Melton Centrals Cricket Club Inc.

www.meltoncentrals.com.au

Risk Management Policy

The objective of the Melton Centrals Cricket Club is to provide the opportunity for children, youth, and individuals to participate in an organised competition of cricket and to develop sportsmanship and knowledge of cricket.

Risk Management Policy

Introduction

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

This risk management policy applies to all club decision-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 isn't just about decisions and behaviour that affect expenditure or expose the club 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 inline with the club's:-
- **Health and Safety Policy**
- **Code Of Conduct**
- **Good Sports Program**
- **Look After Your Mates**

The objective of the Melton Centrals Cricket Club is to provide the opportunity for children, youth, and individuals to participate in an organised competition of cricket and to develop sportsmanship and knowledge of cricket.

Page 2 of 15   **DRAFT**   November 2006

Melton Centrals Cricket Club Inc.

www.meltoncentrals.com.au

Risk Management Policy

RESPONSIBILITY FOR RISK MANAGEMENT

General

Every member of the club is responsible for the effective management of risk including the identification of potential risks. Club Management (both executive and committee) is 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 Discrimation. The Risk Management policy does not relieve the club of responsibility to comply with other legislation.

Club Executives

The elected club executives are accountable for ensuring that a risk 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 club committee.

Club executives are accountable for strategic risk management within areas under their control including the devolution of the risk management process to the club members. Collectively the club executive is responsible for:

- The formal identification of strategic risks that impact upon the club's mission;

- Allocation of priorities;

- The development of strategic risk management plans; and

The club executive will review progress against agreed risk management plans and will communicate this to the audit committee and to the members.

Audit Committee

The audit 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 club committee as necessary.

The objective of the Melton Centrals Cricket Club is to provide the opportunity for children, youth, and individuals to participate in an organised competition of cricket and to develop sportsmanship and knowledge of cricket.

DRAFT   November 2006

Risk Management Policy

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 club. Key areas will flow from the risk management plan developed by club committee and audit committee. The President and Vice President will provide advice to the relevant committee and club members on risk management matters pertaining to the club insurance, health and safety and code of conduct issues.

Treasurer

In addition to the normal functions of this office, this officer will be accountable for the insurance policies and will ensure that a risk management plan is completed for each commercial venture. Advice should be sought, as required, from the rest of the club executive on risk management issues in relation to financial matters.

Secretary

In addition to the normal functions of this office, this officer will be accountable that the occupational health and safety procedures are current and administration of any amendments of said policies. Advice will be sought, as required, from the rest of the club executive on risk management issues in relation to these matters.

Club Committee Portfolio Holders

Committee members holding specific portfolios are accountable to the club executive for:

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

Coaching Panel

The coaching panel is accountable to the club executive and committee for:

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

The objective of the Melton Centrals Cricket Club is to provide the opportunity for children, youth, and individuals to participate in an organised competition of cricket and to develop sportsmanship and knowledge of cricket.

Page 4 of 15   **DRAFT**   November 2006

Risk Management Policy

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 (Shire of Melton), product liability (Club Equipment & Assets), professional liability and public liability.

Economic circumstances. These can include impacts on the club budget including but not limited to club revenues and costs and changes in fiscal policy.

- 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.

- Management Activity and Control such as poor safety management, the absence of control and inadequate security.

- Individual Activity including, misappropriation of funds, fraud, vandalism, illegal entry, information misappropriation and human error.

In most instances a risk source will be under the control of a committee or club member or a coaching panel member that are conducting or accountable for an activity or function. In some instances (and these are entirely circumstance driven) the risk may be spread across the club or even outside of the club. If this is the case then the relevant parties should be consulted during the risk assessment process.

The objective of the Melton Centrals Cricket Club is to provide the opportunity for children, youth, and individuals to participate in an organised competition of cricket and to develop sportsmanship and knowledge of cricket.

Page 5 of 15   **DRAFT**   November 2006

Risk Management Policy

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.

The objective of the Melton Centrals Cricket Club is to provide the opportunity for children, youth, and individuals to participate in an organised competition of cricket and to develop sportsmanship and knowledge of cricket.

