

Sport Delivery Module

- Club Calendar
- Program / Events Guidelines
- Risk Management
- Police Vetting
- Club Hire Agreements



Club Calendar

Having a club calendar is a great way to keep your members up to date with what's happening in the club. There are many different ways you can structure your club calendar and places you can display it e.g. club house, web site, news letter's etc.... What you put in it is up to you (committee) but it can include: training times, event dates, open days, junior programs, social events etc... This should be the first port of call for all members when looking for what's on when.

Program / Events Guidelines

How do you make sure programs /events are managed effectively?

Expectations:

1. Capacity and capability to effectively manage owned events (e.g. internal staff, committee and/or external experts).
2. Events clearly planned and well organized with risks managed appropriately.
3. Events promoted and communicated actively to members/stakeholders.
4. Proactive influence to ensure events managed in partnership with national, regional or local affiliates meet your customers' needs
5. Proactive role to ensure events contracted to other providers meet quality standards.
6. May have a process for managing the identification and initialization of new events.

Detailed Expectations for 'Sustainable' Organisations:

1. Capacity and capability to ensure effective event management. In-house and/or external expertise (preferable if one-off or occasional events) used to run events owned by the organisation. Events committee and/or persons responsibility for key events that may includes staff/volunteers and external experts. For significant events have an event manager with a clear role / job description.
2. Event Plan documented to guide the organisation and implementation of legally compliant events. Risks managed appropriately (e.g. Risk Assessment Schedule RAMS and Health and Safety Checklist provided relating to event). Accountabilities, timelines, budgets etc, used to manage events to meet requirements (e.g. each event operates in a financially viable manner in accordance with annual budget).
3. Events promoted and communicated actively to members/stakeholders. Direct promotion, use of media channels, use of affiliates communication channels and communication through partner/stakeholder organisations
4. Proactive influence to ensure events managed in partnership with national/regional/local affiliates meet your customers' needs. (e.g. MOUs, clear accountabilities between parties, standardised procedures where applicable etc) Where there are aspects out of your direct control, proactive influence and relationship building should be used to ensure the event meets your organisation's needs. It is not a valid excuse that an event is 'not our responsibility' if it is a product/service that you offer your customers you are obligated to attempt to influence positive outcomes.
5. Proactive role in ensuring events run by other providers meet expected standards. It may offer endorsement, accreditation or licensing (selling rights to an event). Have appropriate and clearly articulated contractual agreements in place for any such arrangements covering rights to audit licensed events.
6. May have a process for managing the identification and initialisation of new events. (e.g. standard checklist that ensures fit within activity calendar, participant/stakeholder need for event, budget and facility/venue consideration etc).



How do you make sure there are adequate policies and procedures for programs/events?

Expectations:

1. Documented event management procedures meeting regulatory requirements.
2. Documented risk management procedures in place to ensure regulatory compliance.
3. Event policies and procedures regularly reviewed and updated as required.

Detailed Expectations for 'Sustainable' Organisations:

1. Documented event management procedures meeting regulatory requirements (e.g. Major Event Management Act, Health and Safety in Employment Act, Injury Prevention Rehabilitation Compensation Act, and Privacy Act, as relevant). Other relevant requirements as previously covered within the healthy and safe sporting environment (e.g. Liquor Legislation, SmokeFree Environments Legislation, SunSmart etc).
2. Documented risk management procedures to ensure regulatory compliance (e.g. event checklist and event incident register).
3. Event policies and procedures regularly reviewed and updated as required.

How do you measure the effectiveness of programs / events?

Expectations:

1. Effectiveness measured by satisfaction of participants, spectators, sponsors and event organisers.
2. Key quantitative measures (e.g. financial results, health and safety, registrations).
3. Open communication channels provide measurable feedback and evaluation info.
4. May show evidence of event review and improvement actions.

