**Simplified Risk Assessment process**

**Why consider this?**

Sporting clubs are busy places with lots happening, and limited time in which to make it happen. In this environment, it can feel easy to skip over some processes. Risk management is a process that sometimes falls into this category. Risk management is about identifying potential for harm in the Club environment and proactively planning to prevent, reduce or remove them. One of a Club’s biggest risks is not having a strong volunteer management program.

We encourage your Club to have a detailed risk management process but recognise this can take time. A first step you may try is a simplified risk assessment process – like this one – to start your thinking. This simplified risk assessment tool helps you plan some key risks. It doesn’t replace a full risk assessment process but is a starting point to get towards one. As well as identifying some steps you can put into place now to identify and manage risks that need urgent attention.

**How to use this tool**

To create a tool specific for use in your Club or Association, please insert the information in the **“Copy / Paste”** area below into a document that includes your Club or Association header and any other information believed relevant.

**Making information accessible and available in multiple languages**

Our community is diverse, encompassing multiple language and accessibility needs. We encourage ensuring your information can be available to people with visual disabilities as well as produced in languages relevant to your community, Club or Association.

The Victorian Government provides online resources to assist you with:

* [Language interpretation or translation](https://www.vic.gov.au/interpreters-and-translations)
* [Visual accessibility](https://www.vic.gov.au/make-content-accessible)

**More sport-specific tools about volunteering**

Sport Volunteering is a big topic with many areas where expertise is required. A range of sport-specific resources have been created to assist you in your strategies and practices around volunteers. This tool is one of many tools and factsheets available at [**Volunteering Victoria’s sport specific webpage**](https://www.volunteeringvictoria.org.au/sport-volunteering/). We encourage you to check out the full range of tools and use those which may support and apply to your club.

**Copy / Paste**

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| **Simplified Risk Assessment Tool for Sport & Recreation Clubs** |
| **Risk identified** | **Impact if risk occurs****(H / M / L)** | **How Club will mitigate** |
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| **Simplified Risk Assessment Tool for a Sport & Recreation Clubs*****This is an example that is not specific to any sport, but gives an idea of how this tool can be used to assist – particularly with volunteer planning***  |
| **Risk identified** | **Impact if risk occurs****(H / M / L)** | **How Club will mitigate** |
| Scoring equipment not working | H | * Equipment serviced yearly
* Clear, simple instructions for volunteers who will use it on game day
 |
| Game day – grounds not set up for competition | H | * 2 – 3 volunteers identified and trained in ground set up
* Roster for game day set up volunteers in place each week of competition
 |
| Scores not sent to association | H | * 1 volunteer / 1 back up identified and trained in collecting and sending scores
* Trained volunteers in place for competition season
 |
| Competitors not registered with association prior to playing | H | * Have a process which double-checks financial status prior to competing.
	+ Biggest workload at season commencement. Time requirement smaller through the season
* Role allocated either within Secretary / Treasurer, or another person specifically allocated this task
 |
| Club uniform not available for competitors to purchase | H | * Assign uniform management role to 1 – 2 volunteers identified and trained to order and distribute
 |
| Club merchandise not available for club members / spectators to purchase | L | * Wherever possible use on-line order and delivery systems
* Assign 2 – 3 volunteers to order, manage and sell merchandise
 |
| Game day volunteer coordination not available | H | * Create PD, recruit and orient a volunteer coordinator
 |
| Child safe standards implemented | H | * Utilise the Vicsport [Child Safe Standards](https://vicsport.com.au/the-child-safe-standards) to guide implementation in our Club
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