

Mississauga Youth Games – MY GAMES

Governance Policy

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Compiled by MY GAMES STAFF
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MISSISSAUGA YOUTH GAMES (MY GAMES)

Overview

Mississauga Youth Games (from here on throughout the document, Mississauga Youth Games will be referred to as MY Games) is a not-for-profit organization that offers free sporting opportunities to the youth of Mississauga. MY Games continues to promise year-round programming that will enhance sportsmanship and leadership skills in its grades 6, 7 and 8 participants.

Mandate

MY Games Message

- MY Games' goal is to inspire and encourage the involvement of sports in the youth of Mississauga
- To encourage youth to recognize the importance of physical activity – in organized and non organized sports
- To learn the values of staying active, healthy and positive (sustain, continue, lasting)
- To try something new!
- Have fun!
- Physical activity is good for you and me!
- Free, Fun and Fit!
- Take a risk, get involved, be committed

MY GAMES targets our youth

- Free opportunity!
- Opportunity to get involved positively in the community through sport
- An event where kids participate in fair play and healthy active living
- To act as a starting point for the growth of leadership and sportsmanship in young lives
- To build friendships and relationships
- Increase youth's participation in schools; trying out for school teams
- By targeting our youth, we inevitably extend our message to parents of the community

MY GAMES provides for youth in low SES areas

- Stay in close proximity to target demographics of high needs areas
- Providing programming to pre-determined areas of need
- Give youth a safe and positive place to spend their time
- Encourage youth to turn to organized activities, using their time in apposite approach

MY GAMES promotes healthy lifestyle and physical activity

- To promote physical activity through the power of sport
- To promote the growth of a person through sport
- Focus on healthy living for the future generation of our community
- Decrease obesity rates in Mississauga
- To combat diseases due to lack of physical activity

MY GAMES partners with organizations with similar goals and values

- Corporate sponsors who have a stake in MY Games' cause
- Government support and funding (City, Region, Province, Federal)
- Community Foundation
- Sporting and youth community organizations
- Trillium Foundation
- School Boards of Peel – Catholic and Public

MY GAMES has goals for future expansions as a program and organization

- To become a globally recognized program that is reproduced all around the world
- Continuous sporting and arts programs all year around for the youth of Mississauga
- A city wide sporting program for at risk youth
- After school programming
- A coaching/volunteer program
- Introduce an arts program
- To always remains a cause, never a product

MY GAMES GOALS POLICY

MY GAMES BELIEFS, MISSION AND PROMISES

The Mississauga Youth Games Believe:

Young people learn the importance of sportsmanship, camaraderie and community participation through sporting programs

We contribute to the positive development of our future leaders by celebrating the achievements and talents of the youth of the community

The Mission of the Mississauga Youth Games is to:

Promote the power of sport and the importance of healthy active living

Promote the Olympic-inspired ideals of fair play, unity, and well being through our program and events

Help a child recognize the impact of their individual abilities through sport

The Mississauga Youth Games Promises to:

Keep the youth of Mississauga continuously involved in **Free, Fun and Fit** sporting programs

MY Games guarantees our events and programs are kept **free** in order to ensure accessibility to all

MY Games allows our youth and volunteers to try **fun** and new activities in safe and positive environments

MY Games encourages the values of lifelong physical activity and **fitness** in organized and recreational sports

BOARD OF DIRECTORS, PRESIDENT AND ORGANIZING COMMITTEE LIMITATION POLICIES

The purpose of this section is to define what are the limits of actions for the role of the Board of Directors, President and organizing committee are and what type of activities are restricted by the policies of the Board.

Where decisions need to be made, which fall outside of these policy limitations, those decisions fall within the jurisdiction of the Board as a whole and must be brought before the Board for action.

1. The President and organizing committee must not act contrary to Federal and Provincial legislation and regulations or Municipal by-laws.
2. The President and organizing committee shall not act in a way which is contrary to, or which is inconsistent with the spirit and intent of the Goals Policy.
3. The President and organizing committee shall not institute major changes to the activities delivered by MY Games without the prior approval of the Board.

Board of Directors, President and Organizing Committee Limitation Policies**STAFF AND VOLUNTEER TREATMENT**

The purpose of this section is to outline how the Board, President and organizing committee are to treat all future and prospective staff and volunteers, who in which will work with MY Games.