Detailed Expectations for 'Sustainable' Organisations:

1. Effectiveness of events is measured by satisfaction of your participants, spectators, sponsors/funders and event organisers.
2. Key quantitative measures include financial results, health and safety results and registrations. These may also be added to over time, including delivery of events directly or through partner organisations, spectator attendance levels, sponsor-related results (e.g. referrals or sign-ups).
3. Open communication channels, evaluation forms, forums/workshops for discussing events issues and opportunities, event staff/ volunteers actively manage relationships and seek feedback.
4. May show evidence of event review and improvement actions.



How do you make sure your sport has appropriate access to facilities?

(Facilities may include competition/event facilities (e.g. fields, gymnasium, pool etc), operations/administration facilities (e.g. office or clubrooms) and storage facilities (e.g. equipment housing, mobile event facilities etc). They may or may not be owned by your organization)

Expectations:

1. Adequate facilities (or access) to effectively deliver your sport.
2. Relationships and needs proactively managed where affiliated organisations control facilities.
3. Gaps around appropriate facilities are addressed through contributing and influencing development plans or access policies of key organisations (e.g. councils).

Detailed Expectations for ‘Sustainable’ Organisations:

1. There are adequate facilities and/or access to facilities in your applicable area to effectively deliver your sport (e.g. at your club or nearby schools or public facilities) Facilities are safe and accessible for all (participants, coaches, officials, supporters, people with a disability).
2. Relationships are proactively managed where partner/affiliated organisations provide or manage access to facilities (e.g. hire agreements, facility register, quality practice and playing surfaces are well prepared and maintained, summer/winter code agreements, cross-code utilisation, multi-use facility friendly). Where there are aspects out of your direct control, proactive influence and relationship building should be used to ensure the facility meets your organisation’s needs. It is not a valid excuse that it’s ‘not our responsibility’. If the facility may affect the sporting experience that you offer your customers then you are obligated to attempt to influence positive outcomes.
3. Where there is not appropriate access to facilities the organisation is driving the development of facilities or access agreements to meet their needs by contributing and influencing the plans of affiliated key organisations (e.g. councils, RSTs). A plan is in place (e.g. a strong relationship with other clubs and/or contributing schools to maximise the use of shared facilities).

How do you make sure your sport has appropriate access to equipment?

Equipment may include competition/training equipment (e.g. balls, bats, boats, hurdles, uniforms, physical training aids etc), events equipment (e.g. banners, canopies, catering items, timing equipment etc), and operations/administration equipment (e.g. desks, chairs, computers, printers)

Expectations:

1. Adequate equipment (or access) to effectively deliver your sport.
2. Relationships proactively managed where affiliated organisations control equipment.
3. Gaps around appropriate equipment are addressed through influencing plans of key organisations (e.g. schools, funders) to drive purchase/sharing options.

Detailed Expectations for ‘Sustainable’ Organisations:

1. There is adequate equipment and/or access to equipment to effectively deliver your sport. (e.g. organisation-owned equipment, RST/council equipment loan pool, hire/lease arrangements with retailers, loaning arrangements within the sporting structure as necessary for major events).



2. Relationships are proactively managed where partner/affiliated organisations provide or manage access to equipment (e.g. hire agreements, equipment register, cross-code utilisation of generic equipment). Where there are aspects out of your direct control, proactive influence and relationship building should be used to ensure the equipment meets your organisation's needs. It is not a valid excuse that it's 'not our responsibility'. If the quality or availability of equipment may affect the sporting experience that you offer your customers then you are obligated to attempt to influence positive outcomes.
3. Where there is not appropriate access to equipment the organisation is contributing and influencing the plans of affiliated organisations (e.g. clubs, schools, facilities, funders, sponsors) to drive the purchase, lease or sharing of equipment to meet their needs.

How do you make sure your equipment is managed effectively?

Expectations:

1. Capacity and capability to ensure effective equipment management (in-house or external).
2. Equipment usage and quality is optimal.
3. Equipment management system to guide equipment use.
4. Access to equipment through partner/affiliated organisations (as appropriate).
5. Proactive role ensuring equipment managed by other providers meets standards.
6. May have a process for managing identification and sourcing of new equipment.

