

Template for Assessing Risks at TSSA's (TENNIS SENIORS ASSOCIATION OF SOUTH AUSTRALIA INC.) SOUTH PARK TENNIS SENIORS CENTRE

Risk	Risk Profile Impact				
Courts & Building	Graffiti or bins damaged	Minor vandalism damage to gardens, buildings or courts	Damage by fire or building suffers water damage	Serious damage to building or courts	
Facility	Minor adverse local complaints	Increased actions by members	Significant adverse local or community attention about the Facility	Serious public or media attention, serious damage to brand name and credibility with affiliated national sporting entity	
Reputational management	Minor adverse local media, complaints	Member confrontation on court Media attention	Significant adverse local or national media attention	Serious public or media attention, serious damage to brand name and or Committee member/s reputation	
Governance & Legal	Minor issues, fines, non-conformance		Serious breach, safe work investigations, moderate fines	Major breach of regulation or legislation	Serious prosecution, fines
Financial, business processes and systems	<\$15,000	\$15,000 - \$150,000	\$151,000 - \$500,000	\$500,001 - \$1,000,000	>\$1,000,000
Human Resources / WHS	Injuries do not require medical treatment	Minor injury & First aid treatment	Serious injury, hospitalization, medical treatments	Life threatening or serious injury hospitalization	Deaths, multiple life-threatening injuries

Likelihood			Consequence				
			Insignificant	Minor	Moderate	Major	Catastrophic
			1	2	3	4	5
A	Almost certain	Event occurs most circumstances 1 in 10					
B	Likely	Will probably occur 1 in 10 - 100					
C	Possible	Might occur 1 in 100 – 1,000					
D	Unlikely	Could occur 1 in 1,000 – 10,000					
E	Rare	Almost impossible 1 in 10,000 to 100,000					

LEGEND:

Ultra	Must complete treatment action
High	Must complete treatment action
Moderate	Allocate responsibility and monitor
Low	Monitor



Tennis Seniors Association of South Australia Inc (TSSA) Risk Management Plan

Tennis Seniors Association of South Australia Inc - TSSA



Trading Names: Tennis Seniors SA or South Park Tennis Seniors Centre
 ABN: 48 070 901 457
 Location: (located in the Adelaide Park Lands)
 opposite 118 Greenhill Rd. UNLEY SA 5061
 Postal Address: attn TSSA Secretary,
 2/33A Old Tapleys Hill Rd, GLENELG NORTH SA 5045
 Email: secretarytenniseniorssa@gmail.com
 Website: <https://play.tennis.com.au/TennisSeniorsSA>

Developed by TSSA Finance, Facilities & Risk Management sub-Committee:

(Antony MURPHY & Roger SANDERSON)

Person with Lead Responsibility:

TSSA Risk Management Officer, Antony 'Tony' MURPHY

Date approved by TSSA Committee: 26/08/2019

Date last updated: 26/08/2019

Review Date: 26 August 2020

Potential Risk and Date identified	Level of Risk	Reason for risk rating	Action Required?	Resources required	Responsibility	Timeline to complete	Communication strategy	Risk mitigated?	Review date
ASSETS									
1. Most of the off-site assets are kept at Secretary's house	Low	Theft or damage unlikely	Ensure items on Insurance policy		Treasurer	March 2018	Report to TSSA Committee	Yes	November when policies renewed
2. Buildings, courts and contents	Low	Theft or damage unlikely	No action required - insurance policies in place	Security system, Gates and Building locked. High fencing is an inhibiting factor for burglary & defacing courts	Treasurer	N/A	Treasurer annually reports to the TSSA Committee and presents insurance policy cover details for confirmation	Yes	Annual review of insurance cover - November
Building Maintenance & Upgrade	Ultra	Building is dilapidated and TSSA & AHC have obligation to maintain building	Consider alternate funding. Toilet upgrade funding of \$175,000 in jeopardy	Immediate need - Additional surplus to fund tables & Chair replacement	TSSA Committee & AHC	Within one year	Presidents to meet & develop Asset Replacement Plan	No	
4. Court Replacement costs	Moderate	Shared facility partners contribute to court replacement Fund	No	Sufficient financial surplus to fund replacement cost	TSSA Committee	N/A	Report to members annually on current level of reserve funds	Somewhat as cost to fund court replacement increasing	Shared facility partners contribute to court replacement Fund

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FACILITY									
1. Rubbish bins potential fire hazard	Moderate	Bins could be used to start fires next to clubrooms	Place bins away from building	Costs for anchoring rods and installation prohibitive and not practical	Grounds person		Advise grounds person Report to TSSA Committee	Somewhat	
2. Emptying of recycle bins	Moderate	Heavy bins may cause injury	Introduce no-lift policy	None, but a lifter would cost approx. \$5K	Grounds person	Ongoing		Somewhat as bins are not allowed to be full before emptying	
3. General safety issues	Low	Apart from mower activities Injury unlikely	Review safety procedures	Check List – see attached to this document	Grounds person TSSA Committee	April 2018 Ongoing	WH&S a standing TSSA Committee Agenda item	Yes – check list covers identifiable risks	Ongoing
PLAYERS' Well-being, Code of conduct, Etiquette and Rules for Non-umpired matches									
Safety, well-being and reputational risk	Moderate	Without code or rules no effective action for non-compliance can be taken	Tennis Australia player code adopted; Rules promulgated to members	Standard	TSSA Committee	June 2019	Display on notice board plus TA's Member Protection By-law booklet	Yes – rules available on TSSA website and articles about rules included in SA Vet	Annually - July
GROUNDS & FACILITY MANAGEMENT									
Damage, and risk to players and guests from faulty equipment or grounds not maintained leading to risk of injury	Low	Facility management now the responsibility of the Consortium	None	None – Incident & Near miss forms available E-Maintenance forms available	Consortium via its Facility Manager	Ongoing	SA VET, Supplier contact details in Clubhouse, Facility Manager contact details supplied	Yes	Annually July

