

CITY OF MENOMONIE

RECREATION DEPARTMENT

ADMINISTRATIVE MANUAL

Presented to: Advisory Board

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SECTION 9. A RISK MANAGEMENT PLAN

RISK MANAGEMENT PREMISE

Risk management is a process between the City of Menomonie (employer) and its staff (employees) and customers as related to bodily injury. The goal of the risk management plan is to reduce or avoid losses and injury among employees and customers through sound planning, supervision and training.

Security and public safety is the process where the City of Menomonie protects its employees, property and the public from third parties such as crime, traffic accidents and natural disasters.

MEASURING RISK

TYPE OF LOSS	FREQUENCY	SEVERITY	PREDICTABILITY
small (cuts, strains, etc.)	high	low	reasonable (within one year)
medium (broken legs, back injuries, etc.)	low	medium	reasonable (within 1 0 years)
large (drownings, auto accidents, etc.)	very low	high	minimal

GOALS

The goal of the risk management plan is to eliminate or reduce accidents to employees and financial losses to the City by recognizing the different types of losses, reducing frequency, and reducing their severity. This will be done by educating and training employees in proper safety techniques and procedures and supervision.

POLICY STATEMENT

The personal safety and health of each employee of the City of Menomonie and the prevention of occupationally induced injuries and illnesses are of primary importance. To the greatest degree possible, management will maintain a safety program conforming with the best practice of organizations of this type and provide mechanical and physical facilities for personal safety. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of all employees.

The responsibilities for safety must be shared:

- For its employees, the City of Menomonie provides for safety and wellness via active committees. The Department shall actively provide representation on those committees as vacancies occur.
- The Recreation Department will conduct on-going training for department employees, and other city employees, in a variety of timely subjects. Training should include video, written instruction, hands on training and testing of knowledge.
- The City Safety Committee will analyze city claims and follow up on possible changes in the way the city conducts business, in order to make employees safer.
- Transfer of Risk - Options for sharing the risk involved in operating the Recreation Department shall be explored and evaluated in order to make programs, facilities and services in order to share responsibility. Options include: participant waiver forms additional insured certificates indemnification and hold harmless agreements notification of risk - signage and program brochure notices facility and program rules and regulations / participant manuals MRD staff will examine the appropriate use of these options, in consultation with the current City insurance carrier, to determine what options may be used. The options shall be reviewed when new programs, services and facilities are developed and reviewed annually with the entire risk management plan.

Only through a cooperative effort can a good safety record be established and preserved.

INTRODUCTION

Accidents don't just happen. They are caused. This section of Recreation Department policy and procedure seeks to control loss and prevent accidents in four ways:

- By providing written instructions to each employee on safety procedures which must be observed on the job.
- By providing written advice to each employee about safe working habits and procedures which will reduce the risk of accident and injury.
- By assigning responsibility for supervision, training and inspection.
- By tracking employee accidents and participant injuries and analyzing for: patterns training requirements facility modification employee feedback

Accidents result from human failures; someone did something he or she should not have done, or someone failed to do something he or she should have done, or a hazard went unrecognized.

Human failings can be controlled. A safe environment is your responsibility and part of your job. An accident in which no one was hurt is still an interruption in service being provided and is actually a warning signal that a hazard exists. Recognize and correct all hazards. Careful study of accidents over the years has proven a basic law about behavior: if an unsafe act is performed enough times, it will eventually result in an accident. Just how long it will take may vary, but it will happen. Safety should be a way of life.

RECREATION DEPARTMENT RISK MANAGER

The Risk Manager for the Recreation Department shall be the Recreation Director. It is the policy of the Menomonie Recreation Department to provide safe facilities and programs for the community. It is also important for the department to provide safe environments for staff. Staff must realize that they are responsible for their own safety as well as the safety of others in the work place. Risk management is a team activity.

