 <p>AJAX FC</p>	<p><b>AJAX JUNIOR FOOTBALL CLUB</b></p>	<p><b>DOCUMENT</b></p> <p>RISK MANAGEMENT POLICY Updated March 11, 2013</p>
<p><b>RISK MANAGEMENT POLICY</b></p>		

## **Policy**

Risk management is the practice of managing levels of risk which would be unacceptable if intervention strategies were not initiated.


In order to effectively manage risk we must identify existing and potential risks that if realized would negatively impact on the operation of the Club and the safety and health of its members and members of the public.

The AJFC has an obligation to persons who could be affected by the activities conducted by the Club at any venue it utilizes. This duty is to prevent injuries occurring to persons resulting from exposure to hazards that the AJFC could reasonably be expected to foresee and mitigate. The Club owes this duty to all players, officials and spectators. All risks should be minimised to the lowest level reasonably achievable. In exceptional circumstances the club should reject the risk and change the venue or practice.

To ensure the Club discharges its duty the following actions will be taken:

- Regular scheduled inspections will be conducted at training and match venues and a log of inspections lodged with the MSJFL. Refer to inspection checklists and logs.
- The Safety Officer will review all injury reports and advise the Executive Committee of any hazards or areas of concern identified.
- Appropriate risk management standards will be developed and implemented.

**Owner: VP Admin**

	<b>AJAX JUNIOR FOOTBALL CLUB</b>	<b>DOCUMENT</b>  RISK MANAGEMENT POLICY Updated March 11, 2013
<b>RISK MANAGEMENT STANDARDS AND PROCEDURES</b>		

### **Medical Information**

The Club will require that each player provide it with all relevant medical information pertaining to the players ability / suitability to play football. The information shall be provided in the form determined by the committee


Team managers will be required to keep all relevant medical information about a player available whenever the player is training or playing

### **Ground Management**

- Regular scheduled inspections will be conducted at each oval whether the oval is to be used for training or a match. A log of inspections will be lodged with the MSJFL.
- Grounds should be marked in accordance with Sports and Recreation Victoria's "Sport Dimensions for playing areas" (Fourth Edition 1998).
- Goal and behind posts must be padded for all match play.
- Boundary lines must be a minimum distance of 4 metres from any fencing.
- Lime must not be used to mark the ground as contact with skin/eyes can cause serious injury.
- When hazards are identified they should either be remediated or (where possible) temporary barriers should be erected to isolate them
- On match days, all grounds must be inspected by a designated individual of the home side prior to the scheduled start time of the first game.
- Once a hazard has been identified a request must be made to Council's Leisure Services Officer for ground maintenance whenever any deficiencies are observed. This must be coordinated through the Club Secretary who will maintain records of communication.

### **Cleaning**

- Change rooms pavilions and the canteen will be cleaned by professional cleaners engaged by AJFC each week

	<p><b>AJAX JUNIOR FOOTBALL CLUB</b></p>	<p><b>DOCUMENT</b></p> <p>RISK MANAGEMENT POLICY Updated March 11, 2013</p>
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## **Insurance**

- The Club will take out Public Liability Insurance that covers all reasonable activities the Club could be expected to partake in. This is a condition of tenancy for ground allocation with Council.
- The Club will endeavour to take out Accident Insurance for its members via the MSJFL or any other appropriate body. The claim procedure will be displayed or be accessible through the club's web site.

## **Accreditation & competencies**

### Coaches:

- All Coaches must be accredited.
- All Coaches must unconditionally agree to abide by the Club's Code of Conduct for Coaches.

### Trainers – First Aid (Fluorescent Vest):

- All trainers must hold the equivalent of a Workplace Level I First Aid certificate.

### Trainers – Team (Green Bib):

- The role of the team trainer is to offer assistance to any player in distress and make an initial determination as to whether a trainer with first aid qualifications is required to attend an injured player.


### Police screening

- Not required

### Food Safety

- The canteen Coordinator will complete an Accredited Food Safety Certificate as deemed acceptable by the City of Glen Eira.

## **Owner: VP Admin**

	<b>AJAX JUNIOR FOOTBALL CLUB</b>	<b>DOCUMENT</b>  RISK MANAGEMENT POLICY Updated March 11, 2013
<b>AJFC INJURY MANAGEMENT POLICY</b>		


## **POLICY**

The safety and well being of AJFC members are matters of primary concern and paramount importance to the AJFC Committee. Our responsibilities for member's safety and well-being extend to match days, training nights and social events. We will do everything reasonably practicable to ensure that our member's safety and well being is not compromised.

We will seek the support and assistance of members parents wherever practicable

## **PROCEDURES**

1. Injury Avoidance
  - Refer to section titled "Risk Management Standards and Procedures"
  - AJFC recommends that all members wear helmets and mouth guards at training and at matches. It is compulsory for members of U9, U10, and U11 teams.
  
