

Risk Management Guideline

Open Gyms

Background:

Partnerships with County Recreation Departments and City Governments for gymnasiums open to the public are occurring occasionally for CRSIG members.

CRSIG recognizes the importance of partnering with other local public agencies for the purpose of providing the community with recreational activities that contribute to better health and relationships between the parties. While open gyms offer the ability to blend community interests, it is important for this type of activity to be properly managed as it can seriously expand exposures in the areas of workers' compensation and liability.

Recommendation:

All open gym proposals should undergo an approval process that includes an evaluation by an administrator who can verify compliance with the CRSIG Risk Management Guidelines. In addition, it is the expectation of CRSIG that the administrator will request approval from CRSIG prior to implementing any agreements or activities.

Special attention should be paid to the exposures created when adults or youth who are not in top physical condition, participate in athletic events that may cause disabling injuries. Proper physical conditioning and warm ups are essential for the safety of the participant.

Note: These guidelines do not properly risk manage competitions between public employees and students or members of the public. Please contact CRSIG directly.

Guidelines:

1) PARTNERSHIP:

A written MOU should be developed to define who is responsible for:

- a) Covering the open gym from an insurance position (District or City/County)
- b) Who defines and approves the types of activities allowed; basketball, volleyball, etc.
- c) Who is responsible for any injuries to staff/volunteers who assist with the management of the open gym. (City/County should be responsible for their personnel, District should be responsible for school personnel) Note: If school personnel "volunteer" to open, supervise and close the facilities, the school staff member would be covered under workers' compensation.
- d) Facility keys – opening and closing the facility. (Should be the District if possible unless the City/County agrees to take over use of the gym during defined time periods.)
- e) Who is responsible for securing the appropriate waiver/indemnity releases (City/County or District)
- f) Who is responsible for supervising the activities (City/County or District)

2) NON-PARTNERSHIP:

If the district is not able to secure a partnership through the City/County, CRSIG recommends that the District not offer an open gym to the public. In some cases, arrangements do exist with local law enforcement and the city for adults who want to mentor or work with youth. When this occurs the district should at a minimum:

- a) Who defines and approves the types of activities allowed; basketball, volleyball, etc.
 - b) Require that each participant complete a Waiver Release & Indemnity Agreement ; Public Member Use of Gymnasium Form, Open Gym Permission and Hold Harmless – Student Form, or Employee Use of Gymnasium Form
 - c) Require that each participant sign in and sign out each time the individual arrives to participate in the gym activity using the Use of Gymnasium Sign-In and Sign-Out Log.
- 3) EMPLOYEES ONLY: If the district allows use of the facility for employees only during non-scheduled work hours, the district should at a minimum:
- a) Define and approves the types of activities allowed; basketball, volleyball, etc.
 - b) Require that each employee complete a Employee Use of Gymnasium Form for (basketball, volleyball, etc.)
 - c) Require that each employee sign in and sign out each time the individual arrives to participate in the gym activity using the Use of Gymnasium Sign-In and Sign-Out Log.