

Policy Title: RISK MANAGEMENT AND SAFETY POLICY DEVELOPMENT	Policy No: P-8
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1. GOAL

1.1 Risk management is a procedure to reduce potential legal liability. It is a proactive system, which attempts to address potential problem areas before they actually lead to reactively defending legal proceedings. The aim is a safer environment and "legally safer" operational procedures. Education of all people involved, their acceptance of the importance of risk management, and open communication of ideas is vital to a risk management plan's success.

2. PRINCIPLES

- 2.1 Volleyball New Brunswick believes the purpose of risk management are to:
 - 2.1.1 Prevent or limit injury to participants, volunteers, staff and spectators.
 - 2.1.2 Help protect Volleyball New Brunswick and its members against litigation
 - 2.1.3 Improve the service provide to Volleyball New Brunswick members.
 - 2.1.4 Practice sound business management
 - 2.1.5 Enhance the image and reputation of Volleyball New Brunswick

3. FIELD OF APPLICATION

- 3.1 All activities or events undertaken by Volleyball New Brunswick must be analyzed from a risk management perspective with a view to protecting Volleyball New Brunswick and its members against possible risk.
- 3.2 Prudent measures must be taken to identify, measure and control both predictable and unforeseen risks.
- 3.3 Risk control strategies and procedures must be reasonable, and must protect Volleyball New Brunswick from accusations of negligence by establishing a "standard of care" that is defined by written/published standards, unwritten/unpublished standards (e.g. typical practices within the Canadian sport system or industry), established precedent (i.e. case law) and common sense.
- 3.4 Risk management is a shared responsibility. All directors, officers, staff and volunteers have a general responsibility to take appropriate measures within their terms of reference to manage risk.
- 3.5 The Executive Director is assigned the specific responsibility for developing and implementing a Risk Management Plan that will give force to this policy within Volleyball New Brunswick's operations.

4. DEFINITIONS

- 4.1 Risk:** Risk is defined as any condition or circumstance that may result in injury, damage or loss to either individual or organizations.
- 4.2 Risk Management:** Risk management is a structured approach for reducing the chance of injury, damage or loss by taking steps to identify, measure and control risks.
- 4.3 Risk Management Plan:** A systematic and comprehensive analysis of activities within Volleyball New Brunswick to assess potential risks and the selection and introduction of appropriate risk control measures.

5. POLICY STATEMENT

- 5.1 The aim of this policy is to provide direction on how the risk management function is to be performed within Volleyball New Brunswick.

6. PROVISIONS

6.1 Coaches

Coaches are in a position of expertise and knowledge, and have duties to properly instruct, supervise and to warn. Coaches should:

- properly supervise activities (additional care may be necessary where a participant is young, inexperienced, or known to be awkward, aggressive or easily fatigued);
- properly instruct (including demonstration) on techniques of the sport;
- evenly match of opponents;
- teach the rules of the sport especially those necessary for safety;
- give appropriate warnings on the risk of particular activities. (This is important for the young or inexperienced);
- teach any activity which requires an increase in skills levels, strength, or conditioning progressively;
- never encourage an injured athlete to continue playing;
- ensure injured athletes get medical treatment as soon as possible;

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- discourage violent actions (inform participants that actions on-court can lead to civil action off court);
 - ensure that counseling and information is available on the dangers of drug use;
 - keep themselves up to date with current practices in their sport;
 - keep records of their instruction and training techniques.

6.2 Officials

A potential legal liability relates to officials' performance of their functions. In implementing risk management, officials should:

- uphold the rules of the game;
- "send off" violent players;
- ensure that if the rules require safety equipment such as mouth guards of head gear that they are used;
- enforce rules designed to stop dangerous play and infectious diseases.

