

Positions	Position Level of Risk	Reviewed & Approved By (Name & Board Position): MHMSA PRESIDENT <i>M Campbell</i>	Date of next Review: January 2027
Coaches - Volunteer	High	Reviewed & Approved By (Name & Board Position): OPERATIONS DIRECTOR <i>JK</i>	Date of next Review: January 2027
Clinic Facilitators - Volunteer & Paid	High		
Board Members - Volunteer	Medium		
Managers - Volunteer	Medium		
Summer Students - Paid	Low		
Umpires - Paid	Low		
Bookkeeper - Paid	Minimal		

	Minimal risk	Low Risk	Medium Risk ¹	High Risk
Interactions with Participants/Clients	Volunteer is in a role that involves none, or very little interaction with vulnerable population. (ex. Social media coordinator, bookkeeper or accounting volunteer)	Volunteer is in a role that involves minimal, incidental interaction with vulnerable population. (ex. Receptionist or event volunteer)	Volunteer is in a role that involves moderate, semi-frequent interaction with vulnerable population. (ex. Recreation leader or coordinator who organizes and leads group activities with vulnerable populations)	Volunteer is in a role that requires frequent or prolonged interaction with vulnerable population. (ex. Coach, youth mentors, friendly visitors)
Setting	Volunteer works in a setting that is separate and away from participants/vulnerable group. (ex. Social media coordinator, bookkeeper or accounting volunteer who works in their own office, not accessible to participants)	Volunteer works in a public, non-intimate setting, and/or open space with high visibility. (ex. Cafe volunteer, landscaping or outdoor maintenance volunteer)	Volunteer works in a semi-public, semi-intimate space with limited visibility. (ex. Custodian volunteer who may encounter participants/vulnerable individuals in washrooms or hallways, Sunday School security guard)	Volunteer works in a private, intimate space with no public visibility. (ex. Friendly visitors in participants' homes, youth mentors who meet at private home, or 1-1 in a space with no public visibility)
Supervision	Supervision by a paid employee or fully trained/screened volunteer is present at all times. (ex. Supervisor never leaves volunteers and participants alone and is always present)	Supervision by a paid employee or fully trained/screened volunteer is present most of the time. (ex. Supervisor leaves volunteers and participants alone every once in a while)	Supervision by a paid employee or fully trained/screened volunteer is infrequent, or only on an as-needed basis. (ex. Volunteers and participants are unsupervised most of the time)	There is very little to no supervision by a paid employee or fully trained/screened volunteer. (ex. Volunteers and participants are unsupervised at all times)
Nature of the Relationship (Level of Trust and Authority)	There is no relationship or level of trust and authority present between the volunteer and a vulnerable population (ex. Graphic designer or web developer)	There are minimal, incidental instances of trust and authority present between the volunteer and a vulnerable population, over short periods of time. The volunteer does not have decision-making power over the vulnerable population. (ex. Receptionist or event volunteers, referees)	There is a moderately personal relationship and moderate degree of trust and authority developed between the volunteer and a vulnerable population, over extended periods of time. The volunteer has a moderate degree of decision-making power over the vulnerable group. (ex. Recreation leader, homework helper/tutor)	There is a one-on-one personal relationship with a high degree of trust and authority developed between the volunteer and a vulnerable population, over extended periods of time. The volunteer has a high degree of decision-making power over the vulnerable group. (ex. Coach, youth mentors, respite caregiver or healthcare aid)
Degree of Physical Contact	Volunteer has no physical contact with participants. (ex. Graphic designer, social media coordinator)	Volunteer has infrequent and/or incidental physical contact with vulnerable populations. (ex. School volunteer holds hand of student on field trip while crossing the road)	Volunteer has moderate semi-consistent physical contact with vulnerable populations. (ex. Recreation leader who may perform first-aid if necessary, or help participants in and out of chairs)	Volunteer has high degree of physical contact with vulnerable populations. (ex. Coach, respite caregiver or healthcare aid)

