NEW LAMBTON FOOTBALL CLUB INCORPORATED

NEW LAMBTON FC JUNIORS

RISK MANAGEMENT POLICY AND PLAN 2023

SECTION 1 – CLUB INFORMATION

1. CLUB AND CONTACT DETAILS

CLUB DETAILS

Name: New Lambton Football Club (New Lambton FC Juniors)

Postal Address: PO BOX 209

Suburb: New Lambton

Post Code: 2305

PRINCIPAL CONTACT

Name: Stephen MANNING

Position at Club: President

Telephone: 0410 541 160

Email: president@newlambtonfcjuniors.org.au

SECONDARY CONTACT

Name: David THOMAS

Position at Club: Vice President

Telephone: 0429 994 343

Email: recruitment@newlambtonfcjuniors.org.au

CONTACT

Name: Megan PAYNE

Position at Club: Secretary

Telephone: 0403 500 921

Email: secretary@newlambtonfcjuniors.org.au

2. SITE LOCATIONS AND DESCRIPTIONS

NOVOCASTRIAN PARK: 24 Orchardtown Rd New Lambton NSW 2305

Owner: Local Council

Council: Newcastle City Council

REGENT PARK: 31 Regent St New Lambton NSW 2305

Owner: Local Council

Council: Newcastle City Council

SECTION 2 - INTRODUCTION

When you register to play with a Football Club, you are reminded that Football is a body contact sport. Potential, notwithstanding all safety guards, exists for a player to sustain injury. Players must therefore prepare themselves for the game by having a commitment to training and a high level of fitness.

As a measure of our club and Northern NSW Football's support to players and officials, insurance cover has been arranged as set out in the relevant insurance document and for your benefit and risk protection.

Risk Management is about assessing potential risks in our Club and acting to reduce the likelihood or consequence of them occurring. A risk is defined as the chance of something happening that will have an impact upon the organisation. Risks can be physical (improving safety for participants), as well as financial, legal, ethical and social.

The objective of New Lambton FC's Risk Management Policy and Plan is to provide a proactive approach in "Raising the Awareness" of the risks associated with the management of the Club and to provide a practical framework for the Club to minimise or manage these exposures.

The plan is based on the general principles underlying a club's "duty of care" responsibilities to the football community and the general public such as:

1. Provide a safe place for recreation / Football,
2. Provide a safe system of rules,
3. Provide safe and adequate equipment,
4. Provide the participant with competent fellow participants, and,
5. Provide adequate instructions and supervision for Football.

The Club shall have a designated Responsible and / or Risk Management Officer appointed, within the Club's organisational structure, to ensure this information is made available to all Club Directors, Staff, Participants and Volunteers.

SECTION 3 - RISK MANAGEMENT POLICY

1. RATIONALE FOR MANAGING RISK

Identifying potential risks and creating a risk management policy for the club, can have the following benefits:

1. Good management practice
2. Reducing unexpected and costly surprises
3. Assistance with strategic planning
4. More effective and efficient allocation of resources
5. Encourage more people to participate in your activity

2. COMMITMENT TO RISK MANAGEMENT

The Club has a commitment to use risk management practices to support and enhance our activities in all areas of the organisation. We will:

1. Develop and use a risk management plan to minimise reasonably foreseeable disruption to operations, harm to people and damage to property
2. Ensure risk management is an integral part of all our decision-making processes
3. Identify and take advantage of opportunities as well as minimise adverse effects
4. Strive to continually improve our risk management practices
5. Train people to implement risk management effectively

3. AREAS TO BE COVERED

The following areas of risk will be covered in the Club's risk management plan (these will vary depending on club needs):

1. Participants safety (Facilities, Equipment & Environment)
2. Coaching
3. Financial
4. Legal / Insurance
5. Human Resources (volunteers and paid)

A working group of at least three people (including the person responsible for the area) will determine the items of potential risk for an area above and ways to minimise the likelihood and consequence of them occurring. A variety of people with knowledge and expertise in these areas should be invited to form these working groups.

4. RESPONSIBILITIES

The Club Management committee is responsible for the development and implementation of the risk management plan in the club. Members of the club will be involved in the development of the plan and will be responsible for managing risks in specific areas. For example, the Treasurer will manage the financial risks, the Secretary will manage the Human Resource risks, etc.

