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BOARD POLICY # 1007

# Board Policy

## Safety and Risk Management

Approval Date: 9 December 2025  
Rescinded: N/A

### **Purpose**

To protect the health and safety of all participants, volunteers, spectators, and staff involved in GFI operations and events through proactive risk management and clearly defined safety protocols.

### **Scope**

This policy applies to all GFI-hosted events, facilities, and activities, including setup, operations, and teardown.

### **Policy Statements**

#### **Safety and Security Coordinator:**

The Safety and Security Coordinator is responsible for overseeing the implementation of this policy and all event safety protocols. - This role reports directly to the Operations Coordinator and works in collaboration with Team Leads and Event Coordinators. - The Safety and Security Coordinator shall complete a pre-event safety assessment and lead safety briefings for volunteers and staff.

#### **General Safety Responsibilities:**

All volunteers and team leads are responsible for maintaining a safe environment and immediately reporting hazards. - The Safety and Security Coordinator is responsible for ensuring safety procedures are implemented and followed.

#### **Emergency Preparedness:**

All events must have a documented emergency plan including evacuation routes, shelter areas, first aid contacts, and emergency communication methods. - Emergency plans must be reviewed with all coordinators and team leads before the start of the event. - First aid kits must be stocked, accessible, and restocked as needed.

#### **Medical Support:**

GFI will ensure a basic level of medical coverage is available at all large-scale events, such as first aid volunteers or contracted responders. - Any injuries must be documented and reported to the Safety and Security Coordinator.

#### **Incident Reporting:**

Any incident involving injury, illness, property damage, or near-miss must be reported using the GFI Incident Report Form. - Reports must be submitted to the Operations Coordinator and reviewed by the Board within 48 hours.

#### **Equipment and Infrastructure Safety:**

All equipment must be inspected prior to use and operated only by authorized personnel. - Temporary structures (e.g. tents, fencing, staging) must be properly secured and comply with local safety codes.

#### **Weather and Environmental Conditions:**

- Events must monitor weather conditions and be prepared to pause, delay, or cancel if necessary due to extreme heat, lightning, or wildfire smoke. - Shade, water stations, and rest areas should be provided when feasible.

#### **Crowd and Traffic Management:**

Plans must be in place to manage traffic, parking, and pedestrian movement safely. - Signage and barriers should be used to prevent unauthorized access or unsafe gathering points. - The Safety and Security Coordinator shall oversee the deployment of security staff or volunteers as needed.

#### **Insurance and Liability:**

GFI will maintain appropriate liability insurance for its events. - All contractors and vendors must provide proof of insurance when applicable.

**Training and Orientation:**

Team Leads and volunteers must be briefed on safety protocols during orientation. - Additional role-specific training may be required for high-risk areas (e.g. alcohol service, equipment use). - The Safety and Security Coordinator will lead pre-event safety meetings and debriefings.

**Search and Entry Screening**

To ensure the safety of all participants, spectators, volunteers, and staff, **the Grand Forks International (GFI) reserves the right to inspect any bags, containers, or personal items** brought into James Donaldson Park or any other GFI event site.

Entry to the event grounds constitutes **consent to a reasonable search** conducted by authorized security personnel or volunteers under the supervision of the Safety and Security Coordinator. Searches may include:

- Visual and/or physical inspection of bags, backpacks, coolers, and containers;
- Use of handheld metal-detection devices (where available); and
- Limited personal screening (e.g., pat-down or wand) when warranted for safety or when an individual refuses bag inspection.

Refusal to submit to inspection may result in **denial of entry or removal from the premises**. All searches shall be performed respectfully, in a manner that upholds individual dignity and complies with applicable privacy and human rights legislation.

**Review and Updates**

This policy will be reviewed annually and updated as necessary to ensure continued compliance with safety and security regulations.

**Attachments**

- GFI Incident Reporting Form
- GFI Risk Management Plan

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