

**RISK MANAGEMENT PLAN**

**GUIDELINES FOR COURT HOSTS/CAPTAINS/EVENT MANAGERS**

ITEM	DETAILS	ACCOUNTABILITY
<b>SLIPS AND FALL PREVENTION</b>	<ul style="list-style-type: none"> <li>• Does the playing surface have uneven or wet surfaces, or</li> <li>• Poor maintenance and/or housekeeping practices</li> </ul>	<ul style="list-style-type: none"> <li>• If yes, the court host is directed to correct the problem. (Outlined on court host procedure sheet),</li> </ul>
		<ul style="list-style-type: none"> <li>• The Executive is maintaining a log of reported details and any actions taken to mitigate possible injury. (Safety report)</li> </ul>
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>• Players wear court shoes.</li> <li>• Players check and clean any debris off their shoe soles before starting to play.</li> <li>• Players use pickleball equipment designed for use on the particular playing surface.</li> <li>• Players consider safety approved eyewear/durable lens material that conforms to CSA and/or ASTM F803 standard.</li> </ul>	<ul style="list-style-type: none"> <li>• Court hosts reinforce with all players the risk management expectations for their personal safety and the safety of others. (Procedure sheets and safety instructions are posted on the website and on the bulletin board).</li> </ul>
	<ul style="list-style-type: none"> <li>• Pickleball Machine Safety procedure.</li> </ul>	<ul style="list-style-type: none"> <li>• Pickleball member users are required to take an orientation session before booking out the machine. Booking requires completion of an online waiver.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Storage key holders are coordinators, captains, and executive.</li> </ul>
<p><b>SAFE PLAY AND COURT ETIQUETTE</b></p>	<ul style="list-style-type: none"> <li>• Players are discouraged from running backwards when retrieving a ball. Instead the player is encouraged to turn, then run or, arrange with the doubles partner to retrieve respective overhead balls.</li> <li>• Players are discouraged from chewing gum, candy or food while playing, to prevent possible lodging in throat or esophagus, if they trip, fall, get hit or bumped.</li> <li>• Players are discouraged from retrieving balls close to instructive barriers (fence, railing, etc.) to avoid injury.</li> <li>• Players are encouraged to avoid dehydration and fatigue.</li> <li>• Players are encouraged to make the court host/captains aware of any medical conditions that might cause a need to stop play</li> <li>• Players are encouraged to use the word “ball” to stop play and return errand ball to its’ proper court</li> <li>• Court crossing during play is discouraged. Standard procedure is for players to walk around the courts.</li> <li>• Players are encouraged to respect</li> </ul>	<ul style="list-style-type: none"> <li>• A procedure sheet is posted on the bulletin board.</li> <li>• Beginner Instruction introduces these concepts during lessons.</li> <li>• Safety and etiquette rules are communicated to players and form part of regular play.</li> </ul>

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	<p>the skill level of the opponent. e.g. don't hit hard balls at an opponent with a lower skill level.</p>	
<p><b>CONCUSSION MANAGEMENT</b></p>	<ul style="list-style-type: none"> <li>• Follow basic first aid</li> <li>• Call 911 if red flag symptoms are evident:  <b>RED FLAG SYMPTOMS</b></li> </ul> <p><b>You see:</b> repeated vomiting  seizure or convulsion  deteriorating or loss of consciousness  <b>The player complains of:</b> neck pain;  double vision; weakness or tingling/burning in the arms or legs;  severe or increasing headache  <b>The member is showing:</b> unusual behavior;  increasing confusion or irritability.</p>	<ul style="list-style-type: none"> <li>• Concussion management sheet in first aid box for reference.</li> <li>• Ensuring basic skills (such as turning and running for a lob) are practiced).</li> <li>• Requiring appropriate court footwear.</li> <li>• Making court hosts and captains aware that they should watch a player for concussion signs if the player experienced rapid back and forth movement of the head or their head has contacted the ground.</li> </ul>
<p><b>CARDIAC ARREST MANAGEMENT</b></p>	<ul style="list-style-type: none"> <li>• If someone is having SCA, you may see him or her suddenly collapse and lose consciousness. Or, you may find the person unconscious and unable to respond when you call or shake him or her.</li> <li>• The person may not be breathing, or he or she may have an abnormal breathing pattern. If you check, you</li> </ul>	<ul style="list-style-type: none"> <li>• Inform players where the AED is kept.</li> <li>• Prepare a list of people that have been trained to use the AED and post it on inside of bin.</li> <li>• Ensure that the AED batteries are changed on a regular basis. Make plans to have more people trained in the use of the AED.  Executive Responsible: Secretary.</li> </ul>

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	<p>usually can't find a pulse. The person's skin also may become dark or blue from lack of oxygen. Also, the person may not move, or his or her movements may look like a seizure (spasms).</p> <ul style="list-style-type: none"> <li>• Call 911 then set up the AED.</li> <li>• An AED can check the person's heart rhythm and determine whether an electric shock is needed to try to restore a normal rhythm.</li> </ul>	
<p><b>HARASSMENT</b></p>	<ul style="list-style-type: none"> <li>• The Club is committed to providing a recreational sports environment where everyone is treated fairly and with respect.</li> <li>• Members are expected to conduct themselves at all times in a manner consistent with the values of the PPC code of conduct.</li> <li>• Harassment in any form will not be tolerated</li> <li>• Court hosts and players are familiar with the PPC Harassment Policy.</li> </ul>	<p>Harassment Procedure:</p> <ul style="list-style-type: none"> <li>• The person that experiences any form of harassment is encouraged to make it known to the harasser that the behavior is unwelcome, offensive, and contrary to club policy.</li> <li>• If the harassment continues, then the complainant should report the complaint in writing to the President who will ensure that appropriate action is taken.</li> <li>• If required, the President will strike a committee of mutually acceptable members that will review and report, in writing, on the issue.</li> <li>• Depending on the outcome, the committee may recommend:             <ul style="list-style-type: none"> <li>• No action taken</li> <li>• Verbal apology</li> <li>• Written apology</li> </ul> </li> </ul>

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		<ul style="list-style-type: none"><li>• Letter of reprimand from the PPC</li><li>• Removal of membership privileges and expulsion from all PPC activities.</li></ul>
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**CLAIMS REPORTING PROCEDURE**

- Court hosts are familiar with the PPC Claims Reporting procedure and use the PPC Incident Report form for capturing all reportable incidents.