Positions	Position Level of Risk	Reviewed & Approved By (Name & Board Position): MHMSA PRESIDENT			:	Date of next Review: January 2027		
Coaches - Volunteer	High	Reviewed & Approve OPERATIONS DIRECT	ed By (Name & Bo	ard Position)	:	Date of next Rev January 2027	view:	
Clinic Facilitators - Volunteer & Paid	High							
Board Members - Volunteer	Medium							
Managers - Volunteer	Medium							
Summer Students - Paid	Low							
Umpires - Paid	Low							
Bookeeper - 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. Café 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 along 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	>		✓		~	~	
Vulnerable Sector Searches	>		~		~	~	
Rule of 2	>	~	~				
Use of digital communication policy	~	~	✓				
Financial Operations Policy	~	~	~				~
Responsible Coaching Movement Pledge	>	~	~				
Coaches Code of Conduct Signed Annually	~						
Board Members Code of Conduct Signed Annually			~				
Coach application, references & interviews	<u> </u>	- i	-	T in	- ī		
Incident & Misconduct Reporting Process	~	~	<u> </u>	~	V	V	V
Emergency Action Plan - each facility	V	~	<u> </u>	~	V	<u> </u>	
Feedback & complaint form	<u> </u>	~	<u> </u>	~	~		
MHMSA Google Workspace (secure document storage)			<u> </u>		- n		
Summer students/employee orientation & training		i i		l ii	<u> </u>	T I	
Coach Training & Certifications:		- H	- i	T in	-	i i	
Respect in Sport or NCCP Safe Sport Certification	~	- i	i i	i ii	- ñ	n	
Volunteer/coach athlete protection training & orientation (appropriate & inappropriate interactions, reporting procedures, emergency response & first aid).	V						
ASUA Yellow Card Sanctioning system	>			~			
Umpire Training & Certifications				~			
Policy 2.2 Board Member Code of Conduct			✓				
Policy 2.11 Personal Information Protection	>	~	✓	~	✓	✓	~
Policy 2.14 Volunteer Screening	>		✓		~	✓	
Policy 2.15 Additional Tools for Ensuring Safe Sport	>						
Policy 2.16 Social Media	>	~	✓	~	~	✓	
Policy 2.17 Parental Concerns	>	~	~	~			
Policy 2.18 Abuse of Individuals Affilated with the Association	>	~	~	~	~	~	~
Policy 2.19 Harassment of Individuals Affiliated with the Association	~	~	~	~	✓	~	~
Policy 2.20 Poor Behaviour of Individuals	~	~	<u> </u>	~	V	<u> </u>	<u> </u>
Policy 2:23 Risk Assessment	~	~	<u> </u>	~	V	V	<u> </u>
Policy 3.4 Umpires				~			
Policy 3.9 Provincial Coaches Selection		- i	n		- i		
Policy 4.1 Low Outdoor Temperature	~	<u> </u>	ñ	~	<u> </u>	<u> </u>	
Policy 4.2 Extreme Heat	~	<u> </u>	ñ	~	V	V	
Policy 4.3 Lighting	~	V	ī	V	V	~	<u> </u>
Policy 4.4 Air Quality	~	V	i i	~	~	~	
Policy 5.2 Employee Code of Conduct		i i	l ä		✓		
Policy 5.3 Respetful Workplace		l 	l i	 	<u> </u>	 	✓
Policy 5.5 Employee Record Confidentiality					<u> </u>		V
Reviewed & Approved By (Name & Board Position):				Date of next Rev	iew:		
Reviewed & Approved By (Name & Board Position): OPERATIONS DIRECTOR				Date of next Rev January 2027	iew:		

Two Fac	Two Factor Risk Matrix			Reviewed & Approved By (Name & Board Position): MHMSA PRESIDENT			Date of next Review: January 2027					
		What is the l	Likelihood (L) ikelihood of the r	isk occuring?	Reviewed & Approved By (Name & Board Position):			Date of next Review: January 2027				
risk?		1 Unlikely	2 Possible	3 Likely								
nce (C) ty of the	1 Minor	2	3	4								
Consequence (C) What is the severity of the	2 Moderate	3	4	5								
Co What is	3 Serious	4	5	6								
	Risk Level:											
	Calculation: L+C	2-3	4-5	6								
		LOW	MEDIUM	HIGH								
Use when	completing the Ris	k Assessment for	each position									

