



CENTRE RISK MANAGEMENT CHECKLIST

The following checklist is not exhaustive, but can be used as a guide to assessing your centre's risk management practices. It could also form the basis of your centre's annual risk management review.

1. Administration

Yes Partial No

- Do members of your centre have access to a copy of the centre's constitution? Yes Partial No
- Does your centre always follow its constitution? Yes Partial No
- Is your centre incorporated? Yes Partial No
- Are minutes of your centre meetings recorded and distributed? Yes Partial No
- Does your centre formally set and review goals? Yes Partial No
- Does your centre possess a current LANSW Centre Administration Manual? Yes Partial No

2. Governance

Yes Partial No

- Does your centre committee meet on a regular basis? Yes Partial No
- Does your centre committee set formal agendas for your meetings? Yes Partial No

3. Finance

Yes Partial No

- Does your centre prepare an annual budget? Yes Partial No
- Is your centre annually audited? Yes Partial No
- Does your centre have a clear process for authorising expenditure? Yes Partial No

4. Insurance

Yes Partial No

- Does your centre regularly review its insurance levels? Yes Partial No

5. Policy

Yes Partial No

- Is your centre committee aware of existing policies, regulations and codes of conduct that Little Athletics NSW has in place? Yes Partial No
- Do you implement these policies at your centre? Yes Partial No
- Do you have clear championship selection policies at your centre? Yes Partial No

6. Planning & Strategy

Yes Partial No

- Is your centre committee aware of Little Athletics NSW's main priorities? Yes Partial No

7. Personnel Management

Yes Partial No

- Does your centre have an induction process for new committee members? Yes Partial No
- Do you have job descriptions for your centre committee members? Yes Partial No
- Do your centre officials/volunteers have clear terms of reference? Yes Partial No

8. Education, Training & Accreditation

Yes Partial No

- Are your centre coaches and officials encouraged to attend approved education courses and seek accreditation? Yes Partial No

9. Contracts

Yes Partial No

- Does your centre follow a set procedure for dealing with contracts? Yes Partial No
- Do you review contracts before renewal? Yes Partial No

10. The Physical Environment

Yes Partial No

- Are regular safety inspections of your centre's grounds and equipment conducted? Yes Partial No
- Does your centre have a checklist to guide such safety inspections? Yes Partial No
- Does your centre keep an accident/injury register? Yes Partial No
- Are appropriately trained and accredited sports injury management personnel present at your centre competitions? Yes Partial No
- Does your centre stock and maintain a sports first aid kit? Yes Partial No
- Does your centre have an emergency action plan for severe injuries? Yes Partial No
- Do your members have access to quality coaching and skill development? Yes Partial No
- Is a review/audit of safety procedures completed each year? Yes Partial No

11. Legislation & Industry Standards

Yes Partial No

- Is your centre committee aware of relevant legislative and industry standards? Yes Partial No

12. Event Management

Yes Partial No

- Does your centre committee formally consider risks when planning an event? Yes Partial No

13. Risk Management

Yes Partial No

- Does your centre committee consider the management of risks as important? Yes Partial No

Signed: _____

Position: _____ Date: _____

If you answered YES to all questions, CONGRATULATIONS, your centre is taking an active approach to managing potential risks.

If you answered NO or PARTIAL to any of the questions, then consider taking action to rectify this situation. Why not make it an agenda item at your next committee meeting?

For information, advice and support about the management of risks, contact the Little Athletics NSW office: ph. 02 9633 4511 or 1800 451 295; email: admin@lansw.com.au.



NOTE: This checklist does not have to be returned to LANSW.

