



MONASH University Cricket Club

Risk Management Plan

DATE ESTABLISHED: 12th January 2018

DATE OF LAST REVIEW: 12th January 2018

DATE OF NEXT REVIEW: 12th January 2019

Adapted from the UniSA Sport Club Risk Assessment Template

Contents

PREAMBLE	3
1. INTRODUCTION	4
2. PURPOSE	5
3. THE 6 STEP RISK MANAGEMENT PROCESS	6
4. RISK MANAGEMENT ACTION PLAN	12
5. COMMUNICATION	13

Preamble

The Monash University Cricket Club Inc (ABN 65 471 159 518) is a sporting club affiliated with Monash University (ABN 12 377 614 012). The Club plays in the Mercantile Cricket Association, the Eastern Cricket Association, Cricket Victoria's Women's Community Cricket Competition and the Mid-Year Cricket Association.

The Club has been affiliated with Monash University since 1990.

The Club is insured public liability and personal accident insurance with Jardine Lloyd Thompson Pty Ltd (JLT Sport) as is the requirement of Cricket Victoria.

The purposes of the Club are:

- To provide opportunities for Monash University students to participate in the sport of cricket
- To provide a family-friendly learning environment for members.

1. Introduction

The purpose of this document is to assist the Monash University Cricket Club to identify, evaluate and manage risks associated with the management of the club's operations. The club recognises that a duty of care is owed to all its members and that having an up to date, effective risk management process in place is crucial to this as well as an important step to establishing quality club governance.

As a result of this the club recognises the benefits of a risk management plan and the importance of this to ensure the club meets its legal responsibility to take reasonable steps to reduce the likelihood of injury to its members and others involved in its activities as a result of any foreseeable risks. By implementing this plan, the club is committed to establishing a safe environment for its members and has committed to the implementation and ongoing maintenance of this plan.

This plan has been established by the Monash University Cricket Club committee in consultation with relevant club officials, volunteers and members and the club is committed to ensuring it is communicated with and adhered to accordingly by all members.

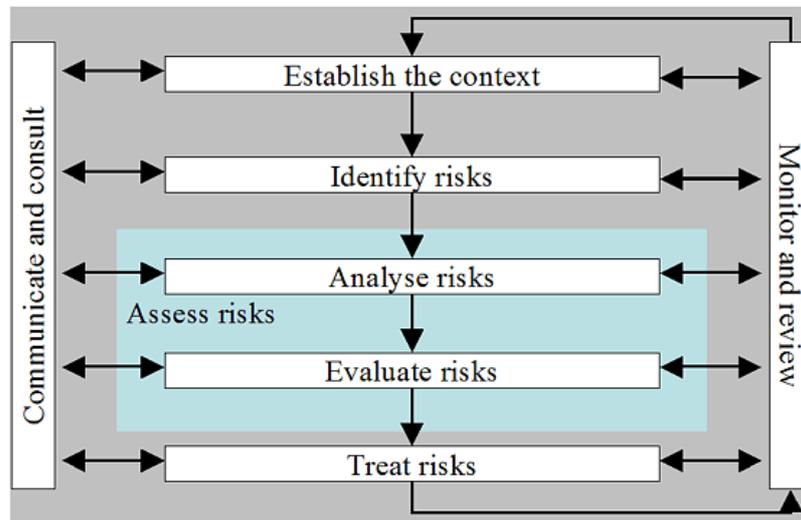
2. Purpose

It is well recognised that risk is an inherent component of sport delivery and as a result, quality risk management processes seek to assist clubs to identify, assess and manage potential risks before they occur.

A risk is defined as anything untoward that can affect your organisation by creating exposure to potential loss or damage. The purpose of the Monash University Cricket Club risk management plan is to create a proactive approach to the identification, analysis, assessment, control, and avoidance, minimization, or elimination of unacceptable risks rather than a re-active approach, therefore creating a safer environment for its members.

The Monash University Cricket Club recognise that effective risk management is an ongoing process and must be monitored at all times. The following diagram and process detailed in section 3 below outlines the 6 steps that form the ongoing process to be undertaken by the club to continually identify, evaluate, treat and monitor risk.

3. The 6 Step Risk Management



STEP 1 - Context

There are many areas where a risk can occur that can impact the success of an organisation - A 'risk' is more than just a physical risk and may also include:

- Governance
- Financial
- Brand
- Member services
- Sports competition / activities
- Social events
- Facilities

By first breaking down the process into different risk context, it enables specific risks within this to be identified. Each context should have its own risk management table within section 4.