Risk Mitigation Measures:	Coaches	Managers	Board Members	Umpires	Summer Students	Clinic Faciliator	Bookkeeper
Criminal Record Checks/Police Information Checks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vulnerable Sector Searches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rule of 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of digital communication policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Operations Policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Responsible Coaching Movement Pledge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coaches Code of Conduct Signed Annually	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Members Code of Conduct Signed Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach application, references & interviews	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incident & Misconduct Reporting Process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Action Plan - each facility	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Feedback & complaint form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MHMSA Google Workspace (secure document storage)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Summer students/employee orientation & training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach Training & Certifications:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect in Sport or NCCP Safe Sport Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer/coach athlete protection training & orientation (appropriate & inappropriate interactions, reporting procedures, emergency response & first aid).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASUA Yellow Card Sanctioning system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Umpire Training & Certifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 2.2 Board Member Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 2.11 Personal Information Protection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Policy 2.14 Volunteer Screening	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Policy 2.15 Additional Tools for Ensuring Safe Sport	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 2.16 Social Media	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Policy 2.17 Parental Concerns	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 2.18 Abuse of Individuals Affiliated with the Association	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Policy 2.19 Harassment of Individuals Affiliated with the Association	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Policy 2.20 Poor Behaviour of Individuals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Policy 2:23 Risk Assessment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Policy 3.4 Umpires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 3.9 Provincial Coaches Selection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 4.1 Low Outdoor Temperature	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Policy 4.2 Extreme Heat	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Policy 4.3 Lighting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Policy 4.4 Air Quality	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Policy 5.2 Employee Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Policy 5.3 Respectful Workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Policy 5.5 Employee Record Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Reviewed & Approved By (Name & Board Position): MHMSA PRESIDENT <i>M Campbell</i>	Date of next Review: January 2027
Reviewed & Approved By (Name & Board Position): <i>SLK</i> OPERATIONS DIRECTOR	Date of next Review: January 2027

Two Factor Risk Matrix				Reviewed & Approved By (Name & Board Position): MHMSA PRESIDENT <i>M Campbell</i>	Date of next Review: January 2027	
				Reviewed & Approved By (Name & Board Position): OPERATIONS DIRECTOR <i>[Signature]</i>	Date of next Review: January 2027	
		Likelihood (L) What is the likelihood of the risk occurring?				
		1 Unlikely	2 Possible	3 Likely		
Consequence (C) What is the severity of the risk?	1 Minor	2	3	4		
	2 Moderate	3	4	5		
	3 Serious	4	5	6		
Risk Level:						
Calculation: L+C		2-3	4-5	6		
		LOW	MEDIUM	HIGH		
Use when completing the Risk Assessment for each position						

Medicine Hat Minor Softball Risk Assessment

Position Title: Softball Coaches (Volunteer)
REP/Thunder & House League Head & Assistant Coaches

Date of Risk Assessment:
March 26, 2025

Reviewed & Approved By (Name & Board Position):
MHMSA PRESIDENT *[Signature]*

Date of next Review:
January 2027

Reviewed & Approved By (Name & Board Position): *[Signature]*
OPERATIONS DIRECTOR

Date of next Review:
January 2027

POSITION DETAILS

Purpose of Position:
The primary purpose of a softball coach is to guide and develop players, both on and off the field, fostering teamwork, teaching skills, and instilling discipline while ensuring a fun and safe environment.

Duties & Responsibilities:

On-Field Responsibilities:

- Teaching and demonstrating skills by instructing players on proper techniques for hitting, fielding, throwing, and base running.
- Developing game strategies including planning practice drills, designing offensive and defensive strategies, and making in-game adjustments.
- Managing practices by planning and organize practice sessions, ensuring that players receive adequate training and conditioning.
- Offer constructive feedback to players on their performance, both during practices and games.
- Motivate players to perform their best and maintain a positive attitude.
- Uphold the rules of the game and promoting sportsmanship among their players.

Off-Field Responsibilities:

- Team Communication: Coaches communicate regularly with players, parents, and other staff members, keeping everyone informed and involved.
- Equipment Management: Coaches are responsible for maintaining and organizing team equipment.
- Staying Up-to-Date: Coaches should continuously learn about new coaching techniques and strategies.
- Representing the Organization: Coaches should represent the organization in a positive and professional manner.

Participants Served:

Youth under 18

Locations/Settings:

- Indoor training facilities
- Outdoor softball diamond facilities
- Vehicles
- Team building activities
- Digitally

Time Commitment:

3-30+ hours/week depending on the level of play, ratio of games-practices and tournament weekends.

