

# 10 Steps to Make a Risk Management Plan



## **Understand what the Law Requires**

Start with law requirements at the local, state, and federal level. Examples include ADA, Background Checks, Training, etc.



## **Create Operational Standard Operating Procedures**

Focus on Governing Body requirements, then general operations.



## **Evaluate Contract Requirements**

Your insurance, facilities, and other contracts make require specific risk management procedures.



## **Create a Standard Vendor Contract**

Build your own contract for vendors with Minimum Insurance requirements.



## **Identify a Certificate of Insurance Supervisor**

Identify and document a supervisor of Certificates of Insurance.



## **Incident Response Processes**

Create processes around incident response processes. These should cover minor incidents (create reporting form) to major incidents (need a full blown plan)



## **Build Communication and Continuing Education Mechanisms**

Make Communication and Continuing Education easy and repeatable for all stakeholders (coaches, volunteers, admin).



## **Get Resources from Your Insurance Carrier and Broker**

Consult your Insurance Carriers and Brokers for Loss Control Resources



## **Create a Timeline**

Create a Timeline for adherence to update Risk Management best practices



## **Increase Access for your Community**

Make it easy for your community to access your safety resources on your websites

Disclaimer: Not Legal Advice



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