

Kyneton District Soccer Club Risk Management Policy



Context

Risks are inherent in all aspects of Association Football (soccer) and the Kyneton District Soccer Club acknowledges the role of risk management as critical to the safe and controlled provision of the sport to players, officials and spectators.

Kyneton District Soccer Club is committed to managing risk.

Kyneton District Soccer Club's risk management strategy is a systematic process to identify, analyse, assess, communicate and treat risks that can adversely impact on the performance and standing of the organisation.

The range of risks that the Kyneton District Soccer Club needs to be prepared to deal with includes:

- Public & Professional Liability responsibilities
- Occupational Health & Safety responsibilities
- Financial Management
- Organisational Management and Operational practices

Purpose

The purpose of this policy is to provide a framework for the elimination or control of all risks associated with the Kyneton District Soccer Club's activities.

Scope

The successful implementation of the Risk management Policy requires a consistent and systematic approach to risk management at all levels of the Kyneton District Soccer Club's operation.

Objectives

The objectives of the policy are:

- Identify, report and analyse the Club's liability associated with its range of risks
- Encourage the ongoing identification and reporting of potential risks
- Determine the magnitude of risks
- Capture and manage risks through a risk register/ risk management plan
- Develop, prioritise and implement ongoing plans and strategies to address risks
- Promote and support risk management practices
- Minimise the cost of insurance claims and premiums
- Protect the Club's image and brand

The risk management systems will be reviewed regularly to ensure the actions remain appropriate and effective.

Kyneton District Soccer Club Risk Management Action Plan

This plan has been created in accordance with the KDSC Risk Management Policy to maintain a record of identified risks and the responses and actions taken as a result.

Risk	Likelihood	Severity	Risk Rating	Treatment	Responsible Persons
Goalposts danger of collapsing	Rare	Moderate	4	<ul style="list-style-type: none"> • Goalposts on pitch should be checked by referee before each match. In the event of a damaged Goal post: <ul style="list-style-type: none"> • Match not to proceed report to Club Coach coordinator or club official to assess the situation. • If possible, game to be relocated to another ground. • Formal report is to be written up and referred to the KDSC Committee. • KDSC Committee to address the incident with the BASL for rectification 	Game Referee Ground Marshall KDSC Committee BASL
Balls damaged (peeling leather)	Likely	Negligible	4	<ul style="list-style-type: none"> • Damaged balls not to be used for games or training • Damaged Balls should be reported & returned to the Team Manager for a replacement. • Damaged Balls to be disposed of e.g. leather peels off, change in shape etc 	Team Manager Team Coach Committee
General state of the pitch: <ul style="list-style-type: none"> • uneven ground • presence of holes • presence of foreign objects 	Likely	Minor	3	Referees to check state of pitch before game. Minor Damage: <ul style="list-style-type: none"> • Report to Club Coach Coordinator or club official to rectify for game to continue. Major Damage: <ul style="list-style-type: none"> • Match not to proceed - report to Club Coach Coordinator or club official to assess the situation. • If possible, game to be relocated to another ground. • Formal report is to be written up and referred to the KDSC Committee. • KDSC Committee to address the incident with the BASL for rectification. 	Game Referee Ground Marshall KDSC Committee BASL

Risk	Likelihood	Severity	Risk Rating	Treatment	Responsible Persons
<p>Footwear/Shin Guards</p> <p>Correct soccer boots and shin guards must be worn.</p> <p>Sharp studs</p>	Rare	Negligible	4	<p>Referees to check players footwear for sharp studs before matches</p> <ul style="list-style-type: none"> • If a player is not wearing the correct soccer boots and shin guards they will not be permitted to play or train • Team Coach to remind players/parents of the correct procedure 	<p>Game Referee</p> <p>Team Coach</p> <p>Player</p>
Weather	Likely	Negligible	4	<ul style="list-style-type: none"> • Any outdoor activities, games, trials or training sessions sanctioned by FV/BASL shall be cancelled if the official forecast temperature is 33 degrees Celsius or greater • Any games, trials or training sanctioned by FV/BASL will not continue or be played whilst there is hail falling onto the ground or there are thunder and lightning storms in the immediate vicinity. • If the forecast for the game day is extreme wet weather the Club Coach Coordinator will contact the relevant authority the day before. With approval the game can be cancelled and will not be replayed. • The visiting coach must be contacted immediately and advise of the cancellation. 	<p>Club Coach Coordinator</p> <p>Game Referee</p> <p>BASL Team Coach</p> <p>KDSC Committee</p>
Dehydration/Exhaustion	Likely	Negligible	4	<ul style="list-style-type: none"> • Players are required to supply their own drink; or buy them on the day. • Team Coach to ensure that adequate drinks breaks at training (frequency will depend on the conditions) 	<p>Player Team Coach</p>
Physical injuries from normal play	Likely	Minor	3	<ul style="list-style-type: none"> • Players should warm up and cool down properly before and after match. • Each Team Coach has access to an adequately stocked first aid kit • Players with injuries or medical complaints should let these be known to their Team Coach. • Team Coach will not allow any player to play or train with a serious injury • Serious injuries should be reported to the KDSC Committee 	<p>Team Coach</p> <p>Team Manager</p> <p>KDSC Committee</p>

