

Risk Management Guideline

Homecoming Activities

Background:

CRSIG recognizes that Homecoming activities are an integral part of student body spirit and cohesion and for students, participation in parades is long standing community practice. Events leading up to the primary homecoming event may include activities such as the construction of floats, flyers, posters and rallies at the school site. In addition, on and off-site parades may include the marching band, groups of walking students and staff to the parading of homecoming queens and kings and student constructed floats. For school administrators, advisors and support staff, it is very important to recognize and manage the risks associated with these types of activities.

Pre-Homecoming Day & Night Activities

Recommendations:

In order to prevent injuries caused by slips, trips, falls and horseplay as well as fire loss, CRSIG recommends the following measures be taken.

GUIDELINES:

- 1) Each activity such as the construction of floats, signs, practices for spirit rallies and other activities not held during the school day should be scheduled and specifically approved by the site administrator.
- 2) At all times, students should be under the supervision of staff designated by the site administrator.
- 4) Extra care and supervision of the hanging of signs and advertisements higher than 6 feet should be applied by supervisors. The use of mechanical or motorized lifts by students should never be allowed.
- 5) Bon fires pose an unacceptable risk to people and property on school sites and should not be allowed.

Homecoming Parades On & Off-School Sites

Recommendations:

Participation in on and off-site parades by students and staff should undergo an approval process that includes an evaluation by an administrator who can verify compliance with the CRSIG Risk Management Guidelines.

GUIDELINES:

- 1) No students, staff, board members should be allowed to ride in the bed of a pick-up truck.
- 2) If a flat bed truck is utilized:
 - No individuals should be allowed to ride on the side or back of the flat bed with legs dangling off the sides of the flat bed.
 - If riders are located on the flat bed, the flat bed needs to have installed a barrier high enough to prevent a fall off the sides or back of the bed during sudden stops or starts.
- 3) Parade participants should never be allowed to sit on the back edge or top of the back seat of a convertible automobile. Instead, riders should be seated and belted in the car seats.
- 4) The use of animals large and small should be prohibited.
- 5) Drivers of all vehicles in the parade should be licensed adults over the age of 25.
- 6) Prior to any vehicle entering the parade, a school staff member should perform a walk around safety check of all vehicles and any riders.
- 7) Marching bands and demonstrations in a parade should be supervised by adults at least at each corner of the group as it marches in the parade.
- 8) Supervisors walking along with groups should monitor participants for physical exhaustion and heat exhaustion signs. Adequate water should always be readily available to participants and supervisors.
- 9) A Parent Permission Form for Field Trips or Excursions should be obtained for all students who participate in parades.

(HomecomingActivities2010-RMGuidelines)