

# SYSA Board of Directors Approval: February 7, 2022



SHUSWAP YOUTH  
SOCCER ASSOCIATION

## Shuswap Youth Soccer Association

### Risk Management Committee

#### **Terms of Reference**

##### MANDATE

Advisory to the Board of Directors and provides SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis on all matters of risk factors including but not limited to fiscal, competitive, commercial, environmental, legal, and human matters.

##### GOAL

The goal of the Committee shall be to assist the Board of Directors in fulfilling its duty of care with respect to the safety and integrity of the operations of SYSA, its members and community stakeholders.

##### DELIVERABLES

- Identify potential and significant hazards and risks to SYSA and make recommendations to the Board of Directors to eliminate, mitigate, or minimize such risks and hazards
- Make recommendations to the Board of Directors regarding actions to be taken or policies or procedures to be implemented regarding risk management for SYSA.
- Review situations where SYSA risk management policies failed to prevent occurrence: and in such situations, to make recommendations to the Board of Directors.
- Criminal record check policy
- Volunteer policy

- Waivers and Consent
- Coaches Code of Conduct
- Parent Disciplinary Policy
- Field and Facilities
- Equity, Diversity and Inclusion

## COMPOSITION

The membership of the Risk Management Committee shall be comprised of a minimum of two members, one of which must be a member of the Board of Directors. The Committee Chair is approved by the board of Directors. The Chair is the Risk Management Officer for the association.

## TERM

Committee members shall be appointed with their term ending at the next annual general meeting of SYSA.

## MEETINGS

Communications shall be typically by online meetings, conference calls, face-to-face meetings and emails, as called by the Chair of the Committee based on the circumstances.

## AUTHORITY

The Committee may recommend changes to the Board of Directors regarding risk management policies, procedures and management of particular incidents.

## RESOURCES

The Committee will receive the necessary resources from SYSA to fulfill its mandate. The Committee may, from time to time, receive administrative support from the SYSA office.

## REPORTING

The Committee is solely accountable to the Board of Directors and is advisory in nature to that board. The committee will report to the membership, in writing, at the Annual General Meeting.

## APPROVAL

These Terms of Reference are pending approval by the Board of Directors of SYSA

## REVIEW

The Committee will review these terms of reference on an annual basis and will make recommendations to the Board on any revisions, if warranted.