Detailed Expectations for 'Sustainable' Organisations:

1. Capacity and capability to ensure effective equipment management. In-house and/or external expertise used to manage equipment owned by the organisation. Have facilities and equipment committee in place including staff/volunteers and external experts (as relevant).
2. Equipment usage and quality is optimal. Equipment is well utilised and suitable for current needs. Identified equipment needs for each team/level of participants. Other clubs, schools or RSO may have an arrangement to use your equipment as a source of revenue.
3. Equipment management system to guide equipment usage with appropriate risk management (e.g. considerations for Health and Safety, training needs). Accountabilities, equipment purchase, organisation, maintenance/replacement schedules, distribution, collection and secure storage, loan and return processes, budgets, equipment safety checks etc used to manage equipment to meet requirements. Members are aware of the rules and conditions around respect for and safe use of equipment.
4. Equipment managed in partnership with national/regional/local affiliates as appropriate. Equally equipment leasing or usage arrangements may be in place through partner organisations. (e.g. multisport organisation may have partnership management of generic event equipment, a consortium of organisations may co-own and co-manage specialized equipment for shared use etc). Equally equipment leasing or usage arrangements may be in place through partner organisations who handle the management and maintenance aspects (e.g. computer equipment leasing through local business, one-off event equipment loan arrangement with RST)
5. Proactive role in ensuring equipment managed by other providers is maintained to expected standards. Have appropriate and clearly articulated contractual agreements in place for any such arrangements. (e.g. MOU with an RST around equipment use and maintenance, NSO/RSO equipment loaned to an affiliate under a written loan agreement).
6. May have a process for managing the identification and sourcing of new equipment. Keeps abreast of new equipment innovations or technology or new equipment suppliers



RISK MANAGEMENT

This booklet should help you gain:

- Understanding of event risk management
- Confidence in identifying risk and developing an event risk management plan
- Confidence to implement a plan in your own sport test
- Knowledge of where to find information and support

It won't give you all the answers for your own specific sport but will help you understand the processes that you need to put in place.

Event risk management has attracted a lot of interest over the last couple of years.

The Astrid Anderson (Christchurch Bike Road Race) case raised a lot of issues and has increased awareness of the need to have good risk management in place.

Event risk management is a process:

- To identify risks
- Set an acceptable level of risk
- Take steps to keep the risk to that level

There is a formal process that you can follow to assess the level of risk that you will encounter. This booklet will show you one method that can be utilised.

This is not an exact science but is based on your educated guess of how often a risk might happen and the impact if it did.

RISK – WHAT IS IT?

“The chance of something happening that will have an impact upon objectives.” (AS/NZS 4360)

- Risk is also inherent in everything we do
- Perfect safety is unattainable and even undesirable
- We take a risk in order to benefit from an opportunity
- When we consider our opportunities we weigh up the risks, look at the benefits we might achieve and make our decisions accordingly

An acceptable level of risk may be set by:

- Legal standards/statutes
- Judge-made law (common law)
- Club/regional/national organisation rules
- Individual risk tolerance – level of risk willing to take to get benefits



Risk includes: hazards and causes

Which give rise to risk or are a potential or actual source of harm

Hazards and causes include: faulty equipment, condition of facility, poor weather, confined space, unclear instructions, skill level of participants, tiredness, untrained staff or volunteers, and poor planning. The possibility of injury is a risk.

Risks in sport and recreation

- Physical risk - guidelines recognise that to completely remove risk may mean the purpose of the activity is lost
- Legal compliance - organisers have a responsibility to take reasonable steps to ensure safety
- THE GOOD NEWS IS THAT: Risk is an accepted part of sport and recreation
- “Sport and recreation activities may involve high impact collisions, pushing hearts and lungs to extremes of exertion, exposure to heights, depths or speeds, facing fears, reputation challenges and the impact of environmental factors such as weather”
- When we engage in sport and recreation we accept that there is risk involved

ORGANISERS OF OPPORTUNITIES

Organisers of opportunities for others to take part in sport and recreation activities have a responsibility to take reasonable steps to ensure safety.

