

**Student Club Risk Management Plan**

Each School Sponsored Club must develop and implement a plan that identifies hazards and potential exposures to club members, faculty staff members, and school property. This plan should also outline the policies and procedures needed to control the identified hazards.

Due to the variety of club activities that can occur within a school district, it is critical that hazards and exposures created by the club activities be carefully evaluated. Some clubs, for example a chess club, may not have significant hazards; however, other clubs such as a drag racing club, or a rodeo club could have the potential for severe injuries. Each Risk Management Plan should be customized to the hazards of the individual club. To assist you in developing your plan, you can answer the following questions:

What are the purposes and goals of the club?

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What are the responsibilities of the club members?

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What training is to be required of club members? Are there minimal knowledge requirements? How will these be tested? How are training and test results documented and maintained?

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What are the responsibilities of the faculty or school-appointed sponsor?

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What special training or education is required of the faculty or school staff sponsor? Are they certified through a recognized organization?

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What rules are necessary to conduct club activities in a safe manner, minimizing hazards and exposures to club members, School District staff members, and school property?

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What safety equipment is needed? Who is to provide this equipment? How is the equipment to be inspected and tested?

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List emergency response procedures necessary based on any inherent risks of club activities, such as first-aid and emergency communication.

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Are parent consent forms required? If so, where are the records maintained?

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