

RISK MANAGEMENT WORKSHOP QUESTIONNAIRE

Please assess your organization using the following risk management checklist. Feel free to add any comments and remember that there are no right answers.

Item	Do not have	Have, but could be improved	Have, and it is adequate	Comments
A formal risk management plan				
A mission and vision statement that is understood and shared by members				
Organizational values that are known and shared by all members				
A code of conduct for coaches				
A code of conduct for members				
A code of conduct for athletes				
Written job descriptions for all staff positions				
Policy/guidelines for media relations				
Procedure for bringing complaints				
A crisis management plan or protocol				
Equity policy to promote opportunities for under-represented groups				
Terms of references for committees				
A harassment policy that works, including proper complaint management, a fair and impartial process, communications plan, etc.				

Item	Do not have	Have, but could be improved	Have, and it is adequate	Comments
Hosting policies and procedures that include risk management standards				
Policy regarding spectator conduct				
A screening process for volunteers				
Protocol for legal referral/consultation				
Education sessions offered to members that will assist them in reducing risk to the organization.				
Club accreditation system to reward excellent practices				
Regular reviews of policy documents				
Discipline policy that works and is respectful of the individual				
Regular performance reviews that includes assessment on organization's values				
Policy for use of waiver agreements				
Written standards for traveling teams				
Board orientation training materials				
Bylaws that are up to date				
Standard contracts for sanctioned/hosted events				
Written job descriptions for all volunteer positions				
System to measure progress of strategic plan				
Minimum standards for coach certification				
Athlete agreement that is reviewed yearly				

Item	Do not have	Have, but could be improved	Have, and it is adequate	Comments
Risk management resources for clubs				
Policy/protocol for review of written contracts				
Minimum organizational standards for members clubs				
Regular performance appraisals of staff				
A succession plan				
A nominations committee				
Others (please feel free to add):				