



TITLE	Safe Sport Risk management policy
TYPE	Policies
ENTRY IN FORCE	June 1, 2026
DATE OF LAST REVIEW	January 10, 2026
FREQUENCY OF REVIEW	Triennial
TARGET COMPONENT	Pickleball NB
RESPONSIBLE SECTOR	Pickleball NB-General
DISTRIBUTION	<ul style="list-style-type: none">- Executive & Directors- Affiliated Clubs- Members
ADOPTED ON	February 11, 2026

1. SUMMARY

Pickleball New Brunswick (the “Organization”) and its members are committed to proactively managing risk by ensuring that decisions and actions align with established standards, best practices, and organizational values.

The purpose of this Policy is to provide a clear framework for how risks are identified, assessed, managed, and communicated within the Organization and its Members. Risk management is viewed as a comprehensive approach to improving organizational performance, not solely as a mechanism to prevent legal or financial loss.

This Policy also serves to:

- a) Reinforce a broad understanding of risk management beyond litigation and financial exposure
- b) Educate Directors, staff, and volunteers on risk awareness and responsibilities

- c) Foster a strong risk management culture within the Organization and its Members

Effective risk management delivers the following benefits:

- a) Reduces the likelihood of injury or loss to participants, volunteers, and staff
- b) Protects the Organization and its Members from unnecessary legal exposure
- c) Supports compliance with applicable laws, regulations, and standards
- d) Enhances the quality and relevance of programs and services
- e) Strengthens business and human resource management practices
- f) Protects and enhances organizational reputation and public confidence
- g) Improves the Organization's ability to achieve strategic objectives

2. **ELEMENTS OF THE POLICY**

The Organization and its Members adopt the risk management principles outlined in ISO 31000, including:

- a) Risk management creates and protects value
- b) Risk management is an integral part of all organizational processes
- c) Risk management is part of decision making
- d) Risk management explicitly addresses uncertainty
- e) Risk management is systematic, structured and timely
- f) Risk management is based on the best available information
- g) Risk management is tailored
- h) Risk management considers human and cultural factors
- i) Risk management is transparent and inclusive
- j) Risk management is dynamic, iterative and responsive to change
- k) Risk management facilitates continual improvement of the organization

2.1 Scope and Authority – Risk Manager

The Chair of the Risk Management Committee is designated as the Risk Manager and is responsible for the implementation, maintenance, and communication of this Policy.

This Policy applies to all decisions and activities undertaken on behalf of the Organization and its Members.

2.2 Policy commitments

The Organization and its Members commit to:

- a) Integrating risk management principles into all activities and events
- b) Systematically identifying, assessing, managing, and communicating risks
- c) Applying reasonable risk mitigation strategies consistent with accepted standards of care

Risk management is a shared responsibility. Directors, Officers, staff, and volunteers are expected to identify and communicate risks within their scope of responsibility, including reporting risks to the Risk Manager where appropriate.

2.3 Risk Tolerance

Risk significance is determined by assessing both the likelihood of occurrence and the potential consequence.

Likelihood:

- a) Unlikely – may occur infrequently (approximately once every five years)
- b) Possible – may occur occasionally (approximately once per year)
- c) Likely – may occur regularly (approximately once per month)
- d) Almost Certain – expected to occur frequently (approximately once per week)

Consequence:

- a) Minor – manageable through minor internal adjustments
- b) Moderate – requires changes to strategy, timelines, or resources
- c) Serious – significantly impacts objectives and requires substantial resources
- d) Catastrophic – severely impacts objectives and requires sustained executive and Board involvement

2.4 Escalation and Response:

Risks are identified on an ongoing basis by Directors and staff. Minor to Moderate risks is managed by the Risk Manager and documented within program and operational records.

Serious Risks:

- Must be reported to the President or General Manager within forty-eight (48) hours
- Reasonable mitigation measures must be implemented immediately
- The Board shall be informed using appropriate communication methods

Catastrophic Risks:

- Must be reported to the President immediately
- The President and General Manager shall determine immediate response actions
- A Board meeting may be convened within forty-eight (48) hours where appropriate

2.5 Procedures

Risk management involves three core steps:

- Identifying potential risks through environmental scanning
- Assessing risk likelihood and consequence
- Implementing mitigation strategies to reduce likelihood, consequence, or both

Risks may arise from the following categories:

2.5.1 Operational / Program Risks

Risks related to program delivery, staffing, volunteer management, technology, data security, and intellectual property.

2.5.2 Compliance Risks

Risks related to legal, regulatory, contractual, funding, and anti-doping obligations.

2.5.3. Communication Risks

Risks related to internal and external communications, information management systems, crisis and issues management, media relations, image and reputation management, missed opportunities to promote and exploit successful outcomes, management of intellectual property, social media opportunities and pitfalls, confidentiality.

2.5.4. External Risks

Risks arising from external factors such as government policy, funding models, partnerships, and security concerns.

2.5.5. Governance Risks

Risks related to leadership, decision-making, succession planning, conflicts of interest, and organizational oversight.

2.5.6. Financial Risks

Risks related to budgeting, cash flow, sponsorship, investments, and long-term sustainability.

2.5.7. Health and Safety of Athletes

Risks related to athlete safety, abuse prevention, training environments, equipment, and competition conditions.

Risk responses may include:

- a) Retaining the risk
- b) Reducing the risk
- c) Transferring the risk
- d) Avoiding the risk

Risk controls may include policies, training, supervision, communication, contracts, insurance, emergency planning, and regular reviews.

2.6 Reporting and Communication

Risk management shall be a standing agenda item at regular Board meetings. The Organization will promote open communication regarding risk concerns and ensure this Policy is communicated to Directors, staff, volunteers, and Members.

2.7 Insurance

The Organization and its Members maintain appropriate insurance coverage, including general liability, accident, and directors' and officers' insurance. Insurance coverage shall be reviewed regularly to identify gaps or emerging risks. Not all risks are insurable; however, reasonable steps will be taken to ensure adequate coverage for essential activities

3. UPDATE OF THE POLICY

The policy will be reviewed on a triennial base, or as operational needs dictate.

4. ENTRY INTO FORCE

This policy will take effect of June 1, 2026