Supervisors, such as head coaches, pool maintenance staff or head lifeguards, are responsible for the enforcement of safety rules for the individuals which they direct. Supervisors who observe an employee not in compliance with safety procedures will do the following:

- inform the employee that he/she is not in compliance with safety rules
- inform and instruct the employee of the proper use or rule
- Instruct the employee that progressive discipline will start if safety rules are not followed

a.) First offense: verbal warning with written documentation b.) Second offense: written reprimand

c.) Third offense: suspension without pay for time determined by supervisor d.) Over three: further suspension or termination

- Supervisors and lead persons are responsible for documenting in writing all employee safety violations and forwarding them to their supervisor and the Recreation Department.

Supervisors who fail to enforce safety rules will subject themselves to the above disciplinary process.

Employees are responsible for compliance with safety procedures, standards and rules outlined in their employee manual and through other directives, established to prevent injury to themselves, other persons or damage property and equipment.

RISK MANAGEMENT PLAN

Risk management plans for facilities, park areas, vehicles and recreation programs shall be developed and implemented by the department risk manager and the risk management team. The team shall involve all staff, including volunteers and participants. Everyone involved in city recreation programs and services shall be a part of the safety plan.

RISK MANAGEMENT RESPONSIBILITY MATRIX

Responsibility	Agent	Time line	Process
Overall Risk Managers for City	City Council City Administrator City Insurance Co.	Annual or as requested	Annual review of claims and coverages
Risk Managers from each department	Safety Committee Members and City Administrator	Monthly	Monthly review of claims and accidents
Recreation Department	Recreation Director Full Time Staff Part Time Staff Volunteers	Daily Annual Review at March Advisory Board Meeting	Supervise facilities, areas and procedures daily Safety education and training

This matrix explains the relationship of each level of city government and their responsibility toward reducing or elimination risk within the work environment. The City Council will have the ultimate responsibility for risk management, however, each level of the organization has responsibilities for risk management, including the volunteers and part time staff members.

RISK ANALYSIS AND CONTROL - LEISURE SERVICES CENTER

Identification of Risks	Assessment of Risks Frequency/Severity/ Financial Impact	Risk Response
Building	low frequency medium severity	Clean building and inspect daily. Make repairs as needed.
Grounds Playground Equipment Picnic Shelter	high frequency low severity	Inspect playground equipment weekly. Inspect/clean grounds and shelter daily.
Parking Lot/Sidewalks	low frequency medium severity	Inspect parking lot/sidewalks- remove snow, tripping hazards. High use by senior citizens at this facility.
Staff Full Time Building Supervisors	very low frequency high severity	Provide First Aid, CPR, AED training for staff and Senior Citizens. Prepare, update and practice emergency action plans for facility.
Equipment Shop Craft Room Kitchen	very low frequency high severity	Boiler inspections yearly. HVAC inspections daily. Craft room kiln inspections weekly. Shop tools inspections weekly. Kitchen equipment inspections and cleaning daily.

RISK MANAGEMENT PLAN - LEISURE SERVICES CENTER

Building: The Leisure Service Center complex includes a one story brick veneer over wood frame building, joisted masonry, 14,256 square feet. The building, built in 1980, includes classroom space, a full service kitchen with gas stove, convection oven, dishwasher, serving stand, freezer, refrigerator, clothes washer and electric dryer. The building and fixed equipment is inspected and logged by the LSC Custodian.

The building is heated by a boiler and three heat pumps. Cooling is provided by the three heat pumps, with the evaporator located on the roof of the building. A 6,000 gallon water storage tank is buried under the building (MP-1). The boiler is inspected yearly by an the City insurance carrier, or an independent contractor per state regulations. The boiler is licensed by the state after each inspection.

The building is insured by the State of Wisconsin Local Government Property Insurance Fund Policy #140416. The property inventory is updated yearly and reported to the City Clerk.

The building has a fire alarm system, but is not wired directly into the fire department. The fire department inspects the building twice per year for safety violations.

