

# AI Playbook Toolkit

## Governance and Adoption in Community Sport and Small Non-Profits

Prepared for [Inclusion in Canadian Sports Network](#) · [Groundforce Digital](#) · Last revised: October 18, 2026

### Contents

|                                                                            |           |
|----------------------------------------------------------------------------|-----------|
| <b>About This Toolkit</b>                                                  | <b>1</b>  |
| <b>1. Landscape of AI Adoption in Community Sport</b>                      | <b>2</b>  |
| <b>2. Governance Framework: Decisions and Questions</b>                    | <b>3</b>  |
| <b>3. Inclusion and AI in Community Sport</b>                              | <b>4</b>  |
| <b>4. Sample AI Use Policies</b>                                           | <b>5</b>  |
| <b>5. AI Tool Selection and Tiers</b>                                      | <b>6</b>  |
| <b>6. Use Cases and Challenges</b>                                         | <b>7</b>  |
| <b>7. Training and Learning Pathways</b>                                   | <b>9</b>  |
| <b>8. Implementation Plan</b>                                              | <b>10</b> |
| <b>Appendix A: Comparison of AI Governance Toolkits and Sport Guidance</b> | <b>12</b> |
| <b>Appendix B: Prompt for Drafting Your AI Playbook</b>                    | <b>13</b> |
| <b>Glossary</b>                                                            | <b>15</b> |
| <b>Sources</b>                                                             | <b>16</b> |

### About This Toolkit

This toolkit was developed for the Inclusion in Canadian Sports Network (ICSN) workshop, AI Playbook: Leading Responsible Adoption in Sport. It is for people who lead community sport clubs, associations and small charities and want to use AI with care.

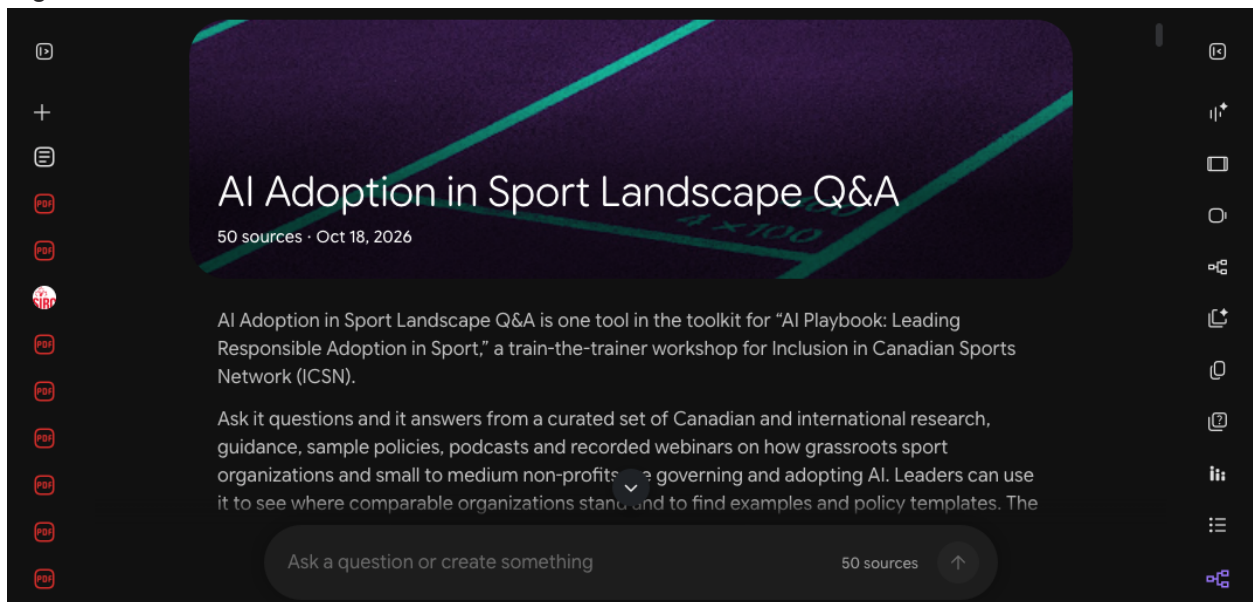
It compiles best practices and sources from Canadian and international sport and non-profit organizations: governance guides, research, policy templates and tools. Credit and links to the originals appear throughout, each section ends with numbered sources, the full list is at the end, and where an approach is adapted the original is named in the text.

The toolkit covers what the sector is seeing, a governance framework, inclusion considerations, sample policies, a traffic-light guide for data and tools, use cases and pitfalls, training, a roadmap for

putting a policy in place, and a prompt for drafting your playbook with an AI tool. Organizations are welcome to adapt it to their own context.

## A Companion Resource

The [AI Adoption in Sport Landscape Q&A](#) is a Gemini Notebook (formerly NotebookLM) that holds the sport and non-profit sources behind this toolkit, with a guide to each one. Anyone with the link can view it after signing in to a Google account. Ask it plain-language questions, such as how other organizations are governing AI or what a policy for youth data should cover, and it answers from those sources. You can also make your own copy and add or remove sources to suit your organization.



## 1. Landscape of AI Adoption in Community Sport

### Community sport

Canada's non-profit sport sector includes about 33,600 organizations and contributes \$6.1 billion to the economy. Most have fewer than 11 employees and modest budgets, and federal funding is under pressure, with a 15% budget cut and a \$104 million shortfall cited in recent research from the University of Ottawa's Telfer School of Management. For organizations this stretched, AI tools are appealing because they save time.

Sport-specific evidence is still thin. The Telfer team is running a research project with national, provincial and community sport organizations, and a public AI toolkit is one of its planned outputs. Most published sport guidance comes from Australia, New Zealand, the United Kingdom and the European Union, and there are few case studies of small Canadian clubs.

### What Canadian non-profit data shows

Imagine Canada surveyed 963 Canadian non-profits in 2025. The results point to wide use and little policy:

- **Use:** 80% of organizations use AI in some way. The figure is 73% for organizations with under \$500,000 in revenue and 72% in arts, culture and recreation.
- **Policy:** 10% have a formal AI policy and 21% are developing one. Among organizations using AI, 64% have no policy and are not working on one.
- **Awareness:** majorities say they are aware of reputational risks (62%) and of legal, ethical and environmental issues (60%), and 54% see the potential to reinforce inequities.

Research from Carleton University's Charity Insights Canada Project points the same way on trust: 83% of the public surveyed want transparency about how charities use AI. In volunteer settings, governance works better when it is presented as protection for the organization's integrity and its relationships, and as a way to free up time for people, not as a compliance exercise.

## Privacy law to be aware of

Which privacy rules apply depends on the province and on what the organization does. A policy turns these existing duties into daily habits for staff and volunteers. Federal AI legislation is still pending. This is general information and not legal advice. A good starting list:

- [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#): federal law for private-sector organizations.
- [British Columbia Personal Information Protection Act](#): provincial law that covers non-profits in British Columbia.
- [Alberta Personal Information Protection Act](#): provincial law that covers non-profits in Alberta.
- [Quebec privacy law for the private sector](#): includes the rules added by Law 25.
- [Office of the Privacy Commissioner principles for generative AI](#): nine principles, including consent, necessity, accuracy and safeguards.

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Sources: [1] [2] [3] [4] [5] [6] [7] [8]

## 2. Governance Framework: Decisions and Questions

Canadian capacity-building organizations, such as The Vantage Point in British Columbia, publish governance and policy packages for executive directors and boards. They favour clear boundaries, decision rules and defined responsibilities over legal boilerplate. This section covers four decisions for the board and six questions for the whole team.

### Four Board-Level Decisions

An effective AI policy depends on the board and senior leaders settling four decisions:

- **Data boundary:** which kinds of information may be used with AI, and which stay out of external platforms.
- **Autonomy limits (drafting vs. acting):** whether AI only drafts and recommends, or can also carry out routine administrative tasks once a person approves.
- **Approvers and reviewers:** the roles, such as the operations manager or executive director, who assess new tools and check high-stakes outputs.

- **Disclosure thresholds:** when and how to tell donors, funders, participants and the public that AI helped.

| Decision area                          | Focus                                                             | What it means in practice                                                              |
|----------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>1. Data boundary</b>                | Which types of information are in bounds and which are off limits | Personal, sensitive and financial data stay out of consumer tools                      |
| <b>2. Autonomy and action limits</b>   | Where drafting ends and acting begins                             | AI prepares the draft; a person approves before anything is sent or any record changes |
| <b>3. Oversight and accountability</b> | Naming an AI Lead and approving roles                             | These people keep the tool register and carry out reviews                              |
| <b>4. Transparency and disclosure</b>  | Notice standards for the public, donors and clients               | External and funder communications carry a standard statement                          |

## Six Key Questions

Six questions help an organization move from general interest in AI to clear rules, and one working session is enough to answer them. They combine the Responsible AI Use Considerations from Groundforce Digital's AI Playbook framework (why, how, resources and risk tolerance), which the RAISE playbook's decision canvas also uses, with the topics covered in guidance from Board.Dev, Mission Pointers, the NSPCC and the Office of the Privacy Commissioner.