5. MONITOR AND REVIEW

The Club Management committee will monitor and review the implementation of the risk management program. Once the plan is complete, it will be reviewed for effectiveness on a six monthly basis.

SECTION 4 - RISK MANAGEMENT PLAN

1. PURPOSE

New Lambton FC Juniors (“the Club”) has implemented this plan to ensure it maintains its duty of care responsibilities to the football community and the general public including to:

- provide a safe place for recreation / football;
- provide a safe system of rules; and
- provide safe and adequate equipment.

Minors (persons aged under 18) remain the responsibility of parents / guardians at all times whether participating on the field, meetings, events or spectating.

2. AIMS

The Club has a responsibility to identify the risks that exist within their sport and to provide guidance to participants in order to reduce any incident occurring which may compromise person or persons.

The Club will provide an environment for senior and junior football (soccer) to take place as per the constitution of the club.

The Club recognises that the home grounds of Novocastrian Park and Regent Park (“the Parks”) are used predominantly for the purpose of football (soccer) but also by spectators and those engaging in other activities such as meeting or events. The Club acknowledges that the Parks are openly accessible venues and cannot mitigate all risks. The Club acknowledges they are leaseholders from Newcastle City Council and will maintain facilities and be a good neighbour in accordance with lease arrangements.

All stakeholders acknowledge the risks and seek to manage these to be controlled within acceptable levels.

Football and exercise have health benefits, there is also a risk that participants will sustain injuries and / or ill health from these activities.

In the event the Club is provided information regarding health restrictions of a player, the Club will ensure to provide any documented guidance from health professionals to the Club Coaches and / or to other appropriate people.

3. ESTABLISH THE CONTEXT

Before risk can be clearly understood and dealt with, it is important to understand the context in which it exists. The relationship between the Club and the environment is defined to be within the boundaries of the Parks, although the Club acknowledges that they are leased caretakers of the ground and ultimate responsibility of the facilities remains with Newcastle City Council. They acknowledge that other facilities used for the purpose of play and training remain the responsibility of the lease holder.

4. PROCEDURES

The facilities at the Parks will be inspected weekly by the Facilities Manager (or a person appointed by them in lieu of them) in order to ensure minimum standards are reached. Any standards not met will be documented and reported to the executive committee immediately via email. All efforts should be made to ensure repair and remedy is met.

Risk management weekly check forms will be completed and stored electronically by the Facilities Manager.

5. PERSONAL PROPERTY

The responsibility of personal equipment and possessions remains the responsibility of the individual at all times. The Club is not responsible for any personal equipment and possessions that may be lost, stolen or otherwise.

Cars are parked at the owner's risk and remain their responsibility at all times. The Club does not accept any responsibility to any damage caused within the grounds on the Parks at any time.

A vehicle speed limit of 5km / hr or walking pace should be adhered to throughout the Parks, and only operational vehicles are allowed on the Parks. Appropriate and visible signage is in situ.

5. HEALTH AND SAFETY

All players are advised to complete a period of warm up and warm down in order to reduce risk of injury.

Coaching teams will have access to emergency contact information for players at all times, including any important medical information. Player information is supplied at Registration and by using TeamApp.

All visiting teams retain responsibility for their players.

A defibrillator is available in the club rooms at Novocastrian Park; this will always be clearly identified as to its location.

6. FIRST AID ROOM

The first aid room is available to all persons at Novocastrian Park. The Club will ensure that this is open and available on match days. The Club will ensure the first aid room is appropriately stocked at all times. Each squad should identify a person to be responsible for first aid. This person should hold an appropriate qualification. If an ambulance is called to either of the Parks for any reason the Club President and / or Secretary is to be informed immediately. They will notify other applicable committee members as soon as practicable.

7. WORK AT FACILITIES

Any persons undertaking work on the club facilities are expected to adhere to the highest quality and safety standards. The Club requires all persons undertaking any activity must undertake an induction to the club and ensure that they have their own Safe Working Systems in place prior to commencing any work and which must be specific on the work to be undertaken.

8. IDENTIFY AND REPORTING

The Facilities Manager should identify any hazards existing within the clubrooms and grounds. A written action plan for these risks will be available to the Executive Committee.

Any broken equipment throughout the grounds and clubrooms including within the canteen should be identified and fixed. Approval from the Club President is required for all expenditures. Repairs should be recorded electronically and provided to the Executive Committee each month.

