

RISK MANAGEMENT CHECKLIST

LEGAL	Y / N	HOW DO WE ACHIEVE THIS?
Have a Child Safe Policy	Yes REQUIRED COMPLIANCE	<ul style="list-style-type: none"> This is part of our Member Protection Policy We have a Member Protection Officer (Loretta Martin)
Ensure all volunteers who work with children have provided criminal history assessments	Yes REQUIRED COMPLIANCE	<ul style="list-style-type: none"> An electronic register is kept of Police Clearances of all coaches and managers. In addition all committee members & volunteers must sign a Declaration indicating their eligibility to work with children.
Ensure all staff/volunteers are aware that they are mandated to report any suspicion of Child abuse or neglect and are familiar with the Child Abuse Report Line 13 14 78	Yes REQUIRED COMPLIANCE	<ul style="list-style-type: none"> All volunteers attend an Induction Meeting usually in Oct/Nov This requirement is made clear at the meeting. It is also stated in their manual & the Child Safe booklet from ORS.
Have an Equal Opportunity Policy	Yes	<ul style="list-style-type: none"> Included in our Member Protection Policy (covers members) A specific policy is in draft form (clubhelp Vic) & is up for discussion

MEMBERS' SAFETY	Y / N	HOW DO WE ACHIEVE THIS?
Have a Child Safe Officer to promote child safe awareness and ensure policies and procedures are up to date	Yes	<ul style="list-style-type: none"> Loretta Martin is HSWPC Child Safe Officer Appropriate online courses have been undertaken & copies of certificates are electronically stored. There is a poster displayed on our pinboard by the pool advertising we are a Child Safe club, and Child Safe officer details are available. The Child Safe Officer is on the Governance committee. All policies to be reviewed annually
Ensure all club members are aware of our Codes of Conduct	Yes	<ul style="list-style-type: none"> All members agree to accept our Codes of Conduct at registration process They are published on our website
Have Guidelines for coaches, instructors, trainers and officials who work with children ?	Yes	<ul style="list-style-type: none"> All volunteers are made aware of these guidelines at the Volunteer's Induction meeting Links to the guidelines are in the manual
Change room procedures are clearly documented and displayed?	Not yet	<ul style="list-style-type: none"> Procedures are not formalised <p>Eg: Adults must knock before entering change room No adult should be alone in change room with a child No cameras to be used in change rooms</p>
Ensure all parents are aware of procedure for collection of children from training &/or games?	Not yet	<ul style="list-style-type: none"> Procedures are not formalised Coaches/Managers are asked to ensure all children have been picked up before departing the pool.
Have clear processes for treating allegations or complaints against the club?	Yes	<ul style="list-style-type: none"> Our Grievance policy is up for discussion The Member Protection Officer or club President can be contacted directly Complaints are taken seriously, dealt with confidentially, promptly and sensitively. There is a simple flow chart outlining the process for complaints
Have drug use policy?	Yes	<ul style="list-style-type: none"> Our club has adopted the Anti Doping Policy (Swimming Australia) This is the policy adopted by WPSA



Have an alcohol policy?	Yes	<ul style="list-style-type: none"> • Our Alcohol policy is up for discussion
Have a Communication and Social Media Policy?	Yes	<ul style="list-style-type: none"> • The social media Policies issued by Water Polo SA & PBTR are up for discussion
Have a Sun Smart Policy?	Yes	<ul style="list-style-type: none"> • Our club has adopted the Hot weather Guidelines issued by Sports Medicine Australia • And the Sun Protection Policy issued by WPA Ltd.
Follow Smart Play guidelines to minimise sports injuries?	Yes	<ul style="list-style-type: none"> • Soon to adopt Child Safety Guidelines (Sports Medicine Australia) • Guided by Smart Play Club Booklet
Perform regular pre-game equipment and playing surface checks	Yes	<ul style="list-style-type: none"> • Pool staff (YMCA staff at SAALC Marion) attend to the pool environment, so any concerns are directed to them • Equipment audits are conducted at least once a year • Equipment is regularly checked by coaches and managers: eg broken ear pieces are regularly replaced
Have trained First Aid personnel?	Yes	<ul style="list-style-type: none"> • Pool staff promptly attend to any issues pool side • ICE information is kept by managers / coaches at every game & training session
Ensure any hazardous materials are clearly marked & safely stored?	Yes	<ul style="list-style-type: none"> • Pool staff attend to chemical levels in the pool • No other hazardous material are kept
		<ul style="list-style-type: none"> •

COACHING	Y / N	HOW DO WE ACHIEVE THIS?
Support coaches?	Yes	<ul style="list-style-type: none"> • Our club schedules 2 coaches per session
Have qualified coaches?	ongoing	<ul style="list-style-type: none"> • Our club keeps records of all coaches qualifications • All coaches need to have had playing experience
Encourage updating qualifications ?	Yes	<ul style="list-style-type: none"> • Online & actual courses are advertised & encouraged

FINANCIAL/ASSETS	Y / N	HOW DO WE ACHIEVE THIS?
Operate responsibly ?	Yes	<ul style="list-style-type: none"> • All major purchases discussed at committee meeting • All invoices paid promptly
Use good financial management practices ?	Yes	<ul style="list-style-type: none"> • Accurate record keeping via Excel spreadsheet • Monthly financial reports to committee • Budgets set annually • Annual audited financial report
Take out Director's Insurance ?	Yes	<ul style="list-style-type: none"> • Covered by Enrizon Insurance • Part of 'Water Polo Australia Limited including Registered Associations and Clubs' Policy
Apply for Grants & keep all required records?	Yes	<ul style="list-style-type: none"> • Apply for appropriate grants for club development and expansion (Active Club Grants via ORS) • Keep accurate records • Return Expenditure Declaration forms by due date
Audit Assets?	Yes	<ul style="list-style-type: none"> • Equipment is checked regularly • Conduct annual audit of equipment



HUMAN RESOURCES	Y / N	HOW DO WE ACHIEVE THIS?
Have a Volunteer Induction process?	Yes	<ul style="list-style-type: none"> • Volunteers are required to attend an induction meeting where they are officially welcomed • At this meeting, volunteers are informed about: <ul style="list-style-type: none"> ○ Club History ○ Our Mission Statement / Values etc ○ The Strategic Plan ○ Committee Information ○ Team Information ○ Legal requirements (Police Clearance, Declaration) ○ Club Roles ○ Volunteer Rights & Responsibilities ○ Club Policies ○ Club Codes of Conduct ○ Grievances Procedures ○ Calendar of Events
Have clear processes for treating allegations or complaints against the club?	Yes	<ul style="list-style-type: none"> • Our Grievance policy is up for discussion • The Member Protection Officer or club President can be contacted directly • Complaints are taken seriously, dealt with confidentially, promptly and sensitively. • There is a simple flow chart outlining the process for complaints
		<ul style="list-style-type: none"> •