

# RISK MANAGEMENT PROCEDURES

## Fundraising Events



**The following handbook includes important information about risk and safety management at LETR fundraising events.**

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## **Best Practices for Billboard Sit**

- Individual(s) sitting on or going up to the billboard (for any reason) should wear an OSHA approved harness that is properly tied off to help minimize the chances for injuries or death due to slips or falls.
- All individuals sitting on or going up to the billboard must sign a release of liability waiver
- Food and shelter should be provided for the individual sitting on the billboard
- Communication should be available between the individual sitting on the billboard and the ground crew (e.g. cell phone, hand held radios).
- Notify local authorities of the event (police, hospital / ambulance) and obtain the appropriate permits.

## **Best Practices for Car /Bike Show**

- Vehicle owners must be advised that Special Olympics will not be responsible for damage to their vehicles. You may want to consider including this as part of the registration packet and/or posting signs
- Adequate space between each vehicle should be provided to reduce the chance of damage to vehicles
- Vehicle owners may consider “roping off” their vehicle to protect it from damages caused by spectators
- Vehicle owners should have someone at their vehicle at all times

## Best Practices for Car Wash

- Special Olympics should consider posting signs indicating that Special Olympics will not be responsible for damages/injuries
- Clean the sponges used to wash the vehicles after each use to ensure that rocks or other sharp items are removed from the sponge before the sponge is used on the next vehicle
- Participants washing the vehicle should sign a release of liability waiver
- Vehicles should be washed on a non-skid surface to prevent slips. If a non-skid surface is unavailable, participants should be encouraged to wear footwear with traction (shower or tennis shoes) to help prevent slips and falls.
- Provide protection for the participants washing the vehicles from weather elements (i.e. canopy, sunscreen or tent).

## Best Practices for Dunk Tank

- Adult supervision should be provided while the dunk tank is being used
- Dunk tank should never be left unattended and children should never be permitted to play on or around the tank.
- Only one person at a time should be permitted to sit in the tank at a time
- The individual sitting in the dunk tank should remain seated at all times and keep his/her hands on his/her knees and sit forward while in the dunk tank
- Dunk tank must be securely blocked up on all four corners prior to use
- Protective screen must be in a secured position prior to use of the dunk tank
- The dunk tank should be filled to the top with potable water in order to keep the individual in the dunk tank from hitting the bottom (at least 8 inches from the top).
- Keep electrical devices away from the dunk tank and draining area
- Non-swimmers and individuals less than 5' tall should not be permitted to sit in the dunk tank
- Individuals sitting in the dunk tank should be encouraged to wear tennis/pool shoes to prevent slips
- Tennis or rubber balls should be used (not hard or baseballs)
- The individual sitting in the dunk tank should be encouraged to move toward the front of the tank when coming up out of the water to avoid hitting his/her head on the seat
- The individual sitting in the dunk tank should not be under the influence of drugs and/or alcohol.
- Absolutely no "horseplay" should be permitted
- The dunk tank should not be used in inclement weather
- Individuals with head, neck, knee or joint injury, back or other muscular-skeletal injuries or disabilities, respiratory problems or who may be pregnant, should not be permitted to sit in the dunk tank.
- Individual(s) sitting in the dunk tank should sign a release of liability waiver
- The area behind the dunk tank should be free from volunteers, spectators, etc.

## **Best Practices for Fire Truck Pull**

- Programs may consider having a rescue squad (with advance cardiac life support equipment) or ambulance on-site for the event
- An experienced individual should be in the truck at all times to control the movement of the truck and brake.
- It is recommended that each of the participants wear gloves or some sort of hand protection.
- The rope should be tested to ensure that it can withstand the pulling of a fire truck.
- Beverages should be provided for the individuals pulling the fire truck
- A defined border around the participation area should be provided to prevent spectators from getting too close to the moving truck
- Individuals participating in the fire truck pull must sign a release of liability waiver

## **Best Practices for Food Preparation**

- Individuals under the age of 18 should not be permitted to prepare food
- Ensure that food is thoroughly cooked before it is served
- Follow all rules and recommendations provided by your local health department relative to preparing and serving food
- Obtain the appropriate permits
- Spectators should not be permitted in the food preparation area