In the event of a fatality occurring during or within 6 hours of games should be reported to the Executive Committee immediately. The Executive Committee will proceed as appropriate.

Any injury incurred by a member of canteen staff, volunteer or spectator should be reported to the Club President and Secretary as soon as possible and adequately recorded. They will notify other applicable committee members as soon as practicable.

Every injury which occurs playing football for the Club or to a player participating in organised squad training should be documented. The Club Secretary will maintain adequate records which may include an electronic injury / incident log. This log is available to any executive member at any time.

If any individual who sustains an injury which results in their being admitted to hospital (this does not include those taken to an Accident or Emergency Department and allowed home from there) the Club President and Secretary should be informed Immediately.

Football facilities shall be inspected prior to game play. The recommended form will be completed by the Facilities Manager (or their assistant) weekly with records retained electronically by them for the period of the football season. These should be available to any club team coach or away teams upon their request. All risks are acknowledged on a basis of likelihood to occur.

9. RISK CATEGORIES

Hazard analysis and risk assessment matrix with proposed actions					
	HAZARD SEVERITY				
HAZARD LIKELIHOOD	**Critical Illness or Injury**	**Severe Illness or Injury**	**Moderate Illness or Injury**	**Minor Impact**	**Negligible Impact**
Very Likely	Requires Control	Requires Control	Requires Control	Manageable	Manageable
Likely	Requires Control	Requires Control	Manageable	Manageable and Tolerable	Tolerable
Possible	Requires Control	Manageable	Manageable and Tolerable	Tolerable	Acceptable
Unlikely	Manageable	Tolerable	Tolerable	Acceptable	Acceptable
Highly Unlikely	Tolerable	Acceptable	Acceptable	Acceptable	Acceptable

10. RISK ASSESSMENT - NOVOCASTRIAN PARK

RISK ASSESSMENT - NOVOCASTRIAN PARK					
NO.	**HAZARD**	**INITIAL RISK**	**CONTROL**	**RESIDUAL RISK**	**RESPONSIBLE PARTY**
1	Goal posts (permanent and temporary) - danger of collapse	MT	Goal posts inspected regularly Portable goals must be anchored to ground, when in use, in accordance with relevant instructions	A	Club Facilities Manager Duty Officer Referee Game Day Coordinator
2	Trips from tension ropes on goal nets	RC	Pegs and ropes demarcated with witches hats (or similar)	T	Set-up team Duty Officer Game Day Coordinator
3	Weather extremes	M	Referee, Duty Officer or Game Day Coordinator can call the game off in extreme weather conditions	A	Referee Duty Officer Game Day Coordinator
4	General state of the pitch - holes, divots, foreign objects, etc	MT	Referees regularly check state of pitch Duty Officer inspects outer grounds Game Day Coordinator to check state of ground before the game and during the day Small holes and divots can be filled with soil Large hazards to be taped off / demarcated	A	Referee Duty Officer Game Day Coordinator Council

5	Gender-specific toilets available, working and clean	MT	Council clean toilets daily Council responsible for opening and closing Toilets should be inspected periodically during game day by Game Day Coordinator and / or Duty Officer	A	Council Game Day Coordinator Duty Officer
6	Gender-specific change rooms available - general areas clean, showers working and clean, toilet/s working and clean, sinks working and clean, etc	MT	Club is responsible for cleaning change rooms as-required Club is responsible for opening and closing Council is responsible for infrastructure management including maintenance and ensuring minimum standards are maintained	A	Council Game Day Coordinator Duty Officer
7	No non-operational vehicles on the Park - operational vehicles not to drive when games are operating	MT	Vehicle access bollard to be kept locked Game Day Coordinator / Duty Officer to monitor vehicle access and vehicle movements	A	Game Day Coordinator Duty Officer
8	All lighting working, as needed	M	Lighting to be inspected on a regular basis, and maintained as necessary Club is responsible for inspections and maintenance of field lighting only	A	Game Day Coordinator Duty Officer

