



# 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?

## 9. Contracts

Yes Partial No

- Does your centre follow a set procedure for dealing with contracts?
- Do you review contracts before renewal?

## 10. The Physical Environment

Yes Partial No

- Are regular safety inspections of your centre's grounds and equipment conducted?
- Does your centre have a checklist to guide such safety inspections?
- Does your centre keep an accident/injury register?
- Are appropriately trained and accredited sports injury management personnel present at your centre competitions?
- Does your centre stock and maintain a sports first aid kit?
- Does your centre have an emergency action plan for severe injuries?
- Do your members have access to quality coaching and skill development?
- Is a review/audit of safety procedures completed each year?

## 11. Legislation & Industry Standards

Yes Partial No

- Is your centre committee aware of relevant legislative and industry standards?

## 12. Event Management

Yes Partial No

- Does your centre committee formally consider risks when planning an event?

## 13. Risk Management

Yes Partial No

- Does your centre committee consider the management of risks as important?

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](mailto:admin@lansw.com.au).



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

