



SANDRINGHAM SOCCER CLUB

ABN 56 440 282 148 Incorporating

Sandringham Soccer Club

www.sandringhamsoccerclub.org.au

P.O. BOX 11, Hampton Vic 3188

RISK MANAGEMENT POLICY

The Sandringham Soccer Club is fully committed to the implementation of effective risk management strategies in order to provide a safe and enjoyable environment and protect the well being of players, spectators, officials and visitors. The objectives of this strategy are to minimise the number of hazards in and around the club facilities and to minimise the occurrence of unsafe incidents, which may result in a personal injury or damages being sustained.

Our methodology to effect risk management is to adopt a systematic approach to the management of risk within the environment for which we may have control. The systematic process involves the identification and evaluation of hazards through a process of routine facility inspections using checklists and other documentation as guides during this process. Where hazards are identified, the necessary rectification procedures will be developed, prioritised and implemented in accordance with an action plan. These processes are documented and monitored in order to ensure their completion to satisfactory standards as identified by the Facility Owners (eg. Local Councils), the Club, Football Federation Victoria and Football Federation Australia. The ongoing effectiveness of this process shall be monitored and managed by the administrators of the club.

Whilst there is no specialist expertise required to implement the risk management process, the Club is committed to providing ongoing awareness training on risk management in order to ensure continuous understanding of this process and how it is implemented.

Necessary documentation such as policies, procedures, checklists, incident response guides, Safety Defect Cards and Monthly Risk Reports, may be found with Football Federation Victoria's Risk Management Manual. This document provides instructions and detailed procedures to assist club administrators with the implementation of the risk management process.

Responsibility and accountability for the implementation of risk management within the club will rest with the operating committee. Since good risk management will have a positive effect on future insurance premiums, it is important that the club remains committed to this process and that the appointed club administrators incorporate performance in risk management as one of the key performance indicators of their role.

It is important that the risk management system remains effective. In order to ensure this, the performance of the system will be regularly reviewed by this Club. The review will take into consideration factors such as the clubs ability to adhere to procedures, meeting objectives and reviewing whether it is being successful in controlling hazardous incidents and/or insurance claims.

Risk Management Policy and Procedures Document

Ambulance Access to Facilities

- Holloway – Ensure that access point for ambulance is kept clear at all times. This is the responsibility of the canteen staff person.
- Spring St – Make sure that teams playing at Spring Street are aware of access point for Ambulance and where key is stored to remove posts which block access to the ground. access

First Aid

- All teams will be provided with a first aid kit at the beginning of the season.
- Ice is available from pavilions at Spring St. and Holloway for every home game.
- All managers are instructed to fill out an injury report form following every incident and forward to the club secretary.
- All managers are instructed not to move a player who is injured
- All managers are instructed not to hand out medicines of any kind or asthma pumps to players.

Grounds

- Team managers whose teams are playing first are instructed to inspect the grounds to ensure that goal posts are secure and grounds have no dangerous objects, divots, etc that will result in an injury.
- Teams and spectators are advised not to stand between the two full size pitches at Holloway.

Canteen

- Canteen manager will have a food handling certificate and maintain all records required by the council and Department of health for the safe handling of food.