Murray Bridge Lawn Tennis Association

RISK MANAGEMENT POLICY

3.0 SAFETY AND PROTOCOL

3.1 Child safety

- Parents/guardians are responsible for transporting their children to and from all Murray Bridge Lawn Tennis Association activities.
- The club acknowledges that in South Australia under the Summary Offences Act 1953, a person must not engage in indecent filming. Images of children and adults shall not be used inappropriately or illegally.
- The club requires that Members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent/guardian knows the way the image shall be used. Club also requires the privacy of others to be respected and disallows the use of camera phones, videos and cameras inside changing areas, showers and toilets.
- If the Club uses an image of a child, it shall avoid naming or identifying the child or it shall, wherever possible, avoid using both the given and surname. Club and management shall not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. Club and management shall not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by paedophiles or other persons. Club and management shall only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.
- The Club shall appoint a designated Child Safe Officer and display this information where it can be seen easily by members

3.2 The Sporting Venue

The committee shall ensure

(1) The courts are cut, lined and ready for safe play
(2) The tennis nets, poles etc are kept in good condition
(3) .A First aid Kit is available at all events
(4) The phone number of the ambulance service is kept in a prominent position.
(5) All exits are kept clear for use in an emergency.

(6) Fire Extinguishers are available in canteen area and in Groundsmen's shed. These are to be regularly checked.
(7) All electrical cords & leads are to be covered or taped if on the floor.
(8) All electrical devises are tested and tagged as required
(9) All incidents /accidents leading to injury are to be recorded for insurance purposes.
(10) No dogs are permitted at the lawn court venue.

3.3 Sportsmanship

The committee shall encourage and support fair play and enjoyment of tennis at all times by sharing and adhering to the Codes of Behaviour.

3.4 Weather Extremes

(1) Hot weather policy

- There will be no play if the estimated temperature on Friday 4.30pm weather report for Murray Bridge is 38 degrees. At 36 degrees the decision to play less games may be taken.
- Sunscreen and water are to be available at the canteen
- Shady areas are supplied

(2) Hazardous Conditions

- Cease play at the coordinators decision when it rains as courts can become slippery
- In case of hail, play must cease and players are to seek cover.
- When the time between a flash of lightning and the thunder roll being heard is 30 secs or less, play must stop. As play cannot recommence until 30 minutes after the last thunder is heard, play may be abandoned.
- During finals an abandoned match will be rescheduled.
- If other conditions (weather or other, including high wind) mean play is too dangerous the Executive may delay or abandon play.

3.5 Food service

The Hospitality Officer shall be responsible for

(1) Club managed food and beverage services
(2) Organising setting up and cleanliness of facilities
(3) Good hygiene practices being undertaken and observed.

3.6 Handling money

The treasurer shall be responsible for

(1) The financial management of the Associations Funds under the direction

of the Management committee

(2) The delegation of the collection of monies being paid by members and/or guests for club activities ,to the leaders of such programs.

(3) The banking of all collected monies as soon as possible after collection.

(4) The reporting of transactions to the committee on a regular basis.

(5) Ensuring that all cheque payments carry the signatures of two of the three authorized signatures.

(6) Assisting the committee with financial decisions through budget discussions.

3.7 Groundsmen's Shed

The head groundsman shall be responsible for

- Storage of equipment in Groundsmen's shed
- Checking and reporting conditions of all equipment and the need for replacement to the committee.
- Safe storage of poisons and fertilizers etc in a locked compartment.
- Encouraging safe working practises.
- Upkeep of a safe playing surface.

3.8 Playground

- Regular checks are to be made of the equipment and soft fall, at least at the start of every season. .
- Worn parts are to be replaced or refurbished as necessary.
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3.9 Volunteers

- Volunteers are to receive some form of induction (either mentoring, 1to 1 discussion, phone Conversation or on job training) before taking up a position. The type of induction needs to be suitable for the position
- Job specification or "How to" guide lines are to be available
- The Executive / Committee are to be supportive of volunteers and prepared to deal with any issues
- Canteen volunteers are required to follow general health guidelines when handling food.
- The club is responsible for the provision of hand washing facilities in the canteen.
- All Junior team orientated volunteers are notified of their obligation to notify any suspicion of abuse or mistreatment to the Child Safe officer or direct to authorities.

3.10 Service of Alcohol

- All persons serving alcohol must have Responsible Service of Alcohol accreditation
- All requirements of the liquor license are adhered to including appropriate signage.
- Persons under the age of 18 years are not to be served alcohol
- Any intoxicated patron is to be refused service and removed from the premises with safe transportation home organized.
- We will endeavor to be "Good Sport Club" accredited

4 Privacy

The secretary is responsible for the collection of members names , addresses and contact numbers and these shall not be given out to any other organisation without the express permission of the players/ members involved.

5 Other issues

- The management committee shall endeavour to address any other issues which may arise .
- This policy is to be reviewed at regular intervals.