

RISK AUDIT & PRIORITY IDENTIFICATION

AUDIT	Risk Review		Probability of risk occurring			Risk rating			Action required	Responsibility
	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor		
Does your club have a clearly defined risk management plan or actively consider risks?										
Do you have a person/a group of people who are specifically responsible for minimisation of risk at your club?										
Are risks successfully identified and strategies implemented to prevent them?										
Does your club have a nominated point of notification in the event that a risk eventuates?										
Are all potential risks immediately reported to the club committee?										
Are all your stakeholders aware of the club's focus on minimizing risks?										
Does your club analyse and evaluate risks to prioritise risk management?										
Does the club committee regularly address risk management at meetings?										
Are your risk management strategies monitored and reviewed at least once a year?										
Is your risk management plan regularly communicated to and understood by key stakeholders?										
Does your committee regularly review progress towards achieving your risk management plan?										
COMMUNICATION	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor	Action Required	Responsibility
Does your club have a clearly defined communication strategy and policy?										
Does your club have policies defining communication standards and what is and what isn't appropriate?										

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CULTURE	Risk Review		Probability of risk occurring			Risk rating			Action required	Responsibility
	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor		
Are there occurrences of discrimination of any kind at your club? (eg. On the grounds of gender, disability, race or sexuality)										
Are there occurrences of harassment of any kind at your club? (eg. On the grounds of gender, disability, race or sexuality)										
Does everyone at your club understand the role the club wishes to play within the community?										

FACILITIES	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor	Action Required	Responsibility
Does everyone at your club understand how the club wishes to be perceived by the community?										
Does your club have adequate protection on fixed obstacles (eg padding on goal posts or sufficient coverage on cricket pitches)?										
Are all hazardous materials safely and securely stored?										
Can spectators enter and exit car parking in a safe orderly manner?										
Is there enough car parking available?										
Are there safe walk ways from car parks to the venue where spectator walkways are separated from vehicles?										
Are there enough venue entry and exit points and are they clearly identified to spectators?										
Are spectator viewing areas a safe distance from the competition?										
Do spectators have access to adequate amounts of food and water before, during and after the competition?										
Is there adequate lighting of spectator viewing areas, car parks and walk ways?										

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FACILITIES	Risk Review		Probability of risk occurring			Risk rating			Action required	Responsibility
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Are your canteen supplies kept in a secure location when they are not in use?										
Are your bar supplies kept in a secure location when they are not in use?										
Are your medical supplies kept in a secure location when they are not in use?										
Is your club's maintenance equipment kept in a secure location?										
Are all your doors and windows fitted with locks?										
Are your change rooms safe for players, coaches and officials and free of any safety hazards?										

FINANCIAL	Yes / No	Future Action?	Probability of risk occurring			Risk rating			Action Required	Responsibility
			High	Med.	Low	Major	Mod.	Minor		
Does your club have clearly defined budgets and cashflow projections?										
Are your budget and cashflow projections regularly communicated to and understood by key stakeholders?										
Does your committee regularly compare its actual financial position to its budget and cashflow projections?										
Does your club manage its operations within its budget?										
Are all funds received by your club receipted?										
Are your received funds directly deposited into the club's bank account?										
Are cash registers used and balanced in your club's bar and canteen?										
Do you use online ticketing services to sell tickets to club events?										

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Are funds from separate activities counted separately prior to being pooled with other club funds?										
Do you continually clear your cash registers during activities which generate large amounts of cash?										
Is your clubs cash stored in a secure location?										
Is there always at least two people present when cash is counted?										
Does your club keep records of cash amounts collected?										
Does your club complete banking slips after counting club funds?										
Does your club always record the amount of cash that is banked?										
Does your club bank cash as soon as possible after it has been counted and recorded?										
Are all receipts accurately recorded in the club's accounting system?										
Are all club payments supported by evidence to prove their authenticity?										
Do all payments firstly gain the approval of the club committee or nominated representative before being paid?										
Are all your payments approved by a minimum of two people?										
Are all payments accurately recorded in the club's accounting system?										
Is a financial report provided at committee meetings?										

