

ADMINISTRATION

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1.0 MANAGEMENT COMMITTEE**1.1 RESPONSIBILITY**

The area of administration is overseen by the Management Committee which is made up of the President, and Treasurer as well as one Executive Member at Large.

1.1.1 Chairman - President**1.2 ADMINISTRATIVE MANDATE**

The Management Committee exists to work closely with staff to ensure that the office and programs of the association are properly administered. Another important function is the annual review of staff performance.

1.3 OBJECTIVES

1.3.1 Annually review the performance of the S.B.A. Executive Director and the day to day operations of the S.B.A. office.

.2 The chairperson shall:

- a. Review and approve monthly staff overtime, holidays, and sick leave reports.
- b. Approve extended holidays (one week or more) of the E.D.
- c. Be aware of and monitor other staff holidays approved by the E.D.
- d. Maintain day to day knowledge of proceedings of the S.B.A. office and carefully supervise its operation.

.3 To be responsible for the process of hiring/termination of all association staff.

.4 To be responsible to provide written performance concerns to the Executive Director about his/her performance or those of other staff.

2.0 OPERATING POLICIES**2.1 TELEPHONE**

The S.B.A. will issue a calling card number to Board members. Board members who need to make calls on behalf of the Association from other sources are required to submit an expense claim and a copy of the telephone bill to the office at month end. Telephone costs must be included in the budget at the beginning of the fiscal year. Maximums established at that time should be adhered to.

2.2 OFFICE HOURS

Office hours are flexible, but the Administration Centre receptionist is available from 8:30 a.m. to 5:00 p.m., Monday through Friday. S.B.A. staff will leave a message with the Administration Centre switchboard when they are unavailable. Please be reminded that S.B.A. members wishing to meet with staff are required to make arrangements prior to the meeting. Responding to the needs of the volunteers is a priority; therefore, arranging meeting times and planning ahead is desirable.

2.3 SUPERVISION

The day to day operation of the S.B.A. office and supervision of staff is the responsibility of the Executive Director.

2.4 INVENTORY REPLACEMENT

The S.B.A. budget shall annually reflect figures for inventory replacement in order that up to date office equipment and inventory may be maintained. Depreciation of major equipment such as computer hardware and software should be considered each season.

3.0 INSURANCE

The S.B.A. takes out a variety of types of insurance each season to ensure coverage for volunteers, participants, organizers, executive, and staff.

3.0.1 The various types of insurance available include:

- a. Accident Insurance - Medical and Dental Injury insurance (See policy)
- b. Hosting of Social Events involving liquor (See Policy)
- c. Participants Liability
- d. Tenants Legal Liability
- e. Property Insurance
- f. General Liability
- g. Directors and Officers

3.0.2 Details on specific coverage is available from the S.B.A. office or directly from Jordan Ewart Insurance, Regina, 522-8528 or 1-888-283-2888, attention Susan Ewart.

3.1 PROCEDURE FOR CLAIMING BENEFITS FOR ACCIDENTAL INSURANCE

3.1.1 Ensure all events causing the accident are noted in a descriptive report authorized by your coach.

- .2 The injured party **MUST** get his/her coach and doctor (dentist) to sign his/her claim form and describe the injury.
- .3 Send the claim form and reports along with any copies of bills which were paid in advance of the settlement directly to Jordan Ewart Insurance, 1842 Victoria Ave. East, Regina, Sask., S4N 7K3 or FAX 347-1087.

***** Submit a copy of all documents to the S.B.A. office and keep a copy for your personal records.

3.2 PAYMENT PROCEDURE

3.2.1 The insured amount will be returned directly to the injured party.

- .2 It is the responsibility of the injured party to ensure payment is received and that the forms are processed properly. If you require assistance contact the S.B.A. Executive Director.

3.3 PROCEDURE FOR FILING FOR SOCIAL EVENT COVERAGE

Liability insurance coverage is available (free of charge) for all members who are operating social events involving liquor. There is a potential for liability claims to occur as a result of these events; therefore, all members are advised to file for coverage in advance of all their events.

NOTE: This coverage does not in any way cover you for damage to the hall or any equipment. Its purpose is to ensure that the organizers have coverage in case they are sued by someone who was injured at the social.

3.3.1 Claims must be filed in advance of the event by forwarding the information below to AON Reed Stenhouse Inc., 2103-11th Avenue, Suite 1000, Regina, SK., S4P 3Z8 or FAX 359-0387. ***

- .2 Submit a copy of all documents to the S.B.A. office and keep a copy for your personal records.
- .3 Chairpersons and staff are responsible to promote this coverage to membership. In order to minimize the Association's liability, all events should be covered.

NAME OF HOSTING GROUP:

CONTACT:

COMPLETE ADDRESS:

PHONE:

LOCATION OF EVENT:

TIME:

NATURE OF EVENT: (i.e., Dance, Beer Gardens, other)

4.0 RISK MANAGEMENT PRACTICES - ADMINISTRATIVE

The S.B.A. currently employs a variety of Risk Management techniques which are designed to increase the safety of our sport for participants and reduce the potential for liability for volunteers, officials, executive, and staff. At all times caution should dictate, the Board must work with S.B.A. members to develop a healthy respect for risk management practices.

4.1 RESPONSIBILITY

The area of Risk Management is overseen by the Management Committee of the Association in conjunction with the Technical Chairperson. The Management Committee is charged with annually reviewing all areas of risk management that are currently employed by the Association.

It will be their responsibility to:

- 4.1.1 strike a committee as required to review the area of risk management
- .2 make the membership aware of these practices and implement them whenever possible
- .3 review all situations of a serious nature to see if the techniques employed were or were not effective.
- .4 institute changes required as a result of his/her review
- .5 gather experts or expertise as required in order that the committee can make informed decisions

4.2 SOME OF THE PRACTICES CURRENTLY EMPLOYED INCLUDE:

Overseen by:

- | <u>Management Committee</u> | <u>Technical Committee</u> |
|--|---|
| 4.2.1 Participation waivers | |
| .4 Accident Insurance - Medical & Dental | .2 Safety Clinics |
| .5 Participants & Organizers Liability Insurance | .3 Officials Certification |
| .6 Signing Authority Bonding | |
| | .7 Ongoing Rules Review - participants safety |
| | .8 Equipment Standards |
| | .9 Facility Safety Checks |
| | .10 Event Emergency Action Plans |
| | .11 Coaches Certification |
| | .12 Introductory Skill Clinics |
| | .13 Equipment Loaner Waivers |
| .14 Event Sanctioning | |
| | .15 Educational Materials |
| | .16 Athletic Training Information |

Further details on these programs can be found in the appendix or in other areas of the P & P manual dependant on their nature.

- 4.3 It is Sask Sport policy that all groups receiving funds from Sask Sport must submit their financial signing officers for bonding.