



## COOROY TENNIS CLUB Inc. - RISK MANAGEMENT STRATEGY - 2010

Ratified 16 March 2010

POTENTIAL RISK	RISK RATING	ACTION AND/OR TASKS
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### A. CHILD PROTECTION

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|---------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------------------------------------------------------------------------------------------|
| (1) Does the Club have a child protection policy?                                                                               | 5 | Policy in place                                                                                                      |
| (2) Do all committee members who have responsibility for junior Club members hold a Blue Card?                                  | 5 | Ensure that all members of the Committee continue to hold a valid Blue Card                                          |
| (3) Does the Club coach have a Blue Card                                                                                        | 5 | Ensure that the Professional continues to have a valid Blue card                                                     |
| (4) Are the Club's premises, grounds and court playing surfaces safe for children?                                              | 5 | Ensure that maintenance and upkeep are at a standard to keep area safe                                               |
| (5) Are the exits from the Club property suitable to prevent infants and very young children from wandering out of the property | 3 | Ensure that gates operate properly and are in good condition.<br>Ensure that fencing is intact and in good condition |
| <b>(6) Deleted by resolution of Committee meeting 21.7.2010</b>                                                                 |   |                                                                                                                      |
| (7) Have children been advised of people within the Club that they can contact if they feel threatened or have concerns         | 5 | Yes. Suitable sign in place on Club notice board                                                                     |

### B. COACHING

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|------------------------------------------------------------------------------|---|-------------------------------------------------|
| (1) Does the Club contract a professional coach?                             | 4 | Contract is in place                            |
| (2) Has a business plan been prepared and agreed?                            | 2 | Business plan is in place                       |
| (3) Is the business plan reviewed with the coach as required by the contract | 2 | Reviews are carried out as considered necessary |

### C. PHYSICAL ENVIRONMENT

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|--------------------------------------------------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) Are the 4 courts in proper condition? Does any constitute a safety hazard? | 5 | All courts have recently been refurbished. All are in top condition                                                                                            |
| (2) Is court maintenance carried out as required?                              | 5 | Regular maintenance schedule is in place. Emergency and unforeseen maintenance is carried out as required                                                      |
| (3) Are all electrical systems and fittings in good condition?                 | 5 | Club has an electrical contractor available who is consulted or contracted as problems ariseproblems arise                                                     |
| (4) Are sewerage, drainage and other plumbing items in proper working order?   | 3 | Repair and maintenance undertaken or supervised by nominated committee member                                                                                  |
| (5) Is the clubhouse free from white ant infestation?                          | 3 | Regular observation undertaken                                                                                                                                 |
| (6) Are the club house stumps in good condition?                               | 3 | Regular observation undertaken                                                                                                                                 |
| (7) Are there arrangements in place for landscape management?                  | 2 | Responsibility allocated to a committee member. Contract mowing and edging in place. Volunteer labour in place for slashing and ad-hoc spraying and gardening. |

### D. CLUB ADMINISTRATION

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|-------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------------------------------------------------------|
| (1) Does the Club have an up to date constitution?                                                                                  | 5 | New constitution in place                                                |
| (2) Does the Club operate in accordance with its constitution?                                                                      | 5 | Yes                                                                      |
| (3) Does the Club prepare and have audited financial statements each financial year? Are they based on proper accounts and records? | 5 | Yes                                                                      |
| (4) Does the Club have a strategic business plan?                                                                                   | 5 | Yes                                                                      |
| (5) Is the Club solvent? Does it have a forward cash flow budget                                                                    | 5 | Yes and yes                                                              |
| (6) Does the committee advise its members of its regular committee meetings?                                                        | 3 | Each year the forward schedule of meetings is posted on the notice board |

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| (7) Does the committee hold its AGM within specified period?                                                               | 5 | Yes                                                                                                                                                                                                                                                                                                                                                                                                 |
| (8) Does the committee allocate its essential tasks to individual committee members to ensure they are carried out?        | 4 | Yes - at the first committee meeting each year, and promulgated on the notice board                                                                                                                                                                                                                                                                                                                 |
| (9) Does the committee plan properly for the future?                                                                       | 5 | Yes. The committee has a 10 year business plan in place, and this is reviewed biennially.                                                                                                                                                                                                                                                                                                           |
| (10) Does the committee avail itself of all funding opportunities that will assist it in meeting its goals and objectives? | 5 | Yes. Bidding for funds from State and Local Government is an essential element of our management strategy. Individual committee members are made responsible for particular bids, and they are supported by the other committee members. The committee also regularly reviews other funding opportunities that become available. Committee members are on the email lists of all such organisations |
| (11) Does the Club have essential insurance policies in place?                                                             | 5 | Yes. The Club has building and contents, Public Liability and player compensation insurance policies in place                                                                                                                                                                                                                                                                                       |