Ensure that the cages, surfaces and rims of throwing circles are safe.
- Inspect all equipment before and after each event to insure proper safety.

VOLLEYBALL





VOLLEYBALL INHERENT RISK

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and information identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach and must understand that failure to follow such directions or adhere to standards may place the participant at risk.

Travel to and from off-campus facilities shall be in accordance with the directions of the activity coach.

Guidelines are as follows:

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly-fitted or defective equipment.
2. Advise the coach if you are ill or have any prolonged symptom of illness.
3. Advise the coach if you have been injured.
4. Engage in warm-up activities prior to strenuous participation.
5. Be alert for any physical hazards or hazards in the locker room or in or around the participation area. Advise coach of any hazard or concern.
6. Be aware of court surroundings, i.e., obstacles, projections, bleachers, standards, etc.

The above information has been explained to me and I understand the list of rules and procedures. I also understand the necessity of using the proper techniques while participating in the volleyball program.

I am aware that volleyball is a **HIGH-RISK SPORT** and that practicing or competing in Volleyball will be a dangerous and unpredictable activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risks of practicing and competing in volleyball include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, blindness, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of my body, general health and well-being. I understand that the dangers and risks of practicing or competing in volleyball may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities and generally to enjoy life.

Because of the dangers of volleyball, I recognize the importance of following coaches' instructions regarding techniques, training and other team rules, etc., and to agree to obey such instructions.

I have read the above warning and release and understand its terms. I understand that volleyball is a **HIGH-RISK SPORT** involving many **RISKS OF INJURY**, including but not limited to those risks outlined above.

In consideration of the _____ School District permitting my child/ward to participate in volleyball activities including practicing or competing, I hereby assume all the risks normally associated with volleyball and agree to hold the school district, its employees, agents, representatives, coaches and volunteers harmless from any and all liability, actions, causes of action, debts, claims or demands of every kind and nature whatsoever which may arise from such risks. The terms hereof shall serve as a release for my heirs, estate, executor, administrator, assignees, and for all members of my family.



WASHINGTON SCHOOLS
RISK MANAGEMENT POOL

We agree that neither the school district, nor the staff of the school district, nor the student organization of the school district shall in any way be held liable for any accident or injury in anyway received on account of or while engaged in any athletic activity sponsored by the district. We further agree that neither the district nor any of their staff or student organizations shall be responsible for the payment of any bills rendered for medical services as a result of such accidents or injuries. We also acknowledge that it is our responsibility to provide for any medical, disability or other insurance to mitigate any costs that may be unfortunately incurred as a result of participation in this activity.

By signing below, I certify that I have read the above, understand its content, and agree to its terms.

Athlete's Signature

Date

Parent's/Guardian's Signature

Date

Volleyball Safety Guidelines

Volleyball programs have risks that place participants in physical harm. The ankle and knee are the most common sites of injury to tennis players, followed by the lower back, hand, and wrist. The key to reducing these types of injuries is proper conditioning. Eye and face injuries also occur as a result of being hit with another player's body or ball. The following guidelines should be followed when participating in the sport of volleyball.

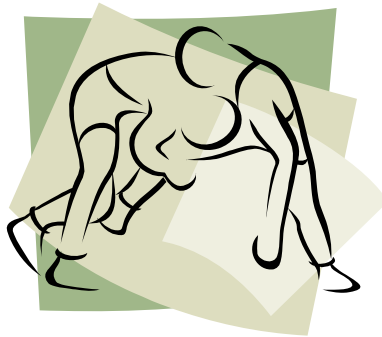
Facility & Equipment

- Court dimensions need to meet WIAA regulations for play/safety.
- Pad standards. Have extra padding available to pad other potential hazards.
- Keep playing area free from trip and fall hazards.
- Insure first aid, and safety equipment is available.
- Dry body sweat on floor immediately. Check the floor for slip hazards and wipe-up as needed.
- Place team bench as far back as possible from sidelines.
- Check bleachers, including locking system.

Supervision & Instruction

- Make sure athletes wear all the required safety gear every time he or she plays and practices including elbow pads, knee pads and palm guards.
- Insure students wear shoes appropriate for the playing surface. Running shoes should not be worn as the soles are not designed for quick turning, stopping and jumping.
- Don't tolerate horseplay or unsportsman like conduct. Avoid purposeful pushing and tripping.
- Never allow students to play on or tamper with the net, poles and mechanisms.
- Teach players to pay attention to the game at all times.
- Instruct players to call the ball to avoid collisions.
- Review proper landing and position when diving for the ball.
- Make sure all players warm up and cool down.
- Stretching exercises are important.
- Instruct athletes to use their legs like springs and land on both feet to absorb shock.
- Remind players to always be alert to other players' positions so they can land safely.
- Insure athletes do not wear chains, rings, and metal wristbands or earrings. If they wear glasses, they should be secured and have shatterproof lenses.
- Use a whistle.
- Ensure proper hydration of athletes.