Grounds: The Leisure Services Center site is located on the 1400 block of 6th Street and covers a 300' x 300' site (90,000 square feet). The grounds contain a 825 sq foot open picnic shelter with electricity. The grounds also contain playground equipment which is inspected weekly by the LSC Custodian and reported in the LSC daily log. Lawn maintenance is provided by the City Park Department.

Parking Lots/Sidewalks: The asphalt parking lot provides 35 regular stalls and 5 handicapped stalls. The stalls are well marked and provide plenty of room for elderly drivers visiting the senior center. The 12,000 feet of sidewalks are maintained by the city street department and are repaired as needed. The sidewalk is plowed in winter by the Parks Department. Lighting for the grounds is provided by 6 poles and two flood lights mounted to the building.

Staff: The Leisure Services Center house the Menomonie Recreation Department including a full time custodian. The administrative staff works 8 AM to 5 PM, Monday through Friday and the custodian works 2:30 PM to 11:00 AM, Monday through Friday. The building may be opened outside those hours by a Recreation Department building supervisor. A city employee is always on duty when the building is open to the public.

The Menomonie Area Senior Citizens rent approximately 7,000 sq. ft of the building for their operations. They have exclusive use of most of that space and have keys to the building. They must inform MRD of all key holders.

Staff are trained in CPR, First Aid and AED use. Emergency action plans for weather, bomb, missing person, fire and tornados emergencies are posted in each room and practiced regularly. Fire alarms are tested monthly by the LSC Custodian. First aid kits, AED, rescue breathing masks, eye wash station and MSDS sheets are available in the building.

Equipment: Special equipment in the LSC includes the dishwasher, shop tools and kiln. The seniors allow only trained personnel to use the dishwasher, shop tools and the kiln.

Transfer of Risk Options: Signage in the LSC parking lot prohibits overnight parking, which facilitates snow removal in the winter and liability for cars and other vehicles that could be damaged while parked in the lot overnight. City insurance covers building users for liability damages. Renters of the facility may be required to provide an "Additional Insured" certificate naming the City of Menomonie, prior to a rental, if the Recreation Department deems necessary.

Reporting of Accidents/Incidents: Accident/Incident reports are completed by either full time staff, building supervisors or the LSC custodian and filed in the LSC reservation book. Additional reports may be filed if the police are involved. Copies of all police reports are provided to the Recreation Director. Procedures for reporting accidents are provided in staff employee manuals.

RISK ANALYSIS AND CONTROL - WAKANDA WATERPARK

Identification of Risks	Assessment of Risks Frequency/Severity/ Financial Impact	Risk Response
Filter Building Chemical Storage Electrical Service Confined Spaces	Low frequency medium severity	Train staff in hazardous chemicals handling, confined spaces and emergency communications. Keep building locked.
Bathroom Building Hot water heaters Cleaning chemicals Electrical service panels Concession Stand	low frequency medium severity	Maintain good housekeeping, electrical access locked during operation. Train staff in CPR and FA. Concession stand licenses/permits. Post facility rules.
Grounds Playground Equipment Irrigation System	low frequency low severity	Inspect equipment weekly and make repairs as necessary. Inspect grounds for tripping hazards and repair daily.
Parking Lot/Sidewalks Garbage pick up Security lighting	low frequency low severity	Monitor lot and pick up debris. Verify exterior security lighting is in working order.
Staff Front Desk Lifeguards Maintenance	low frequency medium severity	Train staff in CPR, FA, emergency action plans, in-service training, disease transmission prevention. Provide FA kits and equipment.
Equipment Safety Gear Cleaning Equipment	low frequency low severity	Hand tools, pool vacuums, cleaning equipment, AED, Oxygen and emergency radios, phones all checked daily.
Pool Deck Area Water Quality Rules Slides	low frequency high severity	Maintain clean decks, eliminate standing water, slipping hazards, maintain 10/20 rule in water, post rules at slide entrances. Maintain daily inspections of slides,

		diving board and pad walk. Prohibit glass containers. Require infant swim diapers. Test water quality.
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RISK MANAGEMENT PLAN - WAKANDA WATERPARK

Bath House Building: The bath house shall have clean, well lighted areas for changing and showering, before and after pool use. There shall be a First Aid station available for staff and customers. Universal precautions shall be followed and proper safe practices shall be used. Proper disposal equipment for hazardous waste shall be available. MSDS sheets are on file in the bath house.

