



SOUTHERN FLINDERS FOOTBALL CLUB

RISK MANAGEMENT POLICY

Version - 2019

CONTENTS

1. PURPOSE, SCOPE, POLICY STATEMENT.....	2
2. GLOSSARY OF TERMS AND DEFINITIONS	2
3. GENERAL	3
4. RISK MANAGEMENT INFORMATION	3
5. CHILD SAFETY	3
6. EMERGENCY CONTACT LIST.....	5
7. EMERGENCY MANAGEMENT PLAN	6
8. GENERIC RISKS	7
9. EVENT DAY RISKS	7
10. APPENDICES TO SAFETY MANAGEMENT PLAN.....	9
10.1 INCIDENT REPORT TEMPLATE.....	9
10.2 JLT MATCH DAY CHECKLIST	12

1. PURPOSE, SCOPE, POLICY STATEMENT

The Risk Management Policy is designed to ensure best practice management of risk within the Southern Flinders Football Club (SFFC). The Policy aims to clearly define the relationship between the Club and members/volunteers by setting out expectations of the Club and outlining the rights and responsibilities of members/volunteers.

Scope

The Policy applies to all members and volunteers involved in activities and events organised by the Club.

Policy Statement

The Club recognises the added value that volunteers bring to the organisation and management of the Club and we benefit their contribution.

Further it is acknowledged that diversity of ages, gender, backgrounds, ethnicity, members and non-members contributes to the cultural value and broader input into the club.

2. GLOSSARY OF TERMS AND DEFINITIONS

CSO	Child Safety Officer
FAO	First Aid Officer
Club	Southern Flinders Football Club
SFFC	Southern Flinders Football Club
PA	Public Address (broadcasting system)
WHS	Work Health Safety

The following words shall have the meanings hereinafter ascribed to them:

Member	A person who is a subscribed and financial member of the Club.
Volunteer	Is an individual who agrees to undertake activities to benefit the Club. Volunteers offer their time of their own free will for no financial reward.
Vulnerable people	May be at risk of abuse or exploitation due to their dependency on others. This may include children, people with a disability, the frail, aged and people from non-English speaking backgrounds.
Children	Are young people under the age of 18 years.
Delegated Officer	A person who is assigned the responsibility of a designated position in that persons absence.
Committee	Management committee of the Club.
Safety Officer	Person delegated to sign-off on all safety aspects for an "event". They will be the go-to person for reporting of any risk issues by members or volunteers.

3. GENERAL

1. Each committee member will be automatically designated as a “Safety Officer”, who shall share the joint responsibility for the safety and risk management for the club.
2. At all events, a designated Safety Officer or the delegated officer of the day has the authority to make any decision necessary in relation to any matter relating to safety. All persons present at any activity or event organised by Club must comply with the decision of the Safety Officer.
3. The designated Safety Officer shall inspect all areas of the event or activity likely to be used, shall complete the Pre Match Checklist where appropriate, and shall address any issues required prior to the running of the event.
4. Inspections of areas considered by the Committee to be of a higher risk, as determined before the activity or event commences, shall be undertaken.
5. Matches & Trainings where appropriate, shall follow the rules of the Club in conjunction with SANFL rules.
6. Volunteers shall be inducted into the function they are performing or have prior experience before commencing duties as per the SFFC Volunteer Management Policy.
7. WHS requires all management committee and volunteers to be vigilant in identifying anything that may or is likely to cause injury or harm to any delegate, Club Member or member of the public. If anything is identified it shall be brought to the attention of a Safety Officer immediately.
8. A First Aid Kit shall be easily accessible and located in a clearly marked area at each venue.
9. Committee Members supervising activities or events shall have access to emergency numbers, club membership lists and a first aid kit and shall complete incident report forms if required.
10. All incidents shall require an “incident form” (refer appendix) to be completed and provided to the Safety Officer initially who shall then forward it to the Treasurer.

4. RISK MANAGEMENT INFORMATION

The Club operates within the guidelines of the NAFA, SANFL & AFL Rules of play and SFFC Regulations, and this document is intended to inform members, competitors and the club management of requirements in relation to safety and risk management.

The club shall review its Risk Management Policy biannually, and encourages members and competitors to report anything that they consider a potential safety hazard, a Safety Officer or the committee.

- ✓ In the event of severe weather (flooding, thunderstorms, hail and the like) for trainings/matches, a decision shall be made by a “Safety Officer” in conjunction with the management Committee to avoid damage to property, equipment and people. This shall either be notified through Facebook, team app, and any other means necessary. Refer to specific weather risks below in assessments.

5. CHILD SAFETY

The Club has a responsibility to provide a safe environment for children that minimises the risk of discrimination, harassment and abuse as required under the Children’s Protection Act 1993 as amended.

