



PORT DISTRICT FOOTBALL CLUB Inc.

FOUNDED 1979 - INCORPORATING SEMAPHORE CENTRALS (1898) & EXETER (1924) F.C.

Port District Football Club Inc.

Risk Management Policy

June 2012

Draft Policy for Adoption / Discussion at AGM

OBJECTIVES

1.1 Risk exists in all aspects of Port District Football Club Inc. Risk can be described as anything untoward happening that can affect our organisation's objectives and operations by creating exposure to potential loss or damage. Risk Management plays a key role in ensuring that Port District Football Club Inc. achieves the professional excellence expected in a local sporting club competing in local sporting leagues within South Australia.

1.2 The level of risk that Port District Football Club Inc. faces at any one time is the combination of the likelihood of an event happening and the consequences if it happened.

1.3 Risk for Port District Football Club Inc. is likely to occur in two different areas. These are:

1.3.1 On Field Risk

- Member Protection
- Safety of Players/Coach & Management/Spectators/Volunteers
- Ground and Surrounding Maintenance

1.3.2 Off Field Risk

- Club Management
- Maintaining Assets
- Managing Resources
- Financial Management
- Legal Compliance
- Staff Management
- Community Engagement

THE POLICY

- 2.1** The Port District Football Club Inc. and the Executive Committee in conjunction with the sub committees will adapt a structured and disciplined approach to risk management. It will do this by developing and implementing a risk management program in accordance with the Australian Risk Management Standard AS/NZ 4360:1999.

POLICY OBJECTIVES

- 3.1** Applying this policy will enable Port District Football Club Inc. to achieve the following:
- 3.1.1.** The Port District Football Club and the Executive Committee in conjunction with the sub committees appointed are in a position confidently to make informed business and operational decisions based on risk management.
 - 3.1.2.** All reasonable foreseeable risks are to be identified, assessed, analysed, prioritised and considered for appropriate treatment.
 - 3.1.3.** Significant risks are able to be identified, prioritised and managed in a coordinated manner.
 - 3.1.4.** Compliance with relevant legislation.
 - 3.1.7.** No costly surprises because undesirable risks are identified and managed.
 - 3.1.8.** Elimination of costs and improved use of resources through more targeted and effective controls
 - 3.1.9.** Improved protection of public, volunteers, employees, members, our assets and our financial integrity.

RESPONSIBILITY

- 4.1** The Port District Football Club and the Executive Committee in conjunction with the sub committees appointed are to be familiar with, and competent in, the application of Port District Football Club Inc. Risk Management Policy, and are accountable for the delivery of the Policy within the areas of responsibility.
- 4.2** In specific terms this means that the responsibility for the management of risk can be described as follows:
 - 4.2.1.** The Executive Committee is responsible for the co-ordination of the Risk Management Policy, and ensuring appropriate key personnel within the club are kept up to date with developments and implementation of Risk Management processes.
 - 4.2.2.** The Executive Committee in conjunction with the sub committees appointed is responsible to ensure that risk management is integrated into all policies, procedures and instructions.
 - 4.2.3.** The Executive Committee in conjunction with the sub committees are required to create an environment where managing risk is accepted as the personal responsibility of each committee member, volunteer, employee and member in the achievement of our club's responsibilities.
 - 4.2.4.** The Executive Committee, Sub Committees and employees are responsible for sound risk management practices within their particular areas.
 - 4.2.5.** Regular reviews and progress reports will be included in the agenda of each monthly Executive Committee meeting to ensure compliance with the Policy.