

Seacliff Tennis Club Risk Management Action Plan (November 2020)

Potential Risk and Date Identified	Level of Risk (low, moderate, high)	Reason for risk rating	Action (what is to be done)	Resources required	Responsibility	Timeline (when should it be done by)	Communication (strategy to inform relevant parties e.g. committee, sponsors, members)	Risk treated (Yes/No) and date treated	Review date (when it should be reviewed by)
Accidents and injuries to members	Moderate	Accidents are quite often unforeseeable. STC has a general 'duty of care' to its members and volunteers.	Ensure STC has First Aid Officers. Conduct a safety audit of equipment, playing surface and surrounds.	First Aid Officers Non-slip adhesive strips to be re-laid onto the slippery walking areas. Padding has been fitted onto the light poles inside the courts.	Committee	Annual	First Aid Officers to be listed on Club Noticeboard. Members informed of unsafe equipment/playing surface/surrounds. Injury reporting forms available in the canteen		Annually
Fraud	Moderate	Fraud can lead to a substantial loss of revenue and thus put the financial future of the club at risk.	Annual audit of books by an independent auditor. Canteen cash is removed regularly from the cash register for banking.	Independent auditor and money to fund this. Cash receipt book stored in canteen. 2 signatures required for when cash is removed for banking.	President, Treasurer or Secretary	Annual	Inform committee members of outcome of audit at meetings.		Annually
Loss of membership	Low	Loss of membership will result in less teams, and thus less membership fees. This may ultimately lead to the STC being	Continue to build up the junior program. Advertise the club locally to continue to get	Qualified club coaches. Funds for advertising. Regularly updated website.	Committee	Ongoing	Social Media: Team App, Facebook & Instagram. Funds are available for advertising.	Orange ball and Green ball competitions introduced to increase	Annually

		less competitive in the competition, which may also turn prospective members away.	the profile of the club out there.	Qualified Head Coach appointed in April 2017.		Next review April 2021		Junior participation.	
3-5 year strategic plan	Moderate	If the strategic plan is not regularly updated so that it is relevant for the club's needs, it makes it difficult to plan and budget for our clubs future developments and progress	Review strategic plan every 2 years.	Current strategic plan and time to review.	Committee	Last reviewed September 2019 Next review September 2021	STC members meeting. Strategic plan on STC website		Every 2 years
Lack of code of conduct for players/members	Moderate	If we do not have a current code of conduct for players, the club may leave itself open to legal issues in harassment/bullying	Development of a code of conduct for players	Exemplars from other clubs and sporting associations	Committee	Completed	Own Code of Conduct developed in February 2020 and available on website. Tennis Australia Member Protection Policy and Code of Behaviour available on STC website		Annually
Succession plan for committee members	Moderate	Lack of a succession plan could lead to the club stagnating due to new committee members not being sure of their roles and responsibilities, or people not wanting to take on committee roles.	Job Descriptions updated with explicit responsibilities.	Job Descriptions Setup sub-committees if required.	Committee	Annual	Job Descriptions available to all members via the STC website		Annually

Security of membership details	Moderate	As a club we need to be extremely vigilant with our members personal details as to not breach privacy laws.	Develop processes to ensure that all members' private details are protected.	Office 365 online storage used by Secretary to backup STC data. SSL security & encryption protocol implemented on STC website for online player registration forms. Spreadsheets that contain member details are password protected.	Secretary, Club Captain & Junior Co-ordinator.	Annual	Members' details are only provided to those who require them for tennis related matters e.g. Tennis SA player registration		Annually
Duty of Care to Members	High	Junior members must be safeguarded against abuse. All members are protected by the Club complying with Government regulations.	DHS Screening – Working with children check Child Safe Officer RSA Certification Covid Marshal Training Starclub accreditation Goods Sports accreditation		Committee	Ongoing	Website updated with policies and accreditations.		Annually