



RISK MANAGEMENT ACTION PLAN

WOODVILLE LACROSSE CLUB

DATE DEVELOPED: 30TH SEPTEMBER 2011

<i>Potential Risk and Date identified</i>	<i>Level of Risk (low, moderate, high)</i>	<i>Reason for risk rating</i>	<i>Action (what is to be done)</i>	<i>Resources Required</i>	<i>Responsibility</i>	<i>Timeline (completion date)</i>	<i>Communication (inform relevant parties)</i>	<i>Risk Treated Yes/No – Date treated</i>	<i>Review Date (review due date)</i>
Policies/Procedures	High	Legal compliance	Write Policies & communicate	Person/s to write policies	Secretary	December 2011	Management committee; members		30 Dec 2011
Position Descriptions	Moderate	Members are not aware of their duties	Write Position Descriptions	Person/s to write	Secretary	April 2012	Management committee		April 2012
Detailed duties of management committee	Low	New and existing Management committee are not aware of their duties	Write detailed duties for each portfolio, to be included in operations manual.	Person/s to write	Secretary	April 2012	Management committee		April 2012
Update Strategic Plan	High	Need to have goals and planning for the viability of the club	Arrange to have management team review strategic plan	Management team to assist with input.	Chairman plus two committee	April 2012	Management committee, members		April 2012
Operations Manual	High	Club to continue functioning	Collect detailed info from relevant portfolios	Management team to assist with input	Secretary	April 2012	Management committee, members		April 2012
Loss of Data/Records	High	History, confidential information on members	Ensure all information/correspondence in and out in secure filing cabinet or computer info backed up.	Portfolios	Secretary	Ongoing	Management committee		Ongoing

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Accredited coaches	High	Legal requirement	Ensure all coaches complete on line training, police checks	Nominated person/s	Junior, Senior mens and womens on field	March 2012	Management committee		March 2012
Securing volunteers	High	Without volunteers the Club will not operate - few volunteers allows burnout	Portfolios to form sub committees	Elected committee members	Individual portfolios	April 2012	Management committee		April 2012
Player recruitment and Development	High	Successful and competitive club	Accredited coaches, clinics, school comps	Nominated persons/s	Junior Development Officer, Coaches, Portfolios	April 2012	Management committee		April 2012
Equipment	High	Club uses equip for hire, clinics, school comp, need to ensure we have enough, branded and in good repair	Purchase and repair equipment where necessary	Nominated person/s	Equipment Officer	March 2012	Management committee		March 2012
Theft of property	High	To avoid temptation	Ensure monies in safe, assets are in a secure area.	Nominated person/s	Club Manager	Ongoing	Management committee		Ongoing
Cash flow problems	High	Financial and social viability of the club	Social events, sponsorships and other fund raising event	Sub committee	Social Convenor	March 2012	Management committee		March 2012
Liquor licence for special events	High	May lose liquor licence	Apply a month before event to sell on oval	Nominated Person/s	Club Manager	Ongoing	Management committee		Ongoing