- 1. What problem are we solving?** Name the task or pain point first, and check that AI is the right tool for it.
- 2. Does this fit our mission and values?** Consider participants, inclusion and community trust (see Section 3).
- 3. Who leads, and who decides?** Name an AI Lead, who keeps the tool list and answers questions, and the roles that approve new tools and check high-stakes outputs. Technical skill is not required.
- 4. What information stays out?** Agree on the data that is never entered, including personal, health, youth and safeguarding information, using the traffic-light guide in Section 5.
- 5. Who checks the work, and when do we say AI helped?** A person reviews everything before it leaves the organization, and AI-assisted external material carries a standard note.
- 6. What are the stakes, and what happens if something goes wrong?** Weigh the risks against the resources you have, and agree the response in advance: stop using the tool, tell the AI Lead, fix any harm, notify the people affected, and record what changed.

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Sources: [\[8\]](#) [\[9\]](#) [\[10\]](#) [\[11\]](#) [\[12\]](#) [\[13\]](#) [\[14\]](#) [\[15\]](#)

## 3. Inclusion and AI in Community Sport

Inclusion is central to Canadian sport. The Canadian Sport Policy 2025-2035 sets the vision of working together to enable everyone to grow, excel and achieve wellbeing through sport, and lists

Inclusion and Accessibility and Diversity among its values. It describes diversity as including the languages of Canada: English, French and Indigenous languages. The policy does not address AI, so the considerations below apply its values to AI use.

ICSN's own tools give organizations a way to start. The Play Fair toolkit includes a self-assessment, an action plan, policy templates, guidance on collecting disaggregated demographic data and an inclusion and belonging survey. The ICSN Organization Self-Assessment rates eight areas red, amber or green, including leadership and governance and accountability and data. Reading AI use alongside these tools keeps the two conversations connected.

## Considerations Before Using AI

- **Bias in outputs:** AI tools can repeat stereotypes about people and groups. Review anything written about participants, athletes or communities before it is published.
- **Language:** machine translation needs a person who knows the language, especially for French and Indigenous languages and for sensitive messages.
- **Accessibility:** AI can help produce plain-language summaries and alternative formats, and a person should check that they are accurate and usable by the people they are meant for.
- **Decisions about people:** keep people in charge of selection, eligibility, discipline and complaints, and ask who could be disadvantaged if a tool got it wrong.
- **Demographic data:** information collected for inclusion work, such as race-based or identity data, is sensitive. Follow the Play Fair guidance on collecting it, and keep it in the Red tier of the traffic-light guide.
- **Participation:** ask participants and under-represented members what they think about AI use, and keep alternatives available for people who prefer not to engage with AI.

A useful reflective question from the Play Fair toolkit applies here too: do all groups have the chance to participate and succeed in your club or organization, and how do you know?

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Sources: [\[12\]](#) [\[16\]](#) [\[17\]](#) [\[18\]](#)

## 4. Sample AI Use Policies

A policy turns the decisions and questions in Section 2 into written rules. These five samples and builders are free to open, adapt and compare. Several come from firms that also sell services, so treat any calls to action as marketing, and check each source's terms of use before reusing its text.

- [Mission Pointers: AI Policy Template for Small Charities and Community Groups](#). A ten-clause, plain-language policy for volunteer-led organizations. It covers who the policy applies to, approved tools, personal and confidential data, human checking of output, decisions about people, safeguarding, intellectual property and incident handling.
- [Aligned-AI: Nonprofit AI Policy Template](#). A free one-page template and a sample policy for a small food bank, sorted into encouraged, needs-approval and off-limits uses. Downloading requires an email address.
- [Fast Forward: Nonprofit AI Policy Builder](#). A free guided tool that produces a draft AI use policy in light, standard or advanced versions.

- [NSPCC: AI in Sport Guidance](#). Safeguarding guidance for AI use with children and young people, with a template AI safety policy and sample codes of conduct. Useful for any club working with youth.
- [The Vantage Point: AI Governance and Operational Policy and Procedures Template](#). A Canadian package of modular policy and procedure templates for non-profits.