Page 6 of 15   **DRAFT**   November 2006
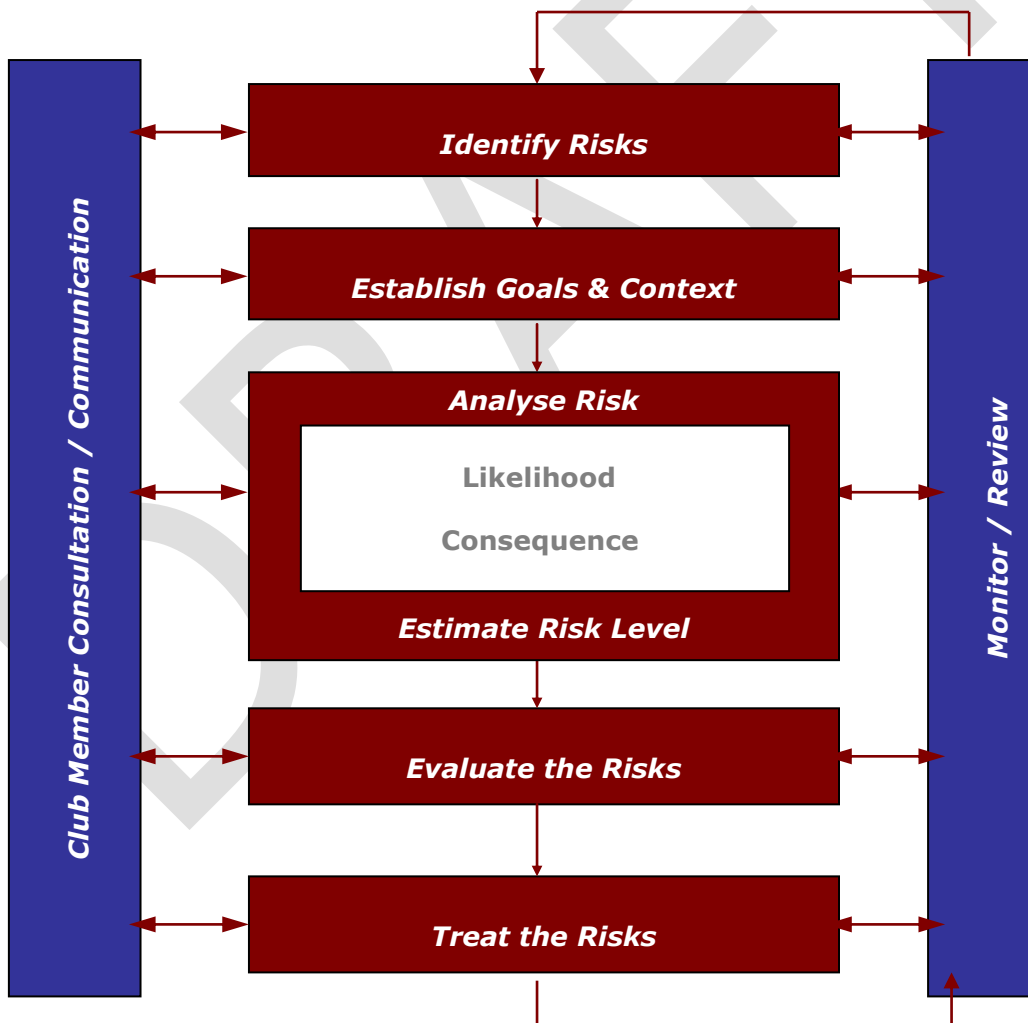
Risk Management Policy

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

```
                    ┌─────────────────────────┐
Club Member         │      Identify Risks     │        Monitor /
Consultation /      ├─────────────────────────┤        Review
Communication       │ Establish Goals & Context│
                    ├─────────────────────────┤
                    │       Analyse Risk       │
                    │   ┌─────────────────┐    │
                    │   │    Likelihood    │    │
                    │   │                  │    │
                    │   │   Consequence    │    │
                    │   └─────────────────┘    │
                    │    Estimate Risk Level   │
                    ├─────────────────────────┤
                    │     Evaluate the Risks   │
                    ├─────────────────────────┤
                    │       Treat the Risks    │
                    └─────────────────────────┘
```

AS/NZS 4360:2004

The objective of the Melton Centrals Cricket Club is to provide the opportunity for children, youth, and individuals to participate in an organised competition of cricket and to develop sportsmanship and knowledge of cricket.
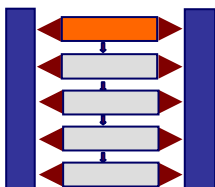
Risk Management Policy

Establish Goals and Context

As outlined in the Risk Management process, the risk assessment is undertaken within the context of your goals. The identification / validation of your goals are therefore a critical first step in the risk management process.

