

RISK MANAGEMENT POLICY

1. Policy statement

It is the policy of Orienteering Victoria to conduct its activities in a manner consistent with this Risk Management Policy. This policy is intended to provide guidance for officers and officials of Orienteering Victoria for the identification, analysis and control of the hazards and consequent risk associated with its activities.

The Association believes this policy is consistent with the objects of the Association to encourage and promote orienteering as a competitive sport, a recreation and an educational activity in Victoria.

2. Risk Management

The aim of this policy is to identify areas of potential risk to which the Association or its constituent clubs may be exposed and means of managing each risk established. The policy should not be seen as a recognition that risks are not being managed adequately, but that the Association is determined to assist its officers and officials to manage their responsibilities.

Apart from the obvious impacts caused by injury and damage, failure to properly manage risk can lead to a poor image of the sport. Additionally, poor risk management could lead to increased insurance claims and consequently higher insurance costs.

The process of managing risk involves a number of steps:

- Identification of a risk or threat
- Assessment of the importance and consequence of the risk
- Establishment of procedures to eliminate or minimise the risk
- Supervision and review of the procedures
- Regular review of the assessment

Key elements are that the policy is regularly reviewed to ensure that it continued to meet the needs of the sport and that responsibility for implementing the procedures is clearly designated.

3. Scope

The policy is divided into two parts: event and non-event risks.

At present, most events in Victoria are organised by the Association's constituent clubs, not by the Association itself. Accordingly, this policy should be of valuable guidance to clubs.

The policy is intended to cover the activities of the following people:

- The Committee of the Association
- Employees and contractors
- Team and squad coaches and managers
- Event officials

- Other officials

4. Responsibilities

The Executive of the Association shall be responsible for implementation of the procedures within this policy. The Executive will also:

- carry out regular reviews of the policy
- ensure that all officials and officers of the Association are aware of the assessment and its procedures

5. Types of risk

5.1. Non event-related

5.1.1. Employment

Risk

When employing personnel, the Association has obligations to meet statutory requirements relating to recruitment, management and dismissal. This includes compliance with industrial awards and legislation, taxation requirements, workers compensation insurance and superannuation. Care must also be taken to avoid any form of discrimination when recruiting and dealing with personnel.

Management

The Association will ensure that conditions of employment are in accordance with legal obligations and that salary payments are made with due regard to taxation and superannuation requirements.

A member of the Executive will be designated as being responsible for staff management.

5.1.2. Incorporation

Risk

The Association has obligations under the requirements of the Associations Incorporation Act to avoid statutory penalties and to maintain its status under the Act.

Management

The Executive and the Public Officer should be aware of the contents of the Association Constitution and the requirements of the Associations Incorporation Act. Major provisions include:

- appointment of a Public Officer resident in Victoria
- provision of annual returns to Business Affairs
- timing of the Annual General Meeting of the Association
- notification of any constitutional amendments to Business Affairs
- limiting Association operations to those within the stated powers of the Constitution
- maintenance of an adequate procedure for the resolution of disputes

5.1.3. Financial

Risk

The Association needs to ensure that only authorised officers can commit the Association by entering into agreements relating to purchase of goods, sponsorships, consulting or service agreements.

Management

The requirements for management of the Association's funds are set out in Clause 11 of the Constitution. All cheques drawn against the Association's funds shall be signed by two of the designated signatories of the Association (normally the Executive plus any others determined by the Committee).

The Committee should determine limits for expenditure by:

- Authorised officers without reference to the Executive
 - the Executive or sub-committees without reference to the Committee
- providing that all payments made by the Association shall be subject to ratification by the Committee.

When entering into commitments such as those relating to sponsorships or purchase arrangements, no person must represent that they have the authority to bind the Association without the prior approval of the Committee. Similarly, commitments in relation to appointment of personnel or contractors shall only be made with the approval of the Committee. The Committee may delegate this authority to the Executive as it sees fit.

The accounts of the Association shall be subject to independent audit annually.

