

What your Club REALLY needs...

The word "COAST" is written in a large, white, bold, sans-serif font. The letter 'O' is stylized with a blue sailboat silhouette inside it. The text is centered on a solid blue rectangular background.

Online COAST Assessment Tool

MANAGE YOUR ASSET TOOL

COAST

COAST » MANAGE YOUR ASSET TOOL

Safety Service Participation Human Resources Governance Community Fiscal Competitive Athletes

YOUR STAR RATING:
★★★★

CLUB CLASSIFICATION:
RED

UPLOADED DOCUMENTS:

REQUIRED STANDARDS

- ☒ Your club has a posted Emergency Action Plan
- ☐ Your club has conveniently located, well stocked and well identified first aid kits, at least one kit meeting WSIB requirements
- ☐ Your club has an AED on site.
- ☐ Your club provides appropriate AED training to personnel.
- ☐ Your club monitors VHF for distress signals from nearby boats and coaches.
- ☐ Your club ensures that all coach boats have safety cords which are worn at all times.
- ☐ Your club has incident/accident management and reporting policies and procedures.
- ☐ Your club has concussion return to play policies and procedures.
- ☐ Your club has safety and risk management materials in visible and appropriate location(s).
- ☐ Your club has Occupational Health and Safety Training for all workers and supervisors.
- ☐ Your club ensures all personnel has received appropriate training on the club's safety policies and procedures.
- ☐ Your club requires staff to receive WHIMIS training.
- ☐ Your club requires Vulnerable Sector Checks from all personnel (paid and volunteer) involved with vulnerable individuals
- ☐ Your club has a child protection policy
- ☐ Your club has a harassment policy that is available to all members

RECOMMENDED BEST PRACTICES

Save

Total 158 items → Top 12 ish

WHY THESE ONES?

- Protection – for Club & Individual Directors:
 - Legally
 - Financially
- Required with Grant Applications
- Ethical Responsibility
- Relationships with larger entities

LAY THE GROUNDWORK
AND EVERYTHING ELSE
WILL FALL INTO PLACE....

#HEALTH #HAPPINESS

#SAYQUOTABLE

I am prepared for
the worst, but hope
for the best.

-Benjamin Disraeli

BYLAWS

Bylaws are the structure for how Board works and commitment to voting members
Bylaws should guide your actions



FIRST STEPS

Where are the Bylaws?

When were they last updated?

What do they say?

Legislation:

ONCA – Ontario's New Corporations Act

ONCA gives power to members, be prepared

Update sooner rather than later Expected to be passed 2019

MISSION / VISION / BRAND



OR



Everyone needs to be clear on:

- Who are you
- Where do you want to go

These statements and clarifications will help guide direction and decisions

*How to Start? At a board meeting everyone contributes 3 words that describe club both emotional and functional.
Start to see if everyone on same page!*

CONFLICT OF INTEREST POLICY

Conflict can be
Real OR Perceived

Preparation for if conflict
arises – what is process?

Lots of opportunity for
perceived conflict of
interest as active
participants

I.E. Boat Storage/Placement



MEMBER HARASSMENT POLICY



Clubs feel like everyone will get along,
All is good until it is not good.

Member to Member Harassment is VERY
common - #1 Call to COAST

Often club has nothing in place so advice is to
call a lawyer - very costly!!

For Staff need Policy & Procedures - Bill 132

Club and Board Members need guidelines:
What to do Before, During & After

Related:
Code of Conduct
Member Agreement
Procedures for Complaints & Concerns

ACCESSIBILITY POLICY



Think beyond facility & visible disabilities

Key is that you are willing to work with individuals

Are the staff/volunteers prepared?

AODA – Accessibility for Ontarians with Disabilities Act

A 20 year plan

Are you AODA compliant?

- Policy in place
- Training
- More than 20 employees (part-time, seasonal, contract employees count) need to do report Dec 2017

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"Before I write my name on the board, I'll need to know how you're planning to use that data."

PRIVACY POLICY

Collect only what you actually need - PURPOSE

Get consent for the information you collect, use & disclose.

Remember to include photo releases!

Federal Law – Personal Information Protection and Electronic Documents Act (PIPAEDA)

PCI Compliance – Payment Card Industry Compliance

CHILD PROTECTION POLICY

What are you doing to protect vulnerable people in your Club & Programs?

Police checks

“Rule of 2” Procedures - to ensure no child alone with adult/leader

Guidelines for Staff/Volunteer and Participant relationship (including training)



INSURANCE

**DON'T WASTE YOUR MONEY ON FULL COVERAGE
AUTO INSURANCE, THEY SAID**



IT'LL BE FINE, THEY SAID

The club needs Directors & Officers Liability Insurance.

Learn what you have & decide what they need – work with your agent – they work for the club!

No one size fits all.

Many different types of insurance available

What should I be looking for in our policy?

- ✓ Broad definition of insured
- ✓ Full entity coverage
- ✓ Employment practices liability coverage
- ✓ Duty to defend
- ✓ Defence Expenses outside the limits of liability
- ✓ Prior acts coverage
- ✓ Coverage for Reputational Damage resulting from a claim
- ✓ No deductible



CHECKS & BALANCES



How many people are involved in making sure your finances are in line?