Whichever sample you start from, check it against the four decisions, the six key questions and the traffic-light guide in the next section.

Sources: [\[11\]](#) [\[14\]](#) [\[15\]](#) [\[19\]](#) [\[20\]](#)

## 5. AI Tool Selection and Tiers

### Traffic Light Data and Use Boundaries

Staff and volunteers need a model they can apply in the moment. A traffic-light system classifies both the work AI is used for and the data that goes into it. One rule applies to every tier: use paid accounts that the organization manages, and not personal or free consumer accounts, because free services often keep what is entered and may use it to train their models.

| Tier                                            | Examples of use                                                                                                                                                                                                                           | Data in scope                                                                                                                                                                                                                          | Rule                                                                                 |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>GREEN:</b><br>Encouraged, no approval needed | Drafting internal emails, agendas and notes. Summarizing public reports and guidance. Brainstorming event themes, volunteer schedules and program outlines. Drafting an event announcement from public information.                       | Published web content, public league standings, promotional flyers, blank templates and anonymized drafts                                                                                                                              | Fine in any approved tool. A person reviews anything before it is published.         |
| <b>YELLOW: Check with the AI Lead first</b>     | Grant applications, funder reports and donor appeals. New tools, browser extensions or add-ons. Automations that change records. Newsletters or press releases in the organization's name. Summarizing survey results with names removed. | Internal budgets, unpublished grant drafts, policy manuals and strategy notes that contain no personal names                                                                                                                           | Only in approved paid accounts with data training turned off, and with human review. |
| <b>RED: Off limits</b>                          | Uploading a roster with medical notes. Letting an automated system make the final call on employment, eligibility, financial aid or participant discipline.                                                                               | Names, addresses, emails, phone numbers or giving histories of donors, participants, youth athletes or staff. HR files, medical notes, accommodation details, legal agreements, safeguarding reports and non-public financial records. | Do not enter into generative AI tools. Keep it in the secure CRM or database.        |

## Choosing Vendors

Before the AI Lead approves a tool, browser extension or integration, work through these questions with the vendor's terms in hand:

1. **Does it train on our data?** Can that be switched off, and is it confirmed in writing?
2. **Where is our data stored, and who owns it?** Check where the servers are located, and who owns what we enter and what the tool produces.
3. **Can we leave?** Confirm that we can export our data and have it deleted if we end the contract.
4. **Who has access?** Check that each user has their own login and that an administrator can remove access quickly, including for automations.
5. **Does it do what we need?** Test it on real examples from our own work, with the people who would use it, and not only the vendor's demo.
6. **What does it really cost, and what are the risks?** Include training and support, and consider privacy, bias, wrong answers and reputation.

Public tools and guides that can help with vendor selection:

- [Charity Digital: How to assess whether an AI tool is right for your charity](#). Steps for listing needs, testing with real examples and assessing risks.
- [Community IT Innovators: How to Use AI Tools Safely at Nonprofits](#). A 58-minute webinar on consumer versus enterprise tools and reading terms and conditions.
- [Nonprofit AI Impact Hub](#): a searchable library of Canadian training, ethics and policy resources from the Canadian Centre for Nonprofit Digital Resilience.
- [Equitable AI Adoption Framework](#): an interactive tool with case studies from Project Evident.

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Sources: [\[8\]](#) [\[10\]](#) [\[19\]](#) [\[21\]](#) [\[22\]](#) [\[23\]](#) [\[24\]](#)

## 6. Use Cases and Challenges

### Portfolio Approach to AI Adoption

Treat AI adoption as a portfolio of initiatives and not as a single project. Quick wins apply off-the-shelf tools to everyday work, build skills and confidence, and deliver early value. Longer-term initiatives redesign how a process works, often with customized development, and take more time, money and care.

|                  | Quick wins                                                                               | Longer-term initiatives                                                  |
|------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>Timeframe</b> | Months                                                                                   | Years                                                                    |
| <b>Approach</b>  | Off-the-shelf tools applied to internal processes                                        | End-to-end process redesign, sometimes with customized AI development    |
| <b>Examples</b>  | Meeting notes (with consent), drafting announcements and reports, translation and charts | AI-assisted registration and member intake, support for program delivery |

|              | Quick wins                                        | Longer-term initiatives             |
|--------------|---------------------------------------------------|-------------------------------------|
| What it does | Builds skills and buy-in and delivers early value | Higher impact and higher investment |

Starting with quick wins keeps an organization from committing to a large change too early, and from under-investing in experimentation. Start small with proven tools, measure what happens, and scale based on results.

