



Mornington Peninsula and Frankston City Table Tennis Association Inc (MFTTA)

RISK MANAGEMENT POLICY

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Drafted By: Initial draft 16 August 2020 by Max Coulthard; minor edits by Board 18 August 2020; name change to MFTTA

Approved and endorsed by: MPTTA Board of Directors at its meeting on 18th August 2020

Our Commitment

Risk management is an accepted part of our administration and we will continue to develop and maintain strategies to meet our legal and insurance requirements and in line with our ethical values.

We believe our Board and administrators can minimise the risks and maximise the benefits associated with our sport of table tennis. We believe in taking a broad approach to risk management and creating a positive and inclusive association. We recognise everyone is responsible for contributing to this approach.

Benefits of risk management

- Better sporting or recreational outcomes
- Improved safety for participants, officials, spectators and volunteers
- Lower costs and increased budget certainty
- More effective management of assets, events, programs and activities
- Improved compliance with the law, regulations and other formal requirements
- Enhanced image and reputation.

Managing risk

We recognise that all key people, including board members, management and volunteers need to be involved in every step of the risk management process.

The risk management process is divided into achievable steps by following this checklist.

- Appoint a risk manager responsible for the risk management process

- Identify 'key' people (i.e. head coach, event manager, finance director) who will be involved in managing risk
- Identify, audit and manage the Association's risks
- Identify risks – what can happen? Why? How?
- Analyse risks
- Evaluate risks
- Design a risk elimination and reduction plan
- Implement the plan
- Develop and implement a clear communication strategy on risk management
- Communicate the strategies to all appropriate levels of the Association
- Ensure the board addresses risk management periodically as a meeting agenda item
- Monitor and review strategies at least annually and report to the board through the risk manager
- Ensure the board has adopted and implemented a risk management policy.

Risks facing our Association & strategies to manage them

Because we are a sport, we inherently face a broad range of risks. The following ones have been identified and policies and procedure written to deal with them.

1. Risk: Not having the protections available through incorporation

Not being incorporated is a risk as the law in Victoria provides Associations and Boards/Administrators rights and risk limitations that are not available to non-incorporated associations.

Procedure:

MFTTA will always maintain incorporation and ensures it completes its annual return and pays its annual subscription.

2. Risk: Poor behaviour of individuals leading to accidents, illness and generation of bad will.

The Association will maintain policies covering the behaviour of all persons within the facility as it recognises that it is important that all persons should be able to enjoy the facilities without fear or favour:

a. Board and Administration Officials

Procedure:

MFTTA has policies and procedures covering the following topics:

Expected behaviour (Board and Administrators). The policy on Codes of Behaviour covering procedures to reduce and eliminate discrimination, harassment, and other poor behaviour refers.

MFTTA will:

- maintain insurance to protect Board and Administrators against nefarious claims of negligence.
- ensure it maintains its incorporation which automatically protects it against most claims brought against it.

b. Behaviour of Participants and Spectators – both members and non-members

MFTTA has policies covering the following topics:

- Expected behaviour (Participants in tournaments, competition, social play) e.g. Spectator Behaviour policy; Codes of Behaviour policy; Tournament Procedures policy; Match Rules and Regulations policy.
- Dealing with the risk of child abuse e.g. Child Safe policy; Working With Children Check (WWCC) policy; Picking Up and Dropping off Children policy.

Procedures:

MFTTA will:

- maintain registration with Table Tennis Victoria (TTV) to take advantage of its member protection insurance. The MFTTA Spectator Behaviour and the Match Rules and Regulations policies refer.
- require participants to sign a waiver or release form prior to participating in all types of events including tournaments, competition play and social play.

3. Risk: Health and safety of all persons using the facilities

The Association recognises that the health and safety of all persons who are in or use its facilities is paramount and a key responsibility of the Board and its Administrators.

Procedures:

The Association will undertake the following procedures to reduce the risk of accidents and illness

- provide equipment and facilities that are safe for intended use.
- undertake regular reviews of facilities and equipment to identify priorities for repair and replacement and allocate funding and timing within budgets
- maintain policies and procedures to reduce the risk of the spread of illnesses such as Covid-19. The MFTTA OH&S policy refers which includes pandemic planning and procedures.
- maintain a register recording any accidents or incidents to enable potential claims to be processed and meet insurance requirements. The Injury Report policy refers.
- implement evacuation procedures when needed as per the Evacuation Procedure policy.

4. Risk: Fraud and theft

The Association recognises that there is always the chance of fraud or theft taking place. It therefore has established a number of procedures to ensure this risk is minimised.

Procedures:

The Association will:

- Ensure that it commissions an independent recognised CPA qualified Accountant or Accounting firm to audit its accounts annually.
- Supply all members access to audited financial accounts at Annual General Meetings and answer any member questions regarding these accounts.
- Utilise accounting software where possible to enable easy checking of financial transactions
- Reduce the opportunity to utilise cash within daily operations by moving registrations for events of all types to on-line only and reducing the sale of food and drinks to card-based payments where practicable.
- Ensure where practicable that financial transactions can be checked by having one person inputting financial data (e.g. bookkeeper) and another checking these transactions (e.g. General Manager and/or Director of Finance)

5. Risk: Conflict of interest

The Board recognises that at times people on its Board or Committees may face issues that may be a conflict of interest. The Association therefore requires all persons faced with a conflict of interest must identify it and will therefore be ineligible to vote on such matters and may be required to remove themselves from such meetings whilst a vote on such matters takes place.

Procedures:

The Board or Committee members must identify when a matter that affects them either directly or indirectly is brought up. The Chair of the meeting will then:

- seek clarification as to why conflict of interest might exist.
- seek input from the rest of the Board or Committee as to whether they believe such conflict of interest exists and decide whether the person or persons with conflict of interest should remain during discussion and voting. If in doubt the person or persons should be removed or remove themselves from discussion and voting.

6. Risk: Damage to reputation

There is always a risk that the Association will face damage to its reputation via remarks made either verbally, in writing or via social media by persons either members or other interested parties.

Procedures:

The Association will reduce the potential damage to its reputation by:

- Always following its constitution processes in dealing with cases of misbehaviour
- Engage with members early when dealing with major issues that impact on their ability to play in a safe, high quality facility
- Manage and monitor social media and ensure issues of concern raised are brought to the Board's attention via the appropriate committee for discussion.
- Ensure quick responses are made where negative comments are made via social media and/or websites to ensure a balanced view is portrayed.
- Contact members when alleged defamatory comments are made against any other person within the Association and advise them that they must desist and advise what disciplinary actions will take place (if any).

7. Risk: Loss or damage of building, contents, and intellectual property

There is always the possibility that the Association will face the risk of material loss due to force majeure, environmental events and theft. The Association therefore protects itself against such risk through insurance, security measures and monitoring.

Procedures:

The Association will reduce the potential damage to its assets by:

- Always insuring its building and contents to replacement value
- Ensuring all doors have locks with a key register and people must sign for keys
- Following procedures required for access and egress to the Civic Reserve Recreation Centre
- Appropriate use of swipe cards
- Taking advantage of the security guard service which is provided by the Shire of Mornington