Approved Budget

Number of signing officers

Book keeper/Treasurer/Auditor

What would happen to your club finances if the Treasurer was in a car accident?

CANADA REVENUE AGENCY

The logo features the word "Canada" in a large, black, serif font. A small Canadian flag is positioned above the letter 'a'.

Canada Revenue
Agency



As a Not for Profit organization you have responsibilities to report a variety of items to the Government each year

Not following the rules could result in the club being dissolved!

It is worth it to pay the price to have an expert work with you

Follow rules – not worth the risk!

STATUS AS EMPLOYER?

ASSOCIATED RESPONSIBILITIES

employer

A legal entity that controls and directs a servant or worker under an express or implied contract of employment and pays

...



Employment Standards Act
Occupational Health & Safety Act
& more...

EMERGENCY PROCEDURES



EMERGENCY ACTION PLAN

Emergency Action Plan – One page high level summary

Emergency Procedures – more detailed explanation on what should happen

They need to be specific for your location

Think through all possible situations and scenarios – be prepared!

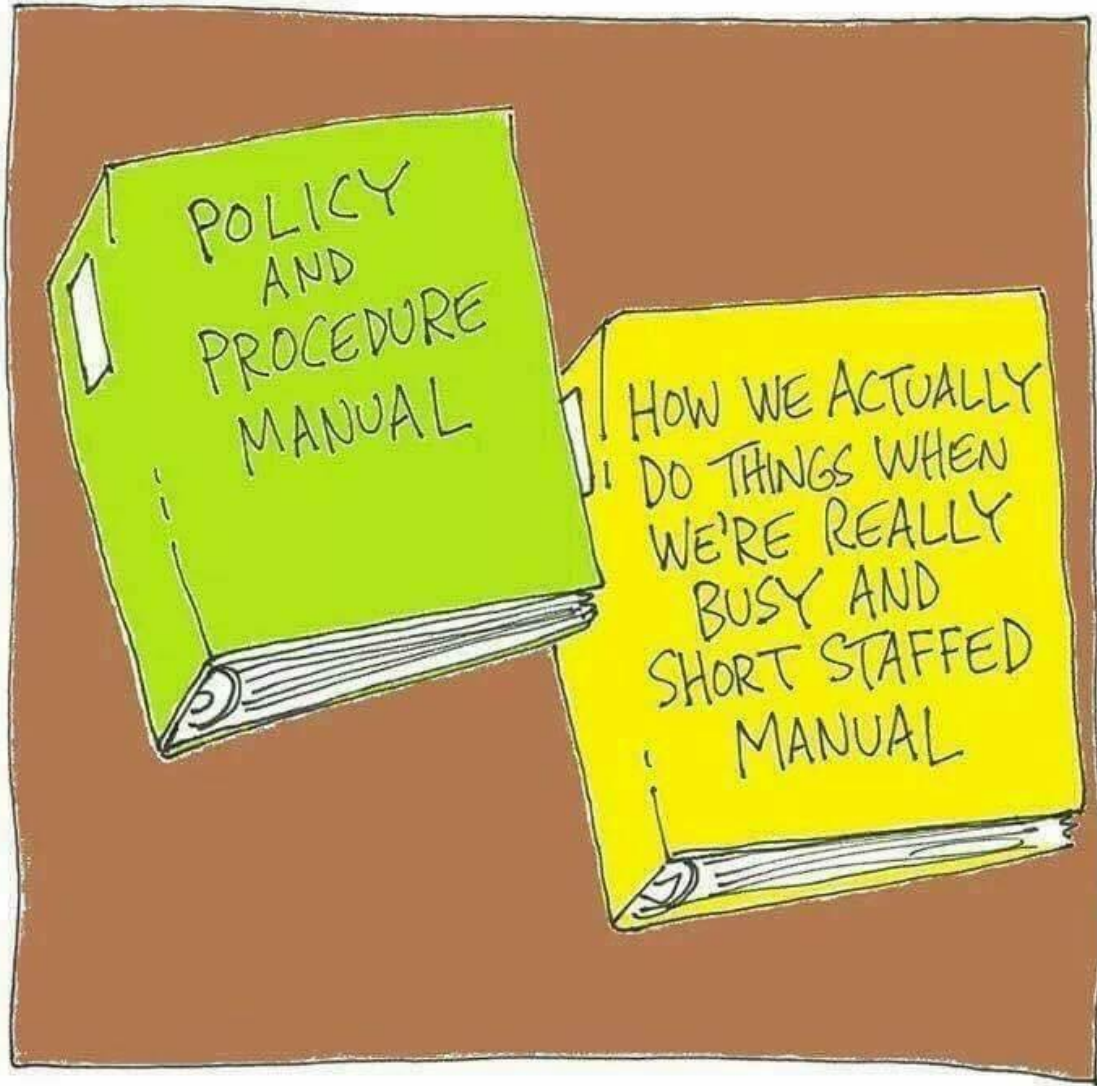
Some Examples: Fire, Missing Person, Minor and Major Injuries, Lock Down, Weather Related, Power Outage...

TRAINING COMMUNICATION

Without training all your hard work become just pieces of paper

Everyone (club leaders, staff, volunteers) need to know policies and procedures

More will be remembered if training is:
Fun and engaging and interactive!





Remember – Here to Help:

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905-572-7245 or 1-888-672-7245 ext. 225