## Proven Quick Wins

Community clubs, regional associations and small charities run on volunteer board members and part-time staff. For them, generative AI is mainly a time-saver. The Sport Information Resource Centre (SIRC) points to quick value in communications, administration and multilingual outreach:

- **Communications and press releases:** first drafts of announcements for local tournaments, registration drives and community events, which staff then review and edit.
- **Translation:** tools such as DeepL can lower the cost and speed up bilingual materials for athletes, with human review.
- **Data visualization and reporting:** anonymized operational data fed to tools such as ChartGPT to produce charts for AGMs, funder reports and board presentations.
- **Summarizing documents:** condensing long policy documents, municipal facility agreements and board meeting transcripts into short summaries.

## Common Challenges and Missteps

The same tools create real hazards when they are used without guidance. Project failures, near-misses and breakdowns point to four main failure modes for community sport and small non-profits.

### 1. Hallucination and unverified public information

Volunteer-led groups sometimes publish AI-written text without anyone checking it. Language models are built to sound plausible, not to be accurate, so they can produce confident but false statements about tournament rules, facility bookings or registration policies. If that output reaches parents, participants or municipal partners, the organization loses credibility and trust.

### 2. Confidentiality and minors' data

The most serious legal exposure for clubs and small charities comes from putting personal or health information into free consumer AI tools. Volunteers may paste in youth rosters, medical accommodation notes, financial assistance requests or complaint logs. Free accounts often keep prompts and use them to train public models. Deleting a surname is not anonymization if phone numbers, addresses or a rare medical condition remain, and it can still breach privacy law.

### 3. Shadow AI and tools nobody has reviewed

Shadow AI means tools that people adopt on their own, without approval. When there is no central tool list, volunteers pick up browser extensions, writing assistants and meeting-transcription bots, and communications and recordings end up on unvetted vendor servers. Transcription bots can also

join executive sessions or confidential safeguarding discussions without anyone's consent, which creates privacy and legal problems.

#### 4. Unmonitored automations and drift

As small associations automate tasks such as email replies, member database updates and donor receipts, they take on new risk. Automations tend to fail when there is no person in the loop and no clear failure limit. A tool with write access to the member database can overwrite correct records, send wrong payment notices or change eligibility status. Models can also drift: as real inputs move away from what the original prompts assumed, accuracy can decline without anyone noticing.

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Sources: [\[9\]](#) [\[10\]](#) [\[11\]](#) [\[12\]](#) [\[19\]](#) [\[25\]](#) [\[26\]](#)

## 7. Training and Learning Pathways

AI tools change faster than any single training session can cover. A workable approach combines two tracks: a short structured series that gives everyone the same foundation, and peer learning circles where people share what they are trying and what is working. Both should be practical and worth a volunteer's time, and neither is a compliance exercise.

### Example: A Structured Training Series

One way to give everyone the same foundation is a short virtual series of three 60-minute sessions in the first six months, recorded so that people who cannot attend live can catch up. For example:

- **Session 1, AI fundamentals and our approach:** what AI does well and badly, and how the organization's AI Playbook, policy and traffic-light guide apply in practice.
- **Session 2, AI for communications and administration:** a live demonstration of the quick wins in Section 6, common pitfalls, and how to review output before it goes out.
- **Session 3, a topic chosen from the first six months:** for example AI and safeguarding with youth, bilingual materials, or reports for funders.

Training can cover technical, practical and ethical ground. General AI literacy gives everyone the basics, and tool-specific workshops suit the people who use a tool every day. If the organization already runs annual training on privacy, safeguarding or safe sport, a short AI component can be added so everyone receives the baseline.

### Team Learning Circles: An Idea to Consider

Learning circles are informal sessions organized around a role or activity, such as communications and events, registration and administration, coaching and program delivery, or board and governance. They focus on practical experience and not AI theory: people share what they are trying, what is working and what is not. Nearby clubs or members of a network could share a circle.

## Ongoing Support and Partnerships

People should not be left to work through new tools alone. Help from a named AI Lead, peer networks and expert advice keeps adoption moving. Partnerships with universities, consultants, sport networks and peer organizations can add skills that a small club cannot build on its own.

## Making Space for Different Views on AI

People hold a wide range of opinions about AI, from enthusiasm to deep concern. Those views often reflect real experience, and they deserve space in the conversation. Questions about jobs, cost, skills and data come up in most organizations, and hearing them openly builds trust.

