



RISK MANAGEMENT RESPONSIBILITIES

Requirements for Team Staff (Team Manager)

- Responsible for collecting Codes of Conduct
 - Team Staff
 - Coaches
 - Parents
 - Players
- Responsible for distribution and collection of Medical Forms
- Ensure team has an Emergency Action Plan, a completed Emergency Action Plan checklist and that Person in Charge and Call Person have been appointed
- Ensure team has First Aid kit

Requirements for Age Group Co-ordinators

- Ensure Emergency Action Plan is instituted for each team
- Responsible for ensuring Coaches are aware of Child Protection Policy and Criminal Record Checks are completed
- In co-ordination with Club Administrator ensure completion of Risk Management Forms

Requirements for Secretary

- Responsible for collecting Codes of Conduct for Directors
- Ensure Directors complete Risk Management Form A or B
- Ensure Directors complete Criminal Records Checks
- Ensure Criminal Record checks are completed
- Update Risk Management Documentation
- Implement conflict resolution policy if necessary

Requirements for Vice President

In co-ordination with Club Administrator and Secretary

- Update Risk Management documents on web-site
- Update Governance documents on web-site
- In co-ordination with Equipment Manager, Field Scheduler, Field Liner and Technical Staff reviews on regular basis (weekly) through observation and discussion status of fields, change rooms, goals, corner flags and other equipment.
- Makes arrangements with government agencies or service providers to ensure repairs are made to facilities, equipment or change rooms.

Requirements for Treasurer

- Protection of Financial and Non-financial assets
- Implementing internal control procedures