- 1) The Board of Directors, President and organizing committee must be in agreement with MY Games values and mission statement.
- 2) All treatment of MY Games future and prospective staff, board members and volunteers must be in keeping with federal and provincial laws, with respect to workplace safety and workplace harassment.
- 3) All MY Games future and prospective staff, board members and volunteers will be treated equally with respect to differences in sex, sexual orientation, age, race, physical or mental disability, religious beliefs.
- 4) All concerns of a violation must be communicated to a corresponding manager and President of the MY Games.
- 5) To ensure compliance, with the above statements, the treatment of staff is subject to periodic and random review by a nominating committee.

Board of Directors, President and Organizing Committee Limitation Policies**FINANCIAL PLANNING AND FINANCIAL CONDITION**

The purpose of this section is to address what type of financial planning would not be in accordance with the policy of the Board.

The function of financial planning is to apply available financial resources as advantageously as possible to the accomplishment of the objectives and priorities described in the Goals Policies and work-plans of MY Games. Financial planning shall reflect a reasonable balance between the resources likely to be available and the levels of expenditure necessary to meet goals, objectives and priorities. There shall be a current financial plan in place at all times.

Accordingly, the President and organizing committee shall not cause or allow for budgeting which:

1. Places the organization in financial jeopardy.
2. Fails to be based on an annual budget, which reflects all expenditures that can be reasonably anticipated within the fiscal year.

Accordingly, he/she shall not:

1. Use any unallocated donated funds without the Board's approval.
2. Allow available funds to drop below the amount needed to settle payroll.
3. Make any purchase or oblige the Board and organization to any commitment without taking normal, prudent safeguarding against conflict of interest.

MY Games receives resources in-kind from many community partners. This broad based community support is critical to the sustainability of the Board.

In support of its work MY Games will seek resources from a variety of local, provincial and national levels and corporations.

The President and organizing committee will only accept the sponsorship of organizations including corporate sponsors, which have the potential to support the Goals policy or are reasonably to be expected by members of the public to support the organization's values.

Board of Directors, President and Organizing Committee Limitation Policies

RISK MANAGEMENT

The purpose of this section is to define what kind of risks would not be in accordance with the policy of the Board.

- 1.** The President and organizing committee may not allow assets of the Board to be unprotected, or unnecessarily placed at risk, or maintained, or insured at standards lower than those required by the policies.
- 2.** Similarly, the President and organizing committee may not allow staff or volunteers to be exposed to unnecessary risks of harm or claims of liability, nor to be unprotected by the insurance policies of MY Games.
- 3.** The President and organizing committee must report to the Board any claims alleging liability against Safe City Mississauga, or its staff or volunteers.
- 4.** The President and organizing committee must ensure that MY Games maintains appropriate insurance for all staff at all times.

Board of Directors, President and Organizing Committee Limitation Policies

COMPENSATION AND BENEFITS

The purpose of this section is to define what the President and organizing committee not do with regard to compensation and benefits.

With respect to employment, compensation, and benefits the President and organizing committee may not cause or allow jeopardy to fiscal integrity or quality of services.

Accordingly, he/she may not:

1. Change his/her compensation and benefits established by the Board without Board approval.
2. Promise or imply permanent or guaranteed employment.

Board of Directors, President and Organizing Committee Limitation Policies**COMMUNICATION WITH THE BOARD**

The Board requires both complete, accurate, and timely information, and advice from the President, and organizing committee. The President and organizing committee must not cause or allow the Board to be uninformed or misinformed by:

1. Allowing the Board to be unaware of the progress of current and pending projects.
2. Allowing the Board to be unaware of the relevant current events, government legislation, or policy directions; media coverage; material internal and external changes and opportunities.
3. Failing to consider as many internal and external points of view, issues and options as needed for fully informed Board choices.
4. Failing to inform the Board of significant program changes or staff changes related to activities provided for the community.
5. Failing to report actual or anticipated non compliance with any policy of the Board.
6. Failing to deal with the Board as a whole except when responding to request for information be a committee staff or volunteer duly charged with a specific task be the board.

In the event that the Board has any recommendations that need to be communicated to all staff, the President or designated personnel is to ensure that those matters are communicated in a fair and timely manner.

Board of Directors, President and Organizing Committee Limitation Policies

PUBLIC RELATIONS

The purpose of this section is to define what are the limitations to the President's and organizing committee's public relations role on behalf of the Board.

Accordingly, the President and organizing committee of MY Games must not:

1. Inadequately represent the organization in an uninformed, inarticulate or otherwise inappropriate manner.
2. Fail to identify opportunities for the organization to take a role in the relevant community, provincial and federal affairs related to its mandate (within reasonable limits of resources).