STEP 2 - Identify

Identifying risk is the most crucial step to any effective risk management process as without being able to identify a risk, there is no way to treat it.

Recognising risks, no matter how obvious or likely they are, is also often the most difficult step. As a result, a club should encourage all members to assist the committee to identify potential risks. Each member will be involved in different areas of the club and have different skill sets, experiences, interests, and roles. When gathering your club members to formulate your risk management plan, the more diversity that your group has, the more broadly you will be able to identify risk. For example, coaches and players may be in a better position than the treasurer to identify risk associated with training sessions and equipment.

Some useful techniques to help identify risks include:

- **Brainstorming** – Get the committee and a range of club members together and brainstorm the potential risks to your club across a variety of context
- **Incident review** - Have events occurred previously that are recorded or remembered? Going through past events will help you to generate a very real examples of the risks that remain in your facility, activities or functions.
- **Research** - Talk to people who run groups similar to yours to find out what risks they have encountered. Look into to any support resources that may exist within your sport to manage risk or examples of incidents that have occurred relevant to your sport.
- **Guidelines** – Look into guidelines relevant to your sport e.g. coach qualifications, equipment standards, club governance requirements etc.
- **Site visits** – Don't try and work from memory, take the time to walk around the facilities your club uses, inspect the equipment you use, watch training sessions, games, events etc. and make notes on possible risks.
- **Scenario** – Go through some different scenarios to identify how the club is positioned to handle these e.g. if there is a serious injury do you have the required first aid equipment and qualifications, do you have relevant emergency contact details etc.

STEP 3 - Analyse

Once a risk has been identified, the next step is to determine what the likelihood and the consequence of the risk is. The following tables/descriptions enable the club to determine both the level of likelihood (A, B, C, D, E) and level of consequence (1, 2, 3, 4, 5) for each risk. These levels then enable the risk to be evaluated in step 4.

Likelihood:

Utilise the descriptor table below to provide an indication of the likelihood an identified risk may occur.

LEVEL	CATEGORY	DESCRIPTION
A	Almost Certain	There is an expectation that an event/incident will occur (pre/during/post event)
B	Likely	There is an expectation that an event/incident could occur but not certain to occur
C	Slight	There is an expectation that an event/incident has equal probability of occurring
D	Unlikely	There is an expectation that an event/incident is doubtful or improbably
E	Rare	There is no expectation that the event/incident will occur

Consequence or Impact: Utilise the descriptor below to describe the consequences of an incident/risk should it occur.

LEVEL	CATEGORY	DESCRIPTION
1	Negligible	<ul style="list-style-type: none"> No injuries – minor first aid (e.g. Band-Aid), short term discomfort (e.g. bruise, headache) Low financial loss
2	Minor	<ul style="list-style-type: none"> First aid treatment Temporary disruption or halting of part or whole of event Medium financial loss
3	Moderate	<ul style="list-style-type: none"> Formal medical treatment required (e.g. ambulance, hospital, doctor) Temporary delay of event requiring external assistance (e.g. police, fire, maintenance, security etc.) Medium – High financial loss
4	Major	<ul style="list-style-type: none"> Extensive injuries, hospitalisation. Could result in a notifiable occurrence Loss of production capability Event disrupted and requiring investigation and outside assistance (e.g. Fire, Police) Major financial loss
5	Severe	<ul style="list-style-type: none"> Death, permanent incapacity Event cancelled with investigation and potential prosecution e.g. fire, ambulance Catastrophic financial loss

STEP 4 - Evaluate

What is the level of the risk and is it acceptable?

The matrix below enables the club to identify the levels of risk by cross-referencing the selected level of likelihood and consequence determined in step 3.

Those risks evaluated as 'Very High' will have a significant impact on the Club and a high likelihood of occurring while those with a 'Low' rating are very unlikely to occur and have minimal consequences to the club. This rating should form a key determinant of how you treat the risk in step 5 e.g. a low rating may see the risk being accepted while a high rating may mean it is avoided completely.

