



London Junior Mustangs Football Club Risk Management Policy

Approved: February 2, 2012

Risk management is the process of making and carrying out decisions that will minimize the adverse effect of accidental losses upon our organization. The risk management process is vital to the personal health and safety of Directors, Executive Committee members, coaches, parents and volunteers and the safety of the public. In financial terms, it is vital to our ability to pursue our goals, commence and operate programs, and to perform duties in an efficient and professional manner.

The Directors of The London Junior Mustangs Football Club has formed a risk management program to pursue our risk management goals and objectives. These goals and objectives include:

1. Avoiding exposure to accidental loss/injury by not undertaking functions, contracts, programs or activities where the potential loss/injury is greater than the potential benefit to be derived from these undertakings
2. Preventing loss/injury by identifying loss exposures and implementing policies and procedures to reduce the risk of these losses/injuries occurring
3. Controlling losses/injuries that do occur by:
 - a. Assisting and supporting injured parties
 - b. Developing contingency plans for possible loss/injury scenarios
 - c. Proper documentation and investigation of losses/injuries
4. Raising the awareness of all board members, executive committee members, players, coaches, volunteers, parents and all members concerning risk management within our organization. These goals and objectives will be accomplished by:
 - a. Establishing a risk management committee, whose responsibilities will be to implement, monitor, evaluate and revise plans to achieve our goals and objectives
 - b. Electing a risk management coordinator to serve as the head of the risk management committee and report to the President
 - c. Including risk management as an item for discussion at every executive meeting
 - d. Establishing a discipline committee to address and resolve all conflicts between coaches, parents, players and volunteers

Cooperation is needed, and expected, from all members. Only by working as a team with common goals and objectives can we ensure the success of this risk management program.

Specific Goals and objectives to reduce risk and increase safety for all London Junior Mustang members

Goal: Reduce the number of injuries to players

Objectives:

- a. Ensure that properly fitting equipment is being used.
- b. Only trained and knowledgeable people fit equipment to players.
- c. Provide regular training seminars, either through video, seminars or mandatory clinics.
- d. Assign a person or persons as the official equipment manager(s) to ensure proper fit and safe equipment is being used.
- e. Equipment manager is responsible for maintaining the safety of all equipment, and discarding of old equipment and reporting to the VP of Football Operations when new, replacement equipment is needed.
- f. All coaches shall work with the equipment manager to inform him of any individual player equipment adjustments, as reported by the player(s).
- g. The equipment manager shall have an updated inventory at all times and be ready to provide it to the VP of Football Operations when requested.
- h. The VP of Football Operations shall be the sole person whose responsibility it is to place orders and purchase equipment, unless other arrangements have been made.
- i. Recertification of helmets shall be done as per the specifications of the helmet manufacturer, and the equipment manager shall keep the VP of Football Operations informed of the numbers.

- j. The equipment manager shall be responsible for maintaining and providing each team with a supply of spare parts for helmets and shoulder pads, and an appropriate number of miscellaneous pads in the event of a breakage or loss during practice. There should be an appropriate number of footballs assigned to each team, and the head coach will be responsible for maintaining them throughout the season.
- k. The equipment manager shall provide enough field equipment, ie blocking and tackling pads, cones, etc.
- l. Coaches will spend an appropriate amount of time before practice to make sure players are fully stretched and ready for practice to avoid injuries.

Goal: Increase player safety

Objectives:

- a. Coaches shall inspect the field prior to and during all practices to maximize player and coach safety.
- b. Coaches shall identify potential hazards for all to see.
- c. Coaches shall arrive at every practice fully prepared to make the practice as safe as possible for players, including scheduled water breaks.
- d. Coaches shall make necessary adjustments during drills to avoid any potential size discrepancies, especially during contact drills.
- e. Coaches shall always employ proper form and technique when teaching skills.
- f. Each team shall have enough coaches to maintain a safe ratio with player numbers.
- g. Each team shall have a designated first aid person at every practice and game. If possible, the person should be someone who has first aid training, is a nurse, paramedic or doctor.
- h. Coaches and trainers shall be able to recognize signs and symptoms of concussions, and be able to act in an appropriate manner, according to the Club's policy on treating concussions or suspected concussions.
- i. The Club shall have concussion awareness education available, either in written format or available on their website.
- j. Each practice site shall have a well-designed EAP in place and assign parents to key roles when the EAP is activated. All EAP plans for all sites shall be listed on the Club's website.
- k. All first aid personnel shall keep records of injuries and prepare a weekly report to the first aid coordinator, who shall forward the weekly report to all Board and Executive Committee members.
- l. All coaches shall work closely with team managers and trainers to ensure good lines of communication are followed on a consistent basis.
- m. In all cases of injury, the trainer/medical practitioner shall have the final say whether a player returns to a game.
- n. It shall be mandatory for all coaches to attend the latest NCCP coaching clinics to upgrade their status as a fully trained and/or certified coach. All information shall be forwarded to the coaching director so that all information is available for use, should a major injury happen as a result of a drill during practice which may lead to a lawsuit. Details can be found on the Club's website and policies and procedures manual.
- o. Only designated persons are allowed on the team sideline during games. Unless a parent is a coach, trainer or manager, they are not allowed on the team sideline.
- p. All conflicts, disputes and disagreements between coaches, players, parents, managers and all other volunteers, shall fall under the Conflict Resolution Policy as outlined on the Club's website.
- q. A player, parent and volunteer code of conduct is included with every player and volunteer registration form and all parents, players and volunteers are expected to adhere to the code. By signing the form, all members give their consent that they are accountable and responsible for whatever consequences may arise following failure to act in a responsible and courteous manner.
- r. All coaches are expected to act in a responsible manner, as per the coaches' code of conduct as dictated by the Club and the OFA.
- s. Bullying at any level will not be tolerated.
- t. All members, including coaches, managers, trainers, volunteers and anyone who has direct contact with youth must obtain a Police Vulnerable Sector Check. Details can be found on the Club's website.
- u. People transporting players other than parents or legal guardians must obtain prior permission from the parents or legal guardian.
- v. Coaches shall not leave a player alone following a practice or game, and must wait until parent or family member has picked them up, unless parent is called and permission is given.