

Risk Management Manual

Softball Associations are advised to keep a central record of each of their Policies and Procedures in an effort to manage risk. The Risk Management Manual should ideally include reference to:

- Club Equality Policy
- Zero Tolerance Policy
- Discipline Procedure and Appeals
- Complaints Procedure
- Oath of Confidentiality
- Conflict of Interest Policy
- Privacy Policy
- Complaint Intake Form
- Medical Consent Form
- Risk Assessment/ Goal Post Safety
- Club Agreement for Services
- Accident/Incident Report Form
- Police Records Check Form
- Accident/Incident Guidelines
- Communication Guidelines
- Communication Policy
- Club Financial Guidelines
- Organizational Chart

To support a Softball Association through the creation of a Risk Management Manual, the Resource Pack contains templates for each of the necessary documents. A Softball Association should keep in mind that the list is not exhaustive and is purely there as a guideline.

Any Softball Association wanting more specific, detailed information is advised to visit the website of The Centre for Sport and Law at www.sportlaw.ca where up-to-date, professional legal advice can be obtained.

References:

Ontario Soccer Association. Club Excellence Template Booklet. Vaughan: The Ontario Soccer Association, 2009.