As risk can spill over from participation to viewing areas, so they must also take steps to ensure the safety of spectators, staff, volunteers and the general public.

As a sport club you should be able to identify what harm may occur as a result of participating in your sport and know how to eliminate or reduce the possibility of the harm.

You will already have some strategies in place (eg: qualified refs/ coaches, ACC 10 point plan, first aid kits, mobile phones, player details).

Good practice in risk management is about formalising the process, keeping documentation, identifying someone to be responsible, putting a system in place.

Reasonable steps

It is not about producing a thick manual! But you need to show that you have identified the risks and put controls in place to manage them.



Who decides what is reasonable and how do we know what is reasonable?

In court they will look to these three areas for guidance:

- Legal standards (compliance/local govt)
- Judge-made law, also known as common law (based on “best practice”)
- National/regional/club organisation policies and rules

IN ORDER TO BE EFFECTIVE

In order to be effective, responsibility for making your risk management happen must be assigned to specific people.

When do we start?

Risk management is an **ongoing process**.

THERE MUST BE DOCUMENTATION

- Show the systems in place to manage risk
- Ongoing monitoring and review of systems (events or annually)

For regular activity it is easier if you have a club system in place that all staff, volunteers and coaches follow.

For a particular event, it depends on the nature and scale.

Be aware that to get certain licences and permits you may need anything from three days to 28 days

Systems and controls may need four months or up to 12 months to set up

Start NOW! If you have no formal risk management in place we recommend you work through the steps and get some plans in writing now

Communication

- Is the key process throughout all stages of event planning and delivery
- You should involve people from all levels of your club from the start of the process



8 Steps of effective risk management

THE 8 STEP RISK MANAGEMENT PROCESS

Standard AS/NZS 4360 Risk Management defines best practice:

STEP 1: OUTLINE EVENT

What is the event/purpose?

One off/annual/regular (weekly)

Size, participant numbers/venue

Sport/activity

Profile? (Local/national...)

Who will it impact?

Participants, spectators, staff/volunteers, general public, media, authorities (police, first aid, fire, TAs)

Who is in charge of the event?

Name/s, position/s

The organiser is responsible for risk management

Identifying key aspects of your event helps you to identify the possible risks. (A session for under fives versus high performance or social adults)

The event organiser should take steps to inform everyone of their roles and responsibilities

Everyone involved (organising team, contractors, volunteers, participants, spectators) has a role to play in safety

STEP 2: RISK REGISTER

Identify all risks for your sport or event

- Identify risks
- List causes
- Identify any legal issues



There are a number of methods to identify risks: brainstorm with a group, examine records of previous events, reviews incidents, talk to other groups about their approaches, talk to staff or participants and volunteers, inspect venue and the equipment, observe other events, hire a risk consultant, consult relevant professional organisations, research sports rules and risk management guidelines.

There can also be legal issues: With the hosting of a Super 12 game in Nelson special consents were required for marquees, road closures and liquor licenses.

Types of risk

Legal risks

- Common law - duty of care
- Health and safety, ACC
- Buildings, smokefree, liquor
- Privacy, human rights
- Local govt, land transport, resource management
- Conservation, maritime, marine reserves
- Crimes

Physical risks

- People
- Equipment
- Venue, facility, environment, etc

It is not the purpose of this booklet to identify specific legal risks for sport and recreation

It is intended to raise awareness of some laws that impact on sport and recreation.

Clubs/sports events must comply with:

Status

Local government legislation

Sport policies

Competition rules

Common law = sports must comply with best practice.

For events = standards NZ guidelines with ACC and SPARC are considered current good practice. The 8 steps.



Health and Safety in Employment Amendment Act 2002 includes

Enforceable duties that cover paid staff in sport and recreation:

- Reasonable steps to provide a safe working environment
- Obligation to train and supervise staff in safety matters
- Obligation to ensure staff is involved in decisions and planning
- Volunteers in sport and recreation are covered by good practice with this act

This encourages you to provide a safe environment

STEP 3: IDENTIFY CONTROLS

Identify and select controls to treat risks.

