

Risk Management Strategy

This Risk Management Strategy of the Grange Company of Target Archers Inc (trading as Samford Valley Target Archers) came into effect from 1st January 2007 and risks are reviewed each year.

The Management Committee and members are committed to the well being and safety of all members (including children and young people), who use our services, enjoy the facilities, visit the club or volunteer their time to the club. We will treat with respect our fellow members and visitors to the club. To ensure that children, young people and members of all ages are kept safe from harm this Risk Management Strategy has been developed and comprises the following elements:

Codes of Conduct

- Code of Behaviour – Parents and Visitors
- Code of Behaviour – Participants
- Code of Ethics – Coaches
- Code of Ethics – Officials
- Code for the Interfacing with Children and Young People

Administrative Policies and Procedures

- No- Smoking Policy
- Beginner Course

Club Rules

- Members Information Booklet and Rules

Management Responsibilities

- Position Descriptions and or Task Sheets

Risk Analysis

- Risk Register
- Risk Register

Member Protection

- Member Protection Officer(s)
- Member Protection Statement – for reporting and disclosure and suspicions of harm

Records

- Minutes of Management Committee Meetings
- Blue Card Register
- Risk Register

Training

- Member Protection Information Officer training
- Archery Instructor training
- Office Bearer training

Communication Mechanism

- Web Site
- Email
- Newsletters
- Weekly announcements at the club
- Displays at the club house

Governing Body Policies, Procedures and Rules

- South Queensland Archery Society Inc
- Archery Australia Inc

Safety Assessments

- Risk Register
- Incident Register
- Annual risk review including club audit

It is the club's policy that it is the responsibility of every member of the Management Committee and every appointed Office Bearer to be vigilant for any breach of this Risk Management Strategy and report any breach to the President for any immediate remedial action, and to the Management Committee for determining any long term corrective actions.

Description of Elements of the Risk Management Strategy in more detail

Codes of Conduct

Parents and visitors to the club are required to follow the principals and exhibit the behaviours contained in the Code of Behaviour – Parents and Visitors, where as those participating in the sport of archery are required to follow the Code of Behaviour – Participants.

Coaches and officials are required to adhere to the standards enunciated in the Code of Ethics – Coaches, and the Code of Ethics – Officials respectively.

The Code for the Interfacing with Children and Young People provides the mandatory framework for all members and office bearers in dealing with children and young people whether members of the club or visitors to our facilities.

Administrative Policies

There are a number of Administrative Policies approved from time to time by the Management Committee. Important Administrative Policies include the No Smoking Policy and the Beginners Course procedures.

Club Rules

To ensure the good governance of the club and the safety of the members the Management Committee has approved a number of Rules or Procedures. These Rules are mandatory. They are contained in the Members Information Booklet which is provided to all members on joining the club and additional copies are available on request.

Management Responsibilities

Position Descriptions and/or Task Lists have been prepared for senior management committee and office bearer positions. These Position Descriptions and Task Lists describe the important roles and responsibilities of these positions in ensuring the good governance and effective running of the club, and for the protection of members. Members considering offering themselves for service should review the Position Description and/or Task List.

Risk Analysis

A comprehensive Risk Analysis has been undertaken by experienced members of the club and a Risk Management Register developed. This Risk Management Register is reviewed each year. It has identified the hazards, the consequences of those hazards eventuating in harm and the risk associated with the hazard. For such risks the existing controls have been identified and where the risk level is excessive additional treatments determined and an action plan implemented.

Member Protection

The position of Member Protection Information Officer is an important position in the club for protection for children and young people and all members of the club of any age. This person is the first point of contact for advice on member protection issues and can provide guidance for handling disclosure and suspicions of harm.

Club members including children and young people and their parents and guardians on joining the club give permission that they may be photographed for promotional or training purposes, unless this permission is specifically denied.

Unless permission is specifically denied, club members including children and young people and their parents and guardians on joining the club give permission that medical or dental treatment may be provided if considered necessary in the event of an emergency, injury or illness etc.

Records

Minutes of the Management Committee meetings form important records for the good governance of the club, a record of determinations made after consideration of incident reports, member protection issues and safety actions.

In addition the Blue Card register is maintained by the Secretary as an essential child and young people risk control.

A Membership Register is to be kept and personal information such as that contained in the Membership Register is to be kept confidential to the Management Committee and those office bearers that need to know the information to undertake their role. Because information on age is used to determine archery age divisions for competition and record purposes age division information will be available generally unless specifically requested to be restricted.

Important records shall be backed up or duplicated, such as the Membership Register that contains the financial status of memberships and the Club Records that contain the archery shooting records of the club members.

Training

For those new to the sport of archery essential training is given to potential new members via Beginner Courses where they learn to participate in the sport safely. More advanced training is available from the clubs Archery Instructors and Club Coaches.

For those archers desiring to become Archery Instructors or Club Coaches training is available from SQAS, as is training to become an Archery Australia Judge.

Specific training is also provided for certain office bearers such as the Member Protection Information Officer, to enable them to effectively undertake their role.

Communication Mechanism

The club uses a wide range of communication techniques recognising that different people find different media more effective.

Each week an email is sent to all members providing their email address to keep them informed of club activities and important issues.

A weekly club Communication Session is held on Saturday at the lunch break to keep members informed and to invite discussion and feedback.

The club also produces regular Newsletters which provides important information dissemination.

The club has constructed web site as an effective communication mechanism to its members. This site contains the important Codes and other information that is thus readily accessible.

Finally important information, such as mandatory Codes of Behaviour, is displayed at the club house on the Notice Board.

Governing Body Policies, Procedures and Rules

Archery Australia and the South Queensland Archery Society have mandated certain Policies, Codes, Procedures and Rules. This club as an affiliated club is committed to complying with these requirements and has adopted these governing body Policies, Codes, Procedures and Rules.

Safety Assessments

An Incident Register is kept by the club and all incidents are to be reported immediately to the DOS for consideration of immediate remedial action. The Incident Register is also used by the Management Committee to enable the consideration of longer term corrective action or identification of systemic causes.

An annual Risk and Safety review is undertaken to identify hazards and to check on the condition of assets and equipment, and to check that existing workplace controls are effective.