

NORTHCOTE JUNIOR FOOTBALL CLUB RISK MANAGEMENT POLICY

CONTEXT STATEMENT

Risks are inherent in all aspects of Australian Rules Football and the Northcote Junior Football Club acknowledges the role of risk management as critical to the safe and controlled provision of the sport to players, officials and spectators.

The Northcote Junior Football Club is committed to managing risk in accordance with the process described in Australian/New Zealand Standard 4360:1999 Risk Management.

This Standard requires the Northcote Junior Football Club's risk management strategy is a systematic hierarchical driven process to identify, analyse, assess, communicate and treat risks that can adversely impact on the performance and standing of the organization.

The range of risks that the Football Club needs to be prepared to deal with includes:

- Public & Professional Liability responsibilities
- Occupational Health & Safety responsibilities
- Financial Management
- Organisational Management and Operational practices

PURPOSE:

The purpose of this policy is to provide a framework for the elimination or control of all risks associated with the Northcote Junior Football Club's activities.

SCOPE:

The successful implementation of the Risk management Policy requires a consistent and systematic approach to risk management at all levels of the Football Club's operation.

In order to manage risk in accordance with best practice, the Football Club will comply with the requirements of A/NZ Standard 4360:1999 risk Management as well as the Club's established ethical standards and values.

OBJECTIVES:

The objectives of the policy are:

- Identify, report and analyse the Club's liability associated with its range of risks
- Encourage the ongoing identification and reporting of potential risks
- Determine the magnitude of risks
- Develop a risk register
- Develop, prioritise and implement ongoing plans and strategies to address risks
- Promote and support risk management practices throughout the Club
- Gain organisational support for risk management undertakings
- Educate members on good risk management practices
- Minimise the cost of insurance claims and premiums
- Protect the Club's corporate image as a professional, responsible and ethical organisation

The risk management system will be reviewed annually at the Annual General Meeting of the Football Club to ensure the actions remain appropriate and effective.

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PRESIDENT

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SECRETARY

2011

RISK MANAGEMENT METHODOLOGY

ESTABLISH A RISK MANAGEMENT COMMITTEE

A Club Risk management Committee comprising the Club's Risk Management Officer, two Committee Members and two non committee representatives, with a developed understanding of a football club's risk issues to be formed to instigate a comprehensive risk management review of all of the Club's activities.

RISK IDENTIFICATION

The risk management committee shall be responsible for the establishment of a Risk Register and the setting of plans and strategic timeframes for treatment of risk.

RISK ASSESSMENTS

The risk assessment analyses the exposures identified, quantifies the likelihood of certain events occurring and determines the consequences, both financial and operational.

The following are provided as a guide:

Player Safety

- The playing surface, fences and goal/behind posts
- Sufficient qualified trainers & coaches
- Medical checks on players
- Team hygiene practices
- Player change-room facilities
- Emergency medical equipment
- Availability / accessibility to emergency services

Official Safety

- Secure umpire rooms
- Competent umpire escorts

Recreation Reserve - Operational

- Public viewing areas
- Scoreboard / timekeeper facilities
- Vehicular movement and parking areas
- Public conveniences
- Crowd control
- Food/beverage handling and selling areas

General

- Money handling
- Player / Official valuables security
- Building security

SAFE OPERATING PROCEDURES

The Risk Management Committee will prepare safe operating procedures for all areas identified as presenting any risk to the organisation; other aspects that may be included are: Emergency planning; Contractor management and Visiting Club management.

MONITORING & REVIEW

It is incumbent on the Football Club's Risk Management Committee to review the performance of the risk management systems and changes which might affect it on an annual basis.

Records are to be maintained for the following:

- Hazard identification
- Risk assessments
- Accident / incidents
- Player health monitoring