Other Details about the position:

Volunteer Position - unpaid

		Likelihood (L)		
		What is the likelihood of the risk occurring?		
		1 Unlikely	2 Possible	3 Likely
Consequence (C)	1 Minor	2	3	4
	2 Moderate	3	4	5
	3 Serious	4	5	6
Risk Level:				
Calculation: L+C		2-3	4-5	6
		LOW	MEDIUM	HIGH

Risks

Risk Mitigation Measures

Assessed Level of Risk

Medicine Hat Minor Softball Risk Assessment

Position Title: Team Managers (Volunteer)
REP/Thunder & House League Team Managers

Date of Risk Assessment:
March 26, 2025

Reviewed & Approved By (Name & Board Position):
MHMSA PRESIDENT *M Campbell*

Date of next Review:
January 2027

Reviewed & Approved By (Name & Board Position): *SLK*
OPERATIONS DIRECTOR

Date of next Review:
January 2027

POSITION DETAILS

Purpose of Position:
The purpose of a softball coach team manager is to oversee team operations to ensure a well-organized and efficient team environment.

Duties & Activities:
They support the coaching staff by handling logistics, player coordination, and game-day preparation allowing coaches to focus on player development and strategy.
Duties include scheduling, communication, and administrative tasks such as tournament registration and insurance documentation.
Fundraising
Budgetting and financial oversight for the team
Meal planning

Participants Served:
Youth under 18

Locations/Settings:
- Indoor training facilities
- Outdoor softball diamond facilities
- Vehicles
- Team building activities
- Digitally

Time Commitment:
1-10+ hours/week depending on the level of play, ratio of games-practices and tournament weekends.

Other Details about the position:
Volunteer Position - unpaid

		Likelihood (L)		
		What is the likelihood of the risk occurring?		
Consequence (C)	What is the severity of the risk?	1 Unlikely	2 Possible	3 Likely
	1 Minor	2	3	4
	2 Moderate	3	4	5
	3 Serious	4	5	6
Risk Level:				
Calculation: L+C		2-3	4-5	6
		LOW	MEDIUM	HIGH

Risks	Risk Mitigation Measures	Assessed Level of Risk
Participants are often in a position of dependence upon the management of the team in relation to assessing conditions of play, for first aid, and assisting with equipment as required	Emergency Action Plan - each facility Volunteer/coach athlete protection training & orientation (appropriate & inappropriate interactions, reporting procedures, emergency response & first aid).	Medium
Lack of appropriate training.	MANAGERS SPECIFICALLY require Making Ethical Decisions and Safe Sport Incident & Misconduct Reporting Process Feedback & complaint form	Medium
Access to team funds.	Financial Operations Policy	Medium
Inappropriate representation of athletes or program through team social media platforms.	Policy 2.16 Social Media Policy 2.20 Poor Behaviour of Individuals	Low
Access to all personal information regarding athletes: address, date of birth even at times Alberta health care #s.	MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection	Low

Medicine Hat Minor Softball Risk Assessment

Position Title: MHMSA Board Members (Volunteer)
Voting Executive & Appointed Coordinators

Date of Risk Assessment:
March 26, 2025

Reviewed & Approved By (Name & Board Position):
MHMSA PRESIDENT *M. Campbell*

Date of next Review:
January 2027

Reviewed & Approved By (Name & Board Position):
OPERATIONS DIRECTOR *JK*

Date of next Review:
January 2027

POSITION DETAILS

Purpose of Position:
The minor softball board of directors oversees league operations, ensuring the development, organization, and success of the softball program for young players.

Duties & Activities:
The board's duties include, but are not inclusive of:

- setting league policies
- managing finances
- organizing registrations
- scheduling games and tournaments
- ensuring player safety
- coordinating volunteers (coaches, managers, etc)
- managing employees
- promotion of sport
- all aspects of sport to provide game and practice (equipment, jerseys, facilities)
- overseeing officials
- fundraising
- resolving disputes
- maintaining a positive and inclusive softball environment.

Participants Served:
Youth under 18 and all other membership of all ages.

Locations/Settings:
Board rooms
Indoor Storage facilities
Outdoor diamond facilities
Digitally

Time Commitment:
1-40+ hours/week depending on position and time frame of season.