6.3 Facilities and court control

A person or entity with control of premises or courts is responsible for ensuring that such venues are safe. Some measures that can be taken are:

- if involved in the design of sports facilities, ensure safety is considered;
- building, facility and equipment inspection plans (e.g. Checking sports areas are safe by means of padding, correct surfaces, and proper lighting);
- roofing should be repaired to prevent leaks which could cause someone to slip;
- seating must be checked to ensure safe (e.g. no, sharp edges);
- if Volleyball New Brunswick owns or leases a facility or premises and some other organization wants to use that facility, ensure a facility use agreement imposing safety and insurance obligations on the user is in place;
- if in control of dangerous facilities (e.g. swimming pool), ensure there is adequate security preventing entry when there is no supervision;
- ensure security plans are in place particularly in sports where the crowd may have a tendency for unruly or violent behaviour;

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- consider the safety of spectators through the use of protective barriers (e.g. car racing) and screens;
 - warnings must be visible and specific.

6.4 Equipment

- equipment must be properly assembled and maintained;
- implement a regular system for inspection of sports equipment. Records should be kept of when inspected and by whom;
- make sure equipment warranties are satisfied;
- ensure major repairs are carried out by the relevant experts;
- consider the layout of equipment carefully;
- users should be instructed on the correct way to use equipment.

6.5 Playing surfaces

- ensure that playing surfaces are of the correct type for the relevant sport, and such surfaces are properly installed;
- playing surfaces should be regularly checked for potential hazards that could cause injury (e.g. broken glass, sprinkler heads) and remove the hazard before play is permitted. This obligation to remove dangers also applies to other areas.

6.6 Miscellaneous

- a sport's rule should be designed with safety in mind, particularly to safety equipment;
- general supervision plans should be effected and tested;
- medical staff be on hand at events, or be available if required. In sports facilities numbers for ambulance, hospital and nearby available doctors should be detailed near telephones for easy reference;
- transport plans supervised and safe transport may be required where sports teams are involved;
- infectious diseases policies should be followed. First aid kits should always contain surgical gloves for use when handling bleeding people;
- a doping policy should be followed. An insurance policy may exclude a claim relating to the use of non-medically prescribed drugs

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- react promptly to the cause of an accident. Accident reports should be made, including details of the people involved, witnesses and what action was taken afterwards to correct the situation (if possible). Whenever an accident occurs inform your insurance company (this is required by the policy);
 - educate and train staff to perform their roles effectively and safely (may include resuscitation and general first aid courses). Also keep up to date with industry advances by attending seminars and training programs;
 - develop checklists for maintenance routines (equipment, courts and facility). It is not enough however just to set up a checklist it must be implemented.

6.7 Risk Management and Administrators

Committee members and administrators of Volleyball New Brunswick owe certain legal duties to the organization and its members. Administrators should ensure that:

- Volleyball New Brunswick is incorporated under the relevant Associations Incorporation Act;
- compliance with all legislative requirements (e.g. reporting, lodging and accounting requirements);
- the constitution is clearly drafted with clear purposes.
- the constitution is regularly reviewed and if necessary amended to ensure the constitution evolves with the activities of the organization
- the Committee is fully and regularly informed, by written report if necessary, on the activities of Volleyball New Brunswick
- the working environment for employees is safe (OH&S requirements are met);
- Volleyball New Brunswick recognizes and respond to concerns about the impact of the organization's activities on participants, members, the organization itself, the public and the sport, for example, discrimination, infectious diseases, pregnancy, smoking or doping policies; and
- insurance is appropriate to Volleyball New Brunswick activities and current and that the insurer's requirements regarding notification of potential claims are met.

6.8 Accident Reporting

If an accident or injury occurs during a competition, the accident report must be completed. The

VNB office must be contacted in order to complete the Accident Report Form. These forms must be on file in the VNB office for insurance claim purposes.

7. REVIEW AND APPROVAL

7.1 This policy was approved by the Volleyball New Brunswick board on the ___ day of ___, 20__.

7.2 Date of last review: 2013

7.3 Original policy development lead: