

Somerset West Soccer Club

Policy No. 003.1

Risk Management Committee

Adopted: April 14, 2004

1. Purpose

The purpose of this policy is to define the structure and responsibilities of the Somerset West Soccer Club (“the club”) Risk Management Committee.

2. Background

Somerset West Soccer Club (SWSC) Policy No. 003 created a club risk management program and outlined a need for the club to adopt risk management policies where necessary to manage risks not separately or fully addressed by the policies of the club’s affiliated organizations.

A critical component of the club’s ability to manage risk is having staff identified and assigned responsibility for the ongoing evaluation/assessment of risks facing the club and for responding to reports or incidents that may place the club at risk. The club’s bylaws addressed this need through formation of a Risk Management Committee.

This policy expands upon the basic information contained in the bylaws and provides specific details about the structure, responsibilities and operations of this committee.

3. Committee Structure

- A. The Risk Management Committee shall be comprised of three permanent members drawn from the SWSC Board of Directors. The members are the Vice President, Treasurer, and Head Coach.
- B. The Registrar and the Equipment Manager shall serve as alternate committee members. Either may serve on the committee in the event one of the permanent members is unable to serve due to illness, a conflict of interest, or other reason that prevents that member from serving on the committee.
- C. The Vice President shall serve as the chair of the committee and shall be identified as the club’s first point of contact for risk management matters.
- D. The Head Coach shall serve as recorder for the committee and keep minutes of all committee deliberations.

4. Committee Responsibilities

- A. The Risk Management Committee shall be responsible for the implementation, enforcement, and oversight of club policies created pursuant to the SWSC Risk Management Program (Policy 003). The committee may adopt such procedures as are necessary to carry out its responsibilities and enforce club policies.
- B. The committee shall receive and process information reported to any member of the club's Board of Directors where such information involves suspicions of child abuse or other conduct falling within that prohibited by the OYSA and/or SWSC Risk Management Programs. This information may come to the Board in a number of ways including volunteer disclosure criminal records checks, reports from coaches or other club volunteers, parents, or participants, and direct observations.
- C. The committee shall periodically review the clubs insurance needs and coverage and assess other risks associated with club activities to ensure reasonable measures are implemented to protect club participants and volunteers. As a minimum, this review shall occur on an annual basis.
- D. The committee shall undertake other duties which the club's Board of Directors deems necessary to accomplish the goals of the risk management program.

5. Committee Operations

- A. Upon receipt of information involving suspicions of child abuse or other conduct falling within that prohibited by the OYSA and/or SWSC Risk Management Programs, the Risk Management Committee shall investigate the report and present a Recommended Course of Action to the Board of Directors within ten (10) days of receipt of the information.
- B. With the exception of the periodic meetings convened to review/assess the club's risk management needs, all activities of the Risk Management Committee, including meetings, investigations, interviews and reports, shall be conducted in accordance with the policy governing the specific issue with which the activity is associated. For example, if the committee is investigating a report of child abuse, it shall refer to the SWSC Child Protection Policy for guidance and direction.