



Garville Netball Club Inc

RISK MANAGEMENT POLICY

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Introduction

This risk management policy is designed to help individuals identify key risks to the Garville Netball Club, whether it is involving club facilities, grounds or a team or individual activity. Managing risk enables our Club to achieve their potential with the least interference from a risk eventuating. Effective risk management enables you to take advantage of opportunities as they arise.

This risk management policy applies to all Clubs decisions – making activities, including policy development and advice, management of coaching and training, program delivery, public events. Risk management enables us to minimise the barriers to meeting our objectives safely.

Risk Management is not just about decisions and behaviour that affect expenditure or expose the Association and or clubs to liability. Risk management is about giving the best advice and guidance we can to the committee, coaches, players and members. It is about active participation of all members of the Club to ensure that all risks and hazards are identified and controlled.

The identification of all hazards and risks work in line with the Association's: -

- **Code of Conduct for members and parents**
- **Play by the Rules**



RESPONSIBILITY FOR RISK MANAGEMENT

General

Every member of the Association and club officials are responsible for the effective management of risk including the identification of potential risks. The Club Management Committee are responsible for the development of risk mitigation plans and the implementation of risk reduction strategies. Risk management processes should be integrated with other planning processes and management activities.

There is legislation in place for the management of specific risks such as Occupational Health and Safety, Equal Opportunity and Harassment and Discrimination. The Risk Management policy does not relieve the Association or its affiliated clubs of the responsibility to comply with other legislation.

The Garville Netball Club Management Board

The elected Executive members are accountable for ensuring that a risks management system is established, implemented and maintained in accord with this policy. Assignment of responsibilities in relation to risk management is the prerogative of the Garville Executive.

The Garville Executive is accountable for strategic risk management within areas under their control including the devolution of the risk management process to the affiliated clubs and their members. Collectively the Executive is responsible for:

- The formal identification of strategic risks that impact upon the executive's mission;
- Allocation of priorities;
- The development of strategic risk management plans; and

The Executive will review progress against agreed risk management plans and will communicate this to the affiliated clubs and their members.

The Management Committee will be accountable for the overseeing of the processes for the identification and assessment of the general risk spectrum, reviewing the outcomes of risk management processes, and for advising the Executive as necessary.



President and Vice President

The President and Vice President are responsible for the implementation of this policy in key areas of the club, maintaining a programme for risk reassessment and a risk register for the association and clubs. Key areas will flow from the risk management plan developed by the executive and the committee. The President and Vice President will provide advice to the relevant committee and club members on risk management matters pertaining to the association insurance, health and safety and code of conduct issues.

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Executive Portfolio Holders

Executive members holding specific portfolios are accountable to the executive for:

- Implementation of this policy within their respective areas of responsibility;
- Reporting on the status of any risk register/assessment, in so far as it impacts on their respective responsibilities, as part of the annual planning and review cycle;
- Ongoing maintenance of the risk register in so far as it impacts on their respective responsibilities; and
- Ensuring compliance with risk assessment procedures and executive and club policies.

Coaching Panel

The coaching panel is accountable to the management committee clubs for:

- Implementation of this policy within their respective areas of responsibility;
- Reporting on the status of the any risk/training register, in so far as it impacts on their respective responsibilities, as part of the annual planning and review cycle;
- Ongoing maintenance of the risk register in so far as it impacts on their respective responsibilities;
- Ensuring compliance with risk assessment procedures and Association policies.



POSSIBLE GENERIC SOURCES OF RISK AND THEIR AREAS OF IMPACT

Identifying sources of risk and areas of impact provides a framework for risk identification and analysis. A generic list of sources and impacts will focus risk identification activities and contribute to more effective risk management.

Generic Sources of Risk

Each generic source has numerous components, any of which can give rise to a risk.

Generic sources of risk include:

Commercial and legal relationships including but not limited to contractual risk (Local Council), product liability (Garville Equipment & Assets), professional liability and public liability.