9	First Aid kit available, accessible and fully stocked	MT	First aid kit to be inspected on a regular basis, and maintained as necessary Club is responsible for inspections and maintenance	T	First Aid Officer Game Day Coordinator Duty Officer
10	Defibrillator in date, charged and accessible	VL	Defibrillator to be inspected on a regular basis, and maintained as necessary Club is responsible for inspections and maintenance	A	First Aid Officer Game Day Coordinator Duty Officer
11	Pitch and spectator areas clear of litter and animal waste	MT	General areas to be inspected on a regular basis, and maintained as necessary Waste bins to be made available, and emptied regularly Club is responsible for inspections and maintenance	A	Game Day Coordinator Duty Officer
12	General areas (including outer grounds, etc) clear and free of hazards	T	General areas to be inspected on a regular basis, and maintained as necessary Waste bins to be made available, and emptied regularly Club is responsible for inspections and general maintenance, Council is responsible for major infrastructure maintenance	A	Game Day Coordinator Duty Officer

11. RISK ASSESSMENT - REGENT PARK

RISK ASSESSMENT - REGENT PARK					
NO.	**HAZARD**	**INITIAL RISK**	**CONTROL**	**RESIDUAL RISK**	**RESPONSIBLE PARTY**
1	Goal posts (permanent and temporary) - danger of collapse	MT	Goal posts inspected regularly Portable goals must be anchored to ground, when in use, in accordance with relevant instructions	A	Club Facilities Manager Duty Officer Referee Game Day Coordinator
2	Trips from tension ropes on goal nets	RC	Pegs and ropes demarcated with witches hats (or similar)	T	Set-up team Duty Officer Game Day Coordinator
3	Weather extremes	M	Referee, Duty Officer or Game Day Coordinator can call the game off in extreme weather conditions	A	Referee Duty Officer Game Day Coordinator
4	General state of the pitch - holes, divots, foreign objects, etc	MT	Referees regularly check state of pitch Duty Officer inspects outer grounds Game Day Coordinator to check state of ground before the game and during the day Small holes and divots can be filled with soil Large hazards to be taped off / demarcated	A	Referee Duty Officer Game Day Coordinator Council

5	Gender-specific toilets available, working and clean	MT	Council clean toilets daily Council responsible for opening and closing Toilets should be inspected periodically during game day by Game Day Coordinator and / or Duty Officer	A	Council Game Day Coordinator Duty Officer
6	Gender-specific change rooms available - general areas clean, showers working and clean, toilet/s working and clean, sinks working and clean, etc	MT	Club is responsible for cleaning change rooms as-required Club is responsible for opening and closing Council is responsible for infrastructure management including maintenance and ensuring minimum standards are maintained	A	Council Game Day Coordinator Duty Officer
7	No non-operational vehicles on the Park - operational vehicles not to drive when games are operating	MT	Vehicle access bollard to be kept locked Game Day Coordinator / Duty Officer to monitor vehicle access and vehicle movements	A	Game Day Coordinator Duty Officer
8	All lighting working, as needed	M	Lighting to be inspected on a regular basis, and maintained as necessary Club is responsible for inspections and maintenance of field lighting only	A	Game Day Coordinator Duty Officer

9	First Aid kit available, accessible and fully stocked	MT	First aid kit to be inspected on a regular basis, and maintained as necessary Club is responsible for inspections and maintenance	T	First Aid Officer Game Day Coordinator Duty Officer
10	Pitch and spectator areas clear of litter and animal waste	MT	General areas to be inspected on a regular basis, and maintained as necessary Waste bins to be made available, and emptied regularly Club is responsible for inspections and general maintenance	A	Game Day Coordinator Duty Officer
11	General areas (including outer grounds, etc) clear and free of hazards	T	General areas to be inspected on a regular basis, and maintained as necessary Waste bins to be made available, and emptied regularly Club is responsible for inspections and general maintenance, Council is responsible for major infrastructure maintenance	A	Game Day Coordinator Duty Officer

12. RISK ASSESSMENT - GENERAL GAME

RISK ASSESSMENT - GENERAL GAME					
NO.	**HAZARD**	**INITIAL RISK**	**CONTROL**	**RESIDUAL RISK**	**RESPONSIBLE PARTY**
1	Goal posts (permanent and temporary) - danger of collapse	MT	Goal posts inspected regularly Goal posts on pitch should be checked by referee before each match Portable goals must be anchored to ground, when in use, in accordance with relevant instructions	A	Club Facilities Manager Referee
2	Trips from tension ropes on goal nets	RC	Pegs and ropes demarcated with witches hats, etc	T	Set-up team Duty Officer
3	Weather extremes	M	Referee, Duty Officer or Game Day Coordinator can call the game off in extreme weather conditions	A	Referee Duty Officer Game Day Coordinator
4	General state of the pitch - holes, divots, foreign objects, etc	MT	Referees regularly check state of pitch Duty Officer inspects outer grounds Game Day Coordinator to check state of ground before the game and during the day Small holes and divots can be filled with soil Large hazards to be taped off / demarcated	A	Referee Duty Officer Game Day Coordinator