There are four options to deal with Risks:

1. Isolate/avoid

- Avoid an activity or location
- Isolate the source (barriers/locks)

2. Minimise/reduce

- Introduce restrictions on certain activities
- Identify skill levels required

3. Transfer/share

- Get insurance/engage specialist
- Participants

4. Accept/retain level

- Acknowledge the risk is part of the event

Isolate, reduce or minimise the risk:

Limit the participant numbers, recommend an ability level, implement special equipment, signage, safety barriers, reduce speed.

To TRANSFER a risk:

- Organisers can also consider who has responsibility for risks
- Participants may take responsibility – you must make it clear what you expect
- A responsibility to abide by event rules and to exercise good judgement about the way they participate
- Participants using their own equipment need to be appropriately warned about the risks involved in using it
- Incorporate the acceptance of risks into conditions of entry



- For this to be binding you will need to obtain written acceptance
- Use waivers and disclaimers to emphasise an activity should not be undertaken lightly
- It is good practice for the participants to SIGN the agreement
- (Website entries select “I accept”)

Control Examples

- Rules/briefings/information
- Signage
- Planning and preparation
- Appropriate venue/facilities
- Barrier
- Ticketing
- Emergency plan
- Site Map
- Communication system and marshalls
- Specialist equipment/clothing/footwear
- Staff training
- Medical support
- Road closure and information in newspaper
- Lighting/power
- Water available

Some controls

Prevent or limit a risk from occurring

Limit the impact of a risk if it does occur

RISK/HAZARD MANAGEMENT is a KEY step in safety

- INFORM people of the risks, the roles they have and the steps they should take to protect themselves
- Document options, who is responsible and any time requirements.
- Some information may need to be detailed (eg. to reduce impact of risk, you have an emergency plan)

Staff/volunteers should know what the plan is.

A marshall to make area safe and a radio for assistance if injured rider on course.

A simple effective technique is communication.

Clearly document the options you select, who is responsible for carrying them out and when.



STEP 4: RISK ANALYSIS

Determine the risk level

- Critical Immediate action required
- High Senior management attention needed
- Medium Management responsibility must be specified
- Low Manage by routine procedures

We regularly assess without using a formal process but you may find this a useful guide

There are 3 parts to risk analysis

Likelihood x impact = assess level

Part 1: Risk analysis – likelihood (frequency)

Based on the event and controls identified: what is the likelihood of the risk occurring?

Score	Scale	Frequency	
1	Rare	May occur only in exceptional circumstances	Less than 5% chance
2	Unlikely	Could occur at some time	5-29% chance of it occurring
	Possible	Will occur at some time	30 – 59%
	Likely	Will probably occur	60 – 79%
	Almost Certain	Will occur in most circumstances	80%+ chance it will occur during event

Likelihood

Use an educated guess. Look at past events, the environment, your management strategies and anything you think might affect how serious the incident might be. It may be useful to use a scale.



Part 2: Impact (what is the impact if it occurs?)

Score Scale Descriptor - Injury

These are only examples – you may need to change the method or measure to suit your sport to gain a better understanding of likelihood or impact

1	Minimal	Bruises, grazes, participant continues event	No recovery time needed, no medical assistance
2	Minor	Contusions, sprains, lacerations	Minor first aid applied, less than one week recovery
3	Medium	Dislocation, simple fractures, does not continue event	Medical assistance required, trip to hospital/GP, one - six weeks recovery
4	Major	Fractures, crush injury, serious injury	Emergency medical assistance required, hospitalisation, more than six weeks recovery
5	Extreme	Brain/spinal injuries, serious organ damage, permanent disability, death	Emergency medical assistance required, hospitalisation, more than six weeks recovery



Part 3: Risk assessment chart - (to determine the level)

RISK LEVEL = likelihood x impact

Note the likelihood scale and the impact scale: if there is more than one impact, consider the most serious of the risk.

