



## BIATHLON BC RISK MANAGEMENT POLICY

### Preamble

Biathlon BC (“**BiBC**”) recognizes risk management as a broad activity that encompasses all facets of our operations. Such an understanding of risk management recognizes that harm or loss can arise from a range of activities and that minimizing such harm or loss requires careful management of all aspects of BiBC’s operations.

This policy has several purposes:

1. Reinforce an understanding of risk management as having a broad focus;
2. Draw attention to some of the key areas of risk facing BiBC;
3. Provide regular benchmarks for review and updating key items relating to these risk areas;
4. Perform an educational function;
5. Over the longer term, contribute to enhancing a “risk management culture” within BiBC.

As a sport organization that provides programs and events primarily for youth and families, we take the safety and well-being of our participants very seriously. While we are not averse to taking organizational risks and pursuing beneficial opportunities, we will do so cautiously and in an informed fashion. Given the nature of our clientele, our tolerance for risk is low, and as such we will be conscientious and diligent in our program planning and delivery.

### Risk Area 1 - Governance and Policy

#### Importance to risk management

Sound policies lead to informed and transparent decision-making, which in turn results in improved management of time, resources, disputes and risk exposures. These are the hallmarks of good governance and good governance is essential to managing risks.

#### Actions

1. The Board of Directors is strongly committed to upholding our vision, mission and values. These will be communicated regularly and will be reviewed and renewed every year, or as appropriate.
2. The Board of Directors will take steps to ensure that our Bylaws are reviewed at least every two years so that they remain current and reflect our evolving needs.
3. We will implement a professional development program for the Board that will involve new Board members receiving an orientation to vision, mission and values of BiBC and participating in a board development and training session once per year.

4. The Chair will ensure that an up-to-date policy manual will be available to all Directors, Committee members, coaches, staff and contractors.
5. As part of its commitment to sound policies and risk management, BiBC will establish and maintain current policies to address conduct, discipline, harassment, communications, and dispute resolution. These policies will be reviewed on an annual basis.
6. The Chair will ensure that we fulfill all statutory requirements including compliance with privacy laws, employment laws, employment-related withholdings, and corporate filing and reporting requirements, and that these fulfillments are reported regularly to the Board.

## **Risk Area 2 - Employment and Contractors**

### Importance to risk management

BiBC may have contractual relationships with employees and contractors. These are important to risk management because of the considerable financial investment we make in these relationships, because BiBC may be vicariously liable for the fraudulent or negligent actions of these individuals, and because we may also be liable for retroactive withholdings should a contractor be deemed by authorities to be in an employment relationship.

### Actions

1. All employees of BiBC will have a written job description and all employees retained after the date of adoption of this policy will execute a written employment contract.
2. All contractor agreements will be drafted carefully, using the resource A Guide to Employment Contracts for Coaches, available from the Coaching Association of Canada, as a guide. Such agreements will include provisions to maintain confidentiality and privacy, and will include provisions to clarify our BiBC's ownership of intellectual property generated by the contractor.
3. If there is any uncertainty whether a relationship is one of employee or contractor, professional advice will be obtained.

## **Risk Area 3 - Programs and Events**

### Importance to risk management

The core of our mandate is fulfilled through our programs. BiBC conducts programs on its own accord and also does so in partnership with others, primarily member clubs. To manage risks effectively, we must provide sound policies to guide our own activities as well as demonstrate strong leadership to oversee the activities of other entities.

### Actions

1. We will review and update our Hosting Policy annually and will promote compliance



with the standards through use of an executed Hosting Contract.

2. We will continue to encourage use of our BiBC's Acceptance of Risk form. Completion of this form is a requirement of participation in our activities, and is highly recommended for use by members clubs.
3. We will continue using Police Records Checks as a screening mechanism for staff and volunteers occupying positions of trust and authority within BiBC.
4. Periodically, we will provide risk management educational resources to our member clubs. These resources may include professional development workshops and printed materials.

## **Risk Area 4 - Contracts**

### Importance to risk management

Contracts are a common business tool that routinely identify and allocate risks among the parties to a contract. When an organization executes contracts, it exposes itself to risk in two ways: by assuming certain liabilities that are inherent in the contract, and by facing the possibility of liability should it be in breach of the contract, either intentionally or unintentionally.

### Actions

1. BiBC will carefully review all contracts that it executes.
2. BiBC will not terminate any contract prior to its stated termination date without first obtaining professional advice.
3. On a quarterly basis, the Chair will inform the Board of any new contracts executed and any existing contracts expired, since the previous quarter.

## **Risk Area 5 - Intellectual property**

### Importance to risk management

Intellectual property refers to the intangible assets of BiBC such as copyrights, trademarks, logos, confidential and proprietary information, and reputation and goodwill. Although it is difficult to measure a discrete value of these items, without them BiBC 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.

### Actions

1. Using employment contracts and other written agreements, we will ensure that copyright in creative works (website, manuals) is owned by BiBC, not by the creators of the work.

2. We will work with our web site host to ensure that membership data, and other confidential information on the web site, is secure from unauthorized access.

## **Risk Area 6 - Firearms**

### Importance to risk management

The use of firearms is inherent in our sport. While member clubs and/or biathlon facilities are responsible for the operation of shooting ranges and all applicable firearms laws and regulations, BiBC is responsible for ensuring that its registered participants are engaging in the sport of biathlon in a safe manner. To manage the risk associated with the use of firearms, BiBC will champion a culture of safety and promote firearms safety training for athletes, coaches and officials.

### Actions

1. BiBC will encourage all coaches and athletes over 12 years old to take the Canadian Firearms Safety Course;
2. BiBC will promote the use of Biathlon Canada's Biathlon Bears curriculum, particularly its focus on range and rifle safety;
3. BiBC will ensure that its event and competition rules adopt current and appropriate firearms safety standards for the age and competition level of the athletes involved.

## **Risk Area 7 - Crisis Management**

### Importance to risk management

We may find ourselves in adverse situations that pose a risk of harm to members of BiBC or BiBC itself, or that have the potential to do so. These situations may call for well-informed and swift decisions and actions, as well as strategic communications to minimize the risk of harm to BiBC's reputation, values, public image and goodwill.

### Actions

1. The Chair may declare any situation to be an emergency, subject to the provisions of this policy. Should this occur the Chair will designate a Crisis Management Team consisting of the Chair, the Operations Manager, and one other member of the Board.
2. The responsibilities of the Crisis Management Team will include:
  - Calling an emergency Board or Members meeting to authorize the necessary actions to address the situation;
  - Determining what outside professional services may be required to deal with the situation and making the necessary arrangements to secure those services;
  - Identifying a single spokesperson for BiBC and ensuring that all external communications are made through this individual; and
  - Carrying out any other directives of the Board to deal with the situation.



We recognize that communication is an essential part of risk management. This policy, and our corresponding commitment to risk management, will be communicated to our members, and we will encourage members to communicate to us their risk management issues and concerns.

The Board of Directors will make it a practice to include risk analysis as a standing item on every Board meeting agenda. The purpose of the item is to permit the Board to have a regular discussion about risks facing BiBC and appropriate risk management responses.

Once a year the Board will review this policy and update it as required. The Board may obtain independent risk management advice in conducting this meeting and this review.

Each year as insurance is renewed, the Board will review its coverage to determine if there are any emerging risks or issues to be addressed.

Policy History	
Approved	October 12, 2022
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