SUPPLEMENTS**A. MY GAMES' EMPLOYEE AND VOLUNTEER CODE OF CONDUCT**

The Mississauga Youth Games Believe:

- Young people learn the importance of sportsmanship, camaraderie and community participation through sporting programs.
- We contribute to the positive development of our future leaders by celebrating the achievements and talents of the youth of the community.

The Mission of the Mississauga Youth Games is to:

- Promote the power of sport and the importance of healthy active living.
- Promote the Olympic-inspired ideals of fair play, unity, and well being through our program and events.
- Help a child recognize the impact of their individual abilities through sport.

The Mississauga Youth Games Promises to:

- Keep the youth of Mississauga continuously involved in Free, Fun and Fit sporting programs.
- Keep our events and programs free of charge in order to ensure accessibility to all.

Revisions

The MY Games' Employee Code of Conduct is a dynamic document meant to reflect our changing needs, realities and responsibilities. Therefore, as the organization evolves and new issues arise, the Code will be periodically reviewed and modified to reflect the current environment. This review process will be managed by a committee of departmental representatives and be conducted at least once a year.

Employee Responsibility

Employees and volunteers of MY Games must follow the highest standards of ethical behaviour in the course of their work to ensure that public confidence and trust is maintained. MY Games and all its employees must be above suspicion and beyond reproach, and must be perceived in this manner.

Disclosure

This Code applies to all MY Games employees and volunteers. As such each employee and volunteer is required to be knowledgeable about the Code, all related MY Games policies, laws, regulations, government guidelines and internal controls applicable to their positions. As such, each employee and volunteer is required to address any situations of actual or potential non-compliance. For example, when an employee believes that they may be in breach of the Code, then that employee must make prompt and full disclosure in writing to their appointed supervisor. This disclosure should include a detailed description of the actual or potential breach. An actual or potential breach may arise without any intentional wrongdoing or improper conduct on the part of the employee. In those circumstances, employees will not be disciplined or treated adversely for making prompt and full disclosure. However, all employees are expected to make every effort to avoid such circumstances. Employees are to use sound judgment and apply the Code in a proactive fashion in order to maintain the public's trust in the MY Games' objectivity and integrity. An employee or volunteer failing to disclose an actual or potential breach of the Code may be subject to discipline.

Reporting Allegations

In addition to the self-disclosure obligation, any suspected fraud, breach of trust or other wrongdoing by another employee or volunteer must be reported to management. Every effort will be made to protect the confidentiality of such information.

All employees must co-operate fully during an investigation of suspected wrongdoing in relation to any activities outlined in this Code. Retaliation against someone who is a witness or is involved in such investigations is prohibited.

When in doubt about the interpretation or application of this Code, clarification should be sought from a manager or Department Head.

Behaviour (Professionalism)

Employees and volunteers interact with a wide variety of people and organizations such as community agencies, schools, City Officials, contractors, suppliers, and the general public on a daily basis.

Employees must be professional, courteous and objective in all of these interactions. MY Games employees and volunteers are its ambassadors and are expected to reflect a professional image at all times. Depending on the nature of the work of the employee, certain attire may not be appropriate. Employees are requested to be mindful of their attire and dress appropriately for their job. Each employee must also be conscious of the MY Games' public duty and their part in the discharge of that duty. They are expected to conduct themselves with the highest degree of ethical behaviour and integrity.

As with such external relations, employees must also be professional and courteous with their co-workers. They should be aware that improper behaviour in the workplace has a negative effect on others. Employees are expected to be reasonable and fair in their expectations of each other and resolve any conflict in a mature and professional manner.

Violation of Code of Conduct

The Code's references to guidelines and policies, as well as related expectations, re-affirms MY Games' commitment to integrity, objectivity and professionalism in delivering services to the public. Maintaining citizen's confidence and trust in the MY Games organization and its employees is of the utmost importance. The high standards of conduct expressed in this document are intended to ensure that this public trust is not compromised.

Every employee and volunteer is expected to be aware of, and act in compliance with, this Code and its related policies. Violation of these principles is a serious matter and will be dealt with as such. Any employee or volunteer, who has contravened these requirements, including the "reporting allegations" obligation to report any knowledge of wrongdoing, shall be subject to appropriate disciplinary action (up to and including dismissal). Any employee or volunteer under investigation may be suspended with or without pay or be re-assigned to other duties pending completion of the investigation, depending on the particulars of the case and the best interests of the MY Games.

Related Obligations (Professional Associations)

Nothing in this Code is intended to conflict with the MY Games' obligations to its employees under its various collective agreements or employment contracts. As well as this Code, many employees may also be subject to other rules of conduct as part of their professional affiliations.

