

## **GENERAL OPERATIONS**

Approved: January 2018

Previous: August 2015

### **1. Records Management**

#### ***1.1 Correspondence***

Staff will share with members of the Executive Committee all important correspondence coming in or going out of the Karate BC office.

The Karate BC office is to respond to all correspondence requiring an answer within 14 days of receipt.

#### **1.2 Records Management and Storage**

##### 1.2.1 Maintenance and Storage

Karate BC will comply with all requirements of records maintenance and management as set out by the Societies Act of British Columbia, BC Employment Standards Act, Canada Revenue Agency and any other relevant agencies.

Current and prior year records will be stored at the registered office location. The physical filing system will be maintained by the Executive Assistant.

Electronic files will be stored in an electronic filing system and maintained by the Executive Assistant and Executive Director on a server managed by Karate BC. All information is continuously backed up.

##### 1.2.1 Access of Karate BC Records for Volunteers

At the beginning of a term of office for a Director, committee member or other volunteer position, that person will be provided with electronic documents, or access to electronic documents as required to fulfill their role with Karate BC. Access is to be protected and limited to only those authorized by position to have such access. Access is not transferable.

The Executive Director and Executive Assistant are responsible for administering access and content for the Karate BC shared access records.

When a term of office or volunteer role has expired or is terminated, that individual will immediately return all Karate BC records to the association or recycle innocuous records or shred sensitive records such as minutes, hearings, information on individuals or financial records, or permanently delete electronic records stored on a personal computer, external hard drive or storage device, or other device, and advise Karate BC of this taking place.

Access to electronic records will be stopped upon position expiry or termination.



1.2.2 Use of Association Email Addresses

Karate BC manages a series of “position-related” association email addresses for the use of selected Director positions, staff and selected Committee Members for the duration of their term. The principles under which these email addresses will be used are:

- a. The email is assigned to an individual based on their position or positions in the association;
- b. The email address is for the exclusive use of Karate BC business;
- c. Emails written and received through these addresses are the property of Karate BC;
- d. Upon expiry or termination of the position for which the email address has been assigned, the assignee will immediately refrain from using the Karate BC email address.

The Karate BC Executive Director is responsible for assigning, activating and deactivating access to the Karate BC email addresses.

1.2.3 Storage in Perpetuity

Karate BC shall maintain the following records in perpetuity. Hard copies of archived files shall be scanned and stored electronically where possible.

- a. General, Board and Committee minutes and attached reports
- b. Original Registration of the Society and Annual registration information to corporate registry
- c. Original and amended Constitution and Bylaws
- d. Annual Year-End Financial Statements, Statement of Operations, General Ledger and (if applicable) Audited Financial Statements
- e. Board and Directors and Committee Members
- f. General compiled data to track number of members, by age group, gender, club and/or zone
- g. Major Reports or Major Planning documents
- h. Major Competition Results
- i. Provincial Team Lists
- j. Names of Award Recipients
- k. Belt qualification documentation for individuals as may be required for tracking or reference
- l. Coach and / or Official certification or rating data as may be required for tracking or reference
- m. Original emails for staff and volunteers
- n. Other information as may be deemed important for historical reference

**1.3 Destruction of Records**

After the expiry of time required by provincial and federal legislation, records may be destroyed through recycling of innocuous records, shredding of financial, membership, personal or other sensitive records, or permanent deletion and destruction of electronic records.

An annual log shall be kept of the major records that are destroyed.

Hard drives of any computers sold or disposed of by Karate BC are to be physically destroyed.



## **2. Office Security**

Office security is to be maintained at all times:

- a. Portable equipment is to be locked in secure storage at the end of each day;
- b. Ensure that the office door is locked at all times;
- c. Office access cards are assigned to Karate BC employees who work out of the office location;
- d. After-hours access to the shared meeting space is only allowed with prior approval and by arrangement with the Executive Assistant or Executive Director.

## **3. Property and Equipment**

### **3.1 Maintenance and Safety**

Karate BC equipment must be properly maintained and safeguarded from loss, theft or damage by taking all reasonable steps, including but not limited to:

- a. Maintaining an accurate equipment inventory, including recording and safekeeping model and serial numbers, and registering equipment immediately after purchase for warranty and identification purposes;
- b. Identifying Karate BC equipment with a permanent label with corporate name (and ID number if applicable), or by engraving or etching the corporate name (and ID number if applicable) onto the equipment;
- c. Protecting equipment and other property from environments or conditions that might reasonably be expected to cause damage to the equipment;
- d. Using the equipment item in accordance with manufacturer's guidelines and only for the purpose(s) for which the item was designed;
- e. Ensuring required / preventative maintenance is performed;
- f. Securing equipment when not in use;
- g. Limiting equipment access to Karate BC staff members and authorized volunteers trained in the use of the equipment;
- h. If equipment or property is removed from the office, not leaving property or equipment in vacant vehicles for any length of time, or in meeting rooms or at competition facilities unless the user is in immediate vicinity, or at any other unsecured location.

### **3.2 Loss or Damage**

Loss or damage to equipment or property must be immediately reported to the Executive Director, or in his / her absence, to the Executive Assistant.

Replacement required due to normal wear and tear may not be required to adhere to these procedures, on authority of the Executive director.

In other cases, the following reporting and replacement process will be followed by the person last responsible for the property or equipment:

- a. Provide a written statement explaining the loss or damage, and the circumstances that occurred;



- b. If the property and equipment is lost or damaged as a result of theft or willful acts, the person responsible for the equipment at the time of said occurrence shall cooperate fully with authorities and provide any information they may require;
- c. Where a staff member or volunteer is found to be grossly negligent in caring for equipment or property entrusted to them, and such negligence contributes to a loss, the individual may be held financially liable and / or be subjected to a disciplinary process.

### **3.3 Personal Equipment**

A staff member or volunteer may choose to use their own personal electronic device (eg: computer, tablet, phone or other devices) at a meeting, event or competition.

Karate BC shall not be held responsible for theft, loss, physical or electronic damage, misuse, inappropriate access or any other detrimental factor, unless the owner has been advised by the Executive Director in writing that Karate BC insurance coverage applies to their property or equipment for that specific event, competition or meeting.