

BCNETBALL

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RISK MANAGEMENT POLICY AND PLANS

From Sportlaw.ca

- The British Columbia Netball Association's first responsibility is to **provide a safe environment** for participants. This means having policies and standards that promote safe programs in safe facilities, overseen by qualified personnel and trained volunteers.
- BC Netball's second responsibility is **to make decisions fairly**, especially decisions that affect members. This means having and following proper policies and procedures when making important decisions and handling disputes among members.
- BC Netball's third responsibility is **to properly care for and protect its assets and resources**, including money, equipment, facilities, and intangible property such as data, corporate image and marketing rights.

BC Netball understands that they have a Duty of care to its members.

The circumstance that gives rise to this duty is the existence of a relationship between one person and another. For example, coaches have a duty to athletes, instructors have a duty to students, directors have a duty to members, program leaders have a duty to participants, facility operators have a duty to spectators. A duty is owed to anyone who we can reasonably foresee will be affected by our actions. From sportlaw.ca

Members and participants in Netball activities have a reasonable expectation that BC Netball policies governing the following will be in place and that BC Netball members will adhere to them.

- Good Governance
- Financial Accountability
- Harassment Free environment

- Facility Guidelines
- Facility layout
- Equipment
- Medical Plans
- Emergency Plan
- Emergency and accident procedure
- First Aid supplies
- Medical services at events and with BC Teams
- Insurance
- waivers
- Sanctioned events
- Use of consent and expectation forms
- Supervision

GOOD GOVERNANCE

The following policies and Codes of Conduct have been adopted by BC Netball and are available at bcnetball.ca

- *Addressing Economic Barriers*
- *Commitment to Fairplay*
- *Conflict of interest*
- *Concussion Protocol*
- *Employment Policy*
- *Equity and Access*
- *Risk Management*
- *Safe Sport Policy*
- *Social Media Policy for Marketing Team*
- *Social Media Policy for Members*
- *Volunteer and Employee Screening*

A SAFE, FAIR and HARASSMENT FREE ENVIRONMENT



BC Netball is committed to ensuring an environment in which everyone feels welcome and valued and all individuals are treated with respect and dignity.

The BC Netball Harassment Policy applies to all members. Coaches and volunteers are educated in anti-harassment and anti-bullying strategies.

FINANCIAL ACCOUNTABILITY

- Annual Review engagement presented at AGM
- Annual Budget presented and accepted by Board
- Financial Statement, Minutes approving budget and budget uploaded to BCsport info
- Budget reviewed and updated as programs are delivered
- monthly Financial statement and report presented at Board meetings
- Dual signing authority and dual approval for all expenses, payments and online banking
- Segregation of Duties
 - Staff: Receives invoices and bills, verifies, and forwards to Bookkeeper
 - Bookkeeper:
 - uploads invoices bills and receipts to Hubdoc, and processes to Quickbooks
 - Obtains approval for payments
 - Issues cheques
 - Reconciles monthly expenditures
 - Treasurer:
 - reviews reconciliation prepared by Bookkeeper and signs off on bank reconciliation monthly
- Signing authority(s):
 - sign cheques (2 signatures)
 - Approve payments (2 to approve)

Directors, Selection Committee members or any other person acting on behalf of BC Netball may not under any circumstances accept gifts, financial benefit or favour from individuals who may benefit from a biased decision

FACILITY GUIDELINES

Netball can be played in any space indoor or outdoor and on many different surfaces. In BC the vast majority of Netball occurs indoors in gymnasiums.

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Coaches, Team managers, League and Club executives must be aware of the following guidelines.

GYMNASIUMS

- **The Court** must be free from obstacles. The facility generally must be in good repair-free from holes, broken boards, water and any other hazard or obstruction.
- **Post hole covers** for other sporting equipment (E.g. Volleyball, Badminton) must be filled.
- **The Floor surface** must be clean, non slippery and with adequate shock absorption. A sprung wooden floor or equivalent is highly recommended.
- **Sidelines and Backlines:** Space must be clearly delineated between the court space used for practices and games and the space designated for spectators, scoring tables and benches. (recommendation is a minimum of 2 metres)
- **Posts:** Free standing posts must be stable and post padding is mandatory.
- **Lighting** sufficient for good vision.
- **Temperate** comfortable for enjoyment and health of participants.