Management Responsibility

As part of effective management, each Department must ensure that its employees are aware of, and act in compliance with, this Code and its related policies.

The management of MY Games is accountable for protecting the assets of, and the public trust in, the MY Games organization. Toward this end, management must make every effort to establish and maintain adequate systems, procedures and controls to prevent and detect fraud, theft, breach of trust, conflict of interest, bias and any other form of wrongdoing.

Upon receiving written disclosure of an actual or potential breach of the Code, the Manager shall either determine that no breach exists or take reasonable steps to ensure that the matter is addressed in the appropriate manner.

It is the responsibility of management to ensure that each incident of suspected wrongdoing is investigated. If a violation of this Code or any related policy is confirmed, MY Games will deal firmly and fairly with all its employees and volunteers.

Harassment

Workplace harassment occurs when an employee engages in any demeaning or offensive behaviour, verbal or non-verbal, which causes the work environment to be stressful, degrading or discriminatory for some employees.

MY Games is committed to providing employees with a work environment free from unlawful discrimination or harassment, and promotes an atmosphere that respects the dignity, self-worth and human rights of every individual. No form of harassment, including either sexual or personal harassment, will be tolerated, whether it involves employees or members of the public.

Each complaint of harassment will be treated as a serious matter. It is the responsibility of all employees to create and maintain a workplace free from harassment. An employee may seek confidential advice or information from their manager and/or the President.

Alcohol and Drug Use

Employees must abide by applicable laws and regulations governing the possession or use of alcohol and drugs. The illegal use, sale, purchase, transfer or possession of any restricted or controlled drug, narcotic or any other substance while on MY Games premises or affiliated work sites, or during working hours is prohibited and will result in discipline.

It is never permissible for employees to attend to their job duties and responsibilities having consumed alcohol, be under the influence of drugs or other similar substances, which might adversely affect performance on the job.

Employees shall not consume alcohol during a break or lunch period if they are required to operate their own vehicle as a requirement of their position.

Similarly, MY Games prohibits the sale, purchase, transfer, distribution, and unauthorized possession or consumption of any alcoholic beverages by employees while on MY Games premises, on affiliated work sites or while performing their work functions.

Use of City Property and Assets

Employees and volunteers shall not make unauthorized use, or use outside a sanctioned MY Games initiative, any property, assets or other resources for any personal reasons without the consent of their manager. In addition, employees must ensure that any property in their care as part of their job duties is properly secured and protected at all times. Employees and volunteers shall only use the MY Games property for activities associated with the discharge of their duties, unless proper authorization has been granted. Facilities such as internet access, electronic mail, voice mail, internal mail and bulletin boards are provided for MY Games business and sponsored activities, and must be restricted accordingly, unless another use is approved by management. For example, employees trying to sell personal items shall not use their MY Games e-mail account or bulletin boards to advertise these goods. Similarly, employees using the internet in their jobs are prohibited from performing any unacceptable or unlawful activities on the MY Games electronic network. By way of example, this would include accessing pornographic or hate propaganda websites.

The MY Games 'electronic networks are corporate assets and employees should be aware that communications over its electronic networks should not be considered private communications. No employee or volunteer shall sell, transfer, or in any way authorize the use of any intellectual property, including copyrighted works, patented inventions or processes, and trademarks, belonging to MY Games, without express authority.

The intellectual property rights in any work produced by an employee in the course of employment with the MY Games are the exclusive property of the MY Games organization.

Upon termination of employment, employees and volunteers will deliver to the MY Games all correspondence, documents and all other property belonging to the MY Games organization, which may be in the employee's or volunteer's possession or control. With permission, employees may retain samples of their work if such work was in the public domain.

Security of MY Games Information

It is every employee's and volunteer's responsibility to ensure that all information collected, produced or obtained in the course of their duties, whether in reports, memos, oral communication or electronic format, is as accurate as possible. No employee or volunteer shall wilfully mislead other members of the organization, partners or the public, about any issue of MY Games concern.

Only with proper authority will employees and volunteers give or release to anyone, confidential information acquired in the course of that person's duties.

No employee or volunteer shall benefit, either directly or indirectly, from the use of information acquired during the course of official duties that is not generally available to the public.

Protection of Information

MY Games records are available to employees and volunteers on a "need to know" basis, and the security of such information must be maintained.

All commercial, financial or technical information belonging to MY Games, supplied to MY Games by a third party, or information that has a monetary value to MY Games, should only be released where to do so would be in the best interest of MY Games and in compliance with the relevant legislation.

