



RISK MANAGEMENT POLICY

Policy Title:	Risk Management Policy
Policy Coverage:	Affiliated Members, Players, Staff and Volunteers
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Approved:	
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Updates to Policy:

Update No.:	Approval Date:	Nature of Amendment	Update Author:

1. General Statement of Policy
- 1.1 The Squash Rackets Association of Western Australia (Inc) is committed to providing a sporting and working environment which is safe, stable, and free of discrimination or harassment, and in which risks are minimised through proactive management.
- 1.2 The Association accepts risk management as one of its prime responsibilities, representing as it does the joint interests of affiliated clubs and registered members. Risk occurs not only within squash, but also within the more general environment in which the Association operates. In formulating this policy, the Association is mindful of the full range of risks which may impact on the viability of the Association and the future participation of members.
- 1.3 These risks include but are not limited to the following:
 - ◆ the essential nature of squash, in which young children are participants;
 - ◆ the nature of squash venues, and their potential hazards;
 - ◆ the relatively low financial capital in the sector, given the predominantly volunteer and community basis upon which squash is conducted;
 - ◆ the competition which the Association faces from other sporting and non sporting activities;
 - ◆ the relatively short junior participation time and resulting high turnover of junior participants, which leaves stakeholders constantly seeking new members;
 - ◆ the potential exposure to litigation resulting from accidents;
 - ◆ any reduction or withdrawal of current funding from the WA State Government as well as the low media interest and sponsorship profile of the sport.
- 1.4 It is the responsibility of everyone within the squash community to ensure that risk is appropriately managed, be it as an individual player (proper warm-up, for example), a Member administrator (conducting regular safety audits of their courts, for example), or the Association itself (ensuring that proper member registration records are kept and maintained, for example, and that appropriate insurance cover is in place).
- 1.5 Proper risk management will also allow the Association to identify opportunities as well as avoid loss, as the process is integrated into the organisation's philosophy and practices

- 1.6 This policy expresses the Association's intentions in relation to risk management in the Western Australian squash community.
- Policy application
- 2.1 In the first instance this policy applies specifically to the Association as well as the staff, the Board of Management, the Sports Management Committees and the members and coaches of the High Performance Program.
- 2.2 It is intended as a model for use by clubs, so that risk management can be approached uniformly across the whole squash sector.
3. Policy coverage
- 3.1 **Risk Action Plan (Annex B)** covers the day-to-day operations of the Association including those of Terrace Squash Centre, the conduct of its squash programs, the conduct of competitions and tournaments and its administration.
4. Responsibility for management of risk
- 4.1 All employees, volunteers, officials and members are responsible for ensuring that risks to themselves, and more particularly to others and to the Association, are minimised. The Board of Management, however, has the ultimate responsibility for successful risk management in the Association, with the General Manager taking day-to-day responsibility for the process.

The Association Board of Management will:

- ◆ Ensure that this policy is distributed and implemented at all levels within the Association.
- ◆ Ensure that appropriate training is provided, so that risk is actively minimised.
- ◆ Provide appropriate resources to ensure that risk is minimised throughout the Association.
- ◆ Ensure that risk management is an intrinsic part of their deliberations and that their decisions are in line with this policy.

The General Manager will:

- ◆ Ensure that all sections of the Association have the opportunity to engage in risk assessment and treatment processes.
- ◆ Actively encourage reporting of risk, real and potential, and ensure that appropriate action is taken to minimise such risk
- ◆ Ensure that the relevant sections of the Member Protection Policy and other relevant policies are also adhered to in any such reporting.
- ◆ Take day-to-day responsibility for risk management within the Association Office and Sports Club.
- ◆ Provide advice and support to clubs, officials and individuals on risk assessment and management.
- ◆ Ensure appropriate and up-to-date documentation of risk identification and treatment.
- ◆ Provide appropriate induction on this and all other Association policies to all new staff members, including access to a comprehensive Operating Procedures Manual.
- ◆ Alert the Board to any new high-impact risks, or any other matters requiring attention outside the usual process.

The staff of the Association Office will:

- ◆ Distribute information on risk management as required.
- ◆ Model appropriate risk management behaviour in all aspects of their work

Everyone

Successful risk management also relies on the personal knowledge, perception and behaviour of the Association's members.

5. Resources available

5.1 A **Risk Action Plan (Annex B)** has been developed using data on risk identification, assessment and treatment, that has been gathered from all sections of the Association as outlined above. This plan will be widely promulgated, via hard copy, on the Association website, and through other appropriate media.

5.2 The Board will allocate appropriate funds towards this process if required, and for the training, development and review processes associated with the plan.

6. Documentation required
- 6.1 The **Risk Action Plan (Annex B)** includes the following documentation:
 - ◆ A **Risk Register (Annex A)** compiled by each of the groups within the Association.
 - ◆ An assessment of the impact of each risk (determined by plotting the likelihood of the occurrence against the consequences of the occurrence)
 - ◆ A ranked list of priorities for a particular period (i.e., quarters, six-month periods)
 - ◆ A 'treatment plan' for each identified risk, with details of person/s responsible, and the time allowed.
 - ◆ A brief report on any resolved risks.
 - ◆ A list of all resolved risks, continually updated, and archived after a set period.
7. Review process
- 7.1 The **Risk Register (Annex A)** acts as an agenda item for meetings of the Board of Management, and for any committee or group responsible for managing specific risks.
- 7.2 In addition, the General Manager will regularly review the **Risk Register (Annex A)** and meet regularly with those responsible for managing specific risks.
- 7.3 An annual review will take place, for preparation of the following year.