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GOVERNANCE	Risk Review		Probability of risk occurring			Risk rating			Action required	Responsibility
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Does your club keep a register of all club contracts?										
Are there people at your club who have a detailed understanding of the club's contractual obligations?										
Do you have club rules that clearly define how to deal with conflicts of interest among stakeholders?										
Does your club have a well documented and communicated Member Protection Policy										
Are all club officers fully aware of their responsibilities to ensure discrimination and harassment does not occur at your club?										
Does your club have a Code of Behaviour/Conduct?										
Does your Code of Behaviour/Conduct cover all players, officials and supporters?										
Does your Code of Behaviour/Conduct define and encourage positive behaviour?										
Does your Code of Behaviour/Conduct clearly explain negative behaviour and the possible consequences for breaching the code?										
Do you have a club asset register that records all club assets when they are purchased?										
Are bank statements received and reviewed by the secretary and then passed to the treasurer for reconciliation?										
Does your club require participants to sign a waiver or release form prior to participating?										
Is your club incorporated?										
Does your committee meet regularly?										

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GOVERNANCE	Risk Review		Probability of risk occurring			Risk rating			Action required	Responsibility
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Does your committee record all decisions and actions?										
Does your club collect and maintain appropriate membership information?										
Does your club ensure the security of membership information and comply with privacy registration?										
Does your club conduct and record risk assessments on all activities and events?										
Do you have an emergency plan?										
Does your club meet the standards required for any grants you have applied for?										
Are club policies clearly communicated to all members?										
Does your club set and meet time frames for various projects?										

INSURANCE	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor	Action Required	Responsibility
Does your club have adequate Professional Indemnity Insurance cover for its volunteers and employees?										
Does your club have adequate Public Liability Insurance cover for its volunteers and employees?										
Do your clubs players / competitors have sufficient income protection insurance coverage?										

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LEGISLATION	Risk Review		Probability of risk occurring			Risk rating			Action required	Responsibility
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Does your club understand your club's obligation under its incorporation legislation and its own club rules and constitution?										
Does your club understand club liquor licensing requirements?										
Does your club understand its food handling requirements?										
If your club raises funds by any means of gambling, does your club fully understand the gaming and licencing obligations?										
Does your club understand its child protection legislation?										
Are you aware of the legislation or local government by-laws that could apply to your club's activities?										
OPERATIONS	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor		
Does your club have enough people qualified for responsible service of alcohol?										
Do you have adequate food handling procedures in place?										
Have your food handlers all had suitable food handling training?										
Do only designated people have access to the supplies storage areas?										
Does your club conduct regular stock takes on supplies?										
Does your club have an equipment register that records all sports equipment given out to teams and competitors?										
Are regular reviews undertaken to ensure those who have been allocated playing equipment still have the equipment?										
Does your club have a register of the maintenance equipment that it owns?										

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OPERATIONS	Risk Review		Probability of risk occurring			Risk rating			Action required	Responsibility
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Do you have authorised people who are the only ones with access to the maintenance equipment?										
Do you perform regular audits of your club's maintenance equipment?										
Do your participants and spectators have adequate access to water (or other suitable fluids) and food before, during and after competition?										
SPORT SAFETY	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor		
Do you have strategies in place to minimise the risk of player and competitor injury?										
Do you have procedures in place to adequately deal with injuries when they inevitably occur?										
Is your club aware of any pre-existing health condition and ailments your participants may have?										
Is your club aware of any medications taken by participants?										
Do all your participants have an adequate understanding of the rules of your particular sport?										
Have your participants been taught safety and injury minimisation?										
Are your participants trained in how to correctly use your sporting equipment?										
Do your participants use suitable protective equipment?										
Do you have weather policies in place in regards to training and competition (eg. Extreme heat, Lightning)?										
Are participants evenly matched physically if contact is a big part of your sport?										

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SPORT SAFETY	Risk Review		Probability of risk occurring			Risk rating			Action required	Responsibility
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Does your club have an adequate amount of people with first aid skills present?										
If there is a high probability of injury in your sport, do you have any qualified medical practitioners present?										
Can injured players be located, accessed and removed from competition in a safe and efficient manner?										
Is there suitable Ambulance access to your playing court/oval/field/facilities?										
Does your club have stretchers ready and easily accessible?										
Does your club have access to fully stocked first aid kits and medical supplies?										
Does your club have a readily available telephone with contact numbers of doctors, hospitals and ambulance?										
Is your competition venue reviewed for safety before each training session and competition?										
Is your playing area a safe distance from fixed objects such as fences and permanent seating?										
Is your competition venue clear of any dangerous material (eg. Dust in indoor venues or rubbish on outdoor courts/fields)?										
Do you have adequate lighting for competitor and spectator safety?										
Do your coaches have the right experience, knowledge, accreditations and qualifications required?										
Do you provide separate water bottles for participants or water bottles that don't make participants share the same mouthpiece?										
Are your players required to pass fitness tests before returning to training and competition?										