

Seacliff Tennis Club Risk Management Action Plan (October 2023)



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. Safety Audit checklist	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 listed on Club Noticeboard & in Canteen 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	President, Treasurer or Secretary	Annual	Inform committee members of outcome of audit at meetings.		Annually

			Approval of spending over \$2,000.	removed for banking.	Committee				
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 less competitive in the competition, which may also turn prospective members away.	Continue to build up the junior program. Advertise the club locally to continue to get the profile of the club out there.	Qualified club coaches. Funds for advertising. Regularly updated website. Qualified Head Coach appointed in April 2017.	Committee	Ongoing	Social Media: Facebook & Instagram. Funds are available for advertising.	Orange ball, Green ball & Hotshots competitions to increase Junior participation. Junior Team Practice	Annually
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 April 2022 Next review April 2024 Check up on progress carried out Sep 2023	Strategic plan on STC website		Every 2 years

Code of conduct for players/members/parents	Moderate	We have a Code of Conduct for players and parents.	Review Code of Conduct		Committee	Annual	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.	Microsoft OneDrive cloud storage used by Secretary to backup STC data. OneDrive sharing for member contact details. SSL security & encryption protocol implemented on STC website for online player registration forms.	Secretary, Club Captains & 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

<i>Duty of Care to Members</i>	High	<p>Junior members must be safeguarded against abuse.</p> <p>All members are protected by the Club complying with Government regulations.</p>	<p>DHS Screening – Working with children check</p> <p>Child Safe Officer</p> <p>RSA Certification</p> <p>Goods Sports accreditation</p> <p>Joined the National Redress Scheme</p>	<p>Child Protection Policy</p> <p>Safeguarding Children guidelines</p>	Committee	Ongoing	<p>Website updated with policies and accreditations.</p> <p>Posters on display at the club</p>		Annually
---------------------------------------	------	--	---	--	-----------	---------	--	--	----------