

<b>Risk Control Tasks to be Completed: Club Operations</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Risk Control:</b>			
Follow the basic operational requirements of the Club Presidents' Manual (copy available from Kin Sales or downloadable from the Association's web site);			
Download a copy of the Crisis Management Manual to determine what actions to take in the event of a crisis arising from the actions of the club or its members.			
<b>Finance Controls</b>			
Contact insurers to ensure that club's files are up to date, and that it is in good standing with respect to dues paid at National and District Level, corporate documentation is up to date and the most recent insurance questionnaire has been filled in.			
Additional liability insurance riders may be purchased locally if deemed necessary;			
If your club owns or operates property of any kind, ensure that a Facility Maintenance Reserve Fund is established to ensure that the cost of periodic maintenance and component replacement is dealt with over a manageable time frame.			