Move at the pace that is right for your organization. Begin with accessible tools and build skills gradually through training and partners. Start with small pilots and track the time saved, and look for grants and partnerships to offset costs.

Sources: [\[12\]](#) [\[25\]](#)

## 8. Implementation Plan

| Phase                                | Timeframe             | Main steps                                                                                                                                                                                                                                                                                                                                      | What you end up with                                                                                |
|--------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Phase 1: Prepare</b>              | 1–2 weeks before      | Run a short AI use survey with staff and volunteers. Pre-fill the basic details of the draft.                                                                                                                                                                                                                                                   | Survey results on current use, work people want to offload and pain points, plus a pre-filled draft |
| <b>Phase 2: Drafting workshop</b>    | One 90-minute meeting | Bring together 2–5 staff or volunteers. Share the survey results, answer the six key questions and test the rules on real scenarios. Record the meeting, with consent.                                                                                                                                                                          | Agreed answers to the six key questions, traffic-light boundaries and a transcript                  |
| <b>Phase 3: Put it into practice</b> | Ongoing               | Distill the transcript into a shared document, draft the playbook with an AI tool and get board or executive director approval. Begin implementation with regular status check-ins, celebrate early wins and review the whole playbook at six months. Add acknowledgments, contract language and quarterly reporting as the organization grows. | An approved playbook, implementation under way and a review date                                    |

### Before the Meeting: Run an AI Use Survey

Assume AI is already in wide use, and ask people what they do and not whether they do it. A short, anonymous survey is enough:

- **Tasks:** which tasks people use AI for now, and with which tools.
- **Offloading:** which work they would like to hand off to AI.
- **Pain points:** where work is slow, repetitive or stressful.

Have the executive director or acting lead pre-fill what is already known, such as existing accounts and named roles, before the group meets.

## Facilitating the AI Playbook Drafting Workshop

This protocol is for facilitators who lead an organization through drafting its own AI Playbook in one 90-minute meeting.

- **Before you start:** ask everyone for consent, then record the meeting and save the transcript. It captures the reasoning behind each decision and feeds the first draft of your playbook (see After the Workshop). Use a recording tool the organization has approved, and keep the transcript with your other internal files.
- **Step 1: Align on values (15 minutes).** Open by naming the group's worries and sharing the survey results, so everyone sees how AI is already used. Remind everyone that AI is meant to take on routine administrative work so people can spend more time with the community.
- **Step 2: Set boundaries (45 minutes).** Work through the six key questions (See Section 2): name the roles, list the approved paid tools and agree the traffic-light rules for the organization's data.
- **Step 3: Stress-test the rules (30 minutes).** Try the draft rules on realistic situations:
  - **Scenario A:** a volunteer wants to use a personal ChatGPT account to write a grant narrative. The rule says no: grant drafts need an approved account and the executive director's sign-off.
  - **Scenario B:** a coach wants to upload a youth team roster with medical notes to an online summarizer. The rule says no: this is Red data.
  - **Scenario C:** a coordinator wants to run a public policy PDF through an approved tool to draft a summary. The rule says yes: this is Green data, and a person reviews the final text.

## After the Workshop

### Start with

- **Capture the insights:** use the meeting transcript to distill key insights into a shared document. Participants refine it after the meeting to address any gaps the group identified.
- **Draft the playbook:** once participants are aligned, use the survey results, the transcript and your notes, the templates you chose in Section 4 and this toolkit with the AI tool of your choice to create a first draft. Use an approved paid account and take names and personal information out of the transcript first (see Section 5). The prompt in Appendix B is a starting point, and people are encouraged to edit it for their own needs.
- **Approval:** present the draft playbook to key stakeholders, such as the executive director or board, for feedback and approval.
- **Begin implementation:** put the playbook to work, with regular status check-ins to see what is working and what needs adjusting.
- **Celebrate early wins:** share results with the team.
- **Broader review at six months:** review the whole playbook, update the tool list and adjust for changes in the rules and regulations.

## Add as you grow

- **Acknowledgments:** invite staff and volunteers to sign that they have read the policy. For contractors, build standard language into contracts.
- **Quarterly board report:** keep oversight light by answering three questions:
  1. Which AI tools are we using?
  2. What incidents, errors or near-misses happened this quarter?
  3. What rules or settings did we change as a result?

