

Risk Management

RM102: Documentation in Rural and Remote Community Recreation

Overview

RM102 -Documentation in Rural and Remote Community Recreation was developed several years before Recreation North's Pilot by Dr. Ian McGregor of SportRisk, an expert in the field, and Caroline Sparks. RM102 was designed and prepared for the Recreation and Parks Association of the Yukon and funded by Yukon Government Sport and Recreation Branch along with RM101 and RM103.

The Risk Management learning series are owned by the Recreation and Parks Association of the Yukon and can be delivered in accordance with specified conditions. RPAY has permission from Dr Ian McGregor to deliver RM101, RM102 and RM103 (October 2017 version) in Yukon and across the North. Minor adaptations to the presentation, delivery format and/or associated activities may be made provided these do not change the integrity and intention of the content. Any content changes must be made in collaboration with Dr Ian McGregor.

Description:

This learning event introduces basic paperwork (documentation) for community recreation and sport settings. Participants will learn the “what” and “why” behind paperwork related to participation (registration forms, informed consent, etc.) and to operations (facility checklists, user agreements, etc.), and how to modify some of the forms to use in their role as a recreation leader.

Learning Objectives:

- Understand that documentation helps manage risk
- Become familiar with basic documentation used for:
 - Participation (programs and facilities), and
 - Operations and services.

Required Learning Activities:

- RLA: Safety info for participants
- RLA: Create or modify documentation

Week 1:

Documentation is one of the five key risk areas. Documentation is essential to prove that you are doing what you say you are doing. Documentation can involve a variety of paperwork (forms, screening tools, written agreements, etc.).

Week 1 introduces documentation (paperwork) that contributes to safe and enjoyable experiences for people participating in your programs and using your facilities.

Key teaching points: (also refer to RM101 Trainer Guide)

- Activity #1 provides a significant amount of information about documentation for participation. Reinforce what, why, when and how for each type of documentation.
- Registration forms can be done on paper or online. The information to collect and the need to maintain confidentiality must be considered.
- As it is illegal to use a photo of someone without their permission, a photo release must be obtained if there is a chance photos will be taken and used.
- For programs that target minors, consider including permission to act in an emergency along with the registration form.
- High-risk activities and/or high-risk populations may require screening for medical conditions or health concerns. A waiver that includes an informed consent section can also be used in high-risk circumstances.
- Waivers are not used with minors as a minor's rights cannot be waived. In the case of higher-risk with minors, use a parental consent form.
- Safety information informs participants about risks related to activities or their use of facilities. Signs and written information raises awareness of risks and encourages participants to be prepared.
- Accident / incident reports should be completed as soon as possible following an incident and kept on file for 6-7 years.

Week 2:

Week 2 introduces documentation for recreation operations. Since documentation can prove that you are doing what you say you are doing, documentation for operations might include job descriptions, agreements, checklists, policies and procedures, etc. In small communities, lots of paperwork is not usually necessary. But when there is an issue (e.g. a group using your facility always leaves it dirty), it should be addressed in writing.

Key teaching points: (also refer to RM101 Trainer Guide)

- Position descriptions, contracts and volunteer agreements formally spell out the terms and conditions of a person's role within an organization.

- Record checks protect minors and others who may be considered 'vulnerable'. Checks are usually conducted on staff hires or volunteers because organizations are required to take reasonable measures to care for and protect their program participants under the duty of care concept.
- Policies outline an organization's guiding principles or rules while procedures describe how policies or rules are to be carried out. Putting these in writing can provide clarity and guidance in areas such as training and certification, alcohol, travel, and cold weather.
- Checklists for activities, events and trips are useful planning tools and help ensure all details are looked after. Checklists for facilities and equipment record occasional and routine inspections.
- User agreements describe the expectations and conditions for groups to use a facility (e.g. time periods, cleanliness, etc.).

Required Learning Activity: Safety info for participants

Complete this RLA as a recreation leader, volunteer or participant.

1. Think about risks in your community's programs or facilities.
2. Design a document (sign, flyer, information sheet) for program participants or facility users that will a) raise their awareness of possible risks and/or b) help them be prepared to participate. For example, during summer camp, you take children outdoors. Use images and/or words to make sure they are prepared to spend the day out on the Land.
3. Post your document in the forum. Take a look at others' posts and comment, if appropriate.

Required Learning Activity: Create or modify documentation

Choose either option A or option B to complete this RLA.

Option A: Create a form or document for participation (programs or facility use) or operations. Choose a type of documentation introduced in this learning event.

Option B: Modify a form or document you already use for participation or operations. Include in your post the original AND the modified document.

Post your form or document in the forum. Include your thoughts about this question: What makes this form/document an important tool for risk management?

Resources and References:

Resources

- RM102 LE Presentation
- RM102 Sample Forms for Programs - https://files.recnorth.ca/18-19/samples/RM102-Sample_Forms_Programs.pdf
- RM102 Sample Forms for Operations - https://files.recnorth.ca/18-19/samples/RM102-Sample_Forms_Operations.pdf

Activities

- Required Learning Activities – 2 described above
- H5P Course Presentation – Documentation for Participation (<https://learn.recnorth.ca/mod/hvp/view.php?id=1492>)
- H5P Course Presentation – Documentation for Operations (<https://learn.recnorth.ca/mod/hvp/view.php?id=1509>)

References

- City of Calgary. (2018). Recreation, Parks and Calgary Neighbourhoods program forms and waivers. Retrieved from www.calgary.ca/CSPS/Recreation/Pages/Registration/Program-forms-and-waivers.aspx
- City of Woodstock Parks and Recreation Department. (2012). Risk Management Plan. Retrieved from www.woodstockga.gov/DocumentCenter/View/3953/900-0002-Parks-and-Rec-Risk-Management-Plan05142012?bidId=