

1 Policy Statement

It is the policy of the Orienteering Federation of Australia to conduct its activities in a manner consistent with this Risk Management Assessment. This assessment is intended to provide guidance for officers and officials of the OFA for the identification, analysis and control of the hazards and consequent risk associated with its activities.

The Federation believes this assessment is consistent with the objects of the Federation to encourage, promote and coordinate the Sport of Orienteering in Australia.

2 Risk Management

The aim of this assessment is to identify areas of potential risk to which the Federation may be exposed and means of managing each risk established. The assessment should not be seen as a recognition that risks are not being managed adequately, but that the Federation is determined to assist its officers and officials to manage their responsibilities.

Apart from the obvious impacts caused by injury and damage, failure to properly manage risk can lead to a poor image of the sport. Additionally, poor risk management could lead to increased insurance claims and in turn lead to higher insurance costs.

The process of managing risk involves a number of steps:

- Identification of a risk or threat
- Assessment of the importance and consequence of the risk
- Establishment of procedures to eliminate or minimise the risk
- Supervision and review of the procedures
- Regular review of the assessment.

Key elements are that the assessment is regularly reviewed to ensure that it continues to meet the needs of the sport and that responsibility for implementing the procedures is clearly designated.

3 Scope

The assessment is intended to cover the activities of the following people:

- Officers of the Federation
- The Federation Council
- Employees and contractors
- Team and Squad Coaches and Managers
- Other Officials.

4 Responsibilities

The Executive of the Orienteering Federation of Australia shall be responsible for implementation of the procedures within this assessment. The Executive will also:

- carry out regular reviews of the assessment
- ensure that all officials and officers of the Federation are aware of the assessment and

its procedures.

5 Types of Risk

5.1 Public Liability Risk

Negligent behaviour may result in injury to others or damage to property owned by others. Liability arises when the Federation, or one of its officials fails to take reasonable care to avoid a foreseeable risk leading to such injury or damage

Management

Officials (especially those involved in management of teams or squads) should be provided with procedures and training so that they are equipped to take reasonable care when carrying out their duties.

While National and International events in Australia are conducted by the State Associations on behalf of the Federation, the Federation should provide regulations setting out requirements for organisation, safety, hygiene, environmental protection and other matters relating to events. The

appointment of controllers to oversee the conduct of events is an important way to ensure the correct procedures are followed.

Squad and Team activities should be supported by appropriate medical coverage. This will include the availability of first aid supplies, access to a qualified medical practitioner and transport arrangements for injured persons if required.

5.2 Employment Risk

When employing personnel, the Federation has obligations to meet statutory requirements relating to recruitment, management and dismissal. This includes compliance with industrial awards, taxation requirements, workers compensation insurance and superannuation. Care must also be taken to avoid any form of discrimination when recruiting or dealing with personnel.

Management

The Federation will ensure that conditions of employment are in accordance with legal obligations and awards (where applicable) and that salary payments are made with due regard to taxation and superannuation requirements. A member of the Executive will be designated as being responsible for staff management.

5.3 Incorporation Risk

The Federation has obligations under the requirements of the Associations Incorporation Act to avoid statutory penalties and to maintain its status under the Act.

Management

The Executive should be aware of the contents of the Federation Constitution and the requirements of the Associations Incorporation Act (ACT) regulations. Key provisions include:

- appointment of a Public Officer resident in the ACT

- timing of the AGM of the Federation

- provision of Annual Financial Returns to the ACT Registrar General's Office

- notification of office bearers to the ACT Registrar General's Office

- limiting Federation operations to those within the stated powers of the Federation Constitution.

5.4 Financial Risk

The Federation needs to ensure that only authorised officers can commit the Federation by entering into agreements relating to purchase of goods, sponsorships, consulting or service arrangements.

Management

The requirements for management of the Federation's funds are set out in clause 13 of the Federation Constitution. All cheques drawn against the Federation's funds shall be signed by two members of the Executive or the by such persons authorised by the Council. Limits on expenditure shall also be determined by the Council.

When entering into commitments such as those relating to sponsorships or purchase arrangements, no person must represent that they have the authority to bind the Federation without the prior approval of the Council. Similarly, commitments in relation to appointment of personnel or contractors shall only be made with the approval of Council. Such approval may be delegated by the Council to the Executive for particular projects.

5.5 Selection Risk

The terms of any selection criteria advised to competitors must be observed when teams are selected. Failure to do this may expose the Federation to embarrassment, internal dispute and (in the extreme case) potential litigation.

Management

The Federation will formulate selection policies which allow broad discretion by selection panels to consider all factors relevant to selection. Factors which are irrelevant to selection shall not be considered.

5.6 Defamation Risk

Written or spoken statements made by, or on behalf of, the Federation may injure someone's reputation.

Management

In general, nothing should be said that is likely to affect another's reputation in any way. If a statement must be made which may convey an impression that is critical of a person it is best to obtain legal advice on the content of that statement. Such situations should be referred to the President of the Federation.

5.7 Legal Risk

The Federation must operate within a number of State, Territory and Federal laws that govern various aspects of its operation. Failure to comply may leave the Federation open to penalties.

Management

Officers of the Federation must be aware of laws that impact on the management of the Federation and, when necessary, seek expert advice on their specific application. The following areas of legislation are applicable to the operations of the Federation. It must be noted that this list may not be comprehensive.

Associations Incorporation Act (ACT) 1991

Commonwealth Income Tax Assessment Act 1936

Workers Compensation Act

Anti-Discrimination Act 1991

Commonwealth Superannuation Guarantee Act 1992

National Sporting Organisations (Coaching and other Staff) Award 1996

Legislation applying to the employment and dismissal of staff

Fund raising law

5.8 Property Loss Risk

Inadequate storage and care of Federation property can lead to loss or deterioration.

Management

An inventory of all Federation equipment will be kept for accounting purposes and appropriate insurance arranged if necessary. Federation documents and archives will be stored in an appropriate location as determined by the Executive.

6 Insurance

It is important to ensure that effective protection is provided against liability and financial loss when risk management procedures fail or when unforeseen situations arise.

Suitable policies should be held in the following areas:

Public Liability

The Incorporation Act requires adequate public liability insurance to be held. Such a policy should cover compensation for legal liability for personal injury or property damage arising out of any of the activities of the Federation.

The Federation will obtain such a policy to cover all State Associations and the organisers of their events and will regularly review the coverage of this policy to ensure the coverage is adequate. The policy should include first aid treatment risk and member to member cross liability.

Professional Liability

Such a policy will indemnify coaches and Federation officers for loss arising from acts or omissions in the carrying out of their duties for the Federation.

Property

Equipment owned by the Federation should be covered against loss or theft as necessary.

Adopted
December 1998