Sources: [\[9\]](#) [\[10\]](#) [\[19\]](#)

# Appendix A: Comparison of AI Governance Toolkits and Sport Guidance

## Non-Profit AI Governance Toolkits

| Toolkit                                               | Audience                                    | Focus                                                               | Format                                                             | Safeguards                                                             |
|-------------------------------------------------------|---------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------|
| <a href="#">Nimara AI Policy Guide (Canada)</a>       | Small Canadian non-profits and charities    | Six questions, answered in one meeting; everyday habits             | 2–5 page policy plus a one-page staff reference card               | Incident response, six-month review, off-switch requirement            |
| <a href="#">Aligned-AI Nonprofit Template</a>         | Teams of 1–30 staff and volunteers          | One-page acceptable use rulebook built on an “intern” model         | Fill-in-the-blank one-page Word document                           | Three-tier classification; no free tools                               |
| <a href="#">HR Intervals Framework (Canada)</a>       | Non-profit HR leads and executive directors | Governance tied to HR practice, labour standards and bias reduction | Multi-section checklist on values, norms and guardrails            | Fair work considerations, privacy rules for voice-to-text, bias audits |
| <a href="#">The Vantage Point BC Package (Canada)</a> | Board members and executive directors       | Three-part package covering procedures and governance               | Modular policy, operating guidelines and board oversight templates | Vendor risk management, board oversight measures, operating guidelines |

## Sport-Specific Guidance

| Resource                                            | Publisher                                            | What it offers                                                                                                                | Best for                                     |
|-----------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| <a href="#">A Guide for Responsible AI in Sport</a> | Australian Sports Commission (2026)                  | Practical, sport-specific guidance on using AI safely and ethically                                                           | Everyone from grassroots to high performance |
| <a href="#">Summary of the ASC Guide for AI</a>     | SportWest (June 2026)                                | Plain-language summary of the Australian guide, with five starting actions and readiness questions                            | Small clubs starting out                     |
| <a href="#">AI in Sport Guidance</a>                | NSPCC Child Protection in Sport Unit (February 2026) | Safeguarding guidance for AI use with children and young people, with a template AI safety policy and sample codes of conduct | Clubs working with youth                     |

| Resource                                                                        | Publisher                                   | What it offers                                                                                                                                                                     | Best for                     |
|---------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <a href="#"><u>Play Fair: Anti-Racism in Sports Toolkit</u></a>                 | Inclusion in Canadian Sports Network (2024) | Self-assessment, action plan, policy templates and guidance on collecting disaggregated demographic data. Not about AI, but the base for the inclusion considerations in Section 3 | Any ICSN member organization |
| <a href="#"><u>Position Statement on the Use of Artificial Intelligence</u></a> | Sport England (May 2026)                    | Shows what a funder expects from grant recipients, including rules on AI notetakers in meetings                                                                                    | Funded organizations         |
| <a href="#"><u>AI in Sport and Recreation</u></a>                               | Sport New Zealand (July 2025)               | Seven readiness steps for sport organizations and four scenarios to 2035. No organization case studies                                                                             | Planning and strategy        |
| <a href="#"><u>AI in the Sport Sector (SHARE 2.0)</u></a>                       | European Commission (2025)                  | Covers grassroots clubs, professional sport and fan engagement, including how clubs can test tools together and train volunteers                                                   | Clubs and networks           |
| <a href="#"><u>AI Spotlight, Week 1: Admin Overload</u></a>                     | Sport for Business                          | A short guide for volunteer-run clubs on club administration, with a simple rule for what not to enter into AI tools                                                               | Volunteer-run clubs          |
| <a href="#"><u>AI in Sport Communications</u></a>                               | Sport Law Canada (April 2026)               | A 60/40 split in which AI drafts and people keep the final “human gates”, with a warning against entering sensitive or unreleased information into public tools                    | Canadian sport communicators |

Sources: [\[9\]](#) [\[10\]](#) [\[11\]](#) [\[15\]](#) [\[17\]](#) [\[19\]](#) [\[27\]](#) [\[28\]](#) [\[29\]](#) [\[30\]](#) [\[31\]](#) [\[32\]](#) [\[33\]](#)

## Appendix B: Prompt for Drafting Your AI Playbook

Consider using this prompt after the drafting meeting, once participants are aligned. It asks an AI tool to turn your survey results, meeting transcript and notes into a first draft of your AI Playbook. Treat the output as a draft for your group to edit. Edit the prompt too: change the sections, length and tone to suit your organization.

