ARLC SA Ltd

2016

Risk Management Policy Statement
Risk Management Policy Statement

Our policy is to use world’s best practice in risk management to support and enhance activities in all areas of our organisation and to ensure that risk management is an integral part of our decision-making process.

We will use a structured risk management process to minimize reasonably foreseeable physical, financial or legal harm to people, disruption to operations and damage to the environment and property. We will identify and take advantage of opportunities as well as minimizing adverse effects.

We will train our people to implement risk management effectively. We will strive to continually improve our risk management practices.

Process

A risk management procedure has been established based on the Australian Standard AS/NZS 4360:1999 and Handbook HB 246: 2002. These will be used for guidance by everyone involved in the application of risk management.

The ARLC SA Ltd Board will facilitate the development of a common risk management approach across all areas of our operation by:

- implementing the risk management program;
- sharing information with broad applicability across all areas; and
- Reporting on the progress of implementing the risk management program.

Monitoring and Review

The ARLC SA Ltd Board will monitor and review the implementation of the risk management program.

Responsibilities

The ARLC SA Ltd Board is responsible for the implementation of the risk management process and ultimately responsible for the management of risks in the organisation.

All personnel are responsible for managing risks in their areas. Administrators will have a different view of risk to that of a player or referee, but each has an important personal responsibility to ensure that risks within their control are managed according to the rules of the games and the standards expected.

Everyone has responsibility for risk management.

For further information on this policy and the risk management procedures, contact the NRL SA office.

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This document contains many forms and checklists that apply to many varying sets of circumstances. These forms are for guidelines only should clubs require more detailed checklists and report forms than those shown in this NRL SA 2016 Operations Manual. It is advisable that all clubs refer to the Risk management Document on a regular basis to ensure they have sound knowledge of what is in it that may assist them with their duties. Other areas of influence that club/group officials should become familiar with are the content of the training given to Sports Trainers. Referees and Coaches as part of their courses. Many of the protocols covered in these courses reflect National Policies and require adherence at all levels. Information on these can be gained from club members who participate in the various training programs or go to your local Sport Trainers, Refereeing and Coaching Providers to get the required information.

Alcohol and Public Venues

The presence of alcohol at a rugby league match or event creates a higher risk when managing the environment. Key areas that clubs/groups must have knowledge of are:-

- Liquor Licensing Law
- Responsible Service of Alcohol Laws
- Local Council Laws relating to alcohol free zones and the sale of Alcohol on public lands

It is up to clubs/groups to comply with all aspects of the above laws as they have implications beyond the sphere of rugby league.
While the Risk Management Document has statements relating to the sale of alcohol at grounds the ARLC SA Ltd has adopted and will enforce the Good Sports policy on alcohol.

Involvement of Police.

The involvement of police at venues should be a decision of the club committee in consultation with the ground controller. This should be done when

- It is believed that a person/s has committed a criminal act.
- A person’s behavior is uncontrollable and they are a threat to other people.

A person refuses to leave the ground after being requested to by club officials for breaches under the Codes of Conduct.

Further reference can be made to this in the ARLC SA Ltd Risk Management Handbook and the NRL Codes of Conduct.
RISK MANAGEMENT AND SAFETY CHECKLIST

To demonstrate that your organization has an effective Risk Management Program in place, it should be able to answer **YES** to the following questions.