5.1.4. Selection

Risk

The terms of any selection criteria advised to competitors must be observed when teams are selected. Failure to do this may result in internal disputes and, in extreme cases, litigation.

Management

The Association will formulate selection policies which allow broad discretion by selection panels to consider all factors relevant to selection. Factors which are irrelevant to selection shall not be considered.

5.1.5. Defamation

Risk

Written or spoken statements made by, or on behalf of, the Association may injure someone's reputation.

Management

In general, nothing should be said that is likely to affect another's reputation in any way. If a statement must be made which may convey an impression that is critical of a person it is best to obtain legal advice on the content of that statement.

5.1.6. Legal***Risk***

The Association must operate within a number of State and Federal laws that govern various aspects of its operation. Failure to comply may leave the Association open to penalties.

Management

Officers of the Association must be aware of laws that impact on the management of the Association and, when necessary, seek expert advice on their specific application. The following laws, which may not be comprehensive, are applicable to the operations of the Association.

- Associations Incorporation Act 1997
- Commonwealth Income Tax Assessment Act 1936
- Workers Compensation Act
- Anti-Discrimination Act 1991
- Commonwealth Superannuation Guarantee Act 1992
- National Sporting Organisations (Coaching and other Staff) Award 1996
- Legislation applying to the employment and dismissal of staff
- Fund raising law

5.1.7. Property Loss***Risk***

Inadequate storage and care of Association property can lead to loss or deterioration.

Management

An inventory of all Association equipment will be kept for accounting purposes and appropriate insurance arranged as necessary. Association documents and archives will be stored in an appropriate location as determined by the Executive. Records will be kept of the custodians of any property loaned to clubs or other individuals or organisations.

5.2. Event-related risks**5.2.1. Public liability and personal injury*****Risk***

Negligent behavior may result in injury to others or damage to property owned by others. Liability arises when the Association, or one of its officials, fails to take reasonable care to avoid a foreseeable risk leading to such injury or damage.

Management

Events and other activities should be run in such a way as to minimise the possibility of personal injury. In particular, courses should avoid hazardous areas if possible, and any unavoidable hazardous areas (e.g. mineshafts) should be clearly marked.

Officials should be provided with procedures and training so that they are equipped to take reasonable care when carrying out their duties.

Events and other activities should be supported by appropriate medical coverage. This will include the availability of first aid supplies, access to a qualified medical practitioner and transport arrangements for injured persons if required. Event organisers should be aware of members who have first aid qualifications with a view to obtaining assistance if needed. Local police should be notified of events in order to facilitate search and rescue if necessary.

The appointment of controllers to oversee the conduct of events is an important way to ensure the correct procedures are followed.

Orienteers should periodically be given information (through the newsletter or other means) regarding appropriate precautions under various risk scenarios (e.g. response to snakebite, bushfire, lightning).

The Association shall maintain an appropriate public liability insurance policy.

5.2.2. Relations with land managers and environmental impact***Risk***

Adverse environmental impact on an area may lead to future access being denied.

Management

Organisers should liaise with land managers well in advance of events, in order to obtain permission and become aware of any specific requirements of the managers (e.g. location of assembly areas and parking, requirements for toilets). They shall ascertain all parties with rights over an area prior to organising an event.

Courses and assembly areas should avoid environmentally sensitive areas and minimise the impact on an area.

The OA Environmental Code of Practice shall be followed.

Access routes to events should take into account potential damage arising from use in adverse weather.

6. Insurance

It is important to ensure that effective protection is provided against liability and financial loss when risk management procedures fail or when unforeseen situations arise.

Suitable policies should be held in the following areas:

Public Liability

It is a requirement of many land managers for public liability insurance to be held. It is also a condition of obtaining grants from the State Government. Such a policy should cover compensation for legal liability for personal injury or property damage arising out of any of the activities of the Association.

The Association will remain a party to the policy currently held by Orienteering Australia, which covers the organisers of all events under its control. The coverage will be regularly reviewed to ensure it is adequate.

Property

Equipment owned by the Association should be covered against loss or theft as necessary.