



TARGET RIFLE SOUTH AUSTRALIA INC.

RISK MANAGEMENT POLICY

Approved 15th January 2008
Updated July 2011

Target Rifle South Australia Risk Management Policy

1. Policy statement

Target Rifle SA (the Association) is committed to providing a sporting and working environment which is safe, stable, and free of discrimination or harassment, and in which risks are minimised through proactive management.

The Association accepts risk management as one of its prime responsibilities, representing as it does the joint interests of its affiliated clubs and registered members. Risk occurs not only within the sport, but also within the more general environment in which the Association operates. In formulating this policy, the Association is mindful of the full range of risks which may impact on the viability of the Association, and in turn on the current and future participation of the members themselves.

Just a very few of these risks may be:

- ◆ the essential nature of target rifle shooting,
- ◆ the nature of shooting venues, and their potential hazards;
- ◆ the relatively low financial capital in the sport, given the predominantly volunteer basis upon which this sport is conducted;
- ◆ the competition which this sport faces from high-profile sports;
- ◆ the age variation of our members and the specific requirements of older and younger members and disabled members, and ensuring a continued safe environment for these members;
- ◆ the turnover of participants, which leaves clubs constantly seeking new members and the need to provide adequate supervision and instruction to visitors to the range
- ◆ the potential exposure to litigation resulting from accidents;
- ◆ any reduction or withdrawal of current funding from the SA State Government, along with the low media and sponsorship profile of the sport.
- ◆ State and Federal Government Legislation

It is the responsibility of everyone within the sport to ensure that risk is appropriately managed, be it as an individual member (attention to club safety requirements, for example), a club administrator (conducting regular safety audits of the club ranges, for

example), or the Association itself (ensuring that proper member registration records are kept and maintained, that State Facilities are properly and safety maintained, and that appropriate insurance cover is in place, for example).

Proper risk management will also allow the Association to identify opportunities as well as avoid loss, as the process is integrated into the organisation's philosophy and practices.

This policy expresses the Association's intentions in relation to risk management.

2. Policy application

In the first instance, this policy applies specifically to the Association – the Management, the volunteers and the members, range officials and coaches of the State Coaching and Development Program.

It is intended as a model for use by clubs, so that risk management can be approached uniformly across the whole sport.

3. Policy coverage

This Risk Management Plan covers the day-to-day operations of the Association, the management of the State Facility, the conduct of its competitions, and its development programs.

4. Responsibility for management of risk

All volunteers, officials and members are responsible for ensuring that risks to themselves, and more particularly to others and to the Association, are minimised. The Management, however, has the ultimate responsibility for successful risk management in the Association.

The Management of the Association will:

- ◆ Ensure that this policy is distributed and implemented at all levels within the Association.
- ◆ Ensure that appropriate training is provided, so that risk is actively minimised.
- ◆ Provide appropriate resources to ensure that risk is minimised throughout the Association.
- ◆ Ensure that risk management is an intrinsic part of their deliberations and that their decisions are in line with this policy.
- ◆ Ensure that the relevant sections of the Member Protection Policy and other relevant policies are also adhered to in any such reporting.
- ◆ Take day-to-day responsibility for risk management within the Association Office and State Range.
- ◆ Ensure appropriate and up-to-date documentation of risk identification and treatment.

- ◆ Report annually, at the Annual General Meeting, on the year's achievements in this field, and on any future risks that may threaten any aspect of the Association's business.

The Executive Officer will:

- ◆ Alert the Management to any new high-impact risks, or any other matters requiring attention outside the usual process.
- ◆ Actively encourage reporting of risk, real and potential, and ensure that appropriate action is taken to minimise such risk

The Secretary of the Association Office will:

- ◆ Distribute information on risk management, as required.
- ◆ Distribute Child Safe Policies and relevant information on Child Safe practice to clubs and display on website
- ◆ Model appropriate risk management behaviour in all aspects of their work.
- ◆ Provide advice and support to clubs, officials and individuals on risk assessment and management.
- ◆ Keep an updated Risk Register and Treatment Plan

The Maintenance Manager will:

- ◆ Keep a comprehensive Operating Procedures Manual for the Risk Management of the State Facility.

Coaches will:

- ◆ Obtain Criminal History Checks and abide by the Coaches Code of Conduct.
- ◆ Ensure they are aware of the Child Safety Policy; the Target Rifle south Australia Guidelines for Working with Children; and the mandatory reporting requirements.

Users and user groups of the State Facility at Wingfield will:

- ◆ Report risks, real and potential, in the Hazard Identification Reporting Book or report to the Chief Executive Officer or a member of the Management.

The Clubs will:

- ◆ Take responsibility for risk identification and treatment processes for their club's facilities
- ◆ Actively encourage reporting of risk, real and potential, and ensure that appropriate action is taken to minimise such risk

Everyone

Successful risk management also relies on the personal knowledge, perception and behaviour of the Association's members.

5. Resources available

A Risk Management Plan will be developed, using data on risk identification, assessment and treatment, gathered from all sections of the Association, as outlined above.

The Management will allocate appropriate funds towards this process if required, and for the training, development and review processes associated with the plan.

6. Documentation required

The Risk Management Plan will include the following documentation:

- ◆ A Risk Register, compiled by each of the groups within the Association.
- ◆ An assessment of the impact of each risk (determined by plotting the likelihood of the occurrence against the consequences of the occurrence)
- ◆ A ranked list of priorities for a particular period (i.e., quarters, six-month periods)
- ◆ A 'treatment plan for each identified risk, with details of person/s responsible, and the time allowed.
- ◆ A brief report on any resolved risks.
- ◆ A list of all resolved risks, continually updated, and archived after a set period.

7. Review process

The Risk Register acts as an agenda item for meetings of the Management, and for any committee or group responsible for managing specific risks .

In addition, the Management will regularly review the Risk Register, and meet regularly with those responsible for managing specific risks.

At the July meeting of the Management, an annual review will take place, for preparation of the Annual Report.

Policies **supported by the Management of** **Target Rifle South Australia**

Clubs and General Membership

- Member Protection Policy (AISL) (includes harassment, abuse and discrimination.)
- Drug Policy (AISL)
- Hot Weather Policy
- **Child Safe Policy**
 - **Procedures and Guidelines for Working with Children.**
- Procedures for the acceptance of new members (involves SA Police Firearms Branch)

Specifically for the Wingfield Range

- TRSA Range Safety Rules
- TRSA Range Notices supporting policies
- Emergency Evacuation Policy
- Illness, Accident and Emergency Policy
- No Smoking Policy
- Lead Handling Policy
- Dust Policy
- Policy for Clubs and Members using the Wingfield Range.
- Policy for Key Holders to Wingfield Range

Administration

- Credit Policy
- State Postal Team Selection Policy