



Instructions for Risk Management Plan Donated Funds Initiative Title XX Camping Services Program

Effective July 1, 2000 and thereafter any participating camp that is not currently Accredited by the American Camp Association must submit a completed Risk Management Plan with attachments. The deadline for submission is before your June 2011 camp session. Illinois Park District or Special Recreation Associations that have achieved Level B or greater for the PDRMA (Park District Risk Management Agency) Loss Control Program Review may submit their current PDRMA notification letter instead of a Risk Management Plan. ACA-IL may also request a copy of the Safety Policy Manual for these certified PDMRA members. **If a Risk Management Plan has already been submitted do not submit the enclosed form unless there have been substantial changes made to the Plan.**

ACA-IL shall require the preparation of such a risk management plan or loss control program review for the purpose of assisting the CAMP in its internal education processes, and for any purposes that may be recommended or required by its insurers. ACA-IL shall not have the responsibility to review such plans.

The Risk Management Plan should be submitted before your summer 2011 camp session(s) begin to participate in the DFI Title XX Camping Services Program for June 2011 (fiscal year 2011) and/or July/August 2011 (fiscal year 2012) camping services.

The attached Risk Management Plan form is a modification of a chart developed for use with the American Camp Association Basic Camp Director Course, Risk Management Handout #1, and the ACA Camp Accreditation Program (*Accreditation Standards for Camp Programs and Services*, Appendix K, Pages 219-224).

General Instructions: Please complete the enclosed Risk Management Plan form, attach all additional explanatory pages, have camp director sign and date that the camp's Risk Management Plan will be carried out for all DFI Title XX Camping Services during fiscal year 2010 (June 2010) and fiscal year 2011 (7/1/2010-6/30/2011) and return it to the ACA Illinois Section before your summer 2010 camp session(s) begin.

Step 1 Read each item in the column headed with the words, "Check all that apply to your camp." Check those items that apply to your camp(s).

Example for the first item on the first page, "Directors and Officers," an agency's board of directors or camp committee may act on policies and procedures for their camp. If they do, then this item should be checked. However, if an agency/organization/camp does not have a camp committee or board of directors or an existing committee/board does not act on their camp's policies and procedures then this item should not be checked or considered.

Step 2 For all items that apply to your camp(s) read the second column, "Examples..." and the third column, "Sample Techniques..." ("Control or Prevent...") to help you understand the kind of situations included for each item.

Step 3

In the last column, “Identify Risk Control Methods and Technique(s) and Steps Taken” indicate how you handle this particular risk. You should attach additional pages with additional explanations so that it will be clear to a reader that you do understand the risk and have a plan and method to manage that risk. Please describe the steps your camp(s) takes to manage risks and protect campers and staff. The description should indicate that a policy and set of procedures or implementation steps exists and is utilized. Also explain the policy or set of procedures or implementation steps and explain how the policy, procedures or implementation steps are carried out/utilized.

Examples for the seventh item on the first page, “Attractive Nuisances” for a camp with a lake, pool, or river, or a well traveled road running through the camp property or adjacent to an area where campers may be present at times when traffic is on the road; the camp administration may erect a fence and/or may have a rule about camper and staff access to the area which is communicated to all staff and campers when they first come to camp. The camp may also have a policy that campers are never allowed to be in the area by herself or himself or without a staff member present. There are many different ways to manage this risk. There are also other attractive nuisances.

Step 4

The camp director or supervisor in charge of development and implementation of the risk management plan signs and dates the form which indicates that the risk management plan will be implemented, carried out, or utilized for DFI Title XX Camping Services during fiscal year 2011 (June 2011) and fiscal year 2012 (7/1/2011 – 6/30/2012).