Effective risk management requires a thorough understanding of the context in which our club operates. The analysis of the club environment enables you to define the parameters within which the risks to your aims need to be managed.

The context sets the scope for the risk management process. The context includes strategic, organisational and risk management considerations. According to the Standard, strategic context defines the relationship between the organisation and its environment. Factors that influence the relationship include financial, operational, competitive, political (public perceptions / image), social, client, cultural and legal.

The organisational context provides an understanding of the organisation, its capability and goals, objectives and strategies. According to the Standard, organisational context is important because:
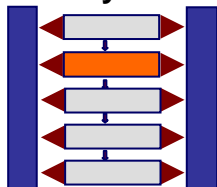
a) risk management occurs within the context of endeavouring to achieve the goals and objectives of the club,
b) failure to achieve the objectives is one set of risks that need to be managed, and
c) the goals and strategies assist to define whether a risk is acceptable or unacceptable.

The risk management context defines that part of the organisation (goals, objectives) to which the risk management process is to be applied.

The objective of the Melton Centrals Cricket Club is to provide the opportunity for children, youth, and individuals to participate in an organised competition of cricket and to develop sportsmanship and knowledge of cricket.

Page 8 of 15   **DRAFT**   November 2006

Risk Management Policy

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
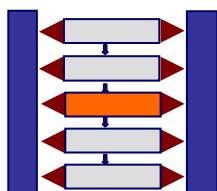
Identify the controls (currently in place) that deal with the identified risks and assess their effectiveness. Based on this assessment, analyse the risks in terms of likelihood and consequence. Refer to the **Risk Matrix** to assist you in determining the level of likelihood and consequence, and the current risk level (a combination of likelihood and consequence).

Evaluate risks
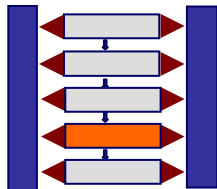
This stage of the risk assessment process determines whether the risks are acceptable or unacceptable. This decision is made by the person with the appropriate authority. A risk that is determined as acceptable should be monitored and periodically reviewed to ensure it remains acceptable. A risk deemed 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.

Determine the treatments for the risks
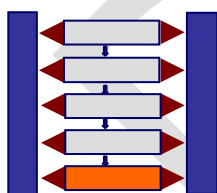
Treatment strategies will be directed towards:

i.   Avoiding the risk by discontinuing the activity that generates it, (rarely an option when providing an event (Game) to the public (Members)

ii.   Reducing the likelihood of the occurrence,

iii.   Reducing the consequences of the occurrence,

iv.   Transferring the risk, and

v.   Retaining the risk.

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 objective of the Melton Centrals Cricket Club is to provide the opportunity for children, youth, and individuals to participate in an organised competition of cricket and to develop sportsmanship and knowledge of cricket.

Page 9 of 15   **DRAFT**   November 2006

Risk Management Policy

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 (ie: 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
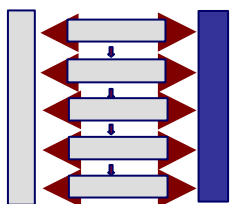
The relevant committee members are required to monitor the effectiveness of risk assessment control measures and have the responsibility to identify new risks as they arise and treat them accordingly. Committee members are also required to report on the progress of risk assessment control measures at regular intervals to the committee. The person who has the responsibility for a risk assessment 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.

The objective of the Melton Centrals Cricket Club is to provide the opportunity for children, youth, and individuals to participate in an organised competition of cricket and to develop sportsmanship and knowledge of cricket.

Page 10 of 15   **DRAFT**   November 2006

Melton Centrals Cricket Club Inc.

www.meltoncentrals.com.au

Risk Management Policy

Keeping records; attendance and medical registers

 A register of attendance is to be kept at each training session the clubs 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 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 privicy act 1991.

The objective of the Melton Centrals Cricket Club is to provide the opportunity for children, youth, and individuals to participate in an organised competition of cricket and to develop sportsmanship and knowledge of cricket.