Likelihood	Consequences				
	Negligible 1	Minor 2	Moderate 3	Major 4	Severe 5
A Almost Certain	Medium	High	Very High	Very High	Very High
B Likely	Medium	Medium	High	Very High	Very High
C Slight	Low	Medium	High	High	Very High
D Unlikely	Low	Low	Medium	Medium	High
E Rare	Low	Low	Low	Medium	Medium

STEP 5 - Treat

Risk treatment involves identifying the range of options for treating the risk, evaluating those options, preparing a risk treatment plan and implementing that plan. It is about considering the options for treatment and selecting the most appropriate method to achieve the desired outcome.

What are some ways you can manage/treat a risk?

Standard treatment options include:

- **Accepting the risk** – for example most people would consider minor injuries from participating in the sporting activity as being an inherent/acceptable risk.
- **Avoiding the risk** - Cancel or changing the activity is a way to avoid a risk. For example, a rock climbing club decide to run a come n try day but have since found out their trained and accredited instructors are unavailable that day. The club may decide it is better to avoid this risk by rescheduling or cancelling the event.
- **Reducing the risk** – It may be possible and acceptable to reduce the likelihood or consequence (or both) of a risk through a certain action, policy, equipment etc. For example, the use of mouth guards for players in some contact sports may reduce the likelihood and consequence of a risk to an acceptable level.
- **Transferring the risk** in full or in part, will generally occur through contracts or notices for example via the policies of the association that your team plays within – i.e. insurance coverage, lease agreements, waivers and warning signs.
- **Retaining the risk** is knowing that you may not be able to eliminate the risk, but instead acknowledging the risk is an important part of the sport activity and some risk must be retained because of the inherent nature of the sport activity. If retaining the risk, it is important to consider the likelihood and consequence of the risk

Whichever option you choose to treat a risk, if the risk has rated highly you will need to carefully consider necessary policies, procedures and strategies to treat and/or manage the risk should it occur. These will include:

- Who is responsible
- What is needed
- What is the timeframe
- How you will know when the risk has been successfully managed
- External advice e.g. insurer, solicitor, affiliated state body etc.

STEP 6 – Monitor and Review

Once treatment of a risk has been determined it is crucial that the club continues to monitor the risk to ensure the likelihood or consequence doesn't change and that the identified treatment is correct and effective.

The ongoing review of all possible risks to the club is also crucial to ensure the club proactively identifies any changes that may expose the club to additional risks over time. Some areas such as facilities and equipment may need monitoring and review regularly e.g. every event/week/month while some such as governance policies may be every 6 or 12 months.

4. Risk Management Action Plan

Using the 6 step process detailed above, the following is an ongoing risk management action plan for the Monash University Cricket Club.

RISK CATEGORY/CONTEXT: E.G: Governance, Facility, Finance, Policy, Event			1. Events / Matches / Trainings / Competitions							
POTENTIAL RISK: (What can happen)	THE CONSEQUENCES OF AN EVENT HAPPENING		LEVEL OF RISK (Refer to table e.g. Very High, High etc.)	ACTION (How will the risk be treated)	RESOURCES REQUIRED (Funding, equipment, personnel etc.)	RESPONSIBILITY & TIMELINE (Who and When)	COMMUNICATION (Who needs to be notified and how)	RISK TREATED (What has been actioned to treat this)	DATE REVIEWED	ADDITIONAL ACTION PLAN REFERENCE (If an additional specific risk action plan has been established)
	LIKELIHOOD (Refer to table e.g. A = Almost Certain)	CONSEQUENCES (Refer to table e.g. 1 = Negligible etc.)								
Player gets a minor injury	C	2	Medium	Treatment at game, refer to medical practitioner	First Aid Kit, Level 2 trained first aider	First aider, at the game / training	Contact Safety Officer on day for completion of injury paperwork	Provide protective equipment for players Enforce the use of protective equipment Start each event with warm up	12/01/18	
Player gets a major injury	D	5	High	Treatment at game, call ambulance	First Aid Kit, Level 2 trained first aider, mobile telephone	First Aider immediately	Contact Safety officer at game, contact LIRT team	Provide protective equipment for players Enforce the use of protective equipment Start each event with warm up	12/01/18	
Player/s involved in physical altercation	D	3	Medium	Captain / senior player / committee member to attempt to	Phones on hand	Captain at game to intervene immediately	Contact LIRT, contact Secretary	Meeting with members pre-season about expectatio	12/01/2018	