Employees and volunteers may use personal information if they require that information to carry out their duties, and if the affected individual reasonably expects that their personal information would be used this way. When an employee proposes to disclose someone's personal information, the written consent of the affected individual is generally required.

Employees and volunteers must protect the following examples of information regarding MY Games and others from illegal, unauthorized or inadvertent use and disclosure:

- Participant records
- Information contained in business strategies and plans
- Pending proposals or contracts
- Estimates prior to tender openings
- Unannounced services
- Research results
- Financial data and projections
- Proposed acquisitions and divestitures
- Professional expertise
- Inventions

These guidelines extend beyond an employee's and volunteers current relationship with MY Games. For example, employees should not divulge to the MY Games organization any confidential information obtained from their former employer. Similarly, when an employee or volunteer leaves the employment of the My Games, they are not to disclose information that could be detrimental to the organization, individual or firm owning the information.

Media and Public Relations

Communications with the media and public will be conducted so that all information originates from an authoritative source within the MY games organization. The official spokespersons for the organization include the President, Vice President, Department Heads, or an approved spokesperson. Prior approval for any media comments or public relations activities should be sought from these people.

It is not the intent of this Code to restrict the ability of employees to express a personal opinion on matters of general interest. In such cases, the employee must make it clear that the comment is being made in their capacity as a private citizen, and not as a representative of the MY Games.

Similarly, the employee must use caution to ensure that the MY Games' interests are not compromised in any way, either by the use of MY Games letterhead, e-mail addresses or by any other implication.

Conflict of Interest

A conflict of interest occurs when, in the course of an employee's duties, the employee is called upon to deal with a matter in which the employee has a direct or indirect personal and/or financial interest. A direct interest can occur when an employee may derive, or be seen to derive, some financial or personal benefit or avoid financial or personal loss. An indirect interest may arise when the potential benefit or loss would be experienced by another person or corporation having a relationship with the employee. These benefits, losses, interests and relationships are generally financial in nature but are not limited to such. In other words, a conflict arises when an employee participates in activities, which could advance a

personal interest at the expense of MY Games interests. Any behaviour, which is, or could be perceived as, a conflict is prohibited and subject to disciplinary action.

Some of the more common areas of potential conflicts include the following:

The choice of suppliers of goods and services must be based on competitive considerations of quality, price, service and benefit to the organization, and must comply with its policies. Contracts will be awarded in a fair and legal manner and are subject to the established tendering procedure. Use of one's position or knowledge to influence this process for direct or indirect personal gain is prohibited. When it is necessary to engage the services of an individual or firm to consult for, or otherwise represent MY Games, special consideration must be given to avoid conflicts of interest between the organization and the person or firm to be employed. Hiring of such agents must be done in accordance with the tendering procedures and Conflict of Interest policies, currently under review.

Any employee that believes they, or someone else, is in breach of these provisions must comply with the disclosure requirements of the Code.

Any doubt whether an employee is in conflict of interest should be addressed by a note in writing by the employee to his or her manager or director seeking direction on the matter.

Principles of Conduct

An employee shall not:

- Engage in any business or transaction or have a financial or other personal interest that is incompatible with the discharge of the employee's official duties
- Be under an obligation to any person who might benefit from special consideration or favour from the employee or volunteer who might seek, in any way, preferential treatment
- Give, in the performance of official duties, preferential treatment to relatives or friends or to organizations in which relatives or friends have an interest, financial or otherwise
- Deal with an application for a loan, grant, award, or other benefit which involves themselves or immediate relatives
- Be in a position where the employee or volunteer could derive any direct or indirect benefit or interest from any contracts about which the employee or volunteer can influence decisions
- Benefit from the use of information acquired during the course of official duties that is not generally available to the public
- Use MY Games property, equipment, supplies or services for activities not associated with the discharge of official duties

Gifts and Entertainment

Employees must make workplace decisions based on an impartial and objective assessment of each situation, free from the influence of gifts, favours, hospitality or entertainment

The public's perception of the integrity of the MY Games and its employees and volunteers is of great importance. Employees and volunteers must avoid the real or perceived appearance of impropriety with organizations or individuals with whom they deal or have a potential to deal.

Employees and volunteers shall not accept or offer gifts, hospitality or other benefits that could be construed as being given in anticipation of future special considerations, or recognition of past consideration by MY Games.

Employees and volunteers shall not accept, directly or indirectly, any entertainment, cultural, social, charitable, political, recreational, sporting events, hospitality or other benefits that are offered at the expense of a person, persons, groups or organizations.