Rules governing the use of the facility by staff and customers shall be posted at the entrance to the facility. Rules shall also be printed in the seasonal MRD program brochures. Rules shall include lists of items that can and cannot be used in the facility, including glass containers, alcohol, drugs, etc.

The facility shall be locked each night to prevent access to the building. Storage room doors shall be locked during operation to prevent access to cleaning chemicals, hot water heaters and electrical sources.

The concession stand operator shall comply with all licensing requirements of state and local governments. Food and drink may be brought in to the facility by customers for their consumption. Vending machines must be licensed with the City of Menomonie each year. An adequate number of trash receptacles must be made available in the facility and emptied when full.

Filter Building: The filter building houses the filter and pumps for cleaning the water in the pool. In addition, all pool chemicals are stored in the building - usually sodium hypochlorite for sanitation and sodium bisulfate for ph control. Access panels for electrical service, irrigation system controls and the main water valve are located in the building. The building must not be accessed by the public. Outside the building is a holding tank for the backwashed filter medium. The filter tank and holding tank are considered confined spaces. Confined space access procedures are discussed in employee manuals and in-service training. Staff shall not enter either area without wearing a harness and in possession of an emergency radio. Personal protective gear shall be worn when working with any chemical. The filter building also contains an eye wash station and First Aid equipment.

Grounds: The waterpark grounds shall include the area inside and immediately outside the fence line. These areas must be maintained and remain free of tripping hazards and debris. Sprinkler heads must retract when not in use. The volleyball courts shall remain free of sharp objects by frequent inspections by staff and raking the surface. Lighting of the park shall be used so that staff may adequately supervise customers in the pool and on the grounds.

Parking Lot / Grounds: The parking lot shall be inspected by maintenance staff for debris. The City Street Department shall be notified for assistance in making repairs. Lighting of the area shall be maintained in good repair. Parking lot lights shall remain on during the swimming off season as the parking lot is shared with Wakanda Elementary School.

Staff: MRD will hire staff, with training in lifeguarding, CPR, First Aid, Automatic External Defibrillators and Oxygen Administration to guard swimmers and other customers at the pool.

Staff will be in communication with the Emergency Medical System via phone and /or radio and shall train with other first responders. Appropriate rescue equipment and training shall be provided by MRD for using backboards, AED's, O2, First Aid and other appropriate rescue equipment including clothing and sunscreen protection. Scanning zones and techniques ensuring coverage of the entire pool every 10 seconds, with rescues being made within an additional 20 seconds shall be used, 10/20 Rule).

Telephone accessibility shall be available to staff to report accidents and request police assistance when necessary. A public pay phone shall also be available to customers inside the grounds of the park. The public address system shall be used to notify customers of announcements and other information.

Equipment: Playground equipment shall be inspected weekly and repaired as soon as possible. This shall include equipment and the grounds surface. Customers shall be encouraged to notify staff of unsafe equipment. Children shall be encouraged to shower off when leaving the playground area to prevent sand from entering the pool itself.

Pool: Wakanda Waterpark has a 360,000 gallon pool with a 200' water slide, two small 8-10' water slides, a 25' drop slide, diving board, mushroom fountain and a log walk. The main area of concern is the pool itself. The State of Wisconsin regulates the operation of pools via county health departments.

Water quality management shall be the responsibility of all Waterpark staff. A Certified Pool Operator or Aquatic Facility Operator shall be on staff. Water quality shall comply with all state and local laws. Procedures concerning fecal contamination shall be used to ensure safe water for all swimmers.