- ✓ It is recognised that all children shall be accompanied by their parents/guardians (delegates), and it is the child’s parent’s SOLE responsibility to supervise and transport their children at all club trainings, matches and events.

- ✓ Members under the age of 18 must be supervised at all times by their parents. If a delegate or member of the public finds a Member under the age of 18 who is unsupervised, they shall immediately locate a Committee Member who shall take responsibility for the child's safety until the parent/guardian or an approved CSO can be found.
- ✓ The club acknowledges that in South Australia under the Summary Offences Act 1953, a person must not engage in indecent filming. Images of children and adults shall not be used inappropriately or illegally.
- ✓ The club requires that Members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent/guardian knows the way the image shall be used. Club also requires the privacy of others to be respected and disallows the use of camera phones, videos and cameras inside changing areas, showers and toilets.
- ✓ Club and management shall not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. Club and management shall not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by paedophiles or other persons. Club and management shall only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.
- ✓ The designated CSO's for the committee are: Paul Jones & Rhys Millington.

6. EMERGENCY CONTACT LIST**Ambulance 000****Fire Brigade 000****Police attendance 131 444****Police emergency 000****2019 SOUTHERN FLINDERS FOOTBALL CLUB COMMITTEE**

President	Paul Jones	0458665213
Vice President	Rhys Millington	0427876349
Secretary	Tracy Smith	0429900110
Treasurer	Heidi McCallum	0427438958
Colts Committee President	Ben Crawford	0429624010
General Committee	John Hennessy	0409723622
	Brett Flowers	0427859567
	Koby Nettle	0418562626
	David Humphris	0418823757
	Brad Winter	0417860347
	Nathan May	0439877445
	Ziek Kay	0429440732
	Leah Palmer	0437605508

A Grade Coach	Ben Brown	0447070131
B Grade Coach	Mick O'Brien	0416452078
Senior Colts	Keenan Smith	0458633945
Junior Colts	Ted Amey	0428632427

Laura Sporting Reserve	Derek Combe	0428632274
	Koby Nettle	0418562626
Wirrabara Sporting Reserve	Paul Jones	0458665213
	Andrew Trott	0427684127
Gladstone Sporting Complex	David Humphris	0418823757
	John Hennessy	0409723622

NAFA President	Andrew Bowley	0428 354 251
NAFA Secretary	John McCarthy	0438 640 012
BMW Secretary	Kylie Fuller	0428 823 176
Broughton Mundoorra Secretary	Samantha Crane	0421 540 380
Crystal Brook Secretary	Craig Evans	0422 370 680
Jamestown Peterborough Sec	Ali Cooper	0408 892 807
Orroroo	Matt Dignan	0429 817 313

7. EMERGENCY MANAGEMENT PLAN

A Safety Officer (or Delegated Officer) shall convene immediately at the accident site and secure the immediate area.

1. Injury

- a. The FAO shall attend the incident, if available.
- b. Use a PA system (if available) to ask if any medical personnel are available.
- c. Administer first aid if appropriate.
- d. Assess need for emergency services.
 - i. For example call ambulance (see emergency contact list).
 - ii. Placement of management committee member at entrance to direct emergency services.
- e. Contact delegate emergency contact numbers (player medical forms)
- f. If first aid only administered ensure the delegate has transport
- g. Fill in incident report form and provide to committee

2. Fire – buildings & cars

- a. Identify the risks.
- b. If needed call the Fire Brigade.
- c. Secure and possibly evacuate the area.
- d. If appropriate, use the correct fire extinguisher to put out the fire.
- e. Fill in incident report form and provide to committee

3. Extreme & Dangerous Weather

- a. Identify the risks.
- b. Cancel match/training if necessary
- c. If needed call Emergency Services
- d. Secure and possibly evacuate the area in accordance with the specific locations evacuation plan
- e. Fill in incident report form and provide to committee

5. Incident Requiring Police Intervention

- a. Identify the risks and situation.
- b. If required call Police and any other emergency services.
- c. Committee member to gather all information to provide to police upon arrival
- d. Club to follow police instruction
- e. Fill in incident report form and provide copy to police

Key Notes

- Emergency Services to take control of site & venue upon arrival, club to comply with instruction
- Only President or Vice President to address media, and only when appropriate

8. GENERIC RISKS

FACILITIES

Potential Risk	Risk Level	Category	Actions	Responsibility	Notes
Clubroom access	Low	Physical	Ensure access points clear of trip hazards	Team Managers	Free of balls, equipment, debris
Vehicle access to ovals & parking	High	Physical	Access safe for both pedestrians & vehicles, cordon off unsafe areas	Sporting Reserves	Bunting blocking off dangerous areas
Evacuation process	High	Physical	Evacuation procedures on display in clubrooms	Sporting Reserves	
Condition of oval	Medium	Physical	Oval inspected pre match as per JLT checklist	SFFC	Games/trainings rescheduled if needed
Condition of changerooms & hygiene	Low	Ethical	Change rooms cleaned after every match	Sporting Reserves / SFFC	Amenities (hot water) maintained
Facility maintenance by volunteers	Medium	Physical	Volunteers are properly inducted into facilities equipment & maintenance procedures	Sporting Reserves	Mowers etc