WRESTLING





WRESTLING INHERENT RISK

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and information identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach and must understand that failure to follow such directions or adhere to standards may place the participant at risk.

Travel to and from off-campus facilities shall be in accordance with the directions of the activity coach.

Guidelines are as follows:

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly-fitted or defective equipment.
2. Advise the coach if you are ill or have any prolonged symptoms of illness.
3. Advise the coach if you have been injured.
4. Engage in warm-up activities prior to strenuous participation.
5. Be alert for any physical hazards or hazards in the locker room or in or around the participation area. Advise coach of any hazard or concerns.
6. Recognize illegal holds as defined by the rule book.
7. Wear approved, proper-fitting apparel when wrestling with an opponent, either in practice or in a match.
8. Wrestle a safe distance from all walls and other obstructions. All wrestling will be done on the mats provided for wrestling.

The above information has been explained to me and I understand the list of rules and procedures. I also understand the necessity of using the proper techniques while participating in the wrestling program.

I am aware that wrestling is a **HIGH-RISK SPORT** and that practicing or competing in wrestling will be a dangerous and unpredictable activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risks of practicing and competing in wrestling include, but are not limited to, transmittable disease and disorders, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, blindness, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of my body, general health and well-being. I understand that the dangers and risks of practicing or competing in wrestling may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities and generally to enjoy life.

Because of the dangers of wrestling, I recognize the importance of following coaches' instructions regarding techniques, training and other team rules, etc., and to agree to obey such instructions.

I have read the above warning and release and understand its terms. I understand that wrestling is a **HIGH-RISK SPORT** involving many **RISKS OF INJURY**, including but not limited to those risks outlined above.



In consideration of the _____ School District permitting my child/ward to try out for the _____ school wrestling team and to engage in all activities related to the team, including, but not limited to, trying out, practicing or competing in wrestling, I hereby assume all the risks normally associated with wrestling and agree to hold the school district, its employees, agents, representatives, coaches and volunteers harmless from any and all liability, actions, causes of action, debts, claims or demands of every kind and nature whatsoever which may arise from such risks. The terms hereof shall serve as a release for my heirs, estate, executor, administrator, assignees, and for all members of my family.

We agree that neither the school district, nor the staff of the school district, nor the student organization of the school district shall in any way be held liable for any accident or injury in anyway received on account of or while engaged in any athletic activity sponsored by the district. We further agree that neither the district nor any of their staff or student organizations shall be responsible for the payment of any bills rendered for medical services as a result of such accidents or injuries. We also acknowledge that it is our responsibility to provide for any medical, disability or other insurance to mitigate any costs that may be unfortunately incurred as a result of participation in this activity.

By signing below, I certify that I have read the above, understand its content, and agree to its terms.

Athlete's Signature

Date

Parent's/Guardian's Signature

Date

Wrestling Safety Guidelines

There is an inherent risk of injury involved with any athletic activity. In wrestling injuries occur both from physical contact, as well as inappropriate methods in trying to maintain with in a certain weight class.

Facility & Equipment

- Hold practice in a suitable location, away from distractions and other athletes, no concrete floors.
- Space equipment and practice mats to avoid collision with obstacles and other athletes.
-

Supervision & Instruction

- Supervise all practice sessions.
- Enforce WIAA rules regarding prohibited/illegal holds.
- Distribute a list of prohibited/illegal holds.
- When wrestling with an opponent either in practice or in a match, students must wear approved proper-fitting apparel.
- A weight assessment and monitoring program will be instituted, with each wrestler's weight recorded daily.
- Be alert for eating disorders.
- Use of vapor-impermeable suit covers (plastics, rubber suits, nylon) are prohibited. Never allow students to become dehydrated to minimize their weight.
- Provide proper training prior to attempting any new techniques. Know the student's ability level and match activities accordingly.
- Be sure to wrestle a safe distance from all walls and other obstructions.
- All wrestling will be done on the mats provided for wrestling.
- Include conditioning and strength building exercises.
- Include stretching and flexibility exercises before practice, and competition.
- Jewelry is prohibited except religious and medic alert medals which must be taped under clothing.
- No baggy clothing, long fingernails or long, loose hair.
- Use a whistle.
- Make sure all players warm up and cool down.
- Ensure proper hydration of athletes.
- Ensure adequate first aid equipment is available.

