

# **Club Governance**

**Good Bylaws**

**Good Policies**

**Good Risk Management Practices**

# 4 Areas of Greatest Risk

- ✓ Your bylaws are in good order
- ✓ Your CCC/CCBC liability insurance coverage is in good order
- Now analyze your club activities and assess potential risks
- Identify the 4 areas of greatest risk in order of priority

# Risk Control Measures

**Risk Management Plan** - systematically analyzing your activities to assess potential risks, **and selecting and implementing appropriate risk control measures**

- Identify 4 risk control measures that you believe are essential for a club

# **Club Constitution & Bylaws**

- **Good bylaws help governance**
- **The purpose of the bylaws is to authorize action and to delegate responsibility**

# Club Constitution & Bylaws

- **Purposes similar to CCBC**
  - not-for-profit
  - dissolution purpose
  - growth of activity
- **Includes mandatory clauses (objectives) approved by the membership of CCBC**

# Club Constitution & Bylaws

- **Federal “Not for Profit Corporation Act”**
- **SIRC** - ‘Sport Information Resource Centre. Website:  
<http://www.sirc.ca/>
- **Sport Law & Strategy Group.** Website:  
<http://www.sportlaw.ca>

# **Mandatory Objectives**

- **To service the largest number of skiers possible in the local area to support the aims of the club, CCBC & CCC**
- **To establish & maintain programs & activities that support an integrated Athlete Development system up to the provincial team level**

# Club Policies

- **NSO and PSO policies do not automatically apply to clubs – a club needs to adopt each policy themselves**
- **A policy-driven governance model is recommended for larger clubs**



# Club Policies

- **Conflict of Interest**
  - **Coaches Code of Conduct**
  - **Athletes Code of Conduct**
  - **Criminal Record Check**
  - **Fair Play**
  - **Equity & Access**
  - **Dispute & Appeal Policy**
  - **Harassment Policy**  
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  - **Athlete Funding Policy**
  - **Cold Weather Policy**
  - **Caretaker/Residence Policy**
  - **Roller Ski Policy**
- A generic, electronic club policy & procedure document is planned for 2004

# **Foundation Statements for Sport Clubs**

- **Clearly articulated and recorded Foundation Statements (Mission, Vision & Value) can provide direction and consistency to an organization by guiding it's actions & decisions.**

# **Organizational Standards for Clubs**

- **A strategic plan, ratified by the Board, which addresses all aspects of the club's operations**
- **Financial management procedures which meet generally accepted accounting principles**
- **A board ratified risk management plan**

**Note: Team work**

# 7 Ways to Kill an Organization

- **Never attend meetings**
- **If you do, be sure to sit in the back so that you can talk to your friends**
- **If you are asked to help with anything, always say that you don't have time**
- **Criticize those that do try and do something, especially if they are volunteers working hard to (1) provide ski trails for you to ski on or (2) coach your children**
- **Never research something before you attack it, in case you become enlightened**

- **Never read anything about the organization, because that could enlighten you too**
- **Get all that the organization will give you...and give nothing in return!**

# Good Risk Management Practices

**Risk Management Plan** - systematically analyzing your activities to assess potential risks, and selecting and implementing appropriate risk control measures

- Identify a Board member responsible for the risk management function within your club's structure
- Provide general liability insurance coverage

# Good Risk Management Practices

## Main Types of Risk:

- Physical Injury
- Loss of Rights/  
Wrongful Actions
- Property  
Loss/Damage

## Sources of Risk:

- Facility Risks
- Equipment Risks
- People Risks
- Program Risks
- Transportation Risks

# Good Risk Management Practices

- **Risk Transfer** - waivers
- **Risk Avoidance** - do not deviate from bylaws, policies & procedures; do not permit alcohol at social functions
- **Risk Reduction** - establish minimum qualifications for officials, coaches



# Good Risk Management Practices

## Two areas of greatest concern?

- Steps in front of daylodge?
- Damaged trees coming down on trails?
- Event evacuation plan, from location of injury to hospital?
- Unqualified coaches?
- Car pooling on trips?
- Funding athletes?
- Eye injuries playing games at Ski League practice?
- Failure to use waivers?
- Lack of club policies?