TRAININGS / MATCHES

Potential Risk	Risk Level	Category	Actions	Responsibility	Notes
Player injury	High	Physical	Trainers on site to manage, players insured	Trainers / Peter Byrne	Medical forms stored by club
Official injury	Medium	Physical	Trainers on site to manage	Trainers / Peter Byrne	
Suspensions / Fighting	Medium	Physical	Managed by umpires, SFFC reported player policy followed if required	Committee / Team Managers	
Low numbers	Low	Ethical	Coaches & Team Managers to communicate with players & other clubs in advance	Coaches	Colts policy applies
Spectator abuse / violence	Low	Physical / Ethical	Code of Conduct applies, police contacted if required	Committee	
Player /Official / Volunteer behaviour	Low	Ethical / Legal	Code of Conduct applies, police contacted if required	Committee	
Extreme weather conditions	Medium	Physical / Financial	Match day checklist to be followed, matches/trainings cancelled if unsafe	Committee /Coaches / NAFA	

OPERATIONS

Potential Risk	Risk Level	Category	Actions	Responsibility	Notes
Service of alcohol	Low	Ethical / Legal	Bars operate as per licences, people serving alcohol to have RSA certificate	Bar managers	Club to maintain RSA register
Food poisoning from meals or canteen	Low	Physical	Safe food handling procedures followed	Sporting Reserve / Catering Volunteers	Kitchens inspected by local Councils
Social functions / events behaviour	Medium	Ethical	Code of conduct followed, other SFFC policies followed	Committee	
Patrons under influence of alcohol or drugs	Medium	Legal	Alcohol & Drug policies followed	Bar / Committee	Police involved if necessary
Theft from bar/canteen	Low	Financial / Legal	Roster of responsible persons, treasurer to handle monies	Canteen / Bar Managers / Treasurer	
Unacceptable behaviour or incidents	Medium	Ethical	Code of conduct & other relevant SFFC policies followed	Committee	

CLUB MANAGEMENT

Potential Risk	Risk Level	Category	Actions	Responsibility	Notes
Committee member mis - conduct	Low	Ethical / Legal	Code of conduct & volunteer management policies followed	Committee	
Misuse of club finances	Low	Financial / Ethical	Club funds to be transparent & reported to committee meetings & members at AGM	Committee / Treasurer	
Receiving complaints from members or public	Low	Ethical	Complaint & Grievances policy followed	Committee	SANFL Member Protection Policy
Child Protection act	Low	Ethical / Legal	Child Safe Officers appointed, Working With Children Checks for volunteers required	Committee / Child Safe Officers	Coaches, Trainers, Runners, Committee etc
Social Media posts	Medium	Ethical / Legal	Social Media Policy & Facebook guidelines followed	Page admins	Page admins approved by committee
Member privacy	Low	Ethical / Legal	Member details to remain confidential	Secretary / Team Managers	
Club reputation	Medium	Ethical	Club to maintain positive public image and promote success stories	Committee / Communication officers	
Club runs at loss	Medium	Financial	Treasurer to regularly report financials at meetings, club to fundraise wherever possible	Treasurer, Committee/s	Social events, sponsorship, bar/meals, fees

10.1 INCIDENT REPORT TEMPLATE

Name and role of person completing this form:
Signature of person completing this form:
Date:

Incident

Date and time of incident:
Name/s of person/s involved in the incident :
Description of incident:
Witnesses (include contact details):

Reporting of the incident to Club

Incident Reported to:	Date:
How (this form, in person, email, phone):	

Follow Up Action

Description of actions to be taken:
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JLT Sport Match Day Checklist Guidelines

This Checklist is a basic pre-game inspection tool that helps to identify safety concerns and record your actions on match day.



Action Stations!

Safety concerns should be addressed to an acceptable level and recorded before you start play. Here's some examples of actions you might take...

- **Control/reduce the outcome** with caution signs, witches hats, roping off hazards, modifying the rules/game, etc.
- **Avoid harm** by removing the risk/hazard/object from the area, delay/postpone the game, etc.
- **Transfer responsibility** by written notice to players, spectators, the Council or the Insurer. Ultimately, this should be done prior to game day.
- **Accept and Monitor** when there is little chance an incident will occur. All safety concerns should be monitored throughout the day.

IMPORTANT NOTE: IF SAFETY CONCERNS CAN NOT BE ADDRESSED TO AN ACCEPTABLE LEVEL, THE CHECKLIST SHOULD NOT BE SIGNED. PLAY SHOULD NOT COMMENCE UNTIL CONDITIONS ARE ACCEPTABLE TO BOTH TEAMS.