You are making a judgement based on impact and likelihood. If you think a risk is critical you will need to take immediate action.

Risk Level: Use the table to judge

Likelihood

Impact

- L Low risk manage by routine procedures
- M Moderate risk management responsibility specified
- H High risk senior management attention required
- C Critical risk immediate action required. Unacceptable

	Minimal	Minor	Moderate	Major	Extreme
Rare	L	L	M	H	H
Unlikely	L	L	M	H	C
Possible	L	M	H	C	C
Likely	M	H	H	C	C
Almost certain	H	H	C	C	C

STEP 5: EVALUATE THE RISKS

Is the risk acceptable? You must evaluate to set priorities for action

YES Implement control actions and run event

NO **Reconsider Step 3** Can you do more to reduce the risk?

STEP 6: COMPLETE YOUR RISK MANAGEMENT PLAN

INCLUDE

- Documents from Steps 1-5
- Emergency procedures
- How you will ensure the controls are being implemented?
- How you will monitor risk management throughout event stages?



By going through steps 1-5 you already have some of the risk management in place

1. Event outline and responsibility structure
2. Risk Register
3. Controls in place
4. Risk analysis
5. Risk evaluation

Next step is to complete the formal plan in particular identifying actions, who is responsible and any timeframes

Plan also includes: event checklists, accident/incident sheets, post-event review

In some cases you need to submit a plan to get approval to use facilities.



STEP 7: IMPLEMENT THE PLAN

Work through the steps outlined in your plan
Can you action all your controls?
Are the tasks clear and delegated to specific people?
Communicate the plan

ENJOY THE EVENT!!

Checklists are useful - trained staff and volunteers allocated to roles

Communication is critical - you must communicate the plan

- Eg. race pack, briefing, entry form, newsletter, newspaper articles, signage, residents' letters.
- Ensure information given is correct and that communication is clear, consistent and simple.
- Use more than one method for important information, eg. written/signs/verbal

STEP 8: MONITOR AND REVIEW

Monitor - is it successful, is it safe?

- Watch what happens / keep your eye on conditions (eg. rain/wind)
- Are people doing what they should be doing?
- Has anything changed?
- Are people safe and enjoying the event?
- Use a checklist/schedule
- Allocate monitoring roles to event staff

Review event and processes

- What went well?
- What didn't work?
- What improvements can we make for next time?
- Collect feedback from participants, spectators, staff and volunteers

Always update your plan if you are repeating an event.

Remember circumstances change and can affect risks – significance/new/how effective the response is.

After an incident always review your risk management to identify unexpected causal factors and better ways to prevent or respond in the future.

Event risk management 8 steps review:



- Outline event and purpose
- Identify risks and causes
- Identify controls
- Analyse risk – likelihood and impact
- Evaluate risk – acceptable level?
- Complete a risk management plan
- Implement the plan
- Monitor and review

BEST PRACTICE FOR CLUBS

- Be aware of and share policies with members – NSO/RSO/CLUB
- Be aware of laws that apply to your club/activity
- Develop Club Policy Statement, Code of Safety, Code of Behaviour
- Assign responsibility to specific people
- Keep documentation
 - Risk management plan
 - Emergency plan
 - Accident/incident report
 - Post event report
- Involve members/participants in identifying risks and safety measures
- Provide training
- Promote injury prevention (ACC 10 point plan)
- Provide information to staff/members/participants/spectators



RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity:	Safety Officer:
Instructors:	Dates:
Group:	Location:

Risks (potential losses)

