



## RISK MANAGEMENT POLICY

### INTRODUCTION

Brunswick Lacrosse will endeavor to minimise the risk any particular operation poses to our organisation, our committee, our volunteers, our players, 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 staff, our volunteers, our clients, or the general public. It includes, but is not limited to,

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

### POLICY

Brunswick Lacrosse has a duty to provide a safe environment for its players, volunteers, and spectators, a reliable development path for the organisation. Brunswick Lacrosse will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

### AUTHORISATION

Signed: Brunswick Lacrosse Committee

Date: 24<sup>th</sup> October 2019

# RISK MANAGEMENT PROCEDURES

## RESPONSIBILITIES

It is the responsibility of the Board, to carry out risk management analyses of the organization by, using the Risk Management form from the Sports Community website ([www.sportscommunity.com.au/resources](http://www.sportscommunity.com.au/resources) Risk Management Checklist) and to take appropriate measures.

It is the responsibility of the Committee to ensure that:

- a Risk Management Committee for the club is nominated;
- effective risk management procedures are in place, applicable to all relevant areas;
- risk management procedures are reviewed every 12 months in December;
- recommendations arising out of the risk management process are evaluated and, if necessary, implemented; and
- players and volunteers are aware of all applicable risks and familiar with the organisation's risk management procedures.

It is the responsibility of the Risk Management Committee to ensure that:

- risk management analyses are carried out for all relevant sectors of the club;
- risk management checklists are prepared for each relevant section;
- risk management checklists are reviewed regularly by committee with the assistance of the Risk Management Committee to ensure that no risks have been overlooked;
- risk management checklist is reviewed 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 players and volunteers to ensure that:

- they are familiar with the club's risk management procedures.
- they observe those risk management procedures; and
- they inform their committee if they become aware of any risk not covered by existing procedures.

## PROCEDURES

### Managing Risk

The Risk Management Committee shall nominate appropriate volunteers in each section of the organisation to carry out risk assessment exercises using the form from Sports Community website following this form should involve:

- identifying the risks attached to every element of their operation and the likelihood of that risk eventuating;
- 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 Risk Management Committee shall participate in each section's risk management exercise to ensure consistency of approach.

### **Risk Management Checklists**

The Risk Management Committee will ensure that

- each section of the club has availability to it all relevant risk management checklists;
- each risk management checklist is reviewed by the committee at least once a year to ensure that no risks have been overlooked; and at least once a year 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:**

Risk Management checklist from Sports Community

[www.sportscommunity.com.au](http://www.sportscommunity.com.au)

Signed: Brunswick Lacrosse Committee

Date 24<sup>th</sup> October 2019