OUTDOOR COURTS:

- **Surface** must be clean, non slippery.
- **Sidelines and Backlines:** Space must be clearly delineated between the court space used for practices and games and the space designated for spectators, scoring tables and benches. (recommended minimum 2 metres)
- **Outdoor Courts** must be free from obstacles. The surface must be in good repair- free from holes, debris, water and any other hazard or obstruction.
- **Weather:** In the event of rain, high wind or other inclement weather play must be stopped.

EQUIPMENT

Posts from Viking Alexander are recommended.

Viking Alexander manufactures posts with adequate weight in the bases for good stability and does not sell Netball posts without post padding.

INSURANCE

Member clubs and all their REGISTERED individual club members are automatically covered by BC Netballs Liability and Accident Insurance Policy.

- BC Netball will forward a certificate of Insurance on behalf of Member clubs that are fully registered to designated facilities. Only correctly registered members are covered.
- Individual members are not considered correctly registered until their information (minimum Name gender date of birth postal code) has been forwarded to BC Netball and they have completed and signed a waiver.



• **Events and activities covered by Insurance:**

- BC Netball members and member clubs are covered to participate only in BC Netball and Netball Canada sanctioned practices, events and competitions.
- Visiting teams must provide proof of Liability coverage.
- Non-Netball activities are not covered.
- Provincial and Zone teams are covered when traveling to sanctioned competitions when coaches have been appointed by BC Netball.

International Events must comply with World Netball Event Hosting Guidelines

Applications for Sanction

- Associations and Clubs wishing to host events must complete an event Sanction request form.
- Sanction is necessary for BC Netball's Liability Policy coverage for the event.
- See FORMS.

SUPERVISION bcnetball.ca

Participants 6-12 years of age

Coaches must have

- Safe Sport Training
- Criminal record Check
- NCCP Making Ethical Decisions and Rule of Two Modules
- Netball Canada Apprentice certification which includes appropriate Long Term Athlete Development and age-appropriate skills and Risk Management Practices
- Qualified Teacher or Senior coach Present with level 1 Netball Canada
- Ratios
- 1-10

Athletes 13-18 years of age

Coaches must have

- Safe Sport Training
- Criminal record Check
- NCCP Making Ethical Decisions and Rule of 2 Modules
- Netball Canada Level 1 certification which includes appropriate Long Term Athlete Development and age-appropriate skills and Risk Management Practices
- Ratio:
- High School teams 1 coach and a sponsor Teacher /15 athletes

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- traveling BC Zone teams ratio 1-10 minimum recommended 2
- Coaches may not share rooms in accommodation with athletes except at the BC Games where this is mandatory. Rule of Two must be applied.

BC. Representational Teams

- Provincial U18 teams must travel with 3 Team Officials (recommended Coach, Physiotherapist and Assistant Coach or Manager) 10-12 athletes
- Teams must have an Adult Supervisor of the same gender as the team members. Eg Adult Supervisors must be the same gender as the athletes for whom they are the responsible chaperone.
- Coaches may not share rooms in accommodation with athletes except at the BC Games where this is mandatory.

Competition Guidelines

- U18 Leagues
 - Novice and Beginners athletes may compete only in age and gender appropriate competitions, and according Long Term Athletes Development Plan guidelines for appropriate skill level and rule applications
- Development Leagues
 - Athletes entering the High Performance Pathway (U16 and 18 Team) may compete with participants over 18 provided the interests of the Under 18 athletes to compete in a safe and friendly environment are paramount.
- Open Competition
 - Athletes aged 16-18 who have progressed to Under 21 National Teams may compete in Open A Grade Competition

Clubs

Club Executive, Managers and Coaches

- Understanding of Risk Management Practices
- Criminal Record Check

Leagues

League executives

- Understanding of Risk Management Practices
- Criminal Record Check
- Safe Sport Certification

Umpires

Umpires must be certified Netball Canada at the Level appropriate for the competition as stipulated in the BC Netball Procedures Manual.

- U18 League Netball Canada Apprentice with League Executive present

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- B Games Level 1 Netball Canada Certification
- A Games Level 2 Netball Canada