5	Balls not fit-for-purpose - low pressure, high pressure, damaged, etc	MT	Team Manager to inspect game ball Referee to inspect game ball Ensure correct ball pressure Dispose of damaged balls	A	Team Manager Referee Gear Steward
6	Footwear not fit-for-purpose - inappropriate footwear for conditions (danger of slipping / risk of injury), sharp studs, etc	MT	Referees checks footwear for sharp studs before matches Club is responsible for making sure the players wear footwear appropriate for the surface they are playing on, and to check their studs regularly	A	Referee Team Manager Player
7	Jewellery - injury to players	MT	All jewellery has to be removed or taped up before a match - Referee checks this Each player to be responsible for removing their own jewellery before matches	A	Referee Player
8	Conduct of players - injury - dangerous play / physical violence	M	We play to NNSWF rules - the Referee can caution or send off players in breach of these rules	A	Player Referee

9	Physical injury from play - slips, trips, falls, collisions, strained muscles, broken bones, etc	MT	Players should warm up and cool down properly before matches Each Team Manager has access to an adequately stocked first aid kit Players with injuries or medical complaints should let these be known to their Team Manager Players must wear shin pads Coverage by Club injury insurance At least one person at ground to have a relevant and up to date first aid qualification Fully stocked first aid kit to be available at each ground Emergency services - 000	T	Player Coach Team Manager First Aid Officer
10	Dehydration / exhaustion	VL	Players to bring their own drinks or buy them on the day Ensure to drink during break/s Take additional breaks during extreme weather Fresh drinking water to be available at each ground	A	Player Council

11	Conduct of spectators - abusive, physical violence	MT	Duty Officer to be present at all games Committee member to be present at each game Responsible person/s to be trained in de-escalation techniques Call Police if necessary	A	Duty Officer Committee Member

13. GENERAL CONTROLS

1. All goals and nets must be in good condition. All nets must be secured with pegs. Pegs should be placed using the provided equipment and by an appointed person.
2. All pitches should be well trimmed and goal mouths not excessively waterlogged or dusty. All pitches should be marked in accordance with FIFA guidelines. Any divots should be filled prior to training and areas of risk contained and coned off.
3. All player changing rooms should be free from hazards. Changing rooms should be available and private for specific gender and individual teams. Shower facilities are available, working and free from debris or equipment.
4. All toilet blocks must be lockable. All toilets and basins must be in working order. If any drains are blocked the Council must be immediately informed. If appropriate facilities are not available an alternative venue should be considered.
5. Refer to the club Weather Policy.
6. There should be no vehicle movements by operational vehicles on either of the Parks once games commence.
7. The Facilities Manager should ensure adequate lighting at the Parks at all times.
8. The storage sheds should only be accessed by coaches, assistant coaches and other authorised volunteers only. It is acknowledged that the role of setting up areas is taken by volunteer parents and therefore the doors to the storage sheds should only be closed when it is satisfied no person remains within. At the end of the session, a key holder should ensure this is safely locked.
9. Field access bollards should not be padlocked on match days to ensure Emergency vehicle access as required.
10. The First Aid room should be unlocked whenever there are persons on the premises. Ice for injury is available from the canteen. Signage should reflect this.
11. The defibrillator should be working and available at ALL times persons are at Novocastrian Park playing sanctioned games. This is clearly visible by signage.
12. The canteen at Novocastrian Park should only be accessible to those authorised.

13. Dog faeces and other animal waste should be removed and disposed of. All pitches should be inspected prior to use by the coach to ensure they are free from this.
14. All rubbish bins should be located across the grounds to reduce litter during training and matches and stored against the sheds. Bins are to be presented kerbside on bin collection day, and removed from the kerb as soon as possible after emptying.
15. All fridges containing food should be working and have an accurate temperature.
16. The club facilities are cleaned after each use.
17. Match day delegates should ensure the safety of all referees at all times. Team Managers should appoint match day delegates in advance. The referees' room should be kept clean of debris and rubbish.