

Plan Ahead to Make the Most of Conference Education

When you open the Conference Education Brochure, the number of education opportunities scheduled throughout the five days of Conference can be shocking. With a little planning, though, you can maximize your educational experience in New Orleans.

The best piece of advice is to choose which sessions that you would like to attend before arriving in New Orleans. A few months ago, you should have received the Conference Education Brochure. You can also view this brochure online at www.cmaa.org/template.aspx?id=23266. Take a few minutes to read the description of each of the programs and decide which ones you want to attend. If you wait until five minutes before the sessions begin before reviewing your options, you are more likely to miss some interesting sessions in your haste to just find something to go to. The Conference Education Brochure lists the learning objectives for each session as well as the competency area each session covers.

Once you have determined which sessions you would like to attend, you can print out the materials for the sessions at home. The Proceedings Manual is available online at www.cmaa.org beginning January 1, 2009. All Conference attendees will receive a CD of the manual on site in New Orleans, but there will be limited venues to print the materials. You don't want to miss a portion of a session because you were waiting in line to print handouts. Print them at home and bring them with you to save time.

Conference provides an excellent opportunity to earn valuable CMI Education credits toward your Certified Club Manager (CCM) eligibility or your Certification Maintenance Requirement (CMR). Plan on attending every



You are investing a lot of time and resources to attend Conference, so why not make every minute count?

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available educational timeslot. The majority of the sessions are 90 minutes in length so they are worth 1.5 CMI credits. There are a few one- and three-hour sessions that are worth 1.0 and 3.0 CMI credits respectively. You are investing a lot of time and resources to attend Conference, so why not make every minute count? Conference attendees have the opportunity to earn 24 CMI credits if they attend every educational timeslot.

If you happen to miss something that a speaker said during a session, don't worry! All attendees who registered under the "Full Conference" or "Education Only" categories will receive a full set of the audio recordings of most of the sessions. If you have any questions while at the Marriott, the entire CMAA Education Department will be in New Orleans. Please feel free to visit the Education Office, which will be in the Regent Room on the 4th Floor of the Marriott.

Just remember, this is your Conference. With a little planning, you can make it one of the best Conferences ever. ♦

Association Services

Twelve Steps to Safety

Step Twelve: Other Resources

By Alan Achatz, CCM, CHE

In September 2003, CMAA signed an Alliance with OSHA to promote safe and healthful working conditions for membership club employees in the areas of hazard communication, recordkeeping and respiratory protection. In February 2005, CMAA renewed its Alliance and added a new scope of concentration, landscaping and horticulture. The Alliance was again renewed in October 2007. This article, the final in a series of 12 articles, was written by club industry expert Alan Achatz, CCM, CHE, of AKA Capitol Adventures in conjunction with participants in the OSHA and CMAA Alliance. The purpose of this series is to help new and seasoned managers embark on a path to safety compliance at their facilities.



*Alan E. Achatz,
CCM, CHE*

Over the past 12 months, CMAA has sought to provide membership clubs with the tools necessary to develop a safety and health program at their facilities. From how to get started to everyday tips for immediate implementation, these resource articles provide

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the basic building blocks for the beginning of a club-wide focus on safety. However, it is just a start. Safety, like many other aspects in a club, must be a daily focus of the management and employees. Complacency is not an option where safety is involved.

CMAA has developed a club-specific OSHA resource Web site at www.cmaa.org/template.aspx?id=20424. Topics include general tools and resources, consultation resources, online safety management tools, hazard communications (HAZCOM), recordkeeping, respiratory protection, landscaping and

horticulture, motor vehicle safety, employees with limited English proficiency, working outdoors, workplace emergencies, disaster recovery, workplace inspections, workplace violence, and youth workers. The Web site also includes this article series as well as the OSHA and CMAA Alliance-developed Toolbox Talks for the Club Industry.

In addition to bookmarking www.cmaa.org/template.aspx?id=20424 and visiting the site often, I urge you to make your employees aware of the site and encourage them to visit it as you work together to keep safety a primary focus for your club's workforce.

For more information on how your club can benefit from the Alliance and OSHA topics specific to the club industry, please contact Melissa Low, Director, Industry Resources and Legislative Services, at melissa.low@cmma.org or (703) 739-9500.