E.g. Death Drowning, Lost Person, Hypothermia, Minor Injury, Serious Injury

	<i>Causal Factors (things that could go wrong)</i>	<i>Risk Reduction Strategies</i>
People Skills, attitudes, age, fitness. Ratios, experience, health etc	<ol style="list-style-type: none"> 1. Person going in the wrong direction taking wrong course 2. Participant's unwell, medical conditions 3. Collisions in the water 4. Injuries 5. Person missing 	<ol style="list-style-type: none"> 1. Clear instructions on the land 2. Have participant's medical conditions 3. Explain potential hazards with gear, stress that personal safety paramount 4. Sufficient warm-up completed 5. Buddy system in water
Equipment Clothing, shelter, transport, activity specific gear	<ol style="list-style-type: none"> 1. Athlete running over other athletes 2. Equipment failure i.e. Strap on board breaking 3. Rashes and injury though inappropriate clothing for the activity 	<ol style="list-style-type: none"> 1. Explain importance of looking where they are going 2. Athletes are to check equipment before starting including straps and wax 3. Not restrictive or dangerous clothing
Environment Weather, Terrain, water, season etc	<ol style="list-style-type: none"> 1. Cold water and wind chill 2. Wave Chop, currents and wind 3. Jelly Fish Sting 4. Cuts from sharp objects on beach 5. Rocks and headlands 	<ol style="list-style-type: none"> 1. Ensure athletes have correct thermal and wind proof clothing 2. Explain currents and wave chop. Dangers associated with wind further out to sea 3. Have first aid kit available 4. Clear objects from training area. Make athletes aware of shells on beach 5. Be aware of being swept onto rock, take note of where you are at all times



<p>1. Identify the learning outcomes</p> <ul style="list-style-type: none"> Using the lesson plan process
<p>2. Identify the significant risks (losses) that could result from the activity</p> <ul style="list-style-type: none"> Physical Injury Social/psychological Material (gear or equipment) Programme interruption
<p>3. List the hazards (causes) that could lead to each risk/loss</p> <ul style="list-style-type: none"> People Equipment Environment
<p>4. Think of strategies that could reduce the chances of each hazard leading to the risk/loss. Pay particular attention to significant hazards</p> <ul style="list-style-type: none"> Eliminate if possible Isolate if can't eliminate Minimise if can't isolate Cancel if can't eliminate, isolate or minimise
<p>5. Make an emergency plan to manage each identified risk/loss</p> <ul style="list-style-type: none"> Step by step management Equipment/resources required
<p>6. Continual monitoring of safety during the activity</p> <ul style="list-style-type: none"> Assess new risks Manage risks Adapt plans
<p>7. It is important to pay attention to significant risks</p> <ul style="list-style-type: none"> It is also important to pay attention to both significant and minor hazards. Research shows that most serious harm incidents result from a combination of hazards (causal factors), many of which, on their own, are seemingly minor



Critical Incident Management

Emergency procedures to manage each identified risk	Emergency gear required
1	
2	
3	
4	
5	
6	

National standards applicable

Policies and guidelines recommended (activity specific)

Minimum skills required by activity leaders/assistants



HEALTH AND SAFETY COORDINATOR POSITION DESCRIPTION (SAMPLE ONLY)

The Health and Safety Coordinator is responsible for overseeing the implementation of the _____ Health and Safety Policy.

Responsible to:

The Health and Safety Coordinator is directly responsible to the President of _____ and the members of _____.

The Health and Safety Coordinator may chair the Health and Safety Committee.

Responsibilities and duties:

- Develop (as part of the club plan) in conjunction with the Health and Safety Committee the club/group Health and Safety Policy
- Implement the Health and Safety Policy
- Manage hazards and remove/minimise/isolate hazards using the Hazard Identification Checklist
- Ensure all club members and other involved parties are aware of the Health and Safety Policy and adhere to the procedures.
- Bring to the attention of the president any major health and safety issues on a regular basis
- Report all major accidents to OSH (if required by law)
- Work with the Treasurer to develop a budget for implementing the Health and Safety Policy
- Oversee the implementation of the strategies in the Health and Safety Policy
- Submit regular reports to the club/group committee

Knowledge and skills required:

- Can communicate effectively
- Is well organized
- Has a high level of attention to detail

Time commitment required:

The estimated time commitment required as the Health and Safety Coordinator of _____ is _____ hours per week.

