

Softball Nova Scotia Risk Management Policy

1. Referring to measures a Sport organization takes to ensure safety in programs and to minimize liability through techniques such as waivers and insurance.

2. Softball Nova Scotia recognizes risk management as a broader activity that encompasses all facets of the organization. Such an understanding of risk management recognizes that harm or loss (whether financial or otherwise) can arise from a range of activities and that minimizing such harm or loss requires careful management of all aspects of Softball Nova Scotia operations.

3. Responsibilities for Risks As with any sport organization, Softball Nova Scotia has three areas of responsibility. Failure to fulfill these responsibilities, either through direct measures or through leadership, can result in harm to persons and/or loss to Softball Nova Scotia, or both.

- To provide a safe environment

- this means having and implementing policies, standards and rules that promote safe programs in safe environments, overseen by qualified personnel and trained volunteers.

- To manage conflict effectively

- this means having and following proper policies and procedures when making decisions that affect members and participants, and handling disputes that may arise from such decisions.

- Protecting assets of the organization

- this means, safeguarding money, equipment, facilities (where applicable), data and intellectual property (where intellectual property includes trademarks, copyrights, confidential and proprietary information, patents, personality rights and goodwill)

As the governing body for the sport of Softball in Nova Scotia, Softball Nova Scotia responsibilities are not limited to its own activities. Softball Nova Scotia governing body representing female fast-pitch, male fast-pitch, female Slo-Pitch, male Slo-pitch, Co-ed Slo-pitch and Orthodox Softball for males and females, in the province of Nova Scotia Members Associations.

Thus, in addition to having responsibilities for its own activities, programs and persons (over which it has direct control), Softball Nova Scotia is also expected to demonstrate leadership in promoting risk management in the activities and operations of Member Associations, clubs, leagues and teams.

4. Existing Policy Framework

Softball Nova Scotia presently has the following policy documents that relate to risk management:

- Privacy Policy

- Confidentiality Agreements

- Code of Conduct

- Discipline and Complaints Policy

- Conflict of Interest Policy
- Appeal Policy
- Social Media Policy

Actions:

5. The Board of Directors will take steps to ensure that the Constitution and Bylaws are reviewed every two years so that they remain current and reflect the Association's evolving needs. Softball Nova Scotia will continue encourage any professional development for the Board.

Importance to risk management:

6. Intellectual property refers to the intangible assets of Softball Nova Scotia such as logos, confidential and proprietary information, and goodwill. Although it is difficult to measure a discrete value of these items, or to convert them into measurable revenue streams, without them Softball Nova Scotia would not have the recognition, image and brand value that it presently has. Risk management involves protecting intellectual property assets from loss, theft or misappropriation.

Risk management principles applied to all Softball activities.

Softball NS Staff, board member, coaches and volunteers involved in organizing physical and sporting activities must be appropriately qualified and/or trained.

Softball NS Staff, board member, coaches and volunteers must also stay up-to-date with current ongoing skill development in coaching and training.

7. Unqualified and inexperienced staff will not be placed in situations for which they have inappropriate skills. Use of minors to coach and umpire should also be treated carefully, with training and mentor programs.

8. Athletes, training will follow the national sport organization long term player development program and the national sport organization Learn to play program as appropriate physical fitness development. High performance athletes will follow the National sport athlete matrix guide.

9. Equipment -Softball activities require the use of specialized equipment. Equipment (e.g. bats, balls, pro-nets, hitting tees, bases etc.) must be well maintained, adhere the appropriate standards/quality and effectively stored. Coaches, athletes and volunteers must receive accurate instructions and training in the use of items of equipment.

10. Softball events - qualified officials will inspect facilities and equipment to ensure they meet the required standards and safety. Official will not allow athletes to participate in a Softball activity if they are not satisfied that the diamonds and/or equipment are reasonably safe or meet the approved standards.