- Human Behaviour such as verbal/physical threats, intimidation and bullying.
- Natural Events. These can include fire, water damage earthquakes, vermin, disease and contamination.
- Political Circumstances such as legislative changes or changes in government/council policy that may influence other sources of risk.
- Technology and Technical Issues. Examples of this include innovation, obsolescence and reliability.
- Individual Activity including, misappropriation of funds, fraud, vandalism, illegal entry, information misappropriation and human error.

Areas of Impact

A source of risk may impact on one area only or on several areas. Areas of impact include:

- Asset and resource base including personnel.



- Revenue,
- Costs both direct and indirect,
- People,
- The Community,
- Performance,
- Timing and schedule of activities,
- The environment,
- Intangibles such as reputation, goodwill and the quality of life, and
- Organisational behaviour.

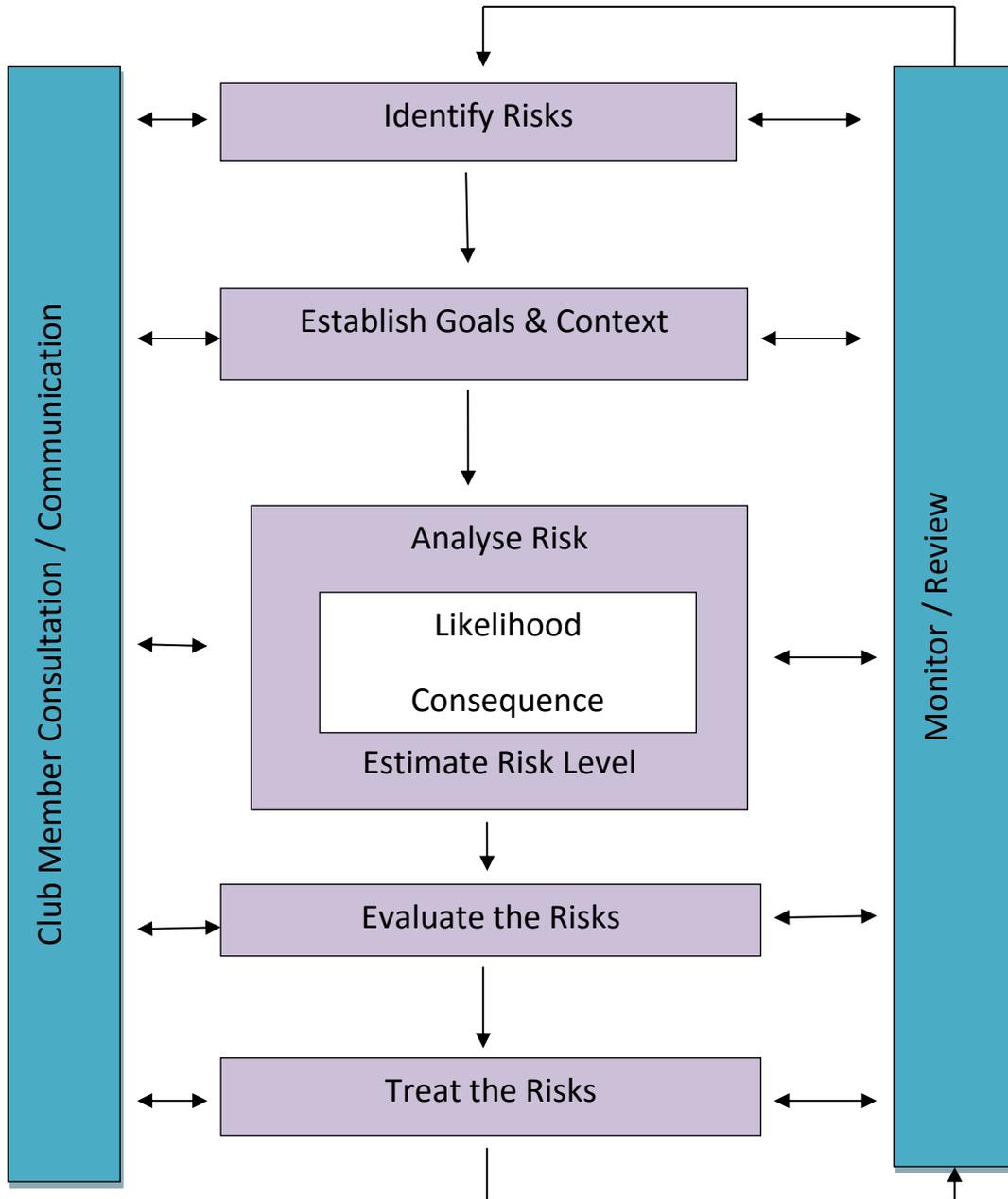
Definition of a Risk

A risk is defined by the Australia/New Zealand Standard for Risk Management (AS/NZS 4360:2004) as

“...the possibility of something happening that can impact on your objectives. It is the chance to either make a gain or a loss. It is measured in terms of likelihood and consequence.”

The effective management of risk enables you to maximise opportunities and achieve your outputs.

The Risk Management Process – Risk Matrix





Identify risks

Identify the risks most likely to impact on your outputs, together with their sources and impacts. It is important to be rigorous in the identification of sources and impacts as the risk treatment strategies will be directed to sources (preventive) and impacts (reactive).

Analyse risks

Identify the controls (currently in place) that deal with the identified risks and assess their effectiveness.

Evaluate risks

This stage of the risk assessment process determines whether the risks are acceptable or unacceptable. This decision is made by the person with the appropriate authority. A risk that is determined as acceptable should be monitored and periodically reviewed to ensure it remains acceptable. A risk deemed unacceptable should be treated (see below). In all cases the reasons for the assessment should be documented to provide a record of the thinking that led to the decisions. Such documentation will provide a useful context for future risk assessment.

Potential control measures are developed according to the selected treatment strategy. The selection of the preferred control measures takes into account factors such as the costs and effectiveness.

