

**The Port Adelaide Caledonian Society Inc.**  
**POLICY NO. 5**  
**RISK MANAGEMENT POLICY**

**INTRODUCTION:**

What is risk – the chance of something happening that will have an impact on objectives. If we eliminate all risks in sport then we eliminate the sport. However, we can reduce the risks by sensible risk management coupled with good housekeeping and common sense. Risk management is the formalised procedure by which risks of injury or damage are recognised and reduced or eliminated. For any such program to be successful it must have the total support of everybody involved with the sport. This includes administrators, officials, coaches and team co-ordinators.

**KEY ELEMENTS:**

The key elements in a Risk Management Program are:

- Commitment and Leadership from the Executive / Committee
- Delegation of specific (defined) tasks to ensure accountability
- A well defined and documented reporting system
- Procedures designed to minimise and manage risks
- Education and training programs for all personnel
- Risk control monitoring program
- Risk reduction and elimination program
- Complaints handling procedures

**IMPLEMENTATION:**

From this extensive list four main sub-headings are used to actually implement a Risk Management Program.

1. Identify the risk
2. Evaluate the risk
3. Treat the risk
4. Implement a regular review plan

Once a system has been set up and all practical steps to meet these obligations have been met then any chance of liability against the Association will be greatly reduced or at least limited. At this point the Association's insurance program would take over.

**IDENTIFY THE RISKS:**

**a) Practice / Competition Ground**

- floor surface
- carpet squares
- objects left on area, used tape, etc
- spectators kept off area
- enforce Rules of Play
- judges chairs / seating
- equipment
- plentiful supply of cool water / warm blankets
- appropriate clothing and footwear

**b) General**

- competition / practice area clearly defined
- well marked area – sign posted
- St John in attendance (or qualified substitute)
- adequate changing facilities
- seating for spectators / participants
- power cables safely placed out of harm's way and clearly marked
- clean toilets, well signed and adequate in number
- car parking

**c) Participants – injury through training**

- not warming up / down
- incorrect training techniques
- lack of training / knowledge of coaches
- supervision by team co-ordinators

- stranger danger
- duty of care

**d) Administration**

- competence / experience / past history
- skill and diligence
- proper training of volunteers

**EVALUATION OF THE RISKS:**

Having identified the risks then each risk must be carefully categorised for its potential to cause injury or damage, the severity of the risk and the frequency of the occurrence. The evaluation process involves formally listing the risks in priority order.

**TREATMENT OF THE RISK:**

The elimination of risks is the responsibility of all members. Education of all these people regarding the potential risks is imperative and must be obligatory. A physical check of the area is the responsibility of the Committee/ Organiser of the event. Make sure children are collected by parents or family members or that alternate arrangements have been made. Existing management should carefully check the history and experience of persons nominating for official positions and seek references from known sources. Appoint committee persons to take on the training of the many volunteers who help out in various ways. At least a training night / meeting for all new volunteers should be held with a particular emphasis on their duties. Don't assume they already know. Should any risk be noticed (and not eliminated) it must be reported to the Executive immediately, for prompt corrective action.

**IMPLEMENTATION OF A REGULAR REVIEW PLAN:**

After completion of the first steps, the final task becomes easy but equal in importance. Earlier it was stated that a formal priority list must be established to record risk in priority order. Alongside each item notes and dates should be made as to what action was taken and by whom and with what result. Thereafter, or at least during the competition season, this list should be reviewed, updated and changed to suit new and different situations at least monthly and at suitable regular intervals to keep pace with current trends. Further, a register must be maintained of all injuries and their circumstances. Who and what action? What result? Can occurrence recur? Note also any injury trends particularly within choreography, as preventative action may be required. Make sure new members are aware of their obligations in this area. As well as the specific items mentioned, good housekeeping must be part of any risk management program.

**CONCLUSION:**

In conclusion, the adoption of general safety principles, proper education on safety issues specific to marching, and common sense will ensure that the sport remains relatively free from injury related issues.

This policy will be implemented and enforced as from (1 July 2012).

Approved: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Original Policy: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_