Medicine Hat Minor Softball Risk Assessm	TENT (TENTPLATE	OIVL	',				
Position Title:		Date of March 2	Risk Assessr 6, 2025	nent:			
Reviewed & Approved By (Name & Board Position):		Date of January	next Revie	w:			
Reviewed & Approved By (Name & Board Position):		Date of January	next Revie	w:			
POSITION DETAILS							
Purpose of Position:							
What is the purpose or key function of this position? How does this position support MHMSA;s mision and vision statemen	nts?						
Duties & Activities: What duties and/or activities will the volunteer preform? What experience, skills, and/or qualifications are required?							
Particiants Served: Describe the people and ages who the position will be serving and in	contact with.						
Locations/Settings: Where will the activities take place (both on and off the field).							
Time Committment: What is the length of time and level of commitment is required of the How often will they interact with the participants.	e position.						
Other Details about the position:							
					Likelihood (L)		
		~		1	ikelihood of the r 2	3	
		(C) the risk?	1	Unlikely	Possible	Likely	
		quence (C everity of tl	Minor 2	2	3	4	
		Consequence What is the severity of	Moderate 3 Serious	4	5	5	
		×		4	5	6	
Identify any possible risks (ex. high degree of physical contact,			Risk Level: Calculation:				
access to confidential information, frequently interacts with			L+C	2-3 LOW	4-5 MEDIUM	6 HIGH	
participants in private setting, severe weather etc. List any associated mitigation measures and then assess the risk.				LOW	IIIEDIOIII	mon	
Risks	Risk	Mitigat	on Measu	iros		Assessed	Levelo
MING	Riski	viitigat	on wicase			Assessed	Levero

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

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.

Particiants Served:

Youth under 18

Locations/Settings:

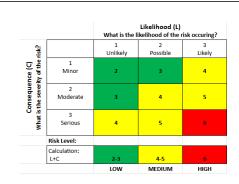
- Indoor training facilities
- Outdoor softball diamond facilities
- Vehicles
- Team building activities
- Digitally

Time Committment:

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



	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	
Coach works with minors (under 18) with limited supervision	Policy 2.15 Additional Tools for Ensuring Safe Sport	High
	Coach Training & Certifications: Respect in Sport or NCCP	
	Safe Sport Certification	
	Incident & Misconduct Reporting Process	
Lack of appropriate training.	Feedback & complaint form	High
	Responsible Coaching Movement Pledge	
	Coaches Code of Conduct Signed Annually	
	Volunteer/coach athlete protection training & orientation	
	(approprirate & inappropriate interactions,	
	reporting procedures, emergency response & first aid).	
	Policy 2:23 Risk Assessment	
Coach is in a position of twent fourth arity and a second of the second	Policy 2.14 Volunteer Screening	
Coach is in a position of trust/authority; responsible for teaching the	Incident & Misconduct Reporting Proces	
participants about ethical sportsmanship and conduct, often develops a close bond with children and has decision-making power	Feedback & complaint form Policy 2.15 Additional Tools for Ensuring Safe Sport	High
develops a close bond with children and has decision-making power		1.1011
	Criminal Record Checks/Police Information Checks	
	Vulnerable Sector Searches Rule of 2	
	Use of digital communication policy	
	Coach application, references & interviews	
Rule of Two overisight is minimal. The board does not have the	Policy 2:23 Risk Assessment	
capacity to monitor coach attendance or potential transportation of	Policy 2.14 Volunteer Screening	
athletes. Registration for volunteer coaches fluctuates year to year,	Incident & Misconduct Reporting Process	
sometimes leaving teams short staffed or rosters too large to	Feedback & complaint form	
manage.	Policy 2.15 Additional Tools for Ensuring Safe Sport	High
	Emergency Action Plan - each facility	
Participants are often in a position of dependence upon the Coach in	Volunteer/coach athlete protection training & orientation	
relation to assessing conditions of play, for first aid, and assisting	(approprirate & inappropriate interactions,	
with aguinment as required	reporting procedures, emergency recognics & first aid	Medium
with equipment as required	reporting procedures, emergency response & first aid).	mediam
with equipment as required	Criminal Record Checks/Police Information Checks	incutain.
with equipment as required		
with equipment as required	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2	
with equipment as required	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 Policy 2:23 Risk Assessment	
	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 Policy 2:23 Risk Assessment Policy 2.14 Volunteer Screening	
An inclusive sport environment has increased complex needs:	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 Policy 2:23 Risk Assessment Policy 2.14 Volunteer Screening Incident & Misconduct Reporting Process	
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 Policy 2:23 Risk Assessment Policy 2.14 Volunteer Screening Incident & Misconduct Reporting Process Feedback & complaint form	
An inclusive sport environment has increased complex needs:	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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	Medium
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage)	
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy	Medium
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection	
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature	Medium
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat	Medium
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting	Medium
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality	Medium
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality	Medium
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc. Inappropriate representataion of athletes or program through team	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc. Inappropriate representataion of athletes or program through team	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc. Inappropriate representataion of athletes or program through team	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc. Inappropriate representataion of athletes or program through team	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low
An inclusive sport environment has increased complex needs: athletes both beviourally and developmentally, further leaving coaches unsupported to handle the changing sport dynamic. Access to all personal information regarding athletes: address, date of birth even at times alberta health care #s. Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.	Criminal Record Checks/Police Information Checks Vulnerable Sector Searches Rule of 2 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 MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality Policy 2.16 Social Media	Medium Low

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

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 strate Duties include scheduling, communication, and administrative tasks such as tournament registration and insurance documentation.

