

TRINITY UNIVERSITY ATHLETIC CAMP
RISK MANAGEMENT CHECKLIST

- Tour the playing environment and assure that it is free of all known or obvious hazards and safety equipment is in good repair.

- Review an Emergency Plan and know the following:
 - Fire escape route and location of fire extinguisher
 - Location of closest telephone
 - Location of first aid kit
 - Location of Medical History and Treatment Forms for campers
 - How to report suspected abuses
 - Who is First Aid/CPR Certified and ensure an adequate number are on hand
 - Routine to respond to a weather hazard
 - Routine to respond to a lost child

- Ensure an appropriate number of supervisors based on the following ratios:
 - Campers 6-8 years of age, 1 counselor to 6 campers
 - Campers 9-14 years of age, 1 counselor to 8 campers
 - Campers 15-18 years of age, 1 counselor to 10 campers* Males should never be left alone with a minor child

- Identify the specific risks of the activity and clearly explain the potential risks and safety instructions for the activity in age-appropriate language.

- Identify the areas that are off-limits and explain in age-appropriate language.

- Understand procedures for signing children in and out:
 - Children should only be released to their parents or to an authorized substitute

- Understand bathroom procedures:
 - Two adult supervisors should accompany campers on restroom breaks
 - Supervisors should never be alone with a minor child
 - Men and teens cannot assist a child in the restroom

- Understand routine for mealtimes:
 - Children should be supervised at all times
 - Children should be assisted according to their age level

- When matching teams and individuals for play, consider skill level, size and strength.

Signature

Date