

# 2017 SUMMER PROGRAMS

**Attention: Superintendents/Principals/Athletic Directors/Coaches**

With many districts beginning the process of reviewing information for summer programs, we are pleased to provide the enclosed risk management guidelines to help ensure your district is offering safe and properly managed summer programs for your students and guests.

Attached is a risk management analysis for your review and completion, if applicable. The analysis will note any safety concerns or other recommendations we may have regarding the district event. However, the final decision whether or not to conduct summer programs remains with the school district. Although the analysis will not constitute an acceptance or rejection of the summer program, it is necessary in order to ensure conformance with adopted United Schools Insurance Program, (USIP), and risk management summer program guidelines. Please note, only copies of the completed analysis forms should be sent to Clear Risk Solutions for review. Original documents should be kept on file with the district.

For more information about the many services and trainings available to the district, please visit the United Schools Insurance Program (USIP) website at: [www.usipwa.us](http://www.usipwa.us).

Please do not hesitate to contact our office if you have any questions, or if we can be of additional assistance.

Sincerely,



Aaron Sheneman-ARM  
Risk Manager  
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## SUMMER PROGRAMS RISK MANAGEMENT GUIDELINES

Summer programs for students have become an important extension of many school district offerings. Summer programs provide students the opportunity to be involved in activities, which can further develop positive attitudes, knowledge, skills, and strength. However, due to the current emphasis on litigation, it is necessary to reduce liability exposure, as much as possible, by both the instructor and school district. It is, therefore, important that thorough planning be required in establishing summer programs for students.

### General Guidelines

Many negligence lawsuits have been successful due to inadequate supervision of students, improper use of equipment, inappropriate activities, and lack of building security. The following guidelines are designed to assist you in formulating minimal liability exposure summer programs.

- 1) Supervision should only be performed by school district personnel who possess mature behavior and are trained and knowledgeable in student discipline/control, building security, safety procedures, and skill development (appropriate to the activity).
- 2) Supervision must be in person where the students' activities are visible and controllable.
- 3) School keys should only be issued to staff members who have responsibility for the key and building security. Keys should not be loaned to others.
- 4) The program should occur at a school district facility, when possible. If travel between sites is necessary, transportation should be provided via school district vehicles with district drivers.
- 5) The collection of user fees must follow proper district procedure for receipting, security of the funds, and depositing into an ASB/district account. The collection of fees should neither be for profit-making individuals nor organizations.

**If profit-making is involved, the individual or group should lease the school district facilities and insure the risks.**

## **Programs**

- 1) Students participating in summer athletic programs should provide the school district with the same participation documentation as for any regular season sport:
  - a) Required to have student accident insurance coverage for the summer, or be covered by a family medical plan.
  - b) Signed parent/guardian permission form required.
  - c) Signed Emergency Medical Release form, in case medical treatment is necessary and the parents are not available.
  - d) Signed Warning of Inherent Dangers form for any student new to the school district, or to the athletic program.
  - e) Physical examination/doctor's approval to participate in the athletic event for any student new to the school district, or athletic program.
  - f) Required Lystedt Law information for players and parents new to the school district, or for athletes new to the program.
- 2) In order to prevent injuries caused by mismatches, students should be grouped according to age, size, experience, and skill level.
- 3) Since fatigue can contribute to student injuries, care must be taken to reduce this element of risk. The use of frequent rest breaks, liquid breaks, progressive workup of skill development, scrimmages restricted to half court, etc. is highly recommended.
- 4) In order to reduce the potential for student injuries, the appropriate use of safety equipment must be considered. Examples: volleyball elbow and kneepads, batting helmets, catcher's gear, helmets, etc.

## **Transportation**

The school district must be careful not to allow students to drive to remote sport camps, as part of a school-sponsored program. Any transportation of students for school-sponsored events should follow the usual district transportation policies and procedures.

## **Deadline**

Please submit your summer program forms to Aaron Sheneman, Risk Manager: [asheneman@chooseclear.com](mailto:asheneman@chooseclear.com) by **May 31, 2017**.

## SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out this form electronically and email completed form to our office. We will review the form and contact you if we have any questions or concerns.

School District: \_\_\_\_\_

Phone number: \_\_\_\_\_

Contact person: \_\_\_\_\_

Name of activity: \_\_\_\_\_

Date(s) of activity: \_\_\_\_\_

Describe the activity: \_\_\_\_\_  
\_\_\_\_\_

School facilities to be used: \_\_\_\_\_

Grade level of students to be served: \_\_\_\_\_

Identify the supervisor(s) and appropriate background information: \_\_\_\_\_  
\_\_\_\_\_

At least one coach is first aid and CPR trained: Yes \_\_\_ No\_\_\_

Emergency response plan in place: Yes \_\_\_ No\_\_\_

Coaches and youth athletics are trained in required concussion awareness guidelines:  
Yes \_\_\_ No\_\_\_

Student Medical Insurance: Yes \_\_\_ No\_\_\_

Parent Permission: Yes \_\_\_ No\_\_\_

Emergency Medical Release: Yes \_\_\_ No\_\_\_

Medical Exam: Yes \_\_\_ No\_\_\_

Have participants been made aware of Inherent Dangers for this activity:

Yes \_\_\_ No \_\_\_

School Board action for approval: Yes \_\_\_ No \_\_\_

Supervisor's/District Superintendent's signature: \_\_\_\_\_

**Please review attached guidelines on best practices for summer programs.**

Please email or fax the completed application to: [asheneman@choosclear.com](mailto:asheneman@choosclear.com) or Fax: (509-754-3406) by **May 31, 2017**.

