**Risk Management Policy Port Lincoln Tennis Association**

Risk Management is about assessing potential risks in our club and acting to reduce the likelihood or consequence of them occurring. A risk is defined as the chance of something happening that will have an impact upon the organisation. Risks can be physical (improving safety for participants), as well as financial, legal, ethical and social.

**Rationale for managing risk:**

Identifying potential risks and creating a risk management policy for the club, has the following benefits;

• Good management practice

• Reducing unexpected and costly surprises

• Assistance with strategic planning

• More effective and efficient allocation of resources

• Encourage more people to participate in your activity

**Commitment to Risk Management:**

The Port Lincoln Tennis Association has committed to using risk management practices to support and enhance our activities in all areas of the organisation. We will endeavour to;

▪ Develop and use a risk management plan to minimise reasonably foreseeable disruption to operations, harm to people and damage to property

▪ Ensure risk management is an integral part of all our decision-making processes

▪ Identify and take advantage of opportunities as well as minimise adverse effects

▪ Strive to continually improve our risk management practices

▪ Train people to implement risk management effectively

**Areas to be covered:**

The following areas of risk will be covered in the Associations risk management plan

▪ **Participants safety** (Facilities, Equipment & Environment). Working with the City of Port Lincoln to identify and address risks through a yearly audit.

▪ **Coaching** ensuring all coaching staff are Tennis Australia members which will ensure they have all the required checks and requirements to work with children. Club coach will work with the committee in regards to programs offered and oversee all assistant coaches.

▪ **Financial** that two people must approve accounts for payment both on internet banking and signatories on the cheque book. Primary role will be the responsibility of the Treasurer and financial statement prior to an AGM will be looked over by a qualified accountant.

▪ **Legal / Insurance** affiliate with Tennis SA each year to ensure all required insurance obligations are met. Access to up to date information of requirements for a sporting organization working with children in regards to mandatory reporting and creating a safe and inclusive environment

▪ **Human Resources** (volunteers and paid) recruiting key people for positions and ensuring their areas of expertise are utilized. Recognizing volunteers who make an outstanding contribution to the organization with awards and gifts.

A working group of at least three people (including the person responsible for the area) will determine the items of potential risk for an area above and ways to minimise the likelihood and consequence of them occurring. A variety of people with knowledge and expertise in these areas should be invited to form these working groups.

**Responsibilities:**

The Association Management committee is responsible for the development and implementation of the risk management plan in the club. Members of the club will be involved in the development of the plan and will be responsible for managing risks in specific areas. For example, the Treasurer will manage the financial risks, the secretary will manage the Human Resource risks, etc.

**Monitor and Review:**

The Association Management committee will monitor and review the implementation of the risk management program. Once the plan is complete, it will be reviewed for effectiveness on a yearly basis.