

ADMINISTRATION

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1.0 MANAGEMENT COMMITTEE - OFFICERS

The responsibilities of the Management Committee are described in Section 3.0 of the “Board and Committees” section of the Policy Manual.

2.0 OPERATING POLICIES

2.1 TELEPHONE

The SBA will pay for the office phone number and ½ of the cell phone expenses of the Executive Director.

2.2 OFFICE HOURS

Office hours are flexible, but the Administration Centre receptionist is available from 8:30 a.m. to 4:30 p.m., Monday through Friday. Please be reminded that SBA 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 SBA office and supervision of staff is the responsibility of the Executive Director.

2.4 INVENTORY REPLACEMENT

The SBA 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 SBA 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 SBA office or directly from AON REED STENHOUSE (Regina), 569-6700.

3.1 PROCEDURE FOR CLAIMING BENEFITS FOR ACCIDENTAL INSURANCE

3.1.1 Send the completed form along with any invoices for expenses you had to pay yourself to: All Sport Insurance Marketing Ltd., 507-1367 West Broadway, Vancouver, BC, V6H 4A9 Tel: 604-737-3018 Fax: 604-737-3076 Toll: 1-877-992-2288. Please do not hesitate to call All Sport if you have any questions regarding their form. If you do not have costs currently, please forward the form only and confirm that you intend to make a claim.

3.1.2 Your Insurer must receive notice of your accident within 30 days of the accident date and receive claim documentation within 90 days.

3.1.3 All claims must be submitted with itemized statements and paid receipts (originals are required if there is no other coverage available), which indicate:

- **patient's name**
- **type of purchase or service**
- **date of each purchase or service**
- **amount charged for each purchase or service**

3.1.4 A physician statement confirming diagnosis and recommended treatments is required if you are claiming other than dental or ambulance expense.

3.1.5 Only claims in excess of the deductible, specified in your plan details, will be considered for payment up to your maximum benefits.

3.1.6 If you are claiming any of the benefits listed below, you must include the following information with your claim: (Please check your plan details for the conditions under which these benefits are eligible. You must have required and received medical/dental treatment commencing within 30 days of the accident date). For benefits not listed below, please contact the insurer for claims procedure.

A. Prescribed Drugs

- **Name of medication or drug**
- **Date of purchase**
- **Amount charged**

B. Services of Physiotherapist, Chiropractor, Osteopath

- **Physician referral**
- **Type of service**
- **Date of each treatment**
- **Amount charged for each treatment**
- **Dates of treatments paid by Provincial Medical Plan; if private fees apply, confirming coverage has been exhausted**

C. Hospital Room Accommodation

- *Not an eligible expense*

D. Ambulance (Emergency to Hospital only)

- *Date of service*
- *Places ambulance taken from and to*
- *Amount charged*

E. Vision Care

- *If your injury received medical treatment and resulted in the loss or damage of eyewear, or the requirement of eyewear due to accident*
- *An explanation must be submitted with your receipt to claim the limited benefit*

F. Scheduled Fracture Indemnity

- *If your injury results in any of the fractures or dislocations listed on the policy schedule, there may be an amount payable to you; not more than one amount (the largest) is payable*
- *A statement completed by the licensed physician or surgeon confirming the fracture/dislocation*

G. Medical Braces

- *A letter from the licensed physician or surgeon indicating the diagnosis, the specific medical necessity for prescribing the brace and the type of brace prescribed, must be submitted with your receipt*
- *Medial braces required primarily for sporting type activities are not covered*

H. Dental Accidents

- *Exact date of accident*
- *Breakdown of services performed*
- *Circumstances surrounding the accident*
- *Is there other dental coverage? Enclose details*
- *Confirmation that treatments only relate to the accident*
- *Provide other insurer's explanation*
- *Are further treatments estimated?*

I. Services Available Within Provincial Plan

- *Your Sports Accident Policy does not make payment for any service or treatment that is available within the provincial plan, whether there is enrolment in the provincial plan or not.*

Your Sports Accident Policy may include a deductible and/or a percentage of reimbursement. (Example: \$100 deductible or \$30 per treatment up to \$300 per accident). If in doubt, check your plan details.

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3.2 PAYMENT PROCEDURE

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

3.2.2 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 SBA 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.

3.3.2 Submit a copy of all documents to the SBA office and keep a copy for your personal records.

3.3.3 Chairpersons and staff are responsible to promote this coverage to membership. 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 SBA 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 SBA 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 is their responsibility to:

- strike a committee as required to review the area of risk management
- make the membership aware of these practices and implement them whenever possible
- review all situations of a serious nature to see if the techniques employed were or were not effective.
- institute changes required as a result of their review
- 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:

Management Committee

- 4.2.1 Participation waivers
- .4 Accident Insurance - Medical & Dental
- .5 Participants & Organizers Liability Insurance
- .6 Signing Authority Bonding
- .14 Event Sanctioning

Technical Committee

- .2 Safety Clinics
- .3 Officials Certification
- .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
- .15 Educational Materials
- .16 Athletic Training Information

Further details on these programs can be found in the appendix or in other areas of the policy and procedures 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.