

# Seacliff Tennis Club Risk Management Action Plan (September 2024)



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)
<b>Accidents and injuries to members</b>	Moderate	Accidents are quite often unforeseeable. STC has a general 'duty of care' to its members and volunteers.	<p>Ensure STC has First Aid Officers.</p> <p>Conduct a safety audit of equipment, playing surface and surrounds.</p> <p>Safety Audit checklist</p> <p>STC has personal insurance cover with Tennis SA</p>	<p>First Aid Officers</p> <p>Non-slip adhesive strips to be re-laid onto the slippery walking areas.</p> <p>Padding has been fitted onto the light poles inside the courts.</p>	Committee	Annual	<p>First Aid Officers listed on Club Noticeboard &amp; in Canteen</p> <p>Members informed of unsafe equipment/playing surface/surrounds.</p> <p>Injury reporting forms available in the canteen</p>		Annually
<b>Fraud</b>	Moderate	Fraud can lead to a substantial loss of revenue and thus put the financial future of the club at risk.	<p>Annual audit of books by an independent auditor.</p> <p>Canteen cash is removed regularly from the cash</p>	<p>Independent auditor and money to fund this.</p> <p>Cash receipt book stored in canteen. 2 signatures</p>	President, Treasurer or Secretary	Annual	Inform committee members of outcome of audit at meetings.		Annually

			<p>register for banking.</p> <p>Approval of spending over \$2,000.</p> <p>Approval &amp; records of whom has access to STC social media accounts</p>	<p>required for when cash is removed for banking.</p>	<p>Committee</p> <p>Committee/Secretary</p>				
<b>Loss of membership</b>	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.	<p>Qualified club coaches. Funds for advertising. Regularly updated website.</p> <p>Qualified Head Coach appointed in April 2017.</p>	Committee	Ongoing	Social Media: Facebook, Instagram & TikTok Funds are available for advertising.	Orange ball, Green ball & Hotshots competitions to increase Junior participation. Junior Team Practice	Annually
<b>Strategic plan</b>	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	Review strategic plan annually.	Current strategic plan and time to review.	Committee	Last reviewed April 2024	Strategic plan on STC website		Annually

		our clubs future developments and progress				Next review April 2025			
<b>Code of conduct for players/members/parents</b>	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 STC website. Mandatory Code of Conduct question included on the member registration form.  Tennis Australia Member Protection Policy and Code of Behaviour available on STC website		Annually
<b>Succession plan for committee members</b>	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.  Volunteer incentive programme	Committee	Annual	Job Descriptions available to all members via the STC website		Annually
<b>Security of membership details</b>	Moderate	As a club we need to be extremely vigilant with our members personal details as to	Develop processes to ensure that all members' private details are protected.	Google Workspaces to secure STC Gmail accounts	Secretary, Club Captains & Junior Co-ordinator.	Annual	Members' details are only provided to those who require them for tennis related matters		Annually

		not breach privacy laws.		and to store STC data. SSL security & encryption protocol implemented on STC website for online player registration forms.			e.g. Tennis SA player registration		
<b><i>Duty of Care to Members</i></b>	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 Goods Sports accreditation Joined the National Redress Scheme  Teams with all juniors under 18 years of age must have a Team Manager	Child Protection Policy Safeguarding Children guidelines	Committee       Club Captains & Junior Co-ordinator.	Ongoing	Website updated with policies and accreditations. Posters on display at the club		Annually
<b><i>Club/Facility Access</i></b>	Medium	Access controls are in place	Keys & alarm codes to the building. Light keys.  Social media accounts secured.	Register of key holders	KCSC Facility Manager & Secretary   Secretary	Ongoing			Annually