

Greater Napanee Basketball Association (GNBA)
Risk Management Policy



Purpose

In sport, the term “risk management” usually has a narrow definition, referring to measures a sport organization takes to ensure safety in programs and to minimize liability through techniques such as waivers and insurance.

The Greater Napanee Basketball Association recognizes risk management as a broader activity that encompasses all facets of the organization. Such an understanding of risk management recognizes that harm or loss (whether financial or otherwise) can arise from a range of activities and that minimizing such harm or loss requires careful management of all aspects of the Greater Napanee Basketball Association’s operations and relationships.

Managing risks thus requires planning, foresight and diligence from Directors and other representatives of the Greater Napanee Basketball Association. This document is the Greater Napanee Basketball Association’s guiding statement on risk management. Its purpose is to:

1. Reinforce an understanding of risk management as having a broad focus.
2. Draw attention to some of the key areas of risk facing the Greater Napanee Basketball Association.
3. Provide timelines for reviewing and updating key items relating to this risk.
4. Perform an educational function for the Greater Napanee Basketball Association.
5. Over the longer term, contribute to enhancing a “risk management culture” within the Greater Napanee Basketball Association and the sport.

This policy is not a replacement for the Greater Napanee Basketball Association’s existing policies and procedures, many of which contain risk management measures, but is an accompanying piece to these other documents.

Responsibilities for Risk

As with any sport organization, the Greater Napanee Basketball Association has three areas of responsibility. Failure to fill these responsibilities, either through direct measures or through leadership, can result in harm to persons and/or loss to the Greater Napanee Basketball Association, or both. These responsibilities are:

- *To provide a safe environment* - this means having and implementing policies, standards and rules that promote safe programs in safe facilities, overseen by qualified personnel and trained volunteers.
- *To manage conflict effectively* - this means having and following proper policies and procedures when making decisions that affect members, and handling disputes that may arise from such decisions.

- *Protecting assets of the organization* - this means safeguarding money, equipment, facilities (where applicable), data and intellectual property (where intellectual property includes trademarks, copyrights, confidential and proprietary information, patents, personality rights and goodwill).

Existing Policy Framework

The Greater Napanee Basketball Association presently has the following policy documents that relate to risk management:

- Privacy Policy
- Confidentiality Policy
- Appeal Policy
- Screening (Police Records Checks) Policy
- Code of Conduct
- Risk Management
- Social Media Policy
- Discipline Policy
- Accessibility Policy
- Discrimination & Harassment Policy
- Inclusion Policy

Risk Areas

After a review of the GNBA's operations, the following priority risk areas have been identified. This is not an exhaustive list and over time, additional areas may be identified.

Risk Area 1 - Governance and Dispute Management

Importance to risk management:

A necessary step in risk management is getting the policy house in order. 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, which are essential to managing risks.

Action:

1. The Greater Napanee Basketball Association agrees to review and update its By-Laws annually to ensure that they remain current and reflect the Greater Napanee Basketball Association's evolving needs.
2. The Greater Napanee Basketball Association will work in good faith with Ontario Basketball and Canada Basketball. The President will ensure that the Greater Napanee Basketball Association fulfills all statutory requirements including compliance with privacy laws and corporate filing and reporting requirements and will report on these fulfillments regularly.

Risk Area 2 - Programs and Activities

Importance to risk management:

The Greater Napanee Basketball Association's mandate is fulfilled through its programs. To manage risks effectively, the Greater Napanee Basketball Association must provide sound policies to guide its own activities as well as strong leadership to influence the activities of its members.

Action:

The Greater Napanee Basketball Association will implement and maintain, on a regular basis, risk management policies and practices that are consistent with, and equal to, those of Ontario Basketball and Canada Basketball.

Risk Area 3 – Contracts

Importance to risk management:

Contracts are a common business tool that routinely identify and allocate risks among the parties to a contract. When the Greater Napanee Basketball Association executes a contract, 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.

Action:

1. The Greater Napanee Basketball Association will carefully review all contracts that it executes.
2. The Greater Napanee Basketball Association will not terminate any contract prior to its stated termination date without first obtaining legal advice.
3. All contracts negotiated and approved for the Greater Napanee Basketball Association will be signed by the President and the Treasurer or an appointed alternate.

Risk Area 4 – Intellectual Property

Importance to risk management:

Intellectual property refers to the intangible assets of the Greater Napanee Basketball Association such as copyrights, trademarks, logos, confidential and proprietary information, and goodwill. Although it is difficult to measure a discrete value of these items, or to convert them into measurable revenue streams, without them the Greater Napanee Basketball Association 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.

Action:

1. Using contracts and other written agreements, the Greater Napanee Basketball Association will ensure that copyright in creative works (publications, website, manuals) is owned by the Greater Napanee Basketball Association, not by the creators of the work. To this end, all existing contractor agreements will be reviewed and new contractor agreements will be issued (when necessary) in such a way as to clarify the Greater Napanee Basketball Association's ownership of all intellectual property generated by the contractor.
2. The Greater Napanee Basketball Association will consult with its website host to ensure that its membership data, and other confidential information on the web site, is secure from unauthorized access.

General:

1. All Directors will be provided with resources to assist them in fulfilling their responsibilities.

This policy will be reviewed by the Board and be updated as appropriate. The Board may obtain independent risk management advice in this review.