Page 11 of 15   **DRAFT**   November 2006

Risk Management Policy

RISK MANAGEMENT POLICY STATEMENT

Concept:

Risk Management is about assessing potential risks in the club and acting to reduce the likelihood or consequence of them occurring. A risk is defined as the chance of something happening that will have an impact upon the organisation. Risks can be physical (improving safety for participants), as well as financial, legal, ethical and social.

Rationale for managing risk:

Identifying potential risks and creating a risk management policy for the club, can have the following benefits;

- Good management practice
- Reducing unexpected and costly surprises
- Assistance with strategic planning
- More effective and efficient allocation of resources
- Encourage more people to participate in your activity

Commitment to Risk Management:

The Melton Centrals Cricket Club has a commitment to use risk management practices to support and enhance our activities in all areas of the organisation. We will endeavour to;

- Develop and use a risk management plan to minimise reasonably foreseeable disruption to training and games, harm to people and damage to property
- Ensure risk management is an integral part of all our decision-making processes
- Identify and take advantage of opportunities as well as minimise adverse effects
- Strive to continually improve our risk management practices
- Train people to implement risk management effectively

Areas to be covered:

The following areas of risk will be covered in the Club's risk management plan: (these will vary depending on club needs)

- Participants safety (Facilities, Equipment & Environment)
- Coaching
- Financial
- Legal / Insurance
- Human Resources (volunteers and paid)

A working group of at least three people (including the person responsible for the portfolio) will determine the items of potential risk for an area above and ways to minimise the likelihood and consequence of them occurring. A variety of people with knowledge and expertise in these areas should be invited to form these working groups.

The objective of the Melton Centrals Cricket Club is to provide the opportunity for children, youth, and individuals to participate in an organised competition of cricket and to develop sportsmanship and knowledge of cricket.

Risk Management Policy

Responsibilities:

The elected club committee is responsible for the development and implementation of the risk management plan in the club. Members of the 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.

The objective of the Melton Centrals Cricket Club is to provide the opportunity for children, youth, and individuals to participate in an organised competition of cricket and to develop sportsmanship and knowledge of cricket.

Page 13 of 15 **DRAFT** November 2006

Risk Management Policy

Dispute Resolution – Discipline Policy Statement

The Melton Centrals Cricket Club is committed to developing and maintaining an effective dispute resolution and discipline policy. The club will aim to;

- Ensure that any disputes are resolved promptly, objectively and with sensitivity
- Set up a dispute resolution process that is member focussed and helps to address their concerns
- Ensure consistency in response to any disputes or complaints
- Ensure compliance to the club's Code of Conduct.
- Ensure club disciplinary tribunals are fair/unbiased and consistent in their decision making.

The Club will follow the dispute and mediation procedures as set out in the Club constitution or the Associations Incorporations Act (1981). This Act states the following;

1. The grievance procedure set out in this rule applies to disputes under these Rules between:
   a. a member and another member; or
   b. a member and the Association

2. The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

A Club committee representative will assist with the organisation of the initial meeting between the two parties and shall act as mediator for both parties, should the member(s) agree.

The Melton Centrals Cricket Club is committed to developing and maintaining an effective dispute resolution and discipline policy. The club will aim to;

- Ensure that any disputes are resolved promptly, objectively and with sensitivity
- Set up a dispute resolution process that is member focussed and helps to address their concerns
- Ensure consistency in response to any disputes or complaints
- Ensure compliance to the club's Code of Conduct.
- Ensure club disciplinary tribunals are fair/unbiased and consistent in their decision making.

The objective of the Melton Centrals Cricket Club is to provide the opportunity for children, youth, and individuals to participate in an organised competition of cricket and to develop sportsmanship and knowledge of cricket.

Risk Management Policy

The Club will follow the dispute and mediation procedures as set out in the Club constitution or the Associations Incorporations Act (1981). This Act states the following;

3. The grievance procedure set out in this rule applies to disputes under these Rules between:
   a. a member and another member; or
   b. a member and the Association

4. The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

A Club committee representative will assist with the organisation of the initial meeting between the two parties and shall act as mediator for both parties, should the member(s) agree.

The objective of the Melton Centrals Cricket Club is to provide the opportunity for children, youth, and individuals to participate in an organised competition of cricket and to develop sportsmanship and knowledge of cricket.

Page 15 of 15   **DRAFT**   November 2006