The pool deck shall be marked with appropriate depth markings, kept free from standing water and rules prohibiting running, shall be enforced. Chairs, people and debris shall be maintained to ensure safe orderly passage in and around the pool area.

Transfer of Risk Options: Rules signage posted at entrance of bath house, rules for slides posted at entrance to each slide. Rules printed in the MRD seasonal brochure. Additional insured certificates and hold harmless agreements may be required of Waterpark renters. Inspections by the current City insurance carrier, County Health Department and OSHA are encouraged.

Reporting of Accidents/Incidents: Accident/Incident reports are completed by either full time staff, lifeguards, maintenance staff and filed in the Waterpark Operations Log book. Additional reports may be filed if the police are involved. Copies of all police reports are provided to the Recreation Director. Procedures for reporting accidents are provided in staff employee manuals.

RISK ANALYSIS AND CONTROL - CITY PARKS

Identification of Risks	Assessment of Risks Frequency/Severity/ Financial Impact	Risk Response
Buildings Picnic Shelters Storage Sheds/Boxes	low frequency low severity	Park Department cleans, inspects and repairs shelters, storage boxes, dugouts, fencing, batting tunnels.

		Program staff inspects prior to rentals and use.
Grounds Athletic Fields Water fronts	low frequency low severity	Park Department staff lines, drags and repairs fields, green spaces, lake banks and river banks. Program staff inspects athletic fields before use.
Parking Lot / Sidewalks Traffic Control Pedestrian Control Lighting	low frequency low severity	Monitor lot and pick up debris. Patch cracks/potholes. Verify security lighting is in working order.
Staff Maintenance Program	low frequency low severity	Park Department maintenance staff does routine maintenance including mowing and trash pick up. Program staff inspects athletic fields and sites.
Equipment Sports/Athletic Equipment Playground Equipment	low frequency medium severity	Park Department inspects fixed playground equipment. MRD inspects and maintains athletic program supplies.

RISK MANAGEMENT PLAN - CITY PARKS

Buildings: City Park buildings include shelters, concession stands, restrooms, storage boxes and sheds and dugouts. These buildings are maintained by the Park Department while being stocked and used by Recreation Department staff. All buildings are locked, secured and free of combustibles. These buildings must be secured daily by all staff. Staff shall be trained in securing these buildings and reducing risk. These buildings are insured by the State of Wisconsin Local Government Property Insurance Fund.

Grounds: The grounds vary in size, shape and natural features, but all share common urban park landscapes. Grass is cut weekly or more often as needed. The turf is inspected for holes and tripping hazards by park maintenance staff and program staff. Hazards, if present, are marked immediately and repaired as soon as possible. Trees, shrubs and natural areas are protected from erosion and kept trimmed.

Parking Lot / Sidewalks: Parking lots are inspected by park maintenance staff and repaired as needed by the Street Department. Lighting for the lots and grounds is maintained by the Street Department also. Traffic control and pedestrian signage is provided as needed by the Police

Department. Snow is removed from sidewalks by the Street Department as needed. Traffic control is monitored and recommendations for safer traffic and pedestrian movement are made to the City Council.

Staff: Maintenance and program staff are trained in first aid, CPR and other safety topics throughout the year. They are aware of potential hazards to other staff and park users.

Equipment: Playground equipment and fences are inspected weekly. Water fountains, vending machines, batting cages and other pieces of equipment are checked daily. The public is encouraged to report vandalism and broken equipment to the Parks or Recreation Departments. Worn equipment is repaired or replaced as soon as possible or removed from service.

Transfer of Risk Options: Signage in parks is maintained to clearly identify park rules. These include parking regulations, alcohol use at waterfronts and park shelter reservation rules. The Recreation Department may require renters of park facilities to provide an "additional insured " certificate and/or sign a "hold harmless" agreement prior to park use. City Insurance carriers are encouraged to inspect city parks and make recommendations for improved risk management.

Reporting of Accidents / Incidents: Accident/Incident reports are completed by program staff and/or the police department. The Police Department shares reports of incidents within city parks with the Recreation Department. These incidents are monitored and are used to change management practices as needed.

