13. RISK MANAGEMENT

Objective:
To ensure that potential risks that may impact on the objectives of the Association and its Centres are promptly identified and treated.

Strategy Summary:
• Establish a permanent LAANSW Risk Management Committee.
• Include risk management strategies in the LAANSW Business Plan.
• Formally include risk management as an Association key performance indicator.
10. THE PHYSICAL ENVIRONMENT

Objective:
To provide a safe physical environment for members, officials, volunteers, staff, spectators and other relevant parties.

Strategy Summary:
- Undertake measures to ensure that a safe environment is maintained at the LAANSW premises.
- Develop a LAANSW safety plan.
- Highlight safety components and duty of care responsibilities in all relevant volunteer training programs.

11. LEGISLATION & INDUSTRY STANDARDS

Objective:
To ensure that all Little Athletics events are safe and successful.

Strategy Summary:
- Introduce the position of “Safety Officer” at Little Athletics events.
- Investigate how to best ensure that athletes possess the minimum skills to safely take part in events.
7. PERSONAL MANAGEMENT

Objective:
To ensure that Little Athletics personnel operate in a positive, productive and harmonious environment.

Strategy Summary:
• Review and update the management, education and training of personnel at all levels of the Association.
• Improve the management of LAANSW policy and procedural documents.
• Update the procedure for dealing with complaints at an Association level.

8. EDUCATION, TRAINING & ACCREDITATION

Objective:
To ensure that all members, staff and volunteers have sufficient skills and education to effectively perform their duties.

Strategy Summary:
• Encourage and facilitate the formal accreditation of coaches, officials, etc, and the ongoing updating of skills throughout all levels of the Association.

9. CONTRACTS

Objective:
To ensure that all relevant parties fulfil their obligations.

Strategy Summary:
• Produce a resource for Centres that outlines a procedure for dealing with contracts.

During June and July 2001, LAANSW was one of the sports that NSW Sport & Recreation invited to trial a new risk management resource. The resource had been designed to provide information about how sporting and recreation organisations can implement risk management. The main part of the trial involved the LAANSW staff and BOM conducting an extensive risk audit using the draft document supplied by NSW Sport & Recreation. LAANSW was then required to provide an evaluation of the document.

LAANSW’s involvement in the trial led to the conclusion that:
• Addressing risk management is a valuable and worthwhile exercise
• LAANSW required a more formal approach to risk management
• LAANSW has a number of potential risk areas that require attention

With NSW Sport & Recreation now expecting sporting organisations to address risk management, it was clear that LAANSW should take formal, proactive steps towards dealing with the issue.
Comprehensive risk management will help to ensure that LAANSW succeeds in accomplishing its mission. The LAANSW mission will be given the best chance to succeed if:

- Association affairs are competently and effectively managed.
- Little Athletics is competently and effectively directed.
- Little Athletics remains financially viable.
- The exposure to financial risk is minimised.
- Accepted good practice is understood and followed.
- Mission-related objectives are achieved.
- Personnel operate in a positive, productive and harmonious environment.
- Personnel have sufficient skills and education to effectively perform their duties.
- Relevant parties fulfil their obligations.
- A safe physical environment exists.
- Exposure to legal risks is minimised.
- Little Athletics events are safe and successful.
- There is effective, capable leadership.
- Potential risks that may impact on objectives are promptly identified and treated.

4. INSURANCE

**Objective:**
To minimise the exposure of the Association, members, volunteers, staff, spectators and other relevant parties to financial risk.

**Strategy Summary:**
- Prompt Centres to undertake steps to ensure that they are adequately insured.

5. POLICY

**Objective:**
To ensure that accepted good practice is understood and followed at all levels of Little Athletics.

**Strategy Summary:**
- Improve the management and promotion of LAANSW policies.
- Improve the management and promotion of Centre policies.
- Develop Association media strategies.

6. PLANNING & STRATEGY

**Objective:**
To ensure that the Association and its Centres achieve their mission-related objectives.

**Strategy Summary:**
- Increase the priority and awareness of the LAANSW mission statement and Association goals.
- Increase the effectiveness of the LAANSW Business Plan.
- Plan emergency response procedures for those risks that are identified as potentially having a catastrophic or major impact on LAANSW.
Objective:
To ensure that the Association affairs are competently and effectively managed at all levels.

Strategy Summary:
- Provide more support and resources to assist Centres undertake their administrative duties.
- Provide incentives to encourage Centres to undertake good administrative practices.
- Investigate the introduction of relevant policies to ensure that Centres undertake sound administrative practices.
- Improve the management of membership records at all levels of the Association.

2. GOVERNANCE

Objective:
To ensure that Little Athletics is competently and effectively directed at all levels.

Strategy Summary:
- Encourage the use of effective induction procedures at all levels of the Association.
- Ensure that all Board directors have the information, knowledge and skills to effectively perform their duties.

3. FINANCE

Objective:
To ensure the ongoing financial viability of Little Athletics at all levels.

Strategy Summary:
- Provide information and resources to assist Centres to effectively undertake their financial management.

The LAANSW Risk Management Action Plan aims to put in place a systematic approach to addressing potential risks, thus leading to a better managed organisation, and contributing towards the ongoing growth, success and viability of Little Athletics throughout New South Wales.

The Little Athletics Association of NSW Inc. accepts that risk management is an integral part of good management practice. The Association is hence firmly committed to the systematic process of identifying, analysing, evaluating, treating, monitoring and communicating risks associated with its operation.

The Little Athletics Association of NSW Inc. recognises that such a process is vital in promoting a safe environment for members, officials, volunteers, staff, spectators and all other relevant parties, while at the same time minimising potential exposure to financial and legal risks.
Definitions of terms used in the plan

Some definitions of terms used in the LAANSW Disability Action Plan follow:

**Objective** – the outcome LAANSW is trying to achieve; the goal or aim.

**Strategy** – the things LAANSW will do to achieve the objective, sometimes broken down further into tasks or activities.

Priorities Areas for Action

The LAANSW Risk Management Committee identified thirteen risk areas that require attention. They are:

- Administration
- Governance
- Finance
- Insurance
- Policy
- Planning and Strategy
- Personnel Management
- Education, Training and Accreditation
- Contracts
- The Physical Environment
- Legislation and Industry Standards
- Event Management
- Risk Management