				stop altercation Contact police if required Remove player from event				ns at events/training. Player/s involved suspended from playing and support provided		
Player accidentally damages property	D	3	Medium	Captain to report event to club secretary at event. Photos to be taken of damage	Phone	Team Captain prior to leaving event	Secretary via phone	Secretary to follow up with relevant property owner to report damage as soon as is able.	12/01/18	
Player intentionally damages property	D	5	High	Player to be removed from event. Captain to contact club secretary or president as soon as possible. Photos to be taken of the damage.	Phone	Team Captain prior to leaving event	Contact Secretary or president. Contact LIRT Contact property owner as soon as is possible	Player to be suspended. Secretary to follow up with relevant property owner for repairs	12/01/2018	
Player turns up to training or match under the influence of	D	3	Medium	Captain / Training Manager to remove	Phone, observations of captain / training manager	Team Captain / Training Manager	Contact secretary, contact LIRT is issue escalates	Player suspended Player provided	12/01/18	

alcohol or other drugs				player from surrounds Player not to participate in training or match Captain / training manager to organise removal of player safely Contact police if player's behaviour escalates				with support		
Player is exposed to extreme temperatures	C	3-4	High	Player to be treated at game for injury. Ambulance called if necessary. Referral to medical practitioner given	First Aid Kit, Level 2 first Aider	Team captain and first aider at the event	Contact Safety Manager to report incident. Contact LIRT if ambulance called	Player to follow Sun Smart policy Players to take drinks breaks as necessary Players to wear hat provided with membership Players to seek shade when needed		
Player is racially vilified during	B	3	Medium	Player to be supported by team mates	None	Team captain / other team	Contact secretary to report event	Player offered support		

a match / training				Attempts made to remove perpetrator from vicinity If during match, report to umpire / other official		members at the time	Secretary to contact league secretary to report event			
Extreme inclement weather events (thunder, lightning, excessive wind, hail, excessive heat)	C	2	Medium	Players to seek appropriate shelter Play to be cancelled	None. If injury occurs, follow injury reporting procedure	Team captain to communicate with opposition captain and match officials to ensure safety of all players	Team captain to contact league secretary for advice if required. All concerns in regards to player safety to be reported to Safety manager	Players to follow captain instruction and stay in appropriate shelter until advised otherwise		
Inappropriate actions with a minor	D	4-5	Medium - High	Mandatory reporting guidelines followed	Ensure training of captains, coaches and team officials in regards to mandatory reporting	Observer to report Report to secretary	Follow mandatory reporting guidelines Contact LIRT	All captains, coaches and team officials to have WWC checks		

RISK CATEGORY/CONTEXT: E.G: Governance, Facility, Finance, Event			2. Governance / Policy							
POTENTIAL RISK: (What can happen)	THE CONSEQUENCES OF AN EVENT HAPPENING		LEVEL OF RISK (Refer to table e.g. Very High, High etc.)	ACTION (How will the risk be treated)	RESOURCES REQUIRED (Funding, equipment, personnel etc.)	RESPONSIBILITY & TIMELINE (Who and When)	COMMUNICATION (Who needs to be notified and how)	RISK TREATED (What has been actioned to treat this)	DATE REVIEWED	ADDITIONAL ACTION PLAN REFERENCE (If an additional specific risk action plan has been established)
	LIKELIHOOD (Refer to table e.g. A = Almost Certain)	CONSEQUENCES (Refer to table e.g. 1 = Negligible etc.)								
Committee member steals money from club	D	4	Medium	Committee member to be removed from committee immediately. Contact police if necessary	None	President as soon as is found	President as soon as found	All payments to be made by cheque with two signatures Money to be banked as soon as possible		
Infringement of liquor licence	D	5	High	Licensee to be contacted as soon as possible Police called if necessary Club committee to assess what happened and review Any individual involved removed from premises		Licensee and club committee	LIRT to be contacted of breach	Ensure Licence and associated responsible service of alcohol is visible Ensure all people serving alcohol have up-to-date RSAs Support offered to individuals involved		

Transgression by committee member that jeopardises affiliation with University or other associations	D	5	High	Club executive to meet to discuss issue. Monash to be informed enacting LIRT to discuss the issue and support committee member with the issue they are dealing with	Contact lists for committee member, LIRT and other support services that may be required	Action needs to be taken ASAP – contact LIRT for support Responsibility on the executive to act	LIRT, committee member in question, friends of the member for support	Ensure open discussion are kept with committee members and other members, any noticing in changes to behaviour of members		

