



South Coast Hockey Association Inc.

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www.southcoasthockey.org.au



Risk Management Procedure

Statement of Purpose:

South Coast Hockey Association is committed to providing a safe environment for players, spectators, committee members and umpires. Risk management is a planned process of taking control of the risks that confront participants, spectators, committee members and the organisation. Managing exposure to risks can prevent them from occurring and/or minimises the loss and severity should they occur. It involves identifying and assessing the risk, controlling the risk by implementing the plan, and ongoing monitoring, review and modification of the process.

Aim:

South Coast Hockey Association is determined to establish the correct culture and practices to prevent and/or minimise risk and the potential for loss.

Objectives:

- To prevent/minimise risk and maximise opportunity across the organisation;
- To establish a risk exposure profile acceptable to the organisation;
- To identify the potential for loss or injury;
- To assess the identified risks against the risk exposure profile;
- To determine the most effective and practical way to control the risks identified;
- To monitor the effectiveness of the action implemented to manage the risks; and
- To evaluate and/or modify the risk management plan in line with changing exposure to risks.

Process:

The Executive Committee is responsible for taking whatever action is necessary to design and implement integrated organisation wide risk management plans that includes, but not limited to the following:

- Policy setting/implementation;
- Strategic planning, Business Development Plan and Viability Analysis;
- Financial Management;
- Asset Management;
- Internal and External Audit;
- Fraud;
- Contractual/ Sponsorship liabilities;
- Insurance program including public liability;
- Product liability/Events/Membership/Corporate identity; and
- Information Technology and information management including data integrity.

Human Resource Risk Assessment

- Recruitment/appointment policy including job descriptions, performance review and exit interviews;
- Equal Opportunity and Anti-discrimination;
- Training and development including orientation, continuing education/ skill maintenance/new skills;
- Member Protection Policy; and
- Employee complaints/grievance management.

Events/Activities/Product Risk Assessment

- Organisation's Rights and Responsibilities;
- Committee's Rights and Responsibilities;
- Privacy Act/Confidentiality/Release of Information Policy;
- Risk Assessment Plan;
- Food Handling;
- Venue Specific Contact Plan;
- Incident/Accident Reporting/Audit Policy; and
- Evaluation and Review/Analysis/Quality Management.

Outcomes:

This Risk Management Policy shall be reviewed annually to ensure that it remains current and relevant to South Coast Hockey Association's Standards of Practice.