If you have questions, please call Michael Hoffenberg at (312) 332-0833 ext. 24; or at michael@acail.org

American Camp Association, Illinois

Donated Funds Initiative Title XX Camping Services Program FY 2011 (June 2011) & FY 2012 (7/1/2011 – 6/30/2012)

Risk Management Plan

Human Exposures or Liabilities

Check all that apply to your camp

Standard of Care Liabilities (tort or third party liabilities)	Examples or Type of Illness/ Injury or Damage Caused by:	Sample Techniques to Reduce, Prevent or Control loss	Identify Risk Control Methods and Technique(s) and Steps Taken
<input type="checkbox"/> Directors and Officers	Decisions made by boards, committees or lack of policies or procedures	Informed decision makers establish policies consistent with common practice or standards of the field	
<input type="checkbox"/> Property of Others	Equipment not owned by the camp	Regulations for possession and use	
<input type="checkbox"/> Employer/employee relationship - harassment, slander, discrimination	Inappropriate actions, including criminal behavior, by employer or other staff, wrongful dismissal, invasion of privacy, discrimination based on age, race, religion, sex or disability, etc.	Staff hiring policies, personnel policies, training process, policy on search and seizure, Bona Fide Occupational Qualification	
<input type="checkbox"/> Food Service	Unsafe water, hazardous foods containing infectious or toxic microorganisms, e.g., e-coli, salmonella, etc.	Procedures for storage, handling potentially hazardous foods and sanitation, controlled access, etc.	
<input type="checkbox"/> Environmental Pollution	Sewage, toxic materials, leaks of underground tanks, insect/weed control, etc.	Garbage storage capacity, leak-proof, environmental impact plan, etc.	
<input type="checkbox"/> Maintenance	Broken equipment, rotted stairs, unsafe electrical or gas lines, shower water temperatures, vehicle mechanical failure, damaged program equipment, etc.	Maintenance plan, identified cutoff points, trained personnel, emergency exits, etc.	
<input type="checkbox"/> Attractive Nuisances	Failure to control access or unauthorized use of ropes course, lake, pool, firearms, etc.	Fences, signs, security system, etc.	
<input type="checkbox"/> Staff Selection/Training (volunteer or paid)	Lack of screening or training, unqualified staff, etc.	Driver training, training for late hires	
<input type="checkbox"/> Staff Supervision/Behavior (volunteer or paid)	Failure to supervise staff, drunkenness or drug use by staff, etc.	Supervision training, guidelines for appropriate and inappropriate behavior	

American Camp Association, Illinois

Donated Funds Initiative Title XX Camping Services Program FY 2011 (June 2011) & FY 2012 (7/1/2011 – 6/30/2012)

Risk Management Plan

Standard of Care Liabilities (tort or third party liabilities)	Examples or Type of Illness/ Injury or Damage Caused by:	Sample Techniques to Reduce, Prevent or Control loss	Identify Risk Control Methods and Technique(s) and Steps Taken
<input type="checkbox"/> Participant Supervision	Failure to supervise adequately, not maintaining appropriate camper to staff ratio, camper to camper child abuse, release of camper to unauthorized person, etc.	Procedures for transporting persons, procedures for prevention of child abuse, appropriate camper behavior techniques, regular analysis of incidents, required documentation, etc.	
<input type="checkbox"/> Health Services	Failure to provide appropriate first aid or emergency care, failure to meet special medical needs or dispense medications properly, exposure to blood borne pathogens, etc.	Health care plan, qualified health care staff, user group information, etc. Exposure Control Plan (OSHA)	
<input type="checkbox"/> Program Activities	Inadequate safety regulations and emergency procedures, failure to provide qualified leadership, inform parents of risk, etc.	Safe and appropriate equipment, signed permissions for participation, supplementary insurance, certifications, etc. All specialized activity guidelines.	
<input type="checkbox"/> Personal Injury from -abuse, -assault, -invasion of privacy -discrimination -search and seizure	Inappropriate actions, including criminal behavior, by staff or other campers, lack of protection in public places or from intruders, camper or staff recruitment practices, misuse of camper photos, etc.	Written safety regulations, personnel policies, implementation of ADA requirements, guidelines for release of personal information etc.	
<input type="checkbox"/> Defective or tampered products	Contaminated food, defective program or safety equipment, etc.	Credible food and equipment source, controlled access, crisis management plan, etc.	
<input type="checkbox"/> False Advertising	Misleading or incomplete information on facilities, activities, or personnel, etc.	Brochures, videos, and written material that correctly describes facilities, staff, program, etc.	
<input type="checkbox"/> Health Care Malpractice	Inappropriate actions by health care staff	Knowledge of individual's malpractice insurance or coverage with supplementary or general liability insurance, licensed to practice in state where camp is located	

American Camp Association, Illinois

Donated Funds Initiative Title XX Camping Services Program FY 2011 (June 2011) & FY 2012 (7/1/2011 – 6/30/2012)