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PLAYING INJURY									
1. Presence of first aiders	Low - moderate	Tennis is a low risk sport and no strict duty of care exists, but players are older	Provide First aid & CPR training so a first aider is available on playing days	St John or similar training approx. \$350	TSSA Secretary	Coordinators to receive First aid training and maintain their Accreditation	Provide list to Competition Coordinators	CPR training arranged	1 April & 1 October Review currency of accreditation annually
2. Blood management	Moderate	General lack of experience	(i) policy (ii) Purchase gloves and disposal bags	Standard			Place disposal procedures notice on first aid kit Report to TSSA Committee	Policy to be put in place	July 2019
3. State of first aid kit	Low	Contents can be easily reviewed	Appoint responsible person to check kit	Standard	TSSA Committee	Monthly	Report regularly to TSSA Committee meetings	Yes	
4. Defibrillator	Low-moderate	Older players		Annual maintenance	Competition Coordinators have unit readily available each event	Monthly	Report to TSSA Committee	Yes	
5. Heat Policy	Moderate	Older players need greater protection than young players Injuries are infrequent and usually minor	TSSA Committee decided national policy adequate	Standard – Umbrellas in use on hot days	TSSA Committee			On Hot days games are shortened	
6. Reporting of injury & maintaining such records	Low		Incident and near miss system in place				Report to TSSA Committee Advertise in SA-VET&/ or match programs. Advise Team Captains	Yes, each injury reviewed	

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GOVERNANCE & LEGAL ISSUES									
CONSTITUTION (i) non-compliance (ii) amendments	Low	Annual Report not circulated		Standard	Web Master		Annual Report included on TSSA website & presented at AGM	Yes	N/A
TSSA COMMITTEE MANAGEMENT	Moderate	Well defined committee structure but succession plan at risk	Develop succession plan		TSSA Committee		Forms part of Strategic Plan	New TSSA Committee members appointed 2019	
PRIVACY ACT 1988	High	TSSA is disclosing member personal details to TA without consent	Amend membership application form to obtain disclosure approval. Also consider member acknowledgement of Tennis SA registration or otherwise	Develop TSSA policy	TSSA Committee	December 2019	TSSA is not subject to Privacy law but has an obligation to protect privacy when using its membership base to communicate sponsor information	No	
SPAM ACT 2003	High	Spam Act prohibits sending unsolicited commercial electronic messages in Australia	Adopt Tennis Australia Privacy policy	Full review of member records and how privacy protected	TSSA Committee	December 2019	Release statement when policy enacted	No	

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GOVERNANCE & LEGAL ISSUES									
LIQUOR LICENCE	Low	TSSA members - No licence to consume alcohol in winter season	TSSA members now honorary members of Hockey Club	Membership annual fee \$500	Treasurer	N/A	N/A	Yes	
RESPONSIBLE PERSON ACCREDITATION	Ultra	Only accredited persons to serve alcohol	Bar persons now required to hold a Responsible person badge	Train members providing volunteer bar service	TSSA Committee	Oct 2019		No	
LIQUOR MANAGEMENT PLAN	Moderate	Plan must always be current	Last reviewed in Oct 2017	Joint meeting between AHC & TSAA Bar Managers & Treasurers	Treasurers	Hockey & Tennis Treasurers annually review LM Plan	TSSA Committee approve the Plan	Yes	Annually in April
REPUTATION	Moderate	TSSA Committee members are bound by code of conduct	TSSA Committee Member Handbook to be finalised	None	TSSA Committee	June 2019	Draft circulated to TSSA Committee members	June 2018	Annually in August

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FINANCIAL, BUSINESS PROCESSES AND SYSTEMS									
STRATEGIC PLAN	Low		TSSA Committee to agree on strategies		TSSA Committee	Sept 2019	When complete communicate to members	No	2021
TREASURY	Low	Responsible person with financial background is a requirement	Appoint Auditor – completed 2018		TSSA Committee oversee appointment		Annual Financial Report is presented to members	Yes – External bookkeeper has responsibility for BAS returns & post transactions to MYOB	
Bookkeeping	Low	External bookkeeper appointed	No	Cost funded from operating expenses	Treasurer	N/A			
CORPORATE HISTORY	Moderate	No permanent electronic copy of club minutes and important corporate history	Microsoft 'Onedrive' Filing system developed	Time to scan and transfer files	TSSA Committee, Treasurer	Sept 2019		No	Ongoing transfer of data
Honour Boards	Low	Theft or damage unlikely	Photograph boards and keep electronic copy. Upload to Club website.		Treasurer & Secretary	Photographed but yet to load onto 'OneDrive'	Report to TSSA Committee	Yes	After each AGM

Other matters not included above but should be considered are:

- A risk assessment of events organised by TSSA e.g. the State Championships. Such a process might produce a set of rules for any such event.
- Agreements governing the use of the courts by Consortium partners and their respective responsibilities are not available. There is also a need for an agreement between AHC and TSSA to describe arrangements for the use of the courts and facilities.