Other Details about the position:
Volunteer Position - unpaid

		Likelihood (L) What is the likelihood of the risk occurring?		
		1 Unlikely	2 Possible	3 Likely
Consequence (C) What is the severity of the risk?	1 Minor	2	3	4
	2 Moderate	3	4	5
	3 Serious	4	5	6
Risk Level:				
Calculation: L+C		2-3	4-5	6
		LOW	MEDIUM	HIGH

Risks	Risk Mitigation Measures	Assessed Level of Risk
Board members are in a position of trust/authority and have decision-making power	Executive Code of Conduct Signed Annually Policy 2:23 Risk Assessment Policy 2.14 Volunteer Screening Incident & Misconduct Reporting Proces Feedback & complaint form	Medium

Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s.	MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection	Low
Access to association funds, full oversight of program funds.	Financial Operations Policy	Low
Conflict resolution contacts.	Policy 5.3 Respectful Workplace Policy 5.5 Employee Record Confidentiality Policy 2.2 Board Member Code of Conduct Policy 5.5 Employee Record Confidentiality Policy 5.2 Employee Code of Conduct	Low
Access to all information regarding program access codes, banking information and RAMP registrations.	MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection	Low

Medicine Hat Minor Softball Risk Assessment

Position Title: Clinic Facilitators (Volunteer & Paid)	Date of Risk Assessment: March 26, 2025
Reviewed & Approved By (Name & Board Position): MHMSA PRESIDENT <i>M. Campbell</i>	Date of next Review: January 2027
Reviewed & Approved By (Name & Board Position): OPERATIONS DIRECTOR <i>JK</i>	Date of next Review: January 2027

POSITION DETAILS

Purpose of Position:
A clinic instructor is responsible for providing specialized coaching to develop players' skills, knowledge, and overall performance in the sport. We also utilize Coaching instructors and Umpire instructors to provide and up date certification and increase skill sets.

Duties & Activities:

- designs and leads training sessions specific to players, umpires, coaches
- teaches fundamental and advanced techniques
- provides individualized feedback
- ensures a positive and inclusive learning environment
- works with individuals of various skill levels to enhance their development while maintaining safety and program goals

Participants Served:
Youth under 18 and all other membership of all ages.

Locations/Settings:

- Indoor training facilities
- Outdoor softball diamond facilities
- Digitally

Time Commitment:
Varies depending on length of clinic duration.

Other Details about the position:
Sometimes volunteer, often times paid.
Instructors are not always from our home community.

<p><i>Any instructor outside of MHMSA must provide a Police Information Check with a vulnerable sector check. Clinic Instructors are paid per specific clinic or registration. MHMSA DOES NOT FACILITATE IN ASSISTING instructors to obtain the PIC/VSC.</i></p>	Likelihood (L)			
	What is the likelihood of the risk occurring?			
		1 Unlikely	2 Possible	3 Likely
	1 Minor	2	3	4
	2 Moderate	3	4	5
3 Serious	4	5	6	
Risk Level:				
Calculation: L+C	2-3	4-5	6	
	LOW	MEDIUM	HIGH	

Risks	Risk Mitigation Measures	Assessed Level of Risk
Instructor works with minors (under 18) with limited supervision	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 Use of digital communication policy Coach application, references & interviews Policy 2:23 Risk Assessment Policy 2.14 Volunteer Screening Incident & Misconduct Reporting Process Feedback & complaint form Policy 2.15 Additional Tools for Ensuring Safe Sport	High

Medicine Hat Minor Softball Risk Assessment

Position Title: Umpires (Paid)	Date of Risk Assessment: March 26, 2025
Reviewed & Approved By (Name & Board Position): MHMSA PRESIDENT <i>M Campbell</i>	Date of next Review: January 2027
Reviewed & Approved By (Name & Board Position): <i>JK</i> OPERATIONS DIRECTOR	Date of next Review: January 2027

POSITION DETAILS

Purpose of Position:
The umpire is to be the on-field game official managing all aspects of the rules of the game.

Duties & Activities:
- Complete all umpire duties that are required during the game, as per umpire training and certification.

Participants Served:
Youth under 18

Locations/Settings:
- Outdoor softball diamond facilities

Time Commitment:
2 to 20 hours per week

Other Details about the position:
Paid position

Identify any possible risks (ex. high degree of physical contact, access to confidential information, frequently interacts with participants in private setting, severe weather etc. List any associated mitigation measures and then assess the risk.

		Likelihood (L) What is the likelihood of the risk occurring?		
		1 Unlikely	2 Possible	3 Likely
Consequence (C) What is the severity of the risk?	1 Minor	2	3	4
	2 Moderate	3	4	5
	3 Serious	4	5	6
Risk Level:				
Calculation: L+C		2-3	4-5	6
		LOW	MEDIUM	HIGH

Risks	Risk Mitigation Measures	Assessed Level of Risk
Proximity to participants - share the field	Umpire training and certifications, multiple screened volunteers (coaches, managers) at games, never alone with any participants	Low
Severe weather	MHMSA to make determinations prior to game starting. Umpire along with coaches to make determinations on weather once game has started following policies in place. Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality	Low
Abuse of officials, Abuse of MINOR officials	Policy 2.18 Abuse of Individuals Affiliated w/ the Assoc. Policy 2.19 Harassment of Individuals w/ the Assoc. Policy 2.20 Poor Behaviour of Individuals Yellow Card Sanctioning System	Low