## Best Practices for Golf Carts

- Do not allow unauthorized individuals to borrow the cart.
- Do not allow minors to operate the golf cart under any circumstances.
- Each operator of a cart should have a valid driver's license.
- All operators should familiarize themselves with the controls - key starter, accelerator, brakes, reverse, and steering.
- The number of passengers allowed on the cart should be restricted to the number of seats available on the cart. Most carts are designed for a driver and one passenger.
- Do not allow anyone to drive the cart while taking medication that results in drowsiness or inability to concentrate.
- The carts should not be operated by anyone while drinking an alcoholic beverage, and should never be operated by an intoxicated driver.
- The operator should understand the weather conditions. If the weather is bad, the operator should adjust his / her speed when necessary. The operator should allow for extra stopping distance on wet surfaces or icy surfaces.
- The operator should always operate the cart in a defensive manner. The operator should never assume that he / she has the right of way. Pedestrians should be approached with caution and should be made aware of the operator's presence - a horn or bell may be appropriate. The operator should be aware of and react properly to bicyclists and motor vehicles.
- The cart should never be operated on public roads, unless it is only to cross. All traffic signals and right of way rules should be obeyed. All turns should be properly signaled and directions checked before a turn is made or before entering an intersection.
- When approaching public roads, the operator should slow down and stop before entering or crossing the road. All approaches to an intersection should be checked twice before crossing. The operator should be aware that the cart does not accelerate as quickly as most vehicles. Extra time should be allowed when crossing an intersection.
- Caution should be used when going downhill; reduce the speed, be prepared to brake, and avoid sharp turns.



- Equipment or supplies should not be carried unless secured properly to prevent objects from falling from the cart.
- Caution should be used when reversing. Operators should make sure that there are no persons or obstructions behind the golf cart.
- The keys should always be removed, brakes set, and cart secured when it is unattended. Parking on inclines should be avoided whenever possible.

## **Best Practices for Poker Run**

- Riders should be encouraged to wear helmets and protective clothing (e.g. long pants).
- All riders must sign a release of liability waiver.
- Riders should provide Special Olympics with proof of insurance and a valid driver's license.
- Communication should be available between the riders and event organizers (e.g. cell phones, hand held radios, etc.).
- Riders must be notified that Special Olympics will not be responsible for damages to motorcycles or injuries resulting from the use of motorcycles.
- There should be a plan in place to ensure that each rider that starts the poker run also finishes the ride.
- Absolutely NO rider or passenger should consume any type of alcoholic beverage during the Poker Run. This should be made clear at the beginning of the race and at each scheduled stop.

## **Best Practices for Polar Plunge**

- All “plungers” must sign a release of liability waiver
- Medical personnel should be on-site
- Spectators should be kept a safe distance away from water/ice.
- If volunteers and/or plungers will be walking on ice, ensure that the ice has been tested and is safe to walk on.
- Rescue divers should be on-site and preferably in the water during the plunge.
- A plan should be in place to ensure that every person that enters the water safely exits.
- Proper clothing should be recommended and made available for plungers as they exit the water.
- Swim booties may be considered to reduce cuts and scrapes to feet

## Best Practices for Run / Walk Events

- **ALL** walkers/runners should sign a release of liability waiver
- Volunteers should be stationed throughout the course with cell phones in case of an emergency situation and should be made aware of all emergency procedures (such as calling an ambulance or the event organizer in the event of an emergency).
- County emergency services should be notified of the event. You may consider having emergency vehicles patrolling the course.
- Event organizers should check the course prior to the event to ensure that the course is free from risks / obstacles (such as potholes and manholes).
- Event organizers should work with local authorities to ensure that the appropriate permits have been obtained for the walk / run event.
- The event organizer should ensure that water is available for the walkers/runners along the course.
- All walkers/runners should be given a map of the route at the beginning of the event
- Walkers/runners should be encouraged to obey ALL traffic signals, signs, etc.
- Event organizers should consider having a “pick-up” vehicle to provide transportation to walkers/runners who are unable to finish the event.
- A plan should be in place to ensure that all walkers/runners who start the walk / run are accounted for after the event (such as a number system).

### **Best Practices for Tip-A-Cop**

- The restaurant's rules relative to food preparation/serving should be followed at all times (i.e. hairnets, washing of hands, etc.).
- Participants should be encouraged to greet the guests and/or bus tables instead of serving/preparing food.
- Alcoholic beverages should not be served by the individuals participating in the tip-a-cop event.

## Best Practices for Truck Convoy

- Drivers must provide Special Olympics with **proof of a valid license (CDL)** at the on-site event registration to drive his / her truck in the event.
- Drivers must provide Special Olympics with **proof of insurance** with at least a \$1,000,000 combined single limit (CSL).
- All drivers and passengers should sign a **release of liability waiver**.
- Organizers must drive the truck convoy route prior to the event to ensure that the route is free from construction and other hazardous obstacles.
- Organizers must work with local authorities to ensure that the appropriate permits have been obtained for the truck convoy.
- Organizers must work with local authorities to determine if certain areas of the truck convoy route contain weight restrictions (such as the maximum weight limit for a bridge).
- Organizers must have standards to help determine whether or not the truck convoy will be held in the event of inclement weather (fog).
- The truck convoy must be escorted by law enforcement.
- Trucks carrying hazardous materials are not permitted to participate in the convoy.
- Each driver must be given a map of the route and instructions on how to communicate with the organizers during the convoy.