

Build a risk management plan that *protects every player*

10 steps to keep your athletes, staff, and organization covered.



STEP 01

Know what the law requires

Start with local, state, and federal requirements, such as ADA accessibility, background checks, and required training.



STEP 02

Write standard operating procedures

Cover your governing body's requirements first, then your day-to-day operations.



STEP 03

Review your contract requirements

Your insurance policies, facility agreements, and other contracts may call for specific risk management procedures.



STEP 04

Create a standard vendor contract

Build your own vendor contract that sets minimum insurance requirements.



STEP 05

Name a certificate of insurance supervisor

Choose one person to manage certificates of insurance (COIs), and document who it is.



STEP 06

Plan your incident response

Cover everything from minor incidents, handled with a reporting form, to major incidents that need a full response plan.



STEP 07

Build communication and continuing education

Make updates and ongoing training easy to repeat for coaches, volunteers, and administrators.



STEP 08

Tap your insurance carrier and broker

Ask your carriers and brokers for their loss control resources.



STEP 09

Set a review timeline

Put a schedule in place to review and update your risk management practices.



STEP 10

Give your community easy access

Post your safety resources on your website where families can find them.

This checklist is not legal advice.