



BULLETIN

Bulletin #: 2026-23

Date: June 11, 2026

To: All Members

CC: Board of Directors, Minor Coordinators, Men's & Women's Coordinators, Slo Pitch Coordinators, District Umpire In Chiefs and Staff

From: Diane St-Denis, Executive Director

Subject: External Entities Camps and Clinics or other Softball Related Activities

It's June, and some members are working on their plans for camps and clinics. In light of a few questions we have received about how members can effectively manage liability exposure to their local Association and Softball BC, we've elected to circulate a bulletin which we hope will answer most, if not all, of your questions.

The bulletin addresses members who are working with an external company or organization to deliver camps, clinics and other activities, or provide these external companies or organizations with access to facilities to run them.

This information was compiled in collaboration with our insurance broker and legal counsel regarding the use of external entities to deliver programs or instruction to our Association's members.

Scenario 1: The Member Association Retains an External Company/Organization to Deliver the Camp or Clinic on its behalf

Use this model if your Association is hiring and paying an external company or organization to run a clinic while retaining full control over the activities.

To ensure that the risk and liability for both your Association and Softball BC are fully managed, you must meet all of the following criteria:

- **Contract:** Your Association must have a written agreement with the company/organization that delivers the camps or clinics, clearly setting out the company/organization's expectations regarding the use of your facilities, camp/clinic

content and payment to be invoiced. The agreement must require the company/organization to provide proof of its own Commercial General Liability Insurance in an amount of no less than \$2,000,000, and include indemnification for your Association and Softball BC against any third-party actions, causes of action, suits, claims, proceedings, etc. Your Association and Softball BC should be named as additional insured under the company/organization's policies.

- The company/organization must provide proof that its staff and volunteers have a valid Criminal Record Check (CRC) with a Vulnerable Sector Check (VSC) on file and have completed, at a minimum, the CAC SafeSport and Rule of Two training.
- Registration Control: The registration process for the camp/clinic must be managed entirely by your Association, with appropriate waivers and registration forms included.
- Promotion: All promotional material should be branded under your Association's brand.

Scenario 2: The Association hires an individual

Use this model if your Association is hiring an individual to be a guest coach at your camp or clinic.

To ensure that the risk and liability for both your Association and Softball BC are fully managed, you must meet all of the following criteria:

- Contract: Your Association should have a written agreement with the individual regarding the content they deliver and their remuneration. Note that if they are invoicing you for the fee, they are acting as a company or organization and need to be addressed under scenario 1 above. Like other coaches in your association, the individual must provide proof of a valid Criminal Record Check (CRC) with a Vulnerable Sector Check (VSC) on file and have completed, at a minimum, the CAC SafeSport and Rule of Two training.
- Registration Control: The registration process for the camp/clinic must be managed entirely by your Association, with appropriate waivers and registration forms included.
- Promotion: All promotional material should be branded under your Association's brand.

Scenario 3: The Association Provides Facility Access to the company/organization

Use this model if your Association allows an external company or organization to use your permitted fields or facilities to manage and run their own independent camp or clinic.

If your Association allows an external company/organization to handle its own registrations, marketing, and finances while using your facilities, please be aware of the following strict limitations:

- **Softball BC Insurance Voided:** You cannot use the Certificate of Insurance provided by Softball BC to secure or cover the field for this camp or clinic. This means that you will have no coverage through Softball BC if something happens at the facility rented under your Association's name and your Association and Softball BC are named in a potential legal action.
- **Possible Municipal Agreement Violation:** This arrangement is considered subletting your fields or facilities to another company/organization. Operating this way may put your Association in direct conflict with your municipal user agreement, which generally prohibits unauthorized subletting. Please review and assess all applicable agreements to confirm that subletting is permitted.

WHAT ABOUT EXTERNAL ENTITIES HOLDING TRYOUTS

We've seen a few social media ads from external organizations (primarily US-based) holding tryouts in BC.

We recognize that some associations see this as an opportunity for their players. However, it also exposes Softball BC and the Association to liability.

Similar to scenario #3, these organizations need to rent their own facilities. You cannot use the Certificate of Insurance provided by Softball BC to secure or cover the field for their tryouts. This means that you will have no coverage through Softball BC if something happens at the facility rented under your Association's name and your Association and Softball BC are named in a potential legal action.

Note - We are not concerned about liability exposure if the company/organization's representatives are only attending your regular practices to observe and are not managing the ID Camp. This would be akin to a colleague coach attending a tournament to observe players.

Softball BC urges all Member Associations to carefully assess the terms of any applicable agreements when engaging partners to deliver programming or when providing external parties access to their facilities.

Thank you in advance for your due diligence in managing these relationships and for helping your Association minimize liability exposure for both your Association and Softball BC.

If you have any questions regarding these scenarios, please reach out to the Softball BC Office.