



# RISK MANAGEMENT PLAN

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15 November 2021	Version 2	Reviewed and upgraded
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# **NEWCASTLE NETBALL ASSOCIATION INC.**

## **RISK MANAGEMENT PLAN**

### **Overview**

It is the policy of Newcastle Netball Association Inc (NNA) to achieve best practice in the management of all risks that threaten to adversely impact NNA, its' members, visitors, assets, functions, objectives, operations or members of the public.

Risk Management will form part of strategic, operational and line management responsibilities and be integrated into the strategic and business planning process.

In respect of a special risk, responsibility may be assigned to a nominated officer of NNA or a committee chair, as determined by need.

The Management Committee will determine and communicate policy, objectives, procedures and guidelines and direct and monitor implementation, practice and performance throughout NNA.

Consultants may be retained from time to time to advise and assist in the risk management process, or management of specific risks or categories of risk.

The safety of all who visit the NNA courts and facilities is of paramount importance. This applies to all members and visitors to the NNA courts and facilities.

The Association Executive urges all members and guests to cooperate and assist them in providing a safe netball environment at the NNA Complex.

In the interests of keeping everyone safe throughout the NNA Complex and to remind everybody that we all have a moral and legislative obligation to assess the safety of everything they do or allow to happen within NNA Complex, each of us is empowered to report any unsafe practice. Every member and visitor of NNA is recognised as having a role in the risk management vigilance.

### **1. CONDITIONS OF ENTRY**

Refusal to comply with these Conditions of Entry may result in removal from NNA Complex.

- a) NNA reserve the right to refuse entry to any person. Patrons are admitted to the NNA Netball Complex at their own risk.
- b) By entering this complex, all members and visitors agree to abide by the NNSW Codes of Behaviour. Offensive, violent, abusive, discriminatory or anti-social behaviour of any kind will not be tolerated, and will result in eviction from the complex, and will be dealt with in accordance with the Netball NSW Member Protection Policy.
- c) Individuals or organisations cannot conduct commercial or fundraising operations

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within the complex without prior written consent.

- d) Smoking, alcohol consumption and illicit drug use is not permitted at the NNA Courts and Facilities at the requirement of the City of Newcastle Council
- e) Persons who bring valuables into the complex do so at their own risk. NNA will not be held responsible for any damages to, loss or theft of a patron's personal property.
- f) No vehicular access (exception ambulances and authorised vehicles) is permitted on the courts or surrounding areas outside designated parking areas.
- g) No animals are permitted. Assistance animals are accepted as an exception but must be kept on the grass areas surrounding the courts.
- h) No bikes, skateboards, rollerblades, scooters or similar are permitted within the complex.
- i) The use of mobile phones or cameras in the toilets is strictly prohibited.
- j) Exits must be kept clear at all times. Any vehicle parked contrary to signage or blocking entrance and exit ways will be towed away at the owner's expense.
- k) Participating teams are responsible for ensuring their spectators display appropriate behavior at all times
- l) Please note that the above conditions of Entry may be varied at times at the discretion of NNA

**2. CARPARK USAGE**

- a) There is general parking available in the small car park inside No 1 sports ground, which is off Union Street.
- b) Usage of the carpark is at your own risk
- c) Designated/marked parking bays and traffic management signed to be strictly observed
- d) Be aware of pedestrian and traffic interaction
- e) If parking in local street, please take note of any parking restrictions as Council Rangers will patrol the area

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### **3. INJURY DURING COMPETITIONS**

Adequate first aid facilities are available at the venue. Please ensure all members and guests familiarise themselves with the location of the on-site first aid area.

If an injury has been sustained, it must be reported in the following manner:

- a) The injury must be reported immediately to the Sports Trainers. Reporting to a Club official is not enough. Non-notification could result in an insurance claim being disallowed.
- b) The Injury Book must be filled in, dated and signed by both witness and either Association Executive or Sports Trainer.
- c) Anyone can report an injury that has occurred at our complex.
- d) We will ensure that we protect other members should an ambulance or other authority need access to the court area. When an ambulance needs to be called after a serious injury has been reported to the office by the relevant coach/parent/volunteer, this then needs to be done AT THE COURT with the injured person, by the NNA Sports Trainer. An Executive member (on duty or who is available) should also visit the court to ensure that the Sports Trainer is managing the situation. It is recommended that the Sports Trainer have the Ambulance app on their phone to use when calling an ambulance.
- e) In an emergency situation - do not move or leave the injured person. Ask an adult to report to the First Aid Rooms and request assistance.
- f) NNA has two (2) defibrillators, one is available in each office

### **4. SAFETY PROCEDURES**

#### **4.1 Hazards**

- a) The safety of all who visit NNA Complex is of paramount importance.
- b) The Association Executive urges all members and visitors to cooperate and assist them in providing a safe netball environment at the NNA Netball complex by observing our safety rules.
  - a. No trip hazards to be left lying around the complex ie bags, equipment, etc
  - b. All areas to be kept tidy and minimise hazards around the courts.
- c) Anyone can report a potential hazard to the Association Executive. We want to ensure the safety of all visitors to our complex. Be responsible and report any problem to the office so that it can be dealt with as soon as possible.
- d) Play your part in being responsible for the safety and well-being of all of those who come to our complex. Be diligent and take note of any potential hazard or danger in the complex and don't ignore it or leave it to someone else.

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- e) In an emergency situation – do not leave a hazard – ask another person to report it ASAP.
- f) Children must be supervised by an adult at all times. No responsibility will be taken for injuries sustained in the garden beds, fenced areas and other potentially hazardous areas of the complex.
- g) It is each teams / persons responsibility to REMOVE all rubbish and place in bins provided

**4.2 Court Areas**

- a) Be aware of pedestrian and traffic interaction
- b) The erection of any awning, tent or structure in the court area is not permitted
- c) Spectators must remain a minimum of 60cms from the sideline and 2mtrs from the goal line at all times
- d) Where courts are adjacent to each other, no spectators are permitted behind the goal line
- e) Items such as ball/drink trolley, umbrellas, prams, bench seating, drums and horns are not permitted courtside
- f) Ensure all safety equipment, such as post padding is placed appropriately onthe court(s) being used
  - a. Post padding must be used at all times.
  - b. Post padding must be returned to designated storage area in a tidy fashion at the end of all sessions.
- g) No alcohol is permitted on or around the court area

**5. RISK PREVENTION STRATEGIES**

NNA will complete at the beginning of each Netball session, the Netball Australia Game and Training Guidelines and Checklist [game + training checklist.pdf \(willisnetball.com\)](http://willisnetball.com/game+trainingchecklist.pdf)

NNA adopts the following NNSW policies with regards to:

- a. Adverse Weather Conditions *NNSW Adverse Weather Conditions Policy Version 1*
- b Pregnancy *NNSW Pregnancy Policy Version 5*