Budgetting and financial oversight for the team

Meal planning

Particiants Served:

Youth under 18

Locations/Settings:

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

Time Committment:

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 occuring?				
risk?		1 Unlikely	2 Possible	3 Likely		
Consequence (C) What is the severity of the risk?	1 Minor	2	3	4		
onseque the sever	2 Moderate	3	4	5		
C What is	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 (approprirate & 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 representataion 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	Date of next Review: January 2027		
Reviewed & Approved By (Name & Board Position): Description Director Date of next Review: January 2027			

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.

Particiants Served:

Youth under 18 and all other membership of all ages.

Locations/Settings:

Board rooms

Indoor Storage facilities

Outdoor diamond facilities

Digitally

Time Committment:

1-40+ hours/week depending on postiion and time frame of season.

Other Details about the position:

Volunteer Position - unpaid

		Likelihood (L) What is the likelihood of the risk occuring?		
risk?		1 Unlikely	2 Possible	3 Likely
nce (C) ity of the	1 Minor	2	3	4
Consequence (C) What is the severity of the risk?	2 Moderate	3	4	5
C. What is	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
	Executive Code of Conduct Signed Annually	
	Policy 2:23 Risk Assessment	
	Policy 2.14 Volunteer Screening	
	Incident & Misconduct Reporting Proces	
Board members are in a position of trust/authority and have	Feedback & complaint form	
decision-making power		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 Respetful 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 infomation 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	Date of next Review: January 2027		
Reviewed & Approved By (Name & Board Position): OPERATIONS DIRECTOR	Date of next Review: January 2027		

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 instructos 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

Particiants Served:

Youth under 18 and all other membership of all ages.

Locations/Settings:

- Indoor training facilities
- Outdoor softball diamond facilities
- Digitally

Time Committment:

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.

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

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.

Risks	Risk Mitigation Measures	Assessed Level of Risk
	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	
Instructor works with minors (under 18) with limited supervision	Policy 2.15 Additional Tools for Ensuring Safe Sport	High

Instructor is in a position of trust/authority; responsible for teaching the participants about ethical sportsmanship and conduct, often develops a close bond with children and has decision-making power	Responsible Coaching Movement Pledge Coaches Code of Conduct Signed Annually Volunteer/coach athlete protection training & orientation (approprirate & inappropriate interactions, reporting procedures, emergency response & first aid). Policy 2:23 Risk Assessment Policy 2:14 Volunteer Screening Incident & Misconduct Reporting Proces Feedback & complaint form Policy 2:15 Additional Tools for Ensuring Safe Sport	High
Rule of Two overisight is minimal.	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
Participants are often in a position of dependence upon the Instructor 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 (approprirate & inappropriate interactions, reporting procedures, emergency response & first aid).	Medium
Instructor is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.	Policy 4.1 Low Outdoor Temperature Policy 4.2 Extreme Heat Policy 4.3 Lighting Policy 4.4 Air Quality	Low

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 Graph W. G	Date of next Review: January 2027
Reviewed & Approved By (Name & Board Position): 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	e rules of the game.
Duties & Activities: - Complete all umpire duties that are required during the game, as per u	umpire training and certification.
Particiants Served:	
Youth under 18	
Locations/Settings:	
- Outdoor softball diamond facilities	
Time Committment:	
2 to 20 hours per week	
Other Details about the position:	
Paid position	
	Likelihood (L) What is the likelihood of the risk occuring?

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 occuring?		
risk?		1 Unlikely	2 Possible	3 Likely
Consequence (C) What is the severity of the risk?	1 Minor	2	3	4
onseque the sever	2 Moderate	3	4	5
C What is	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
Nouse of officials, Abuse of MINOR officials	Policy 2.18 Abuse of Individuals Affilated 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	Date of next Review: January 2027
Reviewed & Approved By (Name & Board Position): OPERATIONS DIRECTOR	Date of next Review: January 2027

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

Particiants Served:

Youth under 18

Locations/Settings:

- Outdoor softball diamond facilities

Time Committment:

10-40 hrs per week

Other Details about the position:

Paid position

		Likelihood (L) What is the likelihood of the risk occuring?			
risk?		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	

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.

Risks	Risk Mitigation Measures	Assessed Level of Risk
Minimal interaction with participants - work completed well ahead of diamond usage	Criminal Record Check Vunerable 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
	Policy 5.3 Respetful Workplace Policy 5.5 Employee Record Confidentiality Policy 2.2 Board Member Code of Conduct Policy 5.5 Employee Record Confidentiality	1
Disputes regarding hours, work load, etc.	Policy 5.2 Employee Code of Conduct	Low

Medicine Hat Minor Softball Risk Assessment				
Position Title: Bookeeper (Paid)	Date of Risk Assessment: March 26, 2025			
Reviewed & Approved By (Name & Board Position): MHMSA PRESIDENT	Date of next Review: January 2027			
Reviewed & Approved By (Name & Board Position): OPERATIONS DIRECTOR	Date of next Review: January 2027			

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

Particiants 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 Committment:

2-20 hrs per week

Other Details about the position:

Paid position

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

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.

associated intigation measures and their assess the name					
Risks	Risk	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 Respetful 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 infomation and RAMP registrations.	MHMSA Google Workspace (secure document storage) Use of digital communication policy Policy 2.11 Personal Information Protection		Low		