This article was written by club industry expert Alan Achatz, CCM, CHE, of AKA Capitol Adventures in conjunction with participants in the OSHA and CMAA Alliance. It does not necessarily reflect the official views of OSHA or the U.S. Department of Labor.

Other Safety and Health Resources

American Lung Association
www.lungusa.org/site/pp.asp?c=dvLUK9O0E&b=22542

American Lyme Disease Foundation
www.aldf.com/

The American Society of Safety Engineers
www.asse.org

Beach Water Quality
www.earth911.org/waterquality/index.asp?cluster=0

Centers for Disease Control and Prevention
www.cdc.gov/index.htm

EPA Mold Course
www.epa.gov/mold/moldcourse/

Federal Emergency Management Agency
www.fema.gov/

National Hearing Conservation Association
www.hearingconservation.org/

National Institutes of Health
www.nih.gov/

National Oceanographic and Atmospheric Center
www.noaa.gov

National Safety Council
www.nsc.org/

Navy Safety Center
www.safetycenter.navy.mil/photo/default.htm

National Institute for Occupational Safety and Health
www.cdc.gov/niosh/homepage.html

Noise Meter
www.cdc.gov/niosh/topics/noise/about/flash/soundMeter_flash.html

Occupational Health & Safety Newsletter
www.ohsonline.com/

Occupational Safety and Health Administration
www.osha.gov

OSHA Small Business Handbook
www.osha.gov/dcspp/smallbusiness/small-business.html#worksite

OSHA State Plan Information
www.osha.gov/dcspp/osp/index.html

Oklahoma State University Health & Safety
www.pp.okstate.edu/ehs/

OSHA Safety & Health Management Systems eTool
www.osha.gov/SLTC/etools/safetyhealth/mod1.html

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Twelve Steps to Safety Step Twelve: Other Resources

Other Safety and Health Resources

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OSHA Food Borne Diseases
www.osha.gov/SLTC/foodbornedisease/index.html

Pan American Health Organization
www.paho.org/

Pandemic and Avian Flu
www.pandemicflu.gov/health/index.html

Sight & Hearing Association
www.sightandhearing.org/

The Rocky Mountain Center for Occupational and Environmental Health
uuhsc.utah.edu/rmcoeh/

Tool Box Topics
www.toolboxtopics.com/

U.S. Department of Agriculture
www.usda.gov/wps/portal/usdahome

U.S. DOT Placarding Signage Information (not a DOT site)
environmentalchemistry.com/yogi/hazmat/placards/class9.html

University of Vermont Safety Info
siri.uvm.edu/ppt/

West Nile Virus Facts
www.westnilevirusfacts.org/

World Health Organization
www.who.int/en/ ♦

Premier Club Services®

What Can You Do to Stay Informed, Ease Your Workload and Save Time and Money at the 2009 World Conference on Club Management?

In the current economy, we are all searching for value. Schedule a stop in the Member Services Pavilion at the upcoming 82nd World Conference on Club Management in New Orleans, LA, and obtain more than \$5,000 worth of club-specific resources for only \$700 (including domestic shipping and handling). PCS Staff can show you how the Premier Club Services package can help you to stay informed, ease your workload, save time and save money. You will also have the opportunity to preview the newest PCS resource, *Understanding Club Finances*.

Stay Informed

Enjoy instant access to and updates on current industry and legal issues through monthly mailings. Learn about

industry trends and developments through the bi-monthly *At Your Service* newsletter, featuring articles written by experts in the club management field. Learn about the most pressing legal issues including spa liability and immigration in *Legal News*.

Ease Your Workload

Use the subscription package's 30-plus products and services to your best advantage. Don't reinvent the wheel – customize documents found in the *Club Operations and Performance Review*, *Club Operations Manual* and *Club Forms and Letters*. Put these tools and resources in the hands of your club staff and allow them to grow and solve more issues on their own.

Save Time

Valuable information is at your fingertips through PCS Online. The PCS Web site, www.premierclubservices.org, contains proprietary information that is available only to PCS subscribers. Or use the *PCS Index*, which indexes all of the topics covered by the resources available in your subscription from accident prevention to writing memos. This resource will help you easily locate everything available through the library of PCS products.

Save Money

PCS subscribers receive discounts through our PCS Industry Network. Many subscribers recover their subscription cost and more through

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