

Risk Management Policy

This Policy has been provided as a general guide only. Please edit this Policy to ensure it reflects the needs of your club and is consistent with any requirements set out in your club's rules.

Please delete this message prior to releasing the Policy.

Purpose

This policy is designed to outline a framework for the control, minimization, or elimination of the risks associated with the Club's activities.

Policy Statements

Risks are inherent in every element of community sport and Football specifically, and our Club recognizes the role of appropriate risk management as essential to providing our activities to club members in a safe and controlled manner.

Our Risk Management strategy is a systematic process that enables the identification, assessment, communication, and minimization/removal of risks that can negatively influence the organization, our environment, and our members.

The effective implementation of the Risk Management Policy requires a consistent and systematic approach to risk management at all levels club operations.

Procedures

Our Club will adhere to the following procedures to manage inherent risks of our activities:

- 1) Encourage the ongoing identification/reporting of potential risks to all members of the Committee and wider club community.
- 2) Identify, report, and evaluate the liability associated with all risks.
- 3) Establish the extent of all identified risks.
- 4) Record all risks through a risk management plan/register as shown below.
- 5) Develop and implement ongoing strategies to mitigate, minimize or eliminate risks.
- 6) Support and promote a culture of risk management practices.
- 7) Reduce the cost of insurance premiums and instances of any potential claims.
- 8) Protect the reputation, brand, and image of the Club.

The risk management systems will be reviewed regularly to ensure the actions remain appropriate and effective.

Risk Management Action Plan

The following plan (listed at Appendix 1) has been developed in accordance with the above Risk Management Policy to maintain a record of identified risks, the responses, and necessary actions taken as a result.

MATRIX – MEASUREMENT OF RISK

	Catastrophic Objectives may not be achieved	Major Objectives threatened, or one severely affected	Moderate Objectives affected, considerable effort to rectify	Minor Easily remedied, with some effort objectives can be achieved	Negligible Very small impact, rectified by normal processes
Almost certain Will probably occur, could occur several times per season	1 EXTREME	1 EXTREME	2 MAJOR	2 MAJOR	2 MEDIUM
Likely High probability, likely occur once a year	1 EXTREME	1 EXTREME	2 MAJOR	3 MEDIUM	4 MINOR
Possible Reasonable likelihood that it may arise over a five year period	1 EXTREME	2 MAJOR	2 MAJOR	3 MEDIUM	4 MINOR
Unlikely Plausible, could occur over a five to ten year period	2 MAJOR	2 MAJOR	3 MEDIUM	4 MINOR	4 MINOR
Rare Very unlikely but not impossible, unlikely over a 10 year period MEDIUM	3 MEDIUM	3 MEDIUM	4 MINOR	4 MINOR	4 MINOR

Risk Priority

1. **EXTREME** Likely to arise and have potentially serious consequences requiring urgent attention
2. **MAJOR** Likely to arise and have potentially serious consequences requiring urgent attention or investigation
3. **MEDIUM** Likely to arise or have serious consequences requiring attention
4. **MINOR** Risks and low consequences that maybe managed by routine procedures

Disclaimer

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Appendix 1. Risk Management Plan

Risk	Likelihood	Severity	Risk Rating	Treatment	Responsible Persons
<i>Collapse of Goals</i>	<i>Rare</i>	<i>Moderate</i>	<i>4</i>	<i>Goals on pitch should be checked by referee before each match.</i> <i>In the event of a damaged Goal post: Match not to proceed, report to Club Coach Coordinator or club official to assess the situation. If possible, game to be relocated to another ground. Formal report is to be written up and referred to the Club Committee. Club Committee to address the incident with the <Insert league acronym> for rectification.</i>	<i>Game Referee Ground Marshall <Insert club acronym> Committee <Insert league acronym></i>
<i>Damage to balls (peeling leather, etc)</i>	<i>Likely</i>	<i>Negligible</i>	<i>4</i>	<i>Damaged Balls not to be used for games or training. Damaged Balls should be reported & returned to the Team Manager for replacement. Damaged Balls to be disposed (Eg. leather peels off, change in shape, etc).</i>	<i>Team Manager Team Coach Committee</i>



Risk	Likelihood	Severity	Risk Rating	Treatment	Responsible Persons
<i>General pitch conditions:</i> <i>Presence of Holes</i> <i>Uneven Ground</i> <i>Presence of Foreign Objects</i>	<i>Likely</i>	<i>Minor</i>	<i>3</i>	<i>Referees to check pitch conditions before games.</i> <i>Minor Damage:</i> <i>Report to Club Coach Coordinator or club official to rectify for game to continue.</i> <i>Major Damage:</i> <i>Match not to proceed - report to Club Coach Coordinator or club official to assess the situation.</i> <i>If possible, game to be relocated to another ground.</i> <i>Formal report is to be written up and referred to the <Insert club acronym> Committee.</i> <i><Insert club acronym> Committee to address the incident with the <Insert league acronym> for rectification.</i>	<i>Game Referee</i> <i>Ground Marshall</i> <i><Insert club acronym></i> <i>Committee</i> <i><Insert league acronym></i>
<i>Equipment Conditions:</i> <i>Footwear/Shin Guards</i> <i>Sharp Studs</i>	<i>Rare</i>	<i>Negligible</i>	<i>4</i>	<i>Referees to check players footwear for sharp studs before matches.</i> <i>If a player is not wearing the correct soccer boots and shin guards, they will not be permitted to play or train.</i> <i>Team Coach to remind players/parents of the correct procedure.</i>	<i>Game Referee</i> <i>Team Coach</i> <i>Player</i>



