



<b>Policy Name:</b>	<b>Risk Management Policy</b>
<b>Date of Issue:</b>	<b>March 2005 (Version 1.2)</b>
<b>Policy Coverage:</b>	<b>Star-Mites Gym Sports Management &amp; Operations</b>
<b>Date of Review:</b>	<b>June 2005</b>
<b>Controlling Body:</b>	<b>Star-Mites Gym Sports Pty Ltd – Directors</b>

**Policy Statement  
Risk Management  
Star-Mites Gym Sports Pty Ltd**

### **STATEMENT OF COMMITMENT**

Star-Mites Gym Sports Pty Ltd is committed to providing a safe and stable sporting and work environment, where risks are minimised through proactive management. Accordingly, Star-Mites Gym Sports Pty Ltd accepts risk management as one of its prime responsibilities, forming an integral part of all decision-making processes.

Star-Mites Gym Sports Pty Ltd Risk Management Plan is in-line with the Australian Standards of Risk Management AS/NZS 4360:1999. All risk management activities will be carried out in-line with the principles and guidelines set out in this policy document and further detailed within our Risk Management Plan.

### **DEFINITION**

Risk is the chance of something happening that will have an impact on the objectives of Star-Mites Gym Sports Pty Ltd. Action taken to treat, eliminate, transfer or reduce the risk therefore needs to address the likelihood of an event occurring, the consequences if it does occur, or both.

Risk Management is the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects.

### **POLICY APPLICATION**

This policy applies to the Star-Mites Gym Sports Pty Ltd management and day-to-day operations undertaken by the Board of Directors, their sub-committee(s), staff, and/or volunteers. Adoption of this policy will ensure consistency in risk management principles and procedures.

### **POLICY COVERAGE**

All activities undertaken Star-Mites Gym Sports Pty Ltd as part of it's day-to-day operations, conduct of competitions/events, gym sport and related membership programs and/or services are incorporated.

## **RISK MANAGEMENT PRINCIPLES**

Star-Mites Gym Sports Pty Ltd Risk Management is characterised by reliance on a number of principles. Adherence to these principles will ensure a good culture for risk management will be encouraged. These principles make Risk Management plan an effective and reliable tool in providing information on which the club can act to improve its performance. These principles include:-

- Leading by example in responding to risk
- Responding promptly to any concerns
- Trusting and empowering volunteers and paid staff to manage risks at all levels
- Education and training
- Ensuring the right values are instilled in young people
- Acknowledging, rewarding and publicising good risk management
- Encouraging learning from untoward or unexpected results, both positive and negative

## **ROLES AND RESPONSIBILITIES**

All employees, volunteers and members are responsible for ensuring that risks to themselves, others, the club and sport of gymnastics are minimised. The Directors however, has the ultimate responsibility for successful risk management with the Club Manager taking day-to-day responsibility for the process. This section specifies the responsibilities of all parties involved in Risk Management within the club:-

### **Directors**

- Ensure that the context of this policy is communicated to all levels, via distribution of the Club's Risk Management Policy Statement
- Ensure risk management practices in-line with Star-Mites Gym Sports Pty Ltd Risk Management plan are implemented at all levels
- Ensure that appropriate training is provided so that risk is actively minimised
- Provide appropriate resources to ensure that risk is minimised throughout the Club
- Ensure that risk management is an intrinsic part of their deliberations and that their decisions are in line with this policy
- Report annually on the year's achievements and on any future risks which may threaten any aspect of the club's business

### **Manager**

- Ensure that all sections of the club have the opportunity to engage in risk assessment and treatment processes
- Actively encourage reporting of risk, real or potential, and ensure that appropriate action is taken to minimise such risk
- Ensure that when implementing risk management actions, other related club policies are also adhered to
- Take day-to-day responsibility for risk management within the club
- Ensure advice and support on risk management can be provided to staff, volunteers and members
- Ensure appropriate and up-to-date documentation of risk identification and treatment
- Provide appropriate induction on risk management and all other associated policies to new board members, staff and volunteers
- Alert the Directors of any new high-impact risks, or any other matters requiring attention outside the usual process

