

Race Questions for On Campus Groups – Risk Management

1) Is this event sponsored, planned, organized, overseen, and controlled by; U of U department? Yes No U of U student club or (group)? YES NO
2) Is there an active and functioning faculty or staff advisor for the student group? YES NO If so list name and title:
3) Does such advisor oversee the student group as part of her/his U employment? YES NO
4) List any management responsibilities the advisor has, such as: <ul style="list-style-type: none"> – Exercising authority over student group activities. – Accept responsibility for the event, solve problems, and respond to emergencies. – Represent the U, and accept responsibility to ensure all U policies and procedures are followed. – Review/approve an activity management plan. – Answer to the U administration and to the local press relative to any problems or questions, etc.
5) Is there a cognizant U of U dean, department head, or vice president who is willing to supervise, accept responsibility, and respond to the Press for this event? YES NO If so list name and title:
6) Is this event considered a course requirement? YES NO
7) Is the event being co-sponsored by another entity? YES NO
8) Will Salt Lake City Corp. require a permit? YES NO
9) Will Salt Lake City Corp. require the U of U to provide a certificate of insurance for the event? YES NO If so, who will process the Certificate of Insurance Request Form from U Risk and Insurance Management departmental website?
10) Is the U entering into any contracts with suppliers or vendors such as a Timing Contract? YES NO
11) Have any such contracts been reviewed/approved by U Legal Counsel and U Risk Management? YES NO
12) How and to whom is this event advertised?
13) What is the wording on the advertisement and sign-up form? <i>If additional space is need, please attached proposed advertisement and sign-up form.</i>

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14) Who at the U has approved the advertisement and sign-up form?
15) Does the advertisement and sign-up form material state that it's recommended that participants get an O.K. from their doctor before participating? YES NO
16) Does the advertisement and sign-up form indicate that participants participate at their own risk? YES NO
17) Has the U made arrangements for crowd control and traffic control? YES NO
18) Has the route of the event been approved by U Public Safety? YES NO
19) Does the route cross any BLM land or other land requiring any special use permits? YES NO
20) Has this event been approved by the U Scheduling Office? YES NO
21) Is the U providing adequate drinking water? YES NO
22) Will there be any participants who are under the age of 18? YES NO
23) Will an appropriate liability waiver form be signed by all participants or participants' parent or guardian? YES NO
24) Will the completed, signed participant liability waiver forms be maintained by the U department for 2 years? YES NO
25) If the U Pool will be used, has the Manager of this facility been contacted? YES NO
26) Will event managers and volunteers have cell phones to call for emergencies? YES NO
27) Have adequate plans been made for first aid? YES NO
28) Have emergency response plans been established and practiced? YES NO
29) Have procedures been established to ensure U policies and procedures are followed, reasonable accommodations to persons with disabilities have been provided, etc.? YES NO
30) Are volunteers screened? YES NO
31) In what way are volunteers trained and managed, and by who?
32) Will a list of authorized volunteers be sent to U of U Worker's Compensation Coordinator, Tammy Herrmann (581-6206)? YES NO
33) Will there be any food at this event? YES NO If so, will the U's food handling procedures (see U Environmental Health and Safety website) be followed? YES NO
34) If there is threatening weather such as lightning, wind, or rain, have alternate plans been made for other accommodations or cancelling the event? YES NO
35) How many participants do you expect?
36) How many spectators do you expect?
37) How much is the admission fee?

Please contact Jerry Allred in Risk Management with any questions, 801-581-5590.