<table>
<thead>
<tr>
<th>Does your Rugby League organization:</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Have a documented Safety and Risk Management Program that identifies hazards, evaluates risks and controls risks?</td>
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<tr>
<td>Ensure personnel / members are aware of the program and use it?</td>
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<tr>
<td>Have documented policies and procedures in place, with all personnel aware of their existence, understanding them and using them?</td>
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<td>Have responsibilities defined in regard to safety and the management of risk e.g. specified in Job Descriptions?</td>
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<td>Include Safety and Risk Management on its Board meeting agenda at least every three months?</td>
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<td>Report on discussions in regard to Safety and Risk Management in meeting minutes?</td>
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<td>Have a Safety and Risk Management position or responsibility included in its management portfolios?</td>
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<td>Make the identity of this Safety and Risk Management Officer known to all members, inviting them to refer safety issues to that Officer?</td>
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<td>Have management periodically evaluate the effectiveness of the Safety and Risk Management system through review meetings, statistics &amp; incident reports?</td>
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<td>Effectively communicate risk and safety information through all levels of the sport e.g. newsletters, meetings etc?</td>
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<table>
<thead>
<tr>
<th>Does your Safety and Risk Management program include the following YES/NO elements?</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td><strong>Policies</strong></td>
<td>Policies that address: physical/health hazards e.g. infectious diseases, climatic conditions, head injuries, non physical/health hazards e.g. member protection, discrimination, harassment, child protection, codes of conduct and complaints handling.</td>
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<tr>
<td><strong>Personnel</strong></td>
<td>Appropriate procedures for the recruitment of coaches, officials, first aid staff etc. Procedures must address the following issues: accredited personnel education/accreditation updating, job descriptions, codes of conduct, police checks for child protection, performance reviews.</td>
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<tr>
<td><strong>Participation</strong></td>
<td>Appropriate guidelines regarding participation e.g. the use of waivers, children in sport, safeplay code, codes of conduct, protective equipment and rules of the game.</td>
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<tr>
<td>Section</td>
<td>Description</td>
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<tr>
<td>Player Preparation</td>
<td>Appropriate practices in place in regard to preparing players for participation in Rugby League e.g. planning of programs, screening, pre-participation physical conditioning, skills training and supervision.</td>
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<tr>
<td>Injury Management</td>
<td>Appropriate practices in place in regard to prevention, treatment and management of injuries. This should address the following issues: first aid plans and policies, first aid resources, emergency treatment e.g. spinal injuries, treatment facilities, injury referral, treatment administration, return to Rugby League after injury, record keeping, data collection and usage.</td>
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<tr>
<td>Facility / Equipment / Safety</td>
<td>Periodic safety inspections of all facilities and equipment (with checklists). Must address the following: regular major inspections of all facilities and equipment, pre-activity inspections, compliance with standards, signage, lighting, fire, safety evacuation/emergency plans, disabled access, security equipment positioning, use of protective equipment, use of barriers and hygiene.</td>
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<tr>
<td>Contracts</td>
<td>Awareness of and compliance with the terms of contractual obligations. Must address the following: contract administration, review of contracts prior to execution and complying with terms of contracts.</td>
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<tr>
<td>Legislation and Standards</td>
<td>Awareness of legislation and standards to which the organization must comply. Must address the following: a compliance review program, complying with legislative requirements and legal advice sought where necessary.</td>
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Comments:

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ARLC SA Ltd

2016

Risk Management for coaches and officials
Policy Document
Risk Management for Coaches and Officials

Thousands of Australians participate in Rugby League at various levels on a regular basis. Activities range from the purely amateur recreational level to high profile professional Rugby League. No matter where on the scale an individual is placed, they may be exposed to risks that have the potential to cause physical, financial or legal disaster. Therefore the effective management of risk is an important requirement of everyone involved in Rugby League.

Coaches and officials have a vital role to play in this regard.

Coaches and officials are in a position requiring expertise and knowledge. The law imposes a duty to take all reasonable care having regard for the circumstances. They must properly instruct, officiate, supervise and warn. As a coach or official, their behavior will be judged according to what is a reasonable level of proficiency for those roles. Coaches must balance the objective of winning against the welfare and safety of all participants. It must be remembered that the younger the participants, the greater the responsibility placed on a coach or official.

First some background on risk management. The Australian Standard AS/NZS 4360:1999 defines risk as the chance of something happening that will have an impact on objectives. Risk is not necessarily harmful, it can lead to benefit or it can lead to loss. The exposure of an activity to risk is its exposure to uncertainty of outcome. The same standard defines risk management as the culture, process and structures that are directed towards the effective management of potential opportunities and adverse effects.

Risk management is as much about identifying and maximizing opportunities as it is about avoiding or alleviating losses. It is not an “off the shelf” product. It is a process that is an integral part of good management practice. Risk management is a systematic process that involves risk identification, risk analysis and evaluation, design of a risk treatment plan and the implementation of that plan, with all process levels being subject to constant monitoring and review.

Whilst legal risk is only a proportion of the risks that are addressed via risk management, negligence is an area in which coaches and officials need to have some knowledge. A negligence claim is a legal action where a person (or a group of people or a legal entity) claims monetary compensation for injury or damage suffered as a result of another person’s (or a group of people or a legal entity) breach of duty of care to them. To prove a successful negligence claim there must be: -

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A duty of care owed from one party to the other
A breach of that duty of care
Injury or damage suffered as a result of that breach
The incident involved needs to have been reasonably foreseeable.

Risk management aims to prevent such breaches of duty.

Coaches and officials must aim to protect the participants (playing and non-playing, physically and legally).