Risk	Likelihood	Severity	Risk Rating	Treatment	Responsible Persons
Misconduct in accordance with our Code of Conduct	Likely	Moderate	2	<p>In the event of our misconduct:</p> <ul style="list-style-type: none"> • Club KDSC C Committee Member at ground/ Game Ground Marshall to speak to the person and request they cease their behaviour or leave the ground. • If person does not cease behaviour, depending on severity, call police • Formal report is to be written up and referred to the KDSC Committee <p>In the event of visiting clubs off field misconduct:</p> <ul style="list-style-type: none"> • KDSC Committee Member to speak with opposing team's official with the expectation the person will be spoken with. • Letter will be written to visiting club advising of incident <p>In the event of our players misconduct:</p> <ul style="list-style-type: none"> • Club Official to notify the Team Coach that the player needs to be removed from the ground. • If misconduct indicates imminent escalation player to be removed immediately. • Formal report is to be written up and referred to the KDSC Committee <p>In the event of visiting clubs player misconduct:</p> <ul style="list-style-type: none"> • Club Official to speak with opposing team's team manager with the expectation the player will be spoken with. 	<p>Team Coach</p> <p>Ground Marshall</p> <p>KDSC Committee</p> <p>Player</p>
Spectator injury as a result of accident or disturbance	Likely	Minor	3	<ul style="list-style-type: none"> • KDSC Committee Member at ground/ Ground Marshal for the game to assess situation. • Where injury can be treated on site (Minor injury) to be treated with Team First Aid Kit by Team Manager. • If required call ambulance – with the consent of the person affected 	<p>Ground Marshal</p> <p>Team Manager</p> <p>KDSC Committee</p>

Hazard	Likelihood	Severty	Risk Rating	Treatment	Responsible Persons
Fire at clubrooms	Rare	Major	3	In the event of a fire: <ul style="list-style-type: none"> • Use fire protection devices while an official simultaneously calls the fire brigade. • If fire extinguished call fire brigade to advise. • Officials to evacuate the change rooms immediately, checking all toilets and storage areas. • Everyone to meet at evacuation point until cleared by fire brigade to re-enter • Formal report to be written up and reported to the KDSC Committee • Report to be forwarded to BASL 	BASL Club Officials KDSC Committee

MATRIX – MEASUREMENT OF RISK

	Catastrophic Objectives may not be achieved	Major Objectives threatened, or one severely affected	Moderate Objectives affected, considerable effort to rectify	Minor Easily remedied, with some effort objectives can be achieved	Negligible Very small impact, rectified by normal processes
Almost certain Will probably occur, could occur several times per season	1 EXTREME	1 EXTREME	2 MAJOR	2 MAJOR	2 MEDIUM
Likely High probability, likely occur once a year	1 EXTREME	1 EXTREME	2 MAJOR	3 MEDIUM	4 MINOR
Possible Reasonable likelihood that it may arise over a five year period	1 EXTREME	2 MAJOR	2 MAJOR	3 MEDIUM	4 MINOR
Unlikely Plausible, could occur over a five to ten year period	2 MAJOR	2 MAJOR	3 MEDIUM	4 MINOR	4 MINOR
Rare Very unlikely but not impossible, unlikely over a 10 year period MEDIUM	3 MEDIUM	3 MEDIUM	4 MINOR	4 MINOR	4 MINOR

Risk Priority

1. **EXTREME** Likely to arise and have potentially serious consequences requiring urgent attention
2. **MAJOR** Likely to arise and have potentially serious consequences requiring urgent attention or investigation
3. **MEDIUM** Likely to arise or have serious consequences requiring attention
4. **MINOR** Risks and low consequences that maybe managed by routine procedures

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Vice-President:	Sign: _____	Name: _____