RISK CATEGORY/CONTEXT: E.G: Governance, Facility, Finance, Policy, Event		3. Facility								
POTENTIAL RISK: (What can happen)	THE CONSEQUENCES OF AN EVENT HAPPENING		LEVEL OF RISK (Refer to table e.g. Very High, High etc.)	ACTION (How will the risk be treated)	RESOURCES REQUIRED (Funding, equipment, personnel etc.)	RESPONSIBILITY & TIMELINE (Who and When)	COMMUNICATION (Who needs to be notified and how)	RISK TREATED (What has been actioned to treat this)	DATE REVIEWED	ADDITIONAL ACTION PLAN REFERENCE (If an additional specific risk action plan has been established)
	LIKELIHOOD D (Refer to table e.g. A = Almost Certain)	CONSEQUENCES (Refer to table e.g. 1 = Negligible etc.)								
Club rooms burn down	D	5	High	Call 000 Ensure all people are evacuated to a safe location Use fire extinguishers if safe to do so	Phone, any available firefighting equipment	Immediate, committee member	Contact LIRT to report	Work with owner of facility to minimise potential fire hazards		

Club is unable to secure facilities to continue playing	C	5	Very High	Club may need to be dissolved	Grounds	Club committee to contact local councils, other clubs to negotiate options	Communicate to members the events and outcomes	Club committee to work with local councils, Monash Sport and other clubs to be informed of coming events which could jeopardise the playing future of the club		

RISK CATEGORY/CONTEXT: E.G: Governance, Facility, Finance, Policy, Event		4. Finance								
POTENTIAL RISK: (What can happen)	THE CONSEQUENCES OF AN EVENT HAPPENING		LEVEL OF RISK (Refer to table e.g. Very High, High etc.)	ACTION (How will the risk be treated)	RESOURCES REQUIRED (Funding, equipment, personnel etc.)	RESPONSIBILITY & TIMELINE (Who and When)	COMMUNICATION (Who needs to be notified and how)	RISK TREATED (What has been actioned to treat this)	DATE REVIEWED	ADDITIONAL ACTION PLAN REFERENCE (If an additional specific risk action plan has been established)
	LIKELIHOOD D (Refer to table e.g. A = Almost Certain)	CONSEQUENCES (Refer to table e.g. 1 = Negligible etc.)								
Club is unable to secure the finances to continue to operate	D	5	High	Club committee to review options for sourcing	Finances, funding	Club committee	Club committee to contact members to discuss situation	Club committee to review options for sourcing of finance		

				finance of the club				(sponsorship, events, grants, etc) to secure financing Club to enforce the payment of fees of players, with suspension for those who are not paid within 3 games of playing Committee to review annual report and subscription fees annually to assess viability (reduction of expenses)		

Detailed Risk Treatment Plan

For risks identified by the club within the Risk Management Action Plan that require a more detailed review to determine a satisfactory treatment plan or response plan should the risk occur, clubs are encouraged to use the following template:

Risk Category/Context:	Date:
Potential Risk:	
Level of Risk	
Responsible person(s):	
Pre-Emptive Actions: <i>What actions are to be taken to manage the risk now it has been identified based on whether you chose to avoid, reduce, transfer or accept the risk e.g. new policy, equipment maintenance, weekly inspections, communication etc.</i>	
Proposed Response: <i>What action are to be taken if the risk occurs?</i>	
Resource Requirements – <i>What resources are required to treat the risk whether through the pre-emptive action or response e.g. financial, human resources, equipment etc.)</i>	
Time Frame – <i>Outline the time frame and key dates/milestones for any pre-emptive actions or risk management</i>	
Compiled by:	Date:
Reviewed by:	Date:

5. Communication

Communication is crucial to a club effectively managing risk. A good communication plan ensures everyone is aware of its importance, that risks are communicated to relevant members, that members are aware of key responsibilities and or relevant policies/processes and a clear process on how to report a risk is understood.

The Monash University Cricket Club will take all actions necessary to ensure this risk management plan, associated procedures, actions and responsibilities are implemented, monitored, communicated and undertaken by the Club and its members to the best of our ability.

The risk management plan will be reviewed and updated accordingly as per the listed review date listed below and on the front cover.

DATE OF NEXT REVIEW: 12th January 2019