



Policy Title:	<b>RISK MANAGEMENT POLICY</b>		
Policy Number:	013	Effective Date:	9 Dec 2019
Purpose:	To provide a framework for the elimination or control of all risks associated with Rosebud Heart Junior Soccer Club activities.		

## CONTEXT

Risks are inherent in all aspects of Association Football (soccer) and the Rosebud Heart Junior Soccer Club acknowledges the role of risk management as critical to the safe and controlled provision of the sport to players, officials and spectators.

Rosebud Heart Junior Soccer Club is committed to managing risk.

The club's Risk Management Strategy is a systematic process to identify, analyse, assess, communicate and treat risks that can adversely impact on the performance and standing of the organisation.

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

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

## SCOPE

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

## OBJECTIVES

The objectives of the policy are to:

- 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;
- Capture and manage risks through a risk register/ risk management plan;
- Develop, prioritise and implement ongoing plans and strategies to address risks;
- Promote and support risk management practices;
- Minimise the cost of insurance claims and premiums;
- Protect the club's image and brand.

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



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## ROSEBUD HEART JUNIOR SOCCER CLUB RISK MANAGEMENT PLAN

This plan has been created in accordance with the Risk Management Policy to maintain a record of identified risks and the responses and actions taken as a result.

RISK	LIKELIHOOD	SEVERITY	RISK RATING	TREATMENT	RESPONSIBLE PERSONS
Goalposts danger of collapsing	Rare	Moderate	4	<ul style="list-style-type: none"> <li>Goalposts on pitch should be checked by referee before each match</li> </ul> In the event of a damaged Goal post: <ul style="list-style-type: none"> <li>Match not to proceed – report to club official to assess the situation.</li> <li>If possible, game to be relocated to another ground.</li> <li>Formal report (Match Day Inspection Form) is to be written up and referred to the Committee.</li> <li>Committee to address the incident with Football Victoria and local Council for rectification (fixed goal post)</li> </ul>	⇒ Game Referee ⇒ Ground Marshall ⇒ Committee ⇒ Football Victoria / local Council
Balls damaged (peeling leather)	Likely	Negligible	4	<ul style="list-style-type: none"> <li>Damaged balls not to be used for games or training</li> <li>Damaged balls should be reported and returned to the Team Manager for a replacement</li> <li>Damaged balls to be disposed of e.g. leather peels off, change in shape etc.</li> </ul>	⇒ Team Manager ⇒ Team Coach ⇒ Committee
General state of the pitch: <ul style="list-style-type: none"> <li>Uneven ground</li> <li>Presence of holes</li> <li>Presence of foreign objects</li> </ul>	Likely	Minor	3	Referees to check state of pitch before game. Minor Damage: <ul style="list-style-type: none"> <li>Report to club official to rectify for game to continue</li> </ul> Major Damage: <ul style="list-style-type: none"> <li>Match not to proceed – report to club official to assess the situation</li> <li>If possible, game to be relocated to another ground</li> <li>Formal report is to be written up and referred to the Committee</li> <li>Committee to address the incident with Football Victoria and local Council for rectification</li> </ul>	⇒ Game Referee ⇒ Ground Marshall ⇒ Committee ⇒ Football Victoria / local Council