Political and Community Activity

To ensure public trust in the MY Games organization, employees and volunteers must be, and appear to be, both personally impartial and free of undue political influence in the exercise of their official duties. MY Games encourages employees and volunteers to take part in community activities. However, it is important to bear in mind that such service may, at times, place the employee and volunteer in a real or perceived conflict of interest situation.

To ensure the existence and appearance of objectivity, employees and volunteers should abstain from involvement in those decisions or votes that would create, or be seen to create, a conflict of interest. An employee or volunteer must notify the MY Games management of such potential or actual conflict of interest situations.

Similarly, employees and volunteers engaged in political activities must take care to separate those personal activities from their official positions. Employees and volunteers may participate in political activities at the federal, provincial, city levels providing such activity does not take place during work hours or utilize MY Games assets, resources or property. Notices, posters or similar material in support of a particular candidate or political party are not to be displayed or distributed by employees or volunteers on MY Games work sites or on MY Games property.

If a member of the MY Games organization is involved in politics at any level they may not use the MY Games as a stage of platform and cannot use the organization for any political gain. The use of the MY Games name or logo is also prohibited from use of any political campaigning.

Family/Personal Relationships (Nepotism)

MY Games employees must ensure that their personal lives and their official duties co-exist independent of each other.

One area of concern is with respect to “nepotism” or the appointment to a position or the receipt of an employment benefit based on one’s kinship or family relatives. As in other areas, there is an expectation, shared by the public and MY Games staff alike, that all hiring, promotions, performance appraisals or discipline will be undertaken in an objective and impartial manner. In order to meet this expectation, MY Games prohibits employment situations where relatives would be:

- Supervised by, or subordinate to, one another
- Given preferential treatment in being recruited and/or selected for vacancies
- Appointed to positions where job responsibilities would be incompatible with positions occupied by relatives

Should these or any other nepotism issues arise, employees and volunteers are required to disclose the particulars to their manager for appropriate resolution.

Fraud/Theft

In general, fraud is an act committed which, through deceit, falsehood or other such behaviour, either deprives the MY Games organization of its assets, property or other resources (this includes theft), or causes MY Games to act to its own detriment or prejudice.

Fraud may include acts committed with the intent to deceive, involving either misappropriation of MY Games assets, property or other resources or misrepresentations of financial or other information to conceal such misappropriation, by such means as:

- Manipulation, falsification or alteration of records or documents
- Suppression of information, transactions or documents
- Recording of transactions without substance
- Misapplication of accounting principles

All employees and volunteers shall exercise honesty, integrity, objectivity and diligence and shall not knowingly be a party to any fraudulent activity, including theft. Each employee is encouraged to report, in writing, any knowledge or suspicion of fraud to their manager.

All MY Games managers are responsible for ensuring that adequate internal controls are in place to prevent and detect fraud. Management is accountable for monitoring employee and volunteer activity and performance and ensuring all employees are aware of, and in compliance with, controls, policies and procedures.

All confirmed incidents of fraud or theft committed against the MY Games organization will be viewed as acts of criminal activity and will be treated accordingly.

B. RISK MANAGMENT

Risk management is a method for identifying risks and developing and implementing programs to protect the organization and prevent loss. The goals of a complete, proactive risk management program are:

- To maximize safety of athletes, volunteers, and spectators
- To protect assets and reputation
- To proactively manage claims to achieve fair settlement

An effective risk management program consists of four basic steps. These steps are part of a continuing process. As you engage in new activities and plan different events, continue to use these four steps to help protect against the new exposures that arise:

- Identify, analyze, and prioritize potential risks
- Select methods to prevent loss
- Implement the best methods
- Monitor the results and revise as necessary

Identify Potential Risks

Identification of risk is a critical step in the risk management process. If you fail to identify potential risks, you will not have an opportunity to protect against them.

The best way to perform a thorough analysis and identify all exposures is to make a list of each activity to be performed. Then, go through the list and identify the potential problems that may arise. For example, if the activity is to select a venue to hold an event, one exposure would be spectator injuries in the stands. Once you have identified potential losses, rank them in order of the impact of potential loss.

If possible, it is best to involve other decision-makers and departments in your organization in this process. This will help prevent you from overlooking important exposures because you are “too close” to the process.

Determine Methods to Protect Against the Potential Risks Identified

The second step is selecting a method of responding to identified risks. There are four methods to consider: reduce, transfer, avoid, and retain.

- **Reduce:** You can reduce the likelihood and potential severity of losses by implementing certain management methods. Risk reduction is a proactive method that should always be considered as your primary goal to prevent incidents from occurring. Examples of risk reduction include pre-event inspections of playing areas and facilities, use of protective equipment such as helmets, and having immediate access to emergency medical treatment.

