

Policy Bank



ourcommunity.com.au

moores⁷

OVER 35s FOOTBALL RISK MANAGEMENT POLICY

INTRODUCTION

Over 35s Football will endeavor to minimise the risk any particular operation poses to our organisation, our participants, our volunteers, or the general public.

PURPOSE

The purpose of this document is to identify applicable risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

DEFINITIONS

“Risk” is the probability that an occasion will arise that presents a danger to our organisation, our participants, our volunteers, or the general public. It includes, but is not limited to,

- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards

POLICY

Over 35s Football has a duty to provide a safe environment for its participants and volunteers, and a reliable development path for the organisation. Over 35s Football will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

AUTHORISATION

Rohan Cassell

Director – Over 35s Football

Policies can be established or altered only by the Board: Procedures may be altered by the CEO.

DISCLAIMER: While all care has been taken in the preparation of this material, no responsibility is accepted by the author(s) or Our Community, its staff, volunteers or partners, for any errors, omissions or inaccuracies. The material provided in this resource has been prepared to provide general information only. It is not intended to be relied upon or be a substitute for legal or other professional advice. No responsibility can be accepted by the author(s) or Our Community or its partners for any known or unknown consequences that may result from reliance on any information provided in this publication.

Policy Bank



ourcommunity.com.au

moores

RISK MANAGEMENT PROCEDURES

RESPONSIBILITIES

It is the responsibility of the Directors of Over 35s Football, to carry out risk management analyses of the functions of the Organisation, and to take appropriate measures.

It is the responsibility of the Directors to ensure that:

- They each assume a Risk Management Officer role as part of their duties;
- effective risk management procedures are in place, applicable to all relevant areas;
- risk management procedures are reviewed regularly;
- recommendations arising out of the risk management process are evaluated and, if necessary, implemented; and
- employees and volunteers are aware of all applicable risks and familiar with the organisation's risk management procedures.

It is the responsibility of the Directors to ensure that:

- risk management analyses are carried out for all relevant sectors of the organisation;
- risk management checklists are prepared for each relevant section;
- risk management checklists are reviewed regularly to ensure that no risks have been overlooked or have ceased to be relevant;
- each risk management checklist is reviewed by every section to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- copies of up-to-date risk management checklists are kept in a central Risk Management Register.

It is the responsibility of all participants and volunteers to ensure that:

- they are familiar with the organisation's risk management procedures applicable to their section;
- they observe those risk management procedures; and
- they inform the Directors if they become aware of any risk not covered by existing procedures.

Policies can be established or altered only by the Board: **Procedures** may be altered by the CEO.

DISCLAIMER: While all care has been taken in the preparation of this material, no responsibility is accepted by the author(s) or Our Community, its staff, volunteers or partners, for any errors, omissions or inaccuracies. The material provided in this resource has been prepared to provide general information only. It is not intended to be relied upon or be a substitute for legal or other professional advice. No responsibility can be accepted by the author(s) or Our Community or its partners for any known or unknown consequences that may result from reliance on any information provided in this publication.

PROCEDURES

Managing Risk

The Directors shall nominate appropriate persons (our Referees at the grounds) to carry out risk assessment exercises; this should involve:

- identifying the risks attached to every element of their match day operation and the likelihood of that risk eventuating (see [Our Community's Risk Management Helpsheets](#));
- identifying practices to avert those risks;
- identifying practices to mitigate the effects of those risks; and
- recording those risks, those precautions and those remedies in the form of deliverable checklists.

The Directors shall participate in each section's risk management exercise to ensure consistency of approach.

Risk Management Checklists

The Directors will ensure that

- each section of the organisation has available to it all relevant risk management checklists;
- each risk management checklist is reviewed by the organisation at least once a year to ensure that no risks have been overlooked;
- each risk management checklist is reviewed by every section to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- a current copy of each risk management checklist is held centrally in the organisation's Risk Management Register.

RELATED DOCUMENTS

- [Our Community's Risk Management help sheets & checklists](#)

AUTHORISATION



Rohan Cassell

Director – Over 35s Football

1 JULY 2019

Policies can be established or altered only by the Board; **Procedures** may be altered by the CEO.

DISCLAIMER: While all care has been taken in the preparation of this material, no responsibility is accepted by the author(s) or Our Community, its staff, volunteers or partners, for any errors, omissions or inaccuracies. The material provided in this resource has been prepared to provide general information only. It is not intended to be relied upon or be a substitute for legal or other professional advice. No responsibility can be accepted by the author(s) or Our Community or its partners for any known or unknown consequences that may result from reliance on any information provided in this publication.