Prime areas for coaches and officials to consider from the risk management perspective are as follows:

1. **Provide a Safe Environment**
   - Detect and foresee any dangerous situations
     - Inspection of facilities
     - Inspection of equipment
     - Removal of dangerous items from playing arena
     - Use of protective equipment e.g. goal post padding
     - Spectators well away from playing area
   - Environmental conditions
     - Heat, humidity, fluid replacement
     - Hypothermia

2. **Sound Planning**
   - Documented plans of action for supervising activities and emergency situations
   - Accurate records of practice
   - Plans to prevent injuries
     - Warm up
     - Stretching
     - Cool Down
     - Obeying the rules

3. **Adequate Supervision**
   - General supervision – e.g. supervising general use of the arena
   - Specific supervision – e.g. coach in a high risk activity such as tackling practice
   - Transitional supervision – i.e. a mix of the two

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4. **Proper Instruction**
   - Proper instruction (including demonstration) on techniques and tactics of Rugby League
   - Teach progressively an activity which requires an increase in skill level, strength or conditioning

5. **Anticipate Danger**
   - Be mindful of anticipating reasonably foreseeable dangers
   - Prevention is the priority to treatment

6. **Warning of Inherent Dangers**
   - The players must know, understand and appreciate the risks involved when training and/or competing

7. **Evaluation of Players for Limitations**
   - Injuries or illness will limit the players ability to participate
   - Obtain doctors/first aid officers advice to clear players after injury or illness

Note: Emphasis on players to advise coaches/officials of injuries

8. **Proper Classification of Players**
   - Criteria to be considered in classifying players
     - Skill level
     - Age
     - Maturity
     - Size: Weight / height
     - Experience
     - Gender

9. **Teach the Laws and Rules of Rugby League**
   - Rules relating to safety in particular
   - All players should play within the Laws of Rugby League

10. **Enforce the Laws of Rugby League to:**
    - Control and supervise the game
    - Control players
11. **Control Violent Actions**
   - Inform that actions on-field may give rise to actions off-field (i.e. criminal charges/civil actions)

12. **Discrimination and Harassment**
   - Discourage any acts of discrimination and/or harassment

13. **Sexual Molestation**
   - Ensure that care is taken so there can be no molestation of young players
     - Child Protection legislation
     - Supervision

14. **Selection Policy**
   - Ensure that players are aware of selection criteria
   - Train players with regard to them developing in areas appropriate to the selection criteria

15. **General**
   - Keep up to date with current practices in coaching and officiating
   - Ensure counselling and information is available on the dangers of drug use (performance enhancing and recreational)
   - Moral obligations – respect players – set the right example

16. **Appropriate First Aid**
   - Knowledge of first aid skills and procedures
     - Basic certification in first aid care and CPR as a minimum
   - Duties in providing first aid care: -
     - Protection from further harm
     - Maintaining or restoring life
     - Comforting and reassuring the injured athlete
     - Assessing and managing any injury
     - Activating emergence response plans where necessary
First Aid Basics

- **DRABC**
  - Danger: check for danger
  - Response: look for response from injured player. If no response: -
  - Airways: with player on their side, open and clear airways
  - Breathing: check for breathing
  - Circulation: check for pulse

If a response, proceed to T.O.T.A.P.S. (refer below)

- **When an injury occurs, remember T.O.T.A.P.S.**
  - Talk to the injured player
  - Observe the injured player
  - Touch the injured area
  - Active movement
  - Passive movement
  - Stand / Skills
    - 3 options
    - Severe: get help
    - Less severe: “R.I.C.E.R.” regime (refer below)
    - Minor injury: play on

- **Soft tissue injury management – R.I.C.E.R. regime**
  - Rest: cease activity
  - Ice: apply for 20 minutes every 2 hours for 24 to 72 hours (depending on severity of injury)
  - Compression: firmly apply a wide compression bandage
  - Elevation: raise injured area above heart level
  - Refer: refer to a qualified professional e.g. doctor, physiotherapist

- **Soft tissue injury management continued**
  - Avoid H.A.R.M.
    - Heat
    - Alcohol
    - Running (exercise)/return to play
    - Massage

- **First aid requirements**
  - A first aid kit
  - Ice
  - Stretcher
  - Properly trained personnel in the use of such devices
  - A phone at the ground
  - Transport
  - Knowledge of the location of the nearest doctor, hospital, etc.
Whilst the law does affect sport more than ever before, this should not be seen as a negative. It is a positive reason to take the initiative to implement safe practices and risk management programs. There can be a great sense of achievement in knowing that Rugby League has satisfied its legal, moral and ethical duties by providing a safe sport that delivers quality programs.