RISK ANALYSIS AND CONTROL - RECREATION PROGRAMS

Identification of Risks	Assessment of Risks Frequency/Severity/ Financial Impact	Risk Response
Aquatics Swimming Lessons Diving SCUBA WSI Lifeguarding	low frequency high severity	Follow national standardized curriculum whenever available - Red Cross, USA Swimming, etc. Use certified Water Safety Instructors and lifeguards for all classes per State law. Provide FA kits and training for staff.
Adult Athletics Volleyball Basketball	low frequency low severity	Develop league by-laws, use certified sports officials, inspect fields/courts prior to use. Provide FA kits and training for staff.
Youth Athletics Basketball Softball	low frequency low severity	Provide insured travel and/or contracted carriers for teams.

Baseball		Participate in leagues with safe programs and facilities. Provide FA kits and training for staff.
Youth Activities Discovery-Afterschool Gymnastics Golf Tennis Ice Skating	low frequency low severity	Provide program participants with information on rules and procedures. Provide FA kits and training for staff.
Therapeutic Recreation Thursday Program Field Trips	low frequency low severity	Provide FA kits and training for staff. Monitor medical conditions by communication with group home parents/guardians. Provide adequate staff/participant supervision.
Special Events Tournaments Punt, Pass & Kick Tinman Triathlon Haunted House	low frequency low severity	Provide FA kits and training for staff. Use signed parental waivers as required by national programs. Use additional insurance for specific events if City insurance carrier recommends.

RISK MANAGEMENT PLAN - RECREATION PROGRAMS

All staff will be offered opportunities to receive training in Red Cross Standard First Aid, CPR (Adult, youth and infant), Oxygen Administration, AED and Preventing Disease Transmission. Aquatics: The Recreation Department will use the American Red Cross program for swimming instruction in all programs. This will ensure consistency in the skills that are taught by instructors and received by students. Swim classes will be limited to 10:1 student to instructor ratios whenever possible. Lifeguards will be used on deck and may not also teach a class - they will be a second set of eyes. SCUBA classes will be taught by an independent contractor that must supply the Recreation Department with an additional insured certificate. The Recreation Department will use higher standards than required by the Menomonie High School facility or the State of Wisconsin. Outdoor swim classes and swimming at the Waterpark will be canceled/postponed when weather conditions warrant, (lightening). Mock rescues and training for emergencies will be practiced.

Adult Athletics: The Recreation Department uses high school and university facilities for indoor winter sports and uses City outdoor facilities for summer softball. These facilities must be inspected prior to use by the program staff to identify potential hazards. Hazards must be reported to the building supervisor and to the Recreation Department for follow up/repair. Youth under age 18 will not be allowed to participate in adult athletic programs. Appropriate facilities will be used at all times - for example, slow pitch softball may not be scheduled on baseball or fast pitch softball fields.

Youth Athletics: Youth will be matched by size, skill, weight, age, grade whenever possible to reduce the risk of injury. National programs (Babe Ruth baseball, NFL Flag Football, Northwest Basketball, etc) shall be followed whenever possible. Coaches training in ACER or NYSCA shall be required of coaches and volunteers. Appropriate fields and facilities will be used at all times. First aid kits will be provided to all coaches and be kept stocked with appropriate materials for the activity involved. Emergency communication capabilities shall be present (cell phones, radio's, etc.)

Youth Activities: Youth activities shall have adequate supervision (student/teacher ratios). The use of parent volunteers shall be used to help increase the supervision of youth activities and reduce the risk of accidents to participants and spectators. Emergency communication capabilities shall be present (cell phones, radio's, etc.) National program curriculums (US Figure Skating Association, etc.) shall be followed whenever possible.

Therapeutic Recreation: Therapeutic staff shall be trained in special education and a small ratio of students to staff will be used. It is preferable to have a 1:1 ratio whenever possible. Students from the university will be enlisted to assist in achieving this ratio. Program participants will have medical files including medication requirements and special instructions for staff on file with the Recreation Department.

