

Avondale Heights Football Club



3.5 Risk Management Policy

The Avondale Heights 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 Avondale Heights 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 will include:

- Public & Professional Liability responsibilities
- Occupational Health & Safety responsibilities
- Financial Management
- Organizational 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 Avondale Heights 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 organizational 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.

Signed *Milton Harris*
Milton Harris – President

Ray Micallef
Ray Micallef - Secretary

Date February 2014

RISK MANAGEMENT METHODOLOGY

The Avondale Heights Football Club's Risk Management Officer, along with Committee Members will instigate a comprehensive risk management review of all of the Club's activities.

RISK IDENTIFICATION

The Risk Management Officer 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
- Player change-room facilities
- Emergency medical equipment
- Availability / accessibility to emergency services

Official Safety

- Secure umpire rooms

Recreation Reserve - Operational

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

General

- Money handling
- Player / Official valuables security

SAFE OPERATING PROCEDURES

The Risk Management Officer will prepare safe operating procedures for all areas identified as presenting any risk to the organization.

MONITORING & REVIEW

It is incumbent on the Football Club's Risk Management Officer 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