2. Injury management
  - AJFC will endeavor to have a Level 1 qualified person at every game, and at each training session or coaching clinic. This person will be known as a trainer and wear the appropriate bib during games.
    - i. AJFC recognizes that this will only be possible with the support of parents and will take all reasonable steps to encourage parents of members in each team to undertake an appropriate course at AJFC's expense.
    - ii. In the event that a team is without a level 1 first aid person, the AJFC will endeavour to recruit qualified people and pay them
    - iii. In the event that the AJFC cannot recruit a suitably qualified person it reserves the right to withdraw the team from the competition.
  - Team managers will be issued with a list of emergency contact numbers so that they can call for assistance.
  - AJFC will have St Johns ambulance or an appropriately trained Level 1 First Aid person in attendance at each home game.


	<b>AJAX JUNIOR FOOTBALL CLUB</b>	<p style="text-align: center;"><b>DOCUMENT</b></p> <p style="text-align: center;">RISK MANAGEMENT POLICY Updated March 11, 2013</p>
<b>AJFC INJURY MANAGEMENT POLICY</b>		

- First aid kits are to be correctly equipped in accordance with an appropriate list approved by the committee from time to time. Stocks will be managed by the Safety Officer and/or the Property Manager
- In the event that a player is injured, first aid will be administered in accordance with current accepted practice by the trainer in attendance. Serious cases will immediately be referred to St Johns Ambulance or the appropriately trained Level 1 First Aid person. Parents will be notified in the event of serious injury and the player taken to the nearest hospital with casualty facilities.
- Incident report forms will be completed after an injury has occurred and a copy sent to the Safety Officer. The Safety Officer must follow up with the parents of the injured boy on the day the injury was sustained and if appropriate at regular intervals thereafter
- A register of serious injuries will be kept and reviewed at each committee meeting. Amongst other things the register shall indicate the date, time and place of injury, the nature of the injury, the nature of assistance rendered, the name of the injured player and a recommendation (where appropriate) of action to be taken to ensure that the risk of similar injury is reduced.

### **3. Collection Procedures**

It is the responsibility of all parents to arrive at training and at games in sufficient time to collect their children. The AJFC will take all reasonable steps to have the coach and/or the team manager of the child's team wait with the child until the parent arrives. However, the committee of the AJFC will reserve the right to take disciplinary action where a parent is repeatedly late.

**Policy Owner: VP Admin**

 <p>AJAX FC</p>	<p><b>AJAX JUNIOR FOOTBALL CLUB</b></p>	<p><b>DOCUMENT</b></p> <p>RISK MANAGEMENT POLICY Updated March 11, 2013</p>
<p><b>UNIVERSAL PRECAUTIONS FOR BIOLOGICAL HAZARD</b></p>		

## **POLICY**

All players and officials should be protected from potential exposure to various diseases such as HIV, hepatitis and other diseases carried in the blood and body fluids whilst involved in the football operations of the Club.


## **PROCEDURES**

Universal precautions is a method of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Universal precautions are to be observed in all situations where there is a potential for contact with blood or other potentially infectious material. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids are to be considered potentially infectious.

To minimise the risks to players and officials of contracting any such diseases the following guidance should be followed by Trainers and Officials as far as reasonable:

- If a Trainer or Club official becomes aware that a player is bleeding or has blood on their person, they must arrange for them to leave the playing area as soon as possible. Notify the Umpire as needed and where appropriate.
- Only persons wearing appropriate personal protective equipment (PPE) should come into contact with players who may have blood or body fluids requiring treatment.
- The Club must provide appropriate personal protective equipment for use by trainers and be available for use in all first aid kits.
- Any material used on players where blood or body fluids are present must not be reused.
- Any player on becoming aware they are bleeding or has blood on their person must leave the playing area immediately.
- No player shall be permitted to reenter the playing arena with an uncontrolled source of bleeding.

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<p><b>GUIDELINES ON HEAT</b></p>		

Training or playing in temperatures in excess of 34°C can have a detrimental affect on individuals.

The AJAX Junior Football Club requires that all players and officials take steps to ensure that they are not unduly affected by heat.

Coaches should when training or playing matches in hot conditions

- Be aware of the physical capabilities and limitations of individuals under their care
- Encourage players to wear hats and sunscreen and to drink water before they come to training and matches;
- modify training drills to concentrate on skill work rather than on physical conditioning;
- Allow sufficient recovery times;
- Provide rest breaks with drinks. Use shaded areas wherever possible;
- Shorten the length of training sessions ; and
- Encourage players to drink small quantities of water frequently during match play

Coaches and/or team managers can cancel training without notice if they deem the conditions unsafe.

The executive can override coaches/team manager's decisions if they deem the weather conditions justify the decision. If the executive need to intervene, a decision will require at least 2 members of the executive to make the determination.

**Owner: VP Football**