The determination of the preferred control measures also includes the documentation of implementation details (eg responsibilities, a timetable for implementation and monitoring requirements).

The intention of these risk treatments is to reduce the risk level of *unacceptable* risks to an *acceptable* level (i.e.: the target risk level). Use the **Risk Matrix** to determine the expected reduction in level of risk (expected consequence, likelihood and Target risk level) resulting from the successful implementation of the treatment.



Monitor and report on the effectiveness of risk treatments

The committee are required to monitor the effectiveness of risk assessment control measures and have the responsibility to identify new risks as they arise and treat them accordingly. A person appointed by the committee is expected to provide feedback on the progress of the control measure as detailed in the “monitoring” section to the members affected by the risk.

Keeping records; attendance and medical registers

A register of attendance is to be kept at each training session that the club holds for both seniors and juniors. This may help in picking up trends in attendance that could be related to the effectiveness of the sessions.

The club will collect details on all members in order to ensure that those with responsibility for any member, i.e. coaches or team captains, are fully informed and can act accordingly.

Details to be collected as part of registration include:

- Contact details for parents/carers
- Home address and telephone numbers
- Important medical information (including allergies) and emergency contact details, in case of accidents or incidents. This will enable quick access to the information should the need arise during competition or training.
- It should be noted that only medical information relevant to the sport environment should be included and kept in the strictest of confidence, as per the privacy act 1991.



Responsibilities:

The elected committee is responsible for the development and implementation of the risk management plan in the local clubs. Members of the local club will be involved in the development of the plan and will be responsible for managing risks in specific areas. For example, the Treasurer will manage the financial risks; the Secretary will manage the Human Resource risks, etc.

Monitor and Review:

The club committee will monitor and review the implementation of the risk management program. Once the plan is complete, it will be reviewed for effectiveness on a seasonal basis.