- **Transfer:** Transfer is the technique of shifting the activity or responsibility for a loss to another party. Transfer is accomplished through the use of contracts. Insurance is an example of the transfer of risk by contract. In exchange for a premium, the insurer agrees to pay losses for defined situations. An example of transfer through insurance would be the purchase of a general liability insurance policy. Another example would be shifting the responsibility through an indemnification clause in a contract between your Program and the facility owner.
- **Avoid:** Avoidance is the most effective, but often least practical, of the risk management techniques. Avoidance may mean deciding not to do the activity at all, or modifying the activity to eliminate certain elements. You should decide to take this course if you determine that you cannot reduce the risk to an acceptable level through reduction and transfer techniques.
- **Retain:** If you do not avoid or transfer an exposure, you have retained it. An insurance policy deductible is a form of retention. Although you are transferring the bulk of the risk to the insurance company (up to the policy limits), you have retained the amount of the deductible. In choosing a limit, you agree to retain the amount of exposure excess of that limit.

Monitor the Results and Revise as Necessary

Frequently evaluate the results of your risk management program. If you notice that incidents are occurring despite your best efforts, analyze what is happening, the causes, and determine if there are alternative methods or adjustments that can be made. Risk management is a continuing process that requires updating and review, which is why a standing Risk Management and Insurance Task Force at the Program level is a useful tool.

Sports Risk Management

Preventing injuries to participants and spectators is a primary risk management objective. The participants and spectators at a MY Games event expect that the activity will be conducted in a reasonable and prudent manner. Although injuries are inherent in the nature of amateur sports and no one can prevent all injuries, it is incumbent upon individuals conducting amateur sports events to use reasonable care in providing an appropriate environment for the athletes, officials, volunteers, and spectators who take part.

Facility Inspection

It is important to develop a plan for inspecting the facilities prior to games and practices to identify hazards. The following guidelines should be used to help identify potentially hazardous areas. In addition to a pre-use inspection, playing areas and spectator areas should be inspected immediately prior to an event. Documentation of equipment and facility inspections can be a key to a successful defense in the event of litigation. Inspection reports may provide evidence to a judge and jury that the equipment or facilities were not defective and were not the cause of a participant's injury. These are basic procedures that should be followed when inspecting facilities and equipment and are intended to be representative of the risk management approach to be used rather than an exhaustive list of procedures:

- **Outdoor Playing Surfaces**

Look for and address such hazards as rocks, glass, uneven surfaces, uncovered drains, holes, above ground sockets, and excessive wet spots.

Examine the areas immediately adjacent to the playing field for hazards (e.g. light posts, guy wires, holes) that might be encountered by a player whose momentum carries him or her out of bounds.

Be sure there is adequate separation (e.g. distance, fencing, netting) between the spectators and the playing field.

- **Indoor Facilities**

Ensure that all clocks, lights, and windows are properly guarded and that there are adequate lighting conditions. There should be sufficient space between the boundary of an activity or playing surface and the location of team benches, bleachers, walls, dividers, other activities, and objects. With regard to basketball courts, make sure that there are no unprotected glass doors, windows, or unpadded walls directly behind the basketball backboard.

Make sure the playing surface is even, with no boards or nails protruding.

Equipment Requirements

There are two categories of equipment:

1. **Personal Equipment** - This type of equipment includes, but is not limited to, the athlete's personal gear such as clothing, footwear, and protective equipment.
2. **Activity Equipment** - This type of equipment includes sport-specific items such as sticks, balls, goals, nets, bats, poles, whistles, cones, padding, and mats.

Registration of Athletes Risk Management

1. Submission of a completed Athlete Registration Form, which contains registration information, medical information, and a medical certification;
2. Submission of a completed Athlete Release Form, which contains a release to be signed by an adult athlete or by the parent/guardian of a minor athlete concerning medical matters and permissions concerning publicity;
3. If applicable, a special release form for athletes or parents having religious objections to the provisions in the Athlete Release Form concerning authorization for emergency medical treatment.

Volunteerism (Coach) Risk Management

Background Investigations

MY Games shall institute procedures for further investigating the backgrounds of any prospective volunteers. In addition, MY Games shall comply with the federal and provincial laws and regulations of its own jurisdiction with respect to its screening and supervision of volunteers. Where permitted by such laws, each MY Games must arrange for a background check to be made of any volunteer, with such check to be completed satisfactorily prior to that Volunteer's participation in MY Games.