Risk Management Plan

Standard of Care Liabilities (tort or third party liabilities)	Examples or Type of Illness/ Injury or Damage Caused by:	Sample Techniques to Reduce, Prevent or Control loss	Identify Risk Control Methods and Technique(s) and Steps Taken
<input type="checkbox"/> Vehicle Operation	Passengers exceed capacity, lack of seat belts, driver not qualified, improper loading or unloading, poor selection of commercial provider, etc.	Insurance, safety regulations, credible vehicle provider, safety checks	
<input type="checkbox"/> Sponsorship	Lending endorsement to an activity not in your control; the image of cosponsors	Appropriate insurance, board review of endorsements/sponsorships	
<input type="checkbox"/> _____			
<input type="checkbox"/> Injury from accident	<ul style="list-style-type: none"> · loss of income if activity cannot be offered · staffing for rental group/ contracted services · public credibility · campers and staff due to stress of incidents or results of accidents · closing camp due to epidemic/ illness 	Arrangements with crisis intervention services/psychological support Insurance for loss of income Legal support PR procedures Back-up staff Procedures to deal with crises, appoint spokespersons, crisis communication plan Plan for contacting parents	
<input type="checkbox"/> Illness preventing participation			
<input type="checkbox"/> Disability (long or short-term)			
<input type="checkbox"/> Death			
<input type="checkbox"/> Disease			
<input type="checkbox"/> Psychological impairment			
<input type="checkbox"/> _____			

American Camp Association, Illinois

Donated Funds Initiative Title XX Camping Services Program FY 2011 (June 2011) & FY 2012 (7/1/2011 – 6/30/2012)

Risk Management Plan

Financial Exposures or Liabilities

Check all that apply to your camp

Operational Financial Liabilities	Financial Damage Caused by:	Sample Techniques to Control, Reduce, or Prevent loss	Identify Risk Control Methods and Technique(s) and Steps Taken
<input type="checkbox"/> Petty Cash	Poor or no procedures/policies to prevent: <ul style="list-style-type: none"> · Theft · Embezzlement · Inadequate records · Financial commitments beyond budget or ability to pay · Bankruptcy 	Insurance	
<input type="checkbox"/> Cash Receipts		Policies/procedures that specify who has authority to control access to funds and records	
<input type="checkbox"/> Cash Disbursements		Use of professional accounting services	
<input type="checkbox"/> Reimbursements		Policies on staff reimbursement	
<input type="checkbox"/> Authority to Purchase		External audit or review	
<input type="checkbox"/> Authority to Pay		Regular training for persons responsible for finance	
<input type="checkbox"/> Authority to Enter into Contracts		Use of Generally Accepted Accountings Principles.	
<input type="checkbox"/> Inventory Control		Bonding employees handling money	
<input type="checkbox"/> Bank Reconciliations			
<input type="checkbox"/> Vacation Accrual	Allowing vacation or payroll to accrue beyond ability to pay or to replace staff in a timely manner. Obligation or commitment to pay for time worked.	Personnel policies specifying use of vacation time, current knowledge and compliance with federal and state employment laws, etc.	
<input type="checkbox"/> Payroll Accrual			
<input type="checkbox"/> Government Regulations and Tax Liabilities	Failure to meet government reporting criteria (tax requirements, fines by government regulatory bodies)	OSHA compliance audits, current knowledge and compliance with other regulations and requirements, etc.	
<input type="checkbox"/> _____			

American Camp Association, Illinois

Donated Funds Initiative Title XX Camping Services Program FY 2011 (June 2011) & FY 2012 (7/1/2011 – 6/30/2012)

