



SYDNEY HILLS GYMNASTICS RISK MANAGEMENT POLICY

POLICY NAME: Sydney Hills Gymnastics Risk Management Policy
DATE OF ISSUE: January 2013
POLICY COVERAGE: Sydney Hills Gymnastics Management and Operations
DATE OF REVIEW: January 2014
CONTROLLING BODY: Sydney Hills Gymnastics – Managing Director

1. STATEMENT OF COMMITMENT

Sydney Hills Gymnastics Club is responsible for the overall management, coordination and direction of gymnastic activities within the club. This is achieved by providing a management structure that is capable of delivering a range of resources, services and products to a diverse delivery network. Sydney Hills Gymnastics further SHG.

SHG is committed to providing a sporting and working environment that is safe, stable and free of discrimination and harassment, where risks are minimised through proactive management. Accordingly, SHG accepts risk management as one of its prime responsibilities making it an integral part of all decision-making processes.

The SHG Risk Management Plan has been developed, and is in-line with the Australian Standards of Risk Management AS/NZS 4360:1999. Accordingly, all Risk Management activities will be carried out in-line with the principles and guidelines set out in this policy document.

2. POLICY APPLICATION

The policy applies to SHG management and day-to-day operations undertaken by the staff and all other volunteers. Adoption of the policy will ensure consistency in risk management principles and procedures.

3. POLICY COVERAGE

Risk Management refers to the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. All daily activities, competitions/events, Gymsport programs, membership programs and/or services are governed by the policy.

4. RISK MANAGEMENT PRINCIPLES

SHG's Risk Management is reliant upon a number of principles. Adherence to these principles will facilitate the emergence of a risk management culture that will be actively encouraged. These principles make the SHG Risk Management plan an effective tool that provides reliable information that SHG can use 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 publicizing good risk management.
- Encouraging learning from unexpected results, both positive and negative.

5. ROLES AND RESPONSIBILITIES

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

Managing Director

- Ensure that the context of the policy is communicated to all levels, via the distribution of the Club's Risk Management Policy Statement.
- Ensure Risk Management practices, in-line with the SHG Risk Management plan, are implemented at all levels.
- Ensure that appropriate training is provided, so that risk is actively minimized.
- Provide appropriate resources to ensure that risk is minimized.
- Ensure that risk management is an intrinsic part of deliberations and those decisions are made in line with the policy.

General Manager (if there is one at time, if not duties delegated to Managing Director)

- 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 minimize such risk.
- Ensure that, when implementing risk management actions, other related Club policies are also adhered to.
- Assume day-to-day responsibility for risk management within the Club Office.
- 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 holding key positions.
- Alert the Director of any new high-impact risks, or any other matters requiring attention outside the usual process.

Staff & Volunteers

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

Everyone

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

6. REVIEW AND IMPLEMENTATION

The regular monitoring and review of risks is an integral part of SHG business. Risk Management will be reviewed in January each year. The process will ensure new risks are detected and managed and that action plans are implemented and progressed effectively.

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

7. ADDITIONS AND CHANGES TO POLICY

Recommended changes to the policy may be submitted to the SHG Management for consideration, at any time. In the event that the changes are accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

SHG is committed to ensuring all policies are current. To facilitate this reviews are conducted annually. The next date of review is detailed at the commencement of each policy.



SYDNEY HILLS GYMNASTICS

RISK MANAGEMENT POLICY STATEMENT

COMMITMENT

SHG Gymnastics aims to use world's best practice in risk management to support and enhance activities, in all areas of the organization. SHG will ensure risk management is an integral part of all decision-making processes.

SHG will use a structured risk management program to minimize all reasonably foreseeable disruptions to operations, harm to people and damage to the environment and property. SHG will identify and take advantage of opportunities, in addition minimizing adverse effects. SHG will train people to implement risk management effectively and will strive to continually improve risk management practices.

RESPONSIBILITIES

The General Manager is accountable to the Director for the implementation of the risk management process and is ultimately responsible for the management of risks within the business.

All personnel are responsible for managing risks in their respective areas, and 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.

MONITORING AND REVIEW

Director will monitor and review the implementation of the SHG risk management program.

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

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

FURTHER INFORMATION

For further information on the policy and the risk management procedures, please contact the
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ACKNOWLEDGEMENT

The SHG Gymnastics Risk Management Policy and Procedures are modeled on the Gymnastics NSW and Gymnastics Australia Risk Management Policies and Procedures.