Orientation and Training

All volunteers shall receive and be required to review, before the start of their participation, written information prepared by MY Games concerning the general responsibilities of a MY Games volunteer and policies relative to appropriate individual personal behavior. In addition, volunteers shall also receive additional in-person orientation and training conducted by staff before the start of their participation.

Supervision

During the course of all MY Games events, organizing staff shall properly supervise all volunteers, and take appropriate and prompt action in any instance in which a volunteer fails to comply with the policies and procedures established by the organization.

Responsibilities of the Coach

Each coach should create a supervisory plan that includes assignments for assistant coaches. The head coach should review each plan and provide clarification of responsibilities as needed.

Some of the responsibilities of a coach include:

- Providing appropriate training time, instruction, conditioning, and competition experiences
- Being familiar with trends in the sport
- Familiarizing athletes with the venue surroundings and features
- Understanding athletes' specific and unique health issues such as medications, illnesses, sensitivities, or intolerances
- Securing an on-site clothing change area that separates men and women
- Monitoring the physical and emotional condition of athletes
- Understanding MY Games goals policy and code of conduct

Athlete and Parent/Care Provider Responsibilities

Each athlete and parent/care provider must have a complete medical form on file for verification that the athlete has given the proper medical clearance to participate in a MY Games sports event. In the event of sudden illness or accident, the on-site medical personnel will have this form available to facilitate and expedite treatment.

Each athlete and parent or care provider is responsible for the athlete:

- Being dressed appropriately for the activity
- Being prepared to participate in the activity
- Behaving appropriately
- Understanding the sport
- Following all designated procedures

The parent/care provider is responsible for dispensing medication. If the parent/care provider is unable to do so, that individual must sign a release and provide approval and instruction for the coach and/or program leader to dispense the medication.

Emergency/Medical Risk Management

Following is a brief synopsis of an emergency situation. It is not a substitute for competent, trained, and licensed medical professionals.

1. Do not move an athlete you believe may be seriously injured, especially an athlete with a head, neck, or back injury.
2. As a general rule, emergency medical assistance is needed if a victim is experiencing unconsciousness, breathing problems, persistent chest or abdominal pain, no pulse, severe bleeding, vomiting or passing blood, poisoning, seizures, injuries to head, neck, back, and/or possible broken bones.
3. Other emergency situations include fire or explosions, presence of poisonous gas, downed electrical wires, swift moving water, motor vehicle collisions, and victims who cannot be moved easily.
4. A responsible person **MUST STAY WITH THE INJURED ATHLETE** at all times and have the MY Games Application for Participation (medical form) and the Athlete/Parent Release form available. That person must also provide appropriate emergency support based on his or her level of training and/or certification.
5. Another responsible person should **CALL THE EMERGENCY MEDICAL ASSISTANCE NUMBER (911)** and meet them. This will enable paramedics to come as quickly as possible and to enter the area at the designated place.
6. Caller should report to the individual staying with the victim(s) and convey what the dispatcher said
7. Contact the parent or care provider as soon as possible.

Medical Emergency Preparedness

Answer the following questions to assess your preparedness for emergency medical response. The answer to all questions should be “yes.” If an answer is “no” you should take steps to address the situation.

1. Are coaches and assistant coaches aware of athletes’ **pre-existing medical problems**, such as diabetes, epilepsy, or allergic reaction to bee sting?

2. Do coaches and assistant coaches have ready access to the **Athlete/Parent Release Forms** that give permission for medical treatment in case of emergency?
3. Do coaches and assistant coaches have these **forms** at each of the training sessions and competitions?
4. Is a well-stocked **first-aid kit** also on hand at the training sessions and competitions?
5. Have coaches been **instructed about how to use the first-aid materials**?
6. Should a medical emergency occur at a training site, do coaches know **the location of the nearest telephone**? Do they know the emergency phone number? If that phone is in a locked room, do they have a key? Is a custodian on duty and easily found? If it is a switchboard phone, do they know how to get an outside line?
7. Should a medical emergency occur at an event or training site, are there adequate **assistant coaches or volunteers available to stay with other team members** while medical emergency procedures are taken?
8. Should a medical emergency occur at a competition or event, does each coach and organizing staff know the emergency action plan: **who to contact, where to contact them, how to communicate with others, and what procedures to follow-up**?
9. If paramedics are called, will they find **locked gates** blocking access to the injured athlete? If so, do coaches or organizing staff have a key for those gates or a way to get one quickly?
10. Do coaches or organizing staff have a **list of names and phone numbers of the parents or care providers** to call in the event of a serious injury?
11. Where is the **nearest hospital** to the training or competition site? Is that where an ambulance will most likely take the injured athlete?