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Footwear/Shin Guards: <ul style="list-style-type: none"> <li>• Correct soccer boots and shin guards must be worn.</li> <li>• Sharp studs</li> </ul>	Rare	Negligible	4	Referees to check players footwear for sharp studs before matches <ul style="list-style-type: none"> <li>• If a player is not wearing the correct soccer boots and shin guards they will not be permitted to play or train</li> <li>• Team Coach to remind players/parents of the correct procedure</li> </ul>	⇒ Game Referee ⇒ Team Coach ⇒ Player
Weather	Likely	Negligible	4	<ul style="list-style-type: none"> <li>• Any outdoor activities, games, trials or training sessions sanctioned by FV/RHJSC shall be cancelled if the official forecast temperature is 33°C or greater</li> <li>• Any games, trials or training sanctioned by FV/RHJSC 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</li> <li>• If the forecast for the game day is extreme wet weather the Club Secretary will contact the relevant authority the day before. With approval the game can be cancelled and will not be replayed.</li> <li>• The visiting coach must be contacted immediately and advise of the cancellation.</li> </ul>	⇒ Club Secretary ⇒ Game Referee ⇒ Team Coach ⇒ Committee
Dehydration/Exhaustion	Likely	Negligible	4	<ul style="list-style-type: none"> <li>• Players are required to supply their own drink; or buy them on the day</li> <li>• Team Coach to ensure that adequate drinks breaks at training (frequency will depend on the conditions)</li> </ul>	⇒ Player ⇒ Team Coach
Physical injuries from normal play	Likely	Minor	3	<ul style="list-style-type: none"> <li>• Players should warm up and cool down properly before and after match</li> <li>• Each Team has access to an adequately stocked first aid kit</li> <li>• Players with injuries or medical complaints should advise their Team Coach</li> <li>• Team Coach will not allow any player to play or train with a serious injury</li> <li>• Serious injuries should be reported to the Committee</li> </ul>	⇒ Team Coach ⇒ Team Manager ⇒ Committee



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RISK	LIKELIHOOD	SEVERITY	RISK RATING	TREATMENT	RESPONSIBLE PERSONS
Misconduct in accordance with the clubs Code of Conduct	Likely	Moderate	2	<p>In the event of club misconduct:</p> <ul style="list-style-type: none"> <li>Club Committee Member at ground/Game Ground Marshall to speak to the person and request they cease their behaviour or leave the ground</li> <li>If person does not cease behaviour, depending on severity, call police</li> <li>Formal report is to be written up and referred to the club President</li> </ul> <p>In the event of visiting clubs off field misconduct:</p> <ul style="list-style-type: none"> <li>RHJSC Committee Member to speak with opposing team's official with the expectation the person will be spoken with</li> <li>Letter will be written to visiting club advising of incident</li> </ul> <p>In the event of our players misconduct:</p> <ul style="list-style-type: none"> <li>Club Official to notify the Team Coach that the player needs to be removed from the ground</li> <li>If misconduct indicates imminent escalation player to be removed immediately</li> <li>Formal report is to be written up and referred to the club President</li> </ul> <p>In the event of visiting club's player misconduct:</p> <ul style="list-style-type: none"> <li>Club Official to speak with opposing team's team manager with the expectation the player will be spoken with</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Team Coach</li> <li>⇒ Ground Marshall</li> <li>⇒ Club President</li> <li>⇒ Player</li> </ul>
Spectator injury as a result of accident or disturbance	Likely	Minor	3	<ul style="list-style-type: none"> <li>Committee Member at ground/ Ground Marshal for the game to assess situation</li> <li>Where injury can be treated on site (minor injury) to be treated with Team First Aid Kit by Team Manager</li> <li>If required call ambulance – with the consent of the person affected</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Ground Marshal</li> <li>⇒ Team Manager</li> <li>⇒ RHJSC Committee</li> </ul>



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Fire at clubrooms	Rare	Major	3	In the event of a fire: <ul style="list-style-type: none"> <li>• Use fire protection devices while an official simultaneously calls the fire brigade</li> <li>• If fire extinguished call fire brigade to advise</li> <li>• Officials to evacuate the change rooms immediately, checking all toilets and storage areas</li> <li>• Everyone to meet at evacuation point until cleared by fire brigade to re-enter</li> <li>• Formal report to be written up and reported to Committee</li> <li>• Report to be forwarded to Football Victoria and local Council</li> </ul>	⇒ Football Victoria ⇒ Local Council ⇒ Club Officials ⇒ Committee



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### MATRIX – MEASUREMENT OF RISK

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