The time commitment required as the Health and Safety Coordinator of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Health and Safety Coordinator to spend only a half hour week or larger clubs one hour per week on club/group related duties.



Police Vetting

What is Police vetting?

The main purpose of Police vetting is to protect society's most vulnerable members, including children, older people and people with special needs. It allows organisations to make informed decisions about potential employees, current employees or volunteers working directly with these vulnerable groups of people. Organisations that provide services to these people can ask to check the criminal records of potential employees, employees or volunteers. It is recommended that existing employees are Police vetted every two-three years. Vetting requests cannot be made by individuals. To find out more about registering an organisation so that it can ask for Police vetting go to:

www.police.govt.nz/advice/businesses-and-organisations/police-vetting/what-police-vetting

Information provided by Police vetting

Criminal conviction information held by the Ministry of Justice is accessed by Police under Schedule 5 of the Privacy Act 1993 and is released in accordance with the Criminal Records (Clean Slate) Act 2004. Information released by Police about the person being vetted may include:

- Conviction history
- Driving demerit points or suspension of licence
- Family violence information
- Any interaction with Police, including as a victim
- Information about violent or sexual behaviour that did not result in a conviction. Minimal information about the behaviour may be released or an electronic 'red stamp' may be placed on the request. Electronic 'red stamps' recommend that vetted individuals do not have unsupervised access to children, older people or other vulnerable members of society. A 'red stamp' is issued if disclosing information would breach a Court order or be likely to prejudice the maintenance of the law.

How vetting results help organisations:

Vetting results will help your organisation consider the following when making decisions about potential employees, employees or volunteers:

- Type of offence and its relevance to employment
- Length of time since the crime was committed
- Age and maturity now as compared to when the crime was committed
- Seriousness of the crime
- Circumstances at the time of any violent behaviour
- Pattern of crime; for example a short spate may indicate a 'phase' but a regular pattern may indicate continuing inappropriate behaviour
- Proximity of the person undergoing vetting to any children, older people or people with special needs. For example are they likely to have unsupervised access to these vulnerable people?
- Any explanations the vetted person makes in discussions about the vetting information



Club Hire Agreements

If your club has equipment or a venue that it hirers or leads out to other groups it is a good idea to have then sign a hire / loan agreement. This can often stop misunderstandings from occurring and protect the club from any unexpected costs caused from damage equipment.

CONTRACT FOR HIRE OF EQUIPMENT:

1. The rental fee is \$??? for the hire period.
2. Payment is required prior to use and is to be banked in the (Clubs Account: number) at least 7 days prior to the required date.

Confirmation of hire is on full payment of rental.

3. (Pick up or delivery terms)
4. The hirer will be responsible for any damage through misuse or lack of care while the equipment is at hirer's venue.
5. Fill out the form, sign and send / fax / email a copy through to the (clubs) Secretary at the below contact details:

(Clubs contact details to send form to)

Full name of contact person (hirer):

Address:

Phone: Mobile: Email:

Organisation hiring equipment (registered name):

Date required, from: to:

Venue address:

Amount payable to (Club Name): \$

I have read the above and fully understand the (Club Name) requirements.

Signed: Date:



Clubhouse Hire Application Form

Name of applicant: Junior member: Yes No

Contact Details: Phone..... Mobile..... Email:

Function Date: Function Purpose:

Will there be alcohol on site? Yes No NSCC License Number:

Other terms and conditions relating to this function (to be agreed between applicant and Club):

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Declaration: I have read and I understand the current (Club Name) Clubhouse Hire Policy, and I agree to abide by all the terms and conditions set out in it, along with any other terms and conditions as set out on this form.

_____ Date:
(Signed) Applicant

.....
Committee Use Only

Function approved / declined (circle one) by:

_____ Date:
(Signed) GTC Committee

Fee Paid: Yes No Amount: \$..... Receipt Number:

Bond Paid: Yes No Amount: \$..... Receipt Number:

Please send this form to either the President or Social Manager in person or post to

(Insert club contact details)