### **Staff & Volunteers**

- Distribute information on risk management throughout their networks, as required
- Adopt and implement appropriate risk management behaviour in all aspects of their work
- Report risk, real or potential, and ensure appropriate action is taken to minimise such risk
- Ensure appropriate and up-to-date documentation of risk identification and treatment, for their particular work areas

### **Everyone**

Successful risk management also relies on the personal knowledge, perception and behaviour of all involved in the club and sport of gymnastics.

## **SUPPORT RESOURCES AND DOCUMENTATION**

To ensure risk management is an integral part of the clubs activities, the following support resources and documentation will form part of Star-Mites Gym Sports Pty Ltd risk management program:-

- ***Risk Management Policy Statement (Appendix A)***  
: To assist in communicating the key elements of Star-Mites Gym Sports Pty Ltd Risk Management Policy to members, partners and other stakeholders.
- ***Risk Management Plan (including Action Plan)***  
: Outlining the processes that will be implemented in regards to managing, identifying, analysing, evaluating, treating, monitoring and reviewing risks within the club. The plan will also specify who will be responsible for the actions identified, to ensure integration with other management activities and processes.
- ***Risk Register***  
: A list of identified risks across all management and operational areas. This list ranks risks and links to the club's Club 10 Quality Improvement Checklist/Action Plan.
- ***Risk Data Form***  
: A formal method for reporting risk. This sheet can be utilised by any Director, staff, volunteer or member

## **REVIEW & IMPLEMENTATION**

Regular monitoring and review of risks plays an important and integral part of the club's business. Risk Management will be a standard agenda item for the Board of Management, along with a major review being held in August each year. This process will ensure action plans are implemented and new risks are detected and managed effectively.

In addition, the Manager will regularly review the Risk Register and meet with those responsible for managing specific risks.

## **ADDITIONS AND CHANGES TO POLICY**

Recommended changes to this policy may be submitted to Star-Mites Gym Sports Pty Directors for consideration at any time. Should changes be accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

Star-Mites Gym Sports Pty Ltd will review this policy annually and ensure all members staff and volunteers Associated with the company are aware of the policy.

Signed: Gail Melinger Director

Date: March 2005

# **Star-Mites Gym Sports RISK MANAGEMENT POLICY STATEMENT**

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## **COMMITMENT**

Star-Mites Gym Sports Pty Ltd aims to use world's best practice in risk management to support and enhance their activities, in all areas of our organisation. We will ensure risk management is an integral part of all our decision-making processes.

Star-Mites Gym Sports Pty Ltd will use a structured risk management program to minimise reasonably foreseeable disruption to operations, harm to people and damage to the environment and property. We will identify and take advantage of opportunities, as well as minimising adverse effects. Star-Mites Gym Sports Pty Ltd will train our people to implement risk management effectively. We will strive to continually improve our risk management practices.

## **RESPONSIBILITIES**

The Manager is accountable to the Directors for the implementation of the risk management process and ultimately responsible for the management of risks in the business.

All personnel are responsible for managing risks in their areas, while everyone involved in the sport has responsibility for risk management.

## **PROCESS**

A risk management systematic process has been established, based on the Australian Standard AS/NZS 4360:19999. Everyone involved with the application of risk management should use this process for guidance.

## **MONITORING AND REVIEW**

The Directors will monitor and review the implementation of Star-Mites Gym Sports Pty Ltd risk management program.

The Manager will facilitate the development of a common risk management approach across areas of our business by:-

- Implementing the risk management program;
- Sharing information across all areas;
- Reporting on the progress of implementing the risk management program.

## **FURTHER INFORMATION**

For further information on this policy and the risk management procedures, contact Star-Mites Gym Sports Pty Ltd Manager:-

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