Risk	Likelihood	Severity	Risk Rating	Treatment	Responsible Persons
<i>Weather</i>	<i>Likely</i>	<i>Negligible</i>	<i>4</i>	<i>Any training sessions, games, trials, or activities sanctioned by FV/<Insert league acronym> shall be cancelled if the official forecast temperature is 33 degrees Celsius or greater.</i> <i>Any training sessions, games, trials, or activities sanctioned by FV/<Insert league acronym> will not continue or be played whilst there is hail falling onto the ground or there are thunder and lightning storms in the immediate vicinity.</i> <i>If the forecast for the game day is extreme wet weather the Club Coach Coordinator or Club Official will contact the relevant authority the day before. With approval the game can be postponed, rescheduled, cancelled, and/or will not be replayed.</i> <i>The visiting coach must be contacted immediately and advise of the cancellation.</i>	<i>Club Coach</i> <i>Coordinator</i> <i>Game Referee</i> <i><Insert league acronym></i> <i>Team Coach</i> <i><Insert club acronym></i> <i>Committee</i>
<i>Exhaustion/Dehydration</i>	<i>Likely</i>	<i>Negligible</i>	<i>4</i>	<i>Players are required to supply their own drink; or buy them on the day.</i> <i>Team Coach to ensure that adequate hydration breaks at training (frequency will depend on the conditions).</i>	<i>Player Team Coach</i>
<i>Physical injuries from regular play</i>	<i>Likely</i>	<i>Minor</i>	<i>3</i>	<i>Players should warm up and cool down properly before and after match.</i> <i>Each Team Coach has access to an adequately stocked first aid kit.</i>	<i>Team Coach</i> <i>Team Manager</i>

				<i>Players with injuries or medical complaints should let these be known to their Team Coach.</i> <i>Team Coach will not allow any player to play or train with a serious injury</i>	<Insert club acronym> Committee
Risk	Likelihood	Severity	Risk Rating	Treatment	Responsible Persons
<i>Misconduct under any applicable Code of Conduct</i>	<i>Likely</i>	<i>Moderate</i>	<i>2</i>	<i>In the event of our misconduct:</i> <Insert club acronym> Committee Member at ground/ Game Ground Marshall to speak to the person and request they cease their behaviour or leave the ground. If person does not cease behaviour, depending on severity, call police. Formal report is to be written up and referred to the <Insert club acronym> Committee. <i>In the event of visiting clubs off field misconduct:</i> <Insert club acronym> Committee Member to speak with opposing team's official with the expectation the person will be spoken with. Letter will be written to visiting club advising of incident. <i>In the event of our players misconduct:</i> Club Official to notify the Team Coach that the player needs to be removed from the ground. If misconduct indicates imminent escalation player to be removed immediately.	<i>Team Coach</i> <i>Ground Marshall</i> <Insert club acronym> Committee <i>Player</i>

				<i>Formal report is to be written up and referred to the <Insert club acronym> Committee.</i> <i>In the event of visiting club's player misconduct: Club Official to speak with opposing team's team manager with the expectation the player will be spoken with.</i>	
Risk	Likelihood	Severity	Risk Rating	Treatment	Responsible Persons
<i>Spectator injury due to an accident or disturbance</i>	<i>Likely</i>	<i>Minor</i>	<i>3</i>	<i><Insert club acronym> Committee Member at ground/ Ground Marshal for the game to assess situation. Where injury can be treated on site (Minor injury) to be treated with Team First Aid Kit by Team Manager. If required call ambulance – with the consent of the person affected.</i>	<i>Ground Marshal Team Manager <Insert club acronym> Committee</i>
<i>Clubroom/Changeroom Fire</i>	<i>Rare</i>	<i>Major</i>	<i>3</i>	<i>In the event of a fire: Use fire protection devices while an official simultaneously calls the fire brigade. If fire extinguished call fire brigade to advise. Officials to evacuate the change rooms immediately, checking all toilets and storage areas. Everyone to meet at evacuation point until cleared by fire brigade to re-enter. Formal report to be written up and reported to the <Insert club acronym> Committee. Report to be forwarded to <Insert league acronym>.</i>	<i><Insert league acronym> Club Officials <Insert club acronym> Committee</i>