Medicine Hat Minor Softball Risk Assessment

Position Title: Summer Students (Paid) **Date of Risk Assessment:** March 26, 2025

Reviewed & Approved By (Name & Board Position): MHMSA PRESIDENT *M Campbell* **Date of next Review:** January 2027

Reviewed & Approved By (Name & Board Position): OPERATIONS DIRECTOR *SLK* **Date of next Review:** January 2027

POSITION DETAILS

Purpose of Position:
The purpose of the summer student is to complete ongoing diamond inspection and maintenance.

Duties & Activities:
 - raking and levelling diamond infield using hand tools and powered equipment
 - minor maintenance tasks to repair diamonds
 - diamond prep prior to games - chalking lines, installing bases
 - general cleanup of diamonds

Participants Served:
Youth under 18

Locations/Settings:
- Outdoor softball diamond facilities

Time Commitment:
10-40 hrs per week

Other Details about the position:
Paid position

Identify any possible risks (ex. high degree of physical contact, access to confidential information, frequently interacts with participants in private setting, severe weather etc. List any associated mitigation measures and then assess the risk.

		Likelihood (L) What is the likelihood of the risk occurring?		
		1 Unlikely	2 Possible	3 Likely
Consequence (C) What is the severity of the risk?	1 Minor	2	3	4
	2 Moderate	3	4	5
	3 Serious	4	5	6
Risk Level:				
Calculation: L+C		2-3	4-5	6
		LOW	MEDIUM	HIGH

Risks	Risk Mitigation Measures	Assessed Level of Risk
Minimal interaction with participants - work completed well ahead of diamond usage	Criminal Record Check Vulnerable Sector Screening Summer students/employee orientation & training	Low
Exposure to variable outdoor weather	Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality	Low
Manual labour	Summer students/employee orientation & training	Low
Disputes regarding hours, work load, etc.	Policy 5.3 Respectful Workplace Policy 5.5 Employee Record Confidentiality Policy 2.2 Board Member Code of Conduct Policy 5.5 Employee Record Confidentiality Policy 5.2 Employee Code of Conduct	Low

Medicine Hat Minor Softball Risk Assessment

Position Title: Bookkeeper (Paid) **Date of Risk Assessment:** March 26, 2025

Reviewed & Approved By (Name & Board Position): MHMSA PRESIDENT *M. Campbell* **Date of next Review:** January 2027

Reviewed & Approved By (Name & Board Position): OPERATIONS DIRECTOR *[Signature]* **Date of next Review:** January 2027

POSITION DETAILS

Purpose of Position:

A bookkeeper supporting a volunteer treasurer in a minor sport association is to ensure the financial records are accurate, organized, and up-to-date,

Duties & Activities:

Transaction Recording
 Reconciliation of all bank accounts
 Financial Reporting for monthly and budget creation
 Payroll
 T4 and Summary
 Receiver General remittances

Participants Served:

MHMSA Board & membership - support to MHMSA volunteer treasurer

Locations/Settings:

Independent location - works from home or office.
 Digital access via Quick Books, etc.

Time Commitment:

2-20 hrs per week

Other Details about the position:

Paid position

<p><i>Identify any possible risks (ex. high degree of physical contact, access to confidential information, frequently interacts with participants in private setting, severe weather etc. List any associated mitigation measures and then assess the risk.</i></p>	Likelihood (L)			
	What is the likelihood of the risk occurring?			
		1 Unlikely	2 Possible	3 Likely
	1 Minor	2	3	4
	2 Moderate	3	4	5
3 Serious	4	5	6	
Risk Level:				
Calculation: L+C	2-3	4-5	6	
	LOW	MEDIUM	HIGH	

Risks	Risk Mitigation Measures	Assessed Level of Risk
Access to association funds, full oversight of program funds.	Financial Operations Policy	Low
Disputes regarding hours, work load, etc.	Policy 5.3 Respectful Workplace Policy 5.5 Employee Record Confidentiality Policy 2.2 Board Member Code of Conduct Policy 5.5 Employee Record Confidentiality Policy 5.2 Employee Code of Conduct	Low
Access to all information regarding program access codes, banking information and RAMP registrations.	MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection	Low