DUTY OF CARE

Clubs owe a duty of care to players, spectators and volunteers on match day. Insurance cover may not exist for clubs and/or officials who show deliberate negligence or disregard for these responsibilities.

SIGNING THE CHECKLIST

Some people view the formal nature of signing a document relating to risk and insurance as formidable. This is simply not the case and if a reasonable attempt to identify risks has been made then no concern is warranted. If reasonable care has been taken to provide a safe environment then signing the Checklist puts the club in a strong position to demonstrate it has taken a duty of care.

If the conditions are not safe ... and can't be made safe for play, then it may be negligent to start playing. To play in these conditions is placing the club in a poor position to demonstrate any duty of care.

If something happens ... and the Checklist has been used properly and signed, the club remains in a strong position to demonstrate its duty of care as it has shown reasonable actions to provide a safe environment.

If the Checklist isn't signed ... and play commences in what appears to be normal conditions and an accident occurs resulting in serious injury, the club is in a poor position to demonstrate it has taken a duty of care.

The basic message is ... the club and its members, including the signatories, are in a better position if they complete and sign the checklist.

PROTECTING CLUB OFFICIALS

Legislation and insurance exists to protect club officials who complete the Checklist, thereby demonstrating their duty of care.

INSURANCE

An important part of your Public Liability Insurance is that your club supports the use of Match Day Checklists. By addressing risk before matches commence, you can reduce your club's exposure to injuries and/or legal action. Recording your actions on the Checklist may also assist in the defence of legal action against your club.

WHEN SHOULD THE CHECKLIST BE COMPLETED?

You should complete the Checklist before the first match of the day. If conditions change, the Checklist should be reviewed again (even if the Checklist has been completed earlier).

STORING COMPLETED CHECKLISTS

JLT Sport recommend original checklists are retained on file by the home club (or association where required) for a minimum of seven (7) years for future reference.



JLT Sport Match Day Checklist - AFL

Match Venue: Date of Inspection: Time:
DD/MM/YYYY HH:MM (24)

Home Team: Away Team:

☒ YES
(Acceptable)

If you are satisfied the conditions are safe to start play please mark (X) the "YES" column.

☒ No
(Action Required)

If you find a safety concern please mark (X) the "NO" column and record your actions in the space provided.

Please refer to the Match Day Checklist Guidelines (page 1) for further information, terms & conditions. (Acceptable) (Action Required)

YES

NO

1. Weather Conditions:

1.1 In regard to player safety, are the weather conditions satisfactory for play to commence?

☐
☐

2. Field of Play:

2.1 In regard to player safety, are the playing surfaces (including the field and pitch) satisfactory for play to commence?

☐
☐

2.2 Has all visible debris, that may affect player safety, been removed?

☐
☐

2.3 Are the game formats and ground markings in-line with the AFL "Laws of the Game"?

☐
☐

2.4 Are all sprinkler covers intact and level with the playing field?

☐
☐

2.5 In regard to player safety, are the perimeter fences and/or signs free from visible hazards?

☐
☐

3. Facilities:

3.1 In regard to safety, are the public areas (e.g. seating and walkways) free of visible hazards?

☐
☐

3.2 In regard to safety, are the player's areas (e.g. change rooms) free from visible hazards?

☐
☐

3.3 Are First Aid facilities (e.g. First Aid Kit, qualified personnel and ice) on site and accessible?

☐
☐

4. Other Factors (please insert details of safety areas specific to your circumstances):

4.1 Are the following area/s (below) are satisfactory for play to commence?

N/A ☐

☐
☐

5. Please provide details of actions taken to address your safety concerns.

6. Declarations

☐ I / We declare that I / We are authorised representatives of the nominated Teams.

☐ I / We declare that after reasonable inquiry, the following statements are true and accurate

A. the above inspection (Match Day Checklist) was completed as per the above date and time

B. all hazards, risks and safety concerns have been addressed to an acceptable level and recorded on this form (Sec. 5)

C. both teams are satisfied that the playing conditions are acceptable prior to the commencement of play

Who Signs the Checklist?

As the home club is responsible to ensure the greater environment of the venue is safe for members and guests, an authorised (18+ years of age) home club representative signs the form. As the away team players and entourage participate in the game under the same conditions, an authorised (18+ years of age) away team representative also signs the form.

Home Team Authorised Representative's Name (please print)

Position at Club

Home Team Authorised Representative's Signature

Away Team Authorised Representative's Name (please print)

Position at Club

Away Team Authorised Representative's Signature

This information is of a general nature and does not constitute legal advice.

JLT Sport recommends that you seek further consultation prior to acting upon this material.

JLT Sport recommends a copy of this Game Day Checklist is retained on file for seven (7) years by the home team.

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