

Position Description: Risk & Safety Manager

Every football club has a responsibility to provide a safe environment for players, coaches, umpires, officials, spectators and the public. The role of the Risk Management Officer is to oversee all risk management issues for the football club: The duties of the Risk & Safety Manager includes the following:

- a. Raising awareness of risk management issues associated with the club;
- b. Responsibility for the assessment of all club facilities from a risk management perspective.
- c. Responsibility for the development and implementation of a Risk Management Plan, policies and procedures for the club; and Education of club members on risk management issues.
- d. Ensure that the club meets all regulatory requirements in regard safety
- e. Ensure that any safety obligations imposed by Sponsored are adhered to I.e Healthway.
- f. Coordinate ground condition reports and ensure they are retained as required.
- g. Coordinate the acquisition and replacement of all medical kits and supplies.
- h. Coordinating any insurance claims from match day or training injuries and providing a report to the Executive.
- i. Explaining the claim process to parents, directing them to the website for forms etc.
- j. Some coordination of safety and first aid training programs for parents and first aid volunteers
- k. Ensure compliance with Working with Children Obligations

The Risk & Safety is a member of the General Committee and reports to the Secretary.

Reports to	Member of Standing Committee	Expected time commitment
Secretary	N/A	4-7 Hours per month