## SUMMER PROGRAMS CHECKLIST

This checklist is designed to help remind coaches of the necessity for proper planning for all summer activities. If you do not know the answer to, or need assistance with, answering/fulfilling any of the following items, contact your building administrator or your district administrative office for assistance. If additional assistance is needed, contact your district's broker or USIP risk manager.

- 1) What types of summer programs are planned?
  - a) Local: non-contact
  - b) Local: contact
  - c) On campus team camp
  - d) Off-campus team camp
  - e) On campus individual skills camp
  - f) Off-campus individual skills camp
  - g) Team competitive – contact
  - h) Partial team - non-contact
  - i) Other
  
- 2) Who will coach these programs?
  - a) Regular district employed coaches?
  - b) Volunteers - need district approval ahead of time
  - c) Guest coaches
  
- 3) Are coaches to be paid?
  - a) Yes
  - b) No
  - c) If yes,
    - 1) \_\_By district (know district procedures)
    - 2) \_\_By booster club
    - 3) \_\_By college or sponsoring organization
  - d) Cash is not an appropriate form of payment; we recommend this method **not** be used

- 4) Insurance Coverage - Liability insurance required
  - a) District coverage (see #13a) or
  - b) Special events policy (National Coaches Association Insurance does not cover summer programs)
  
- 5) Insurance Coverage - Accidental Injury insurance for coaches
  - a) Private insurance
  - b) L&I
  - c) Volunteers may not be covered by L&I coverage (review with district's representative)
  
- 6) Health Related Issues for Players
  - a) Current physical required
  - b) Current accident insurance required
  - c) Emergency treatment form
  - d) Parent permission form signed
  - e) Warning letters signed by players and parents
  
- 7) Facilities
  - a) District facilities - coordinate with maintenance department.
  - b) If outside group uses facilities, follow district facility use agreement policies.
  
- 8) District/ASB Equipment
  - a) Ensure proper fitting and refitting of equipment, especially helmets.
  - b) Do you check out equipment to players for entire summer? Do they take equipment home?
  - c) Inventory control of equipment is essential; keep equipment at school.
  - d) If required, re-certify equipment at program's end.
  
- 9) Vendor Provided Equipment
  - a) Who fits equipment?
  - b) Is equipment NOCSAE certified?
  - c) Who pays for rental of equipment?
  - d) Are vendors renting equipment from schools? (If so, contact insurance vendor for coverage limitations)

- 10) Supervision
- a) Locker rooms; pre-practice and post-practice.
  - b) Coaches properly assigned to duties (especially important with new, inexperienced, or volunteer coaches.)
  - c) Head coach is responsible for instructing assistants in proper supervision when players are present or under the care of a school program—head coach trains his coaches in supervision techniques and expectations.
  - d) Transportation- (the “just show up @ \_\_\_\_\_” does not work).
  - e) Programs on campus transportation no different from school year.
  - f) Regional off-campus programs—review district transportation policy.
  - g) Off-campus travel is listed by preference below; (i) being the preferred method:
    - i) School transportation, i.e. buses, vans, or other district vehicles driven and operated by district employees;
    - ii) Private carriers such as charter buses;
    - iii) Carpooling with designated adult drivers; Valid Driver’s license and proof of vehicle insurance provided.
    - iv) **Students driving themselves and/or riding with other students is not recommended and comes with high risk and high liability exposure. We recommend the student have prior district approval if this transportation method is used.**
  - h) Off campus program supervision plan should include, but not be limited to; camp instruction sessions, leisure time activities, overnight accommodations, if used, as well as emergency treatment, and contacts. **In-home stays are not recommended.**
  - i) Student conduct expectations should include a written team “Code of Conduct” and delegation of who will be responsible for administering discipline.
  - j) There should also be a Code of Conduct for coaches at summer camps, coaches should be in control and supervising students at all times. **DO NOT** leave students unsupervised or under the care of non-district staff.
- 11) Physical Conditioning/Preparation of Players for Contact
- a) Ensure proper strength, flexibility, and cardio vascular training prior to starting practice and prior to any full contact drills.
  - b) “No pad days” before football contact.
  - c) Have a progressive intensity to contact drills.
  - d) Do not expose players to full-contact camps without proper “pre-camp” conditioning. Know the camp’s format so you can properly prepare your players, subsequently, maximizing a positive experience from the camp.



12) Fiscal

- a) If a fee is charged for a district sponsored/approved camp, receipt all funds, use purchase orders for expenditures, and follow all district ASB or district fiscal guidelines.
- b) If a fee is charged for an off-campus camp, follow district procedures for handling money but do not commingle public and private funds.
- c) Don't set up independent banking accounts for summer programs, as this opens the custodian of the account to personal liability for any losses or mishandling of funds.**
- d) If the camp is sponsored by a private vendor, follow district procedures for facility use agreements and liability insurance coverage requirements.
- e) If private vendor desires to rent school equipment, check with insurance carrier for extended liability exposure for the school, the coach, and the vendor.

13) Administrative Approval

- a) If the school board approves the program, then the school's liability insurance covers the program.
- b) If the school board does not approve the program, then those individuals running the program are personally liable for any negligence and resulting claims. This is a huge liability risk and not recommended under any circumstance. Seek special events coverage, if needed.

14) Transportation

The following information is provided to give a clear picture of the liability issues surrounding transportation of students during "after school" activities.

Priorities for providing student transportation:

- a) School district vehicle insurance is primary.
- b) School vehicle with school employee as a driver.
- c) School vehicle with private person driving (person usually qualifies through district's volunteer program). Obtain copy of valid driver's license and proof of vehicle insurance.
- d) Private carrier such as Greyhound buses (private carrier's insurance covers vehicles).
- e) Advisor's car with advisor driving-Obtain copy of valid driver's license and proof of vehicle insurance.
- f) Parent car with owner driving-Obtain copy of valid driver's license and proof of vehicle insurance.