Risk Management Plan

Contract Liabilities	Examples or Type	Sample Techniques to Reduce, Prevent or Control loss	Identify Risk Control Methods and Technique(s) and Steps Taken
<input type="checkbox"/> Lease/Rental	Contracts with guest/user groups	Agreement specifies what to transfer/ what to retain. Reviewed with lawyer.	
<input type="checkbox"/> Employment Agreements	Agreements with staff	Personnel policies, address at-will status.	
<input type="checkbox"/> Refunds	Camper fees, rental cancellations	Written policy for parents/groups	
<input type="checkbox"/> Grants	Obligations to fulfill grant stipulations	Time line and stipulations reviewed regularly	
<input type="checkbox"/> Sales or Purchase Orders	Limits and authority of buyers to purchase, methods of documenting orders	Guidelines specifying limits, procedures and authority to bind the camp/corporation	
<input type="checkbox"/> Notes, Mortgage, Loans	Limits/authority to sign for camp/corporation.	Policy/controls on binding camp/corporation.	
<input type="checkbox"/> Insurance (B-19)	Desired coverages, limits, deductibles	Regular review of coverages	
<input type="checkbox"/> Contracts for Service	Food service, construction, etc.	Agreements specify what to transfer/ what to retain. Reviewed by lawyer.	
<input type="checkbox"/> Program activity Contracts	Horse leasing or public stable use, rafting, community swim pool, permits for access, etc.	Agreement specifies what to transfer/ what to retain and conditions of use. Reviewed by lawyer	
<input type="checkbox"/> Participant/user group registration	Agreement to provide services	Waivers, releases, permission to participate, permission to treat, etc.	
<input type="checkbox"/> _____			

American Camp Association, Illinois

Donated Funds Initiative Title XX Camping Services Program FY 2011 (June 2011) & FY 2012 (7/1/2011 – 6/30/2012)

Risk Management Plan

Property Exposures or Liabilities

Check all that apply to your camp

Property, Buildings and Equipment	Considerations affecting losses in this category:	Sample Techniques to Reduce, Control or Prevent loss	Risk Control Methods and Technique(s) and Steps Taken
<input type="checkbox"/> Fire/Smoke	<ul style="list-style-type: none"> · Area of the country and known risks · Severity of damage to your property · Is the building worth insuring? · Value of items in buildings · Distance from emergency services · Seasons of site use · Availability of backup power · Cost and availability of safety equipment on site · Cost and availability of insurance · Aging property or equipment · Backup systems for computerized records and documents · OSHA requirements <ul style="list-style-type: none"> -Maintenance log -Lockout/tagout -Material Safety Data Sheets · Laws, codes, permits, regulations, affecting operation 	Establish emergency plans for natural disasters	
<input type="checkbox"/> Theft		Purchase insurance <ul style="list-style-type: none"> · determine acceptable deductible · determine acceptable ceiling · determine what is feasible to retain (without insurance) 	
<input type="checkbox"/> Land Movement/Earthquake		Purchase of safety, rescue, or other equipment	
<input type="checkbox"/> Collapse		Supervision of site when not in full use	
<input type="checkbox"/> Blizzard, Ice, Hail		Inventories of equipment and supplies Annual safety examinations	
<input type="checkbox"/> Flood		Assessable descriptions of electrical lines and cutoff points	
<input type="checkbox"/> Wind, Tornado, Hurricane		Train staff and participants in roles in emergency plan	
<input type="checkbox"/> Sewer Backup		Establish long-term maintenance plan Hazard Communication Plan (OSHA)	
<input type="checkbox"/> Lighting			

American Camp Association, Illinois

Donated Funds Initiative Title XX Camping Services Program FY 2011 (June 2011) & FY 2012 (7/1/2011 – 6/30/2012)

Risk Management Plan

Property, Buildings and Equipment	Considerations affecting losses in this category:	Sample Techniques to Reduce, Control or Prevent loss	Risk Control Methods and Technique(s) and Steps Taken
<input type="checkbox"/> Falling Objects		Determine appropriate storage and handling of equipment, hazardous materials, and records	
<input type="checkbox"/> Vandalism		Relationship with local fire and law enforcement officials	
<input type="checkbox"/> Breakdown of Machinery			
<input type="checkbox"/> Collision			
<input type="checkbox"/> Explosion			
<input type="checkbox"/> Contamination			
<input type="checkbox"/> Loss of Utilities			
<input type="checkbox"/> Poor Maintenance			
<input type="checkbox"/> Loss of Personal Property			

Developed by American Camping Association

1) Basic Camp Director Course, Risk Management Handout #1

2) *Accreditation Standards for Camp Programs and Services*, Appendix K, Pages 219 - 224

I certify that the plans, procedures and implementation steps will be carried out for all camping services provided for DFI Title XX campers during FY 2010 & FY 2011 .

Signature

Date