

Recreational Risk Mitigation Programs (RRMP): Roles and Responsibilities

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Including key personnel in planning will help you identify potential risks and help increase the effectiveness of your plan. Key factors in choosing a team can include expertise, authority, and availability. Good candidates include those with thorough knowledge on the activities offered, comprehensive understanding of exposures, ability to evaluate mitigation techniques, and positive voice for risk/safety management.

Program and Camp Leadership

Corporate leadership including Camp Director/Administrator and other leadership capable of making policies, setting standards, and providing direction of the RRMP are critical to the success of risk management efforts. The roles and responsibilities of this group include:

- Allocating financial and other resources necessary to achieve RRMP objectives
- Drafting policies and standards for the company to follow regarding RRMP
- Issuing guidance regarding how the company is to use the RRMP
- Providing support for the program by attending executive level RRMP committee meetings
- Participating in annual reviews/audits of the RRMP

This group would also take the role of assigning a RRMP Administrator. To ensure continuity of this function, this group should assign a back-up program administrator called the RRMP Assistant Administrator who will be designated to carry out these functions in the absence of the primary administrator.

RRMP Administrator

The designated RRMP administrator will interact with administrators, counselors, counselors in training, volunteers, operations, support staff, and other individuals who will assist in the mitigation process.

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Additional responsibilities of the program administrator include:

- Assign duties to activity coordinators and supervisors and inform them of their roles to assign specific duties
- Train employees prior to live implementation of specific RRMP
- Provide annual employee and supervisor training
- Work with supervisors to identify gaps in activity specific RRMP
- Hold leadership and staff accountable for utilizing the RRMP
- Maintain all documented program records and communications
- Review the RRMP Program annually and make any needed changes or updates

Activity Coordinators

- Supervision should customize RRMP for their specific recreational activity. The customized plan should be submitted to The RRMP administrator for review
- Continuously update the camp activity plan as the changes and exposures go away and as new exposures occur
- Assign duties to employees participating in the RRMP specific plan
- Maintain list of local contacts that may help during the mitigation process.
- Review assigned duties and tasks when the duty is assigned, as exposures change, and as needed during the lifetime of the activity.

Counselors

- Demonstrate understanding of their assigned responsibility
- Responsible for performing their given responsibility at the camp
- Communicate with supervision and other team members regarding mitigation efforts

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For your risk management and safety needs, contact Nationwide Loss Control Services: 1-866-808-2101 or LCS@nationwide.com.