



for Athletic Directors and Coaches



Get ready, set, go! Preparing for the fall sports season

S By September, coaches have already been working hard to prepare students for the approaching sport season. The following list is intended to remind athletic directors and coaches to complete the following tasks to protect school districts from potential liability.

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1. Inspect all facilities and equipment. Document inspections, maintenance requests and repairs. Use and maintain site specific inspection lists.
 2. Inspect all auxiliary areas, such as locker rooms, hallways, walkways and athletic parking lots. Request maintenance where needed. Document and maintain this information.
 3. Hold meetings to set risk management agendas with district administration, the business manager, transportation coordinator, security, medical support and maintenance.
 4. Schedule the first of several sport safety committee meetings to be held throughout the year.
 5. Hold/attend coach orientation meetings. The agenda should review safety issues and distribution of checklists to fall coaches. Basic risk management areas include establishing goals, and providing each coach with safety checklists and several copies of his/her sport specific checklist.
 6. Distribute the athletic department handbook, risk management handbook, and appropriate rulebooks. Have the coaches sign off that they have read the athletic department's handbook.
 7. Review credentials and competencies of fall coaches. Make sure coaches hold valid first aid and CPR certification. This should also be done prior to the winter and spring season.
 8. Schedule, plan and hold parent/player information meetings. Document the material reviewed.
 9. Be sure students and their parents have completed all risk management forms. Sport specific inherent risk forms should be reviewed and signed.
 10. Check that all pre-participation physical examinations and proof of medical insurance forms are completed. Maintain records for at least three years following the graduation of an athlete.

S **Athletic Directors:** One of the best risk management techniques is to visit and communicate regularly with your coaches.

Coaches: Remind students to play hard, but play safely.