Special Events: Events shall include enough staff for supervision during the event, including traffic, pedestrian, program operation and clean up. Operation of the event shall be discussed in advance with the facility managers. Planning for large events shall include notification of the police and park departments, even if only as a courtesy. It may be necessary to notify the City Insurance carrier for planning assistance for large events such as July 4th and Winterfest activities.

Transfer of Risk Options: Participant waivers may be necessary to obtain for certain events (Tinman Triathlon, softball tournaments, etc.) if the national organizing committee requires them. Additional insurance coverages may be purchased by the City if deemed necessary. In all cases the current City insurance carrier should be consulted for advice.

Reporting of Accidents / Incidents: All accidents/incidents shall be reported to the Recreation Department within 24 hours. All employee injuries will be reported to the employee's supervisor immediately. Worker compensation claims must be filed within 24 hours of any incident. Copies of the form are included in each employee manual.

RISK ANALYSIS AND CONTROL - RECREATION SERVICES

Identification of Risks	Assessment of Risks Frequency/Severity/ Financial Impact	Risk Response
Picnic Shelter Rentals	low frequency low severity	Inspect and repair shelters

		daily. Require certificate of insurance naming the City as an additional insured as needed.
Ball Diamond Reservations	low frequency low severity	Inspect and repair fields/fencing daily. Require certificate of insurance naming the City as an additional insured as needed.

RISK MANAGEMENT PLAN - RECREATION SERVICES

Picnic Shelter Rentals: Picnic shelters are available for reservation for a fee. The customers must reserve the shelter by completing a form at the Leisure Services Center that identifies the size of the group using the shelter, purpose of the gathering, and identifies any alcohol or amplified music that will be present. Additional information (permits) will be required if alcohol or amplified music is being used. The police department is notified if either will be present. The shelter will then be patrolled above and beyond normal duties. The City makes it clear to potential renters that alcohol may not be sold or dispensed to minors. Some groups may be required to provide certificates of insurance naming the city as an additional insured.

Ball Diamond Reservations: Ball diamonds may be reserved for no charge within the city parks. Charges are made when lining and dragging services are provided. The City Park Department will line and drag fields for Recreation Department programs and as needed for drop in users. Holes and ruts from rain, will be eliminated or the field will be marked unplayable by the Park Department. Inspections of fields will be made by Park Department staff during normal mowing operations.

RISK ANALYSIS AND CONTROL - MOTOR VEHICLES

Identification of Risks	Assessment of Risks Frequency/Severity/ Financial Impact	Risk Response
Passenger Vehicles	low frequency high severity	Inspect weekly. Perform required maintenance. Require valid drivers license. Use for City business only. Seat belts required.
Maintenance Vehicles	low frequency high severity	Inspect weekly. Perform required maintenance. Require

		safety training in vehicle operation.
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RISK MANAGEMENT PLAN - MOTOR VEHICLES

Passenger Vehicles: City owned passenger vehicles may driven by city employees only. Volunteer city employees (coaches) must have proof of insurance prior to driving a city vehicle for a authorized city recreation program. License/driving records may be checked by the Menomonie Police Department by providing a legal name and date of birth. Only safe drivers will be allowed to transport team or participant members. All passengers must be in seat belts at all times. Smoking is not allowed in city vehicles. The use of cell phones by drivers while vehicles are in motion, is not allowed.

Maintenance Vehicles: The driving of maintenance vehicles will only be done by persons with a valid drivers license. Drivers must obtain safety training in the operation of the vehicle they will be driving prior to operation. Vehicles may not carry passengers or loads for which the vehicle was not intended.

Transfer of Risk Options: The City insures all vehicles and drivers while they operate city vehicles during city business. City vehicles may not be used for regular, planned transportation services. The Recreation Department will contract busing services with DET, Menomonie Transportation or Menomonie Coaches when large groups are in need of transportation.