### Before You Use It

- **Use a managed account:** a paid account the organization controls, with data training turned off (see Section 5).
- **Take out personal information:** remove names and any personal, health, youth or safeguarding details from the transcript and survey results before you paste or upload them.
- **Gather the inputs:** the survey results, the transcript and shared insights document, the sample policy or template you chose (Section 4) and this toolkit.
- **Add context and a template:** note anything the AI tool should know about your organization (see Additional context in the prompt), and attach your organization’s document template if you have one.
- **Fill in the brackets:** complete the details at the top of the prompt, and change anything that does not fit your organization.

- **Check the draft:** a person reviews the whole draft before it goes to the executive director or board.

## Example Prompt:

You are helping a small, volunteer-led [community sport organization / non-profit] write its first AI Playbook. Write in plain Canadian English for volunteers and part-time staff who are not technical. Use short sentences and no jargon.

### About the organization

- Name: [organization name]
- What we do: [one or two lines]
- Who is involved: [staff, volunteers, board, contractors, youth participants]
- Province or territory: [province or territory]

### What I am giving you

1. The results of our AI use survey.
2. The transcript and notes from our drafting meeting.
3. [The sample policy or template we chose.]
4. The AI Playbook Toolkit: Governance and Adoption in Community Sport and Small Non-Profits.
5. [Our organization's document template, if we have one.]

### Additional context

[Add anything else that matters for this playbook or for how our organization uses AI: funder or partner requirements, past incidents or near-misses, tools we already pay for, concerns from the board or members, upcoming programs or events, and anything we have agreed not to do.]

### Task

Write a first draft of our AI Playbook using only the material above. Where the material does not answer a question, write [TO CONFIRM: the question] instead of inventing an answer. Where our meeting decisions differ from the toolkit or the sample policy, follow our decisions and note the difference at the end.

### Sections

1. Purpose and values: why we use AI and the values that guide us, in the words we used in the meeting.
2. Who this applies to: staff, volunteers, board members and contractors.
3. Roles: the AI Lead, the people who approve new tools and the people who check high-stakes work.
4. Four governance decisions: our data boundary, our autonomy limits (drafting vs. acting), our approvers and reviewers, and our disclosure thresholds.
5. Inclusion and anti-racism: how we watch for bias, handle language and accessibility, keep people in charge of decisions about people and protect demographic data.

6. Traffic-light guide: Green, Yellow and Red tiers, with examples drawn from our survey and the scenarios we tested in the meeting.
7. Approved tools: the tools we use now and the questions we ask before approving a new one.
8. Quick wins to start with: three to five uses from our survey that save time and use only Green data.
9. Training and support: how people will learn and who they ask for help.
10. If something goes wrong: stop using the tool, tell the AI Lead, fix any harm, notify the people affected and record what changed.
11. Putting it into practice: approval, regular status check-ins, how we celebrate early wins and share results, the acknowledgment for staff and volunteers, standard language for contractor agreements, a quarterly board report and a full review at six months.

### Template and formatting

- Use our attached organization template: [name of template file]. Keep its headings, fonts and colours, and place the playbook content inside it.
- Formatting instructions: [for example, our logo and footer, heading style, page size, bullet style, and the file type we need].
- If you cannot work inside the template, give me the content under the same headings so I can paste it in myself.

### Rules

- Do not give legal advice. Where privacy law matters, say so and point to [PIPEDA / our provincial law].
- Do not repeat any personal information from the inputs. Refer to people by role.
- Keep the whole playbook to about [five] pages, with short bullets where they help.

### After the draft

List every [TO CONFIRM] item as a question for the group. List anything from the survey or transcript that you could not place. Add three questions the executive director or board are likely to ask.

Review the draft with your group, answer each [TO CONFIRM] question and ask the AI tool to revise the draft. Then follow the steps in After the Workshop (Section 8).

## Glossary

**AI Lead:** The person who keeps the list of approved tools, answers questions and reports to the board. Technical skill is not required.

**AI register:** A shared list of each approved AI tool, its owner, main use, data tier and how to switch it off.

**Automation:** A task that a tool carries out on its own, such as sending an email reply or updating a record.

**Generative AI:** AI that creates new content, such as text, images or summaries, from patterns it learned in training data.

**Hallucination:** A confident but false statement produced by an AI tool.

**Human in the loop:** A person who reviews and approves what an AI tool produces before it is used.

**Model drift:** A gradual decline in a tool's accuracy as real inputs move away from what it was set up for.

**Shadow AI:** AI tools that people use without the organization's knowledge or approval.

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