SUGGESTED HYGIENE PROTOCOL FOR WRESTLING

Herpes Gladiatorum (a strain of *Herpes Simplex 1* commonly called *Wrestler's Herpes*) is but one communicable disease that can be transmitted by body-to-body contact or contact with infected surfacing and equipment in sports.

The following common-sense hygiene recommendations can help to reduce the possibility of spreading such diseases:

- **Use Disinfectants and Cleaners. This is an important step in your team's hygiene protocol.**

Make sure the disinfectant that you use kills the following, according to the bottle label: *Human Immunodeficiency Virus (HIV)*; *Herpes Simplex Type 1*; *Streptococcus Faecalis*; *Streptococcus Salivarius*; *Staphylococcus Aureus*; and *Trichophyton Mentagrophytes*.

Make sure the entire wrestling mat surface remains damp with the proper ratio of disinfectant solution for the contact/dwell time listed. This is a vital step in the disinfecting process. The EPA requires each manufacturer to specify this contact time on the product's label for the listed organisms to be killed.

If you pre-mix the solution, be aware of its life expectancy and discard old mixtures that have expired.

When the disinfectant is taken from a large container and put into a smaller bottle, make sure important labeling information is kept with each small bottle.

An all-in-one cleaner/disinfectant tested for wrestling mats can be used.

- **Athletic Mats**

Wrestling mats should be in a state of good repair. Any rips/tears should be repaired according to the manufacturer's recommended procedures. Germs can migrate through the rips in the mat to the foam padding beneath, potentially perpetuating problems. There are several companies that can professionally resurface or repair torn or cracked mats.

Wrestling mats should be cleaned/disinfected one hour prior to your team's use.

- **Wall Mats**

Check to make sure that wall mats are also in a state of good repair.

If so indicated on the product label, use a mechanical sprayer to apply the disinfectant. Just spray the wall mats in accordance with label instructions.

- **Wrestling Gear**

All wrestling gear that is used on a daily basis should be included in your team's overall hygiene protocol to ensure that it is clean and potentially germ free.

The soles of wrestling shoes, headgear, knee sleeves and pads should be cleaned and disinfected daily. All other equipment should be washed (laundered) before re-use.

- **Locker Rooms & Weight Rooms**

Locker room showers, floors, benches should be cleaned daily using a disinfectant/cleaner. Weight room equipment should be disinfected after each use. This can be accomplished with a spray bottle containing a disinfectant cleaner.

- **Clothing**

All athletes must practice in freshly washed and properly dried clothing. This is vital. Do not re-use unwashed towels.

- **Personal Hygiene**

Before entering the wrestling room for practice and before every scheduled match, athletes should sanitize their hands, either through use of waterless hand sanitizer or washing with warm water and soap. Many coaches require athletes to shower before they participate in practice or a meet.

Coaches should conduct daily screening of every athlete, prior to turnout (this could typically be done at a pre-practice weigh-in).

After wrestling is over, we recommend that the athletes take showers at the school where they wrestled. If this practice is not followed, encourage athletes to shower the first thing when they return to home, after practice and/or meets using an antibacterial hair and body cleanser.

For your own protection, don't forget about using Universal Precautions when you treat student injuries. Remind all volunteers, athletic trainers and student trainers of the importance of wearing gloves, properly disposing items that have come in to contact with body fluids and open cuts or sores and washing their hands before and after working with athletes.

Following these important procedures can drastically reduce the spread of disease.

What is WSRMP?

The Washington Schools Risk Management Pool exists so that members will have secure, long term protection against property and liability loss. The Pool has successfully offered automobile liability, general liability, errors and omissions liability, employment practices liability, crime and property coverage through a self-funded program since its inception in September, 1986.

The Pool is committed to a proactive style of risk management, implementing risk control techniques to prevent or reduce the frequency and severity of loss before the loss happens and securing risk-financing programs to adequately restore the member district after a loss has occurred.

The Pool supports this process by analyzing claim trends and patterns to pinpoint problem areas and by providing training and consultation to its member districts to address these areas

The program's success is dependent upon each member district internalizing this process of pro-active risk management and gaining a sense of ownership in the Pool.

CONTACT INFO:

Washington Schools Risk Management Pool
PO Box 88700
320 Andover Park East
Tukwila, WA 98138

Secure Member Website:

<http://www.wsrmp.com>

To access the secure website you need your district number and password.
For your district's info contact us at - 1-800 488-7569.

