



ASHGROVE RANGERS ATHLETIC CLUB INC

EVENT RISK MANAGEMENT

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Disclaimer

This document provides a risk management strategy for use by members of Ashgrove Rangers Athletic Club Inc. Ashgrove Rangers Athletic Club Inc does not accept responsibility for errors or omissions in this document or for the manner in which the information contained in this document is interpreted or implemented by persons who are not members of Ashgrove Rangers Athletic Club Inc.

INTRODUCTION

Ashgrove Rangers Athletic Club Inc (the Club) periodically organizes intra-club athletic events as well as athletic events involving other members of Queensland Athletics Association Limited, affiliated Athletics Australia associations, and the public. These events are attended by competitors, event officials and spectators, and are held on private property owned by third parties and on public land.

Competitors, event officials and spectators may include members of the Club, members of other athletic clubs, and members of the public.

The Club also conducts activities involving children.

This document covers risk associated with:

- a. safety of competitors, event officials, spectators and other members of the public;
- b. damage to the environment;
- c. damage to the public image of Ashgrove Rangers Athletic Club Inc or Queensland Athletics Association Limited;
- d. third party liability; and
- e. adults who coach or supervise children when performing any role associated with the Club.

APPROACH TO RISK MANAGEMENT

This document:

- a. identifies hazards,
- b. assesses risk, and
- c. details appropriate risk control measures.

A summary of the risk analysis is at Annex A.

Reasonable control measures need to be applied for each risk deemed to warrant control. Certain hazards, while they have a high consequence also have such a low likelihood that formal controls need not be applied. Other hazards with moderate to high likelihood but sufficiently low consequences do not need formal controls because such controls would be unnecessarily restrictive.

ROLES AND RESPONSIBILITIES

The Club Committee

The Club Committee will:

- a. oversee the organization of any event organized by the Club;
- b. appoint an event organizer;
- c. check that insurance cover is adequate for the event;
- d. assist the event organizer by liaising with external stake-holders if required;
- e. promote the event within the Club;
- f. assist the organizer to obtain adequate volunteer support by the Club members;
- g. ensure the Club provides any relevant safety equipment required for the event;
- h. give a list of athletes registered with Queensland Athletics Association Limited, plus copies of waiver forms and trial member forms to the event organizer;
- i. ensure that Queensland Athletics Association Limited is kept fully informed of details of the event, in accordance with Queensland Athletics Association Limited constitution Rule 9.2.(13) and
- j. ensure that adults who supervise or coach children when performing any role associated with the Club hold a blue card.

Event Organizer

The event organizer will:

- a. obtain all necessary permits to use the event venue and facilities;
- b. obtain any permits required to cross public land, including arranging road closures if required, and ensuring compliance with those permits;
- c. select a course with the minimum acceptable level of risk to competitors and spectators and that avoids public nuisance;
- d. ensure appropriate course markers, e.g. flags, and signs, e.g. "Runners on Track", are in position for the event;
- e. ensure sufficient event officials are positioned around the course to respond to medical emergencies in a timely manner and control access to the course;
- f. record the names of event officials;
- g. ensure all competitors record their names on a "competitor entry list" before the start of the event;
- h. brief competitors, event officials and spectators on any relevant control measures, including medical, environmental and personal safety;
- i. brief competitors and event officials on their responsibilities as identified below under the headings "Event Officials" and "Competitors";
- j. carry a mobile phone, and circulate the mobile phone number to event officials when an event is held in a remote location;

- k. ensure the measures identified below under the heading “Competitors Who Are Not Registered With Queensland Athletic Association Limited” are in place;
- l. ensure the measures identified below under the heading “Emergencies” are in place;
- m. ensure details of incidents that may result in an insurance claim are recorded;
- n. ensure sunscreen is available for competitors and event officials;
- o. ensure competitors are provided with water during the event if required, and ensure a water facility is available for event officials and spectators;
- p. monitor weather conditions and suspend the activity if required because of the high temperature and humidity, threat of bushfire, local flooding or lightning;
- q. ensure that no event activity breaches Rule 9.2.(13) of the Queensland Athletics Association Limited constitution by bringing the name of the Club, Queensland Athletics Association Limited or the sport of athletics into disrepute;
- r. ensure that adults who supervise or coach children during an event hold a blue card; and
- s. review the risks associated with the event and initiate any additional controls required.

Event Officials

Event officials will:

- a. respond to medical and other emergencies;
- b. to the extent that is reasonable under the circumstances, control access to the course to prevent accidents involving competitors and vehicles, competitors and members of the public and competitors and spectators; and
- c. monitor, control, and report to the event organizer any incident, including an incident that could bring the Club, Queensland Athletics Association Limited, or the sport of athletics into disrepute
- d. record the details of any incident, including damage to third party property, that may result in an insurance claim.

Competitors

Competitors will be required to:

- a. enter their names on a “competitor entry list” before the start of the event;
- b. complete the necessary waiver form or trial member application form if they are not club only athletes or registered athletes with Queensland Athletics Association Limited or registered with another association affiliated with Athletics Australia ;

- c. take reasonable care to avoid exposing other competitors, event officials, spectators or members of the public to unreasonable risk of injury; and
- d. if not already reported by another person, report to the nearest event official any incident that results in injury to themselves or a third party, loss or damage to their own property, or damage to third party property, or may result in an insurance claim.

Rather than briefing competitors orally, it may be appropriate for the relevant information to be included in the event entry form.

COMPETITORS WHO ARE NOT REGISTERED WITH QUEENSLAND ATHLETIC ASSOCIATION LIMITED

Competitors who are not registered with Queensland Athletics Association Limited or not registered with another association affiliated with Athletics Australia must either:

- a. if eligible for trial membership, complete an application for trial membership; or
- b. if not eligible for trial membership, complete the waiver at Annex B before competing.

A list of the names of all athletes registered with Queensland Athletics Association Limited is to be given to the event entry registrar before the event.

EMERGENCIES

If a person administering initial assistance to an ill or injured person, or who is confronted with any other emergency situation, deems that there would be unacceptable delay by contacting the event organizer in the first instance, that person should call 000 or 112 immediately and then inform the event organizer of the incident. In all other cases, emergencies are to be reported to the event organizer, who is to determine if outside assistance is required.

The event organizer is to carry a mobile phone, and circulate the mobile phone number to event officials when an event is held in a remote location.

A first aid kit is to be positioned in a central location for all events, and event officials are to be informed of the precise location of the kit.

For events in remote locations, a minimum of one first aid qualified person is to attend, a safety vehicle is to be available, event officials positioned at

checkpoints further than 1 km from the event coordination centre are to be issued with a radio, and a radio is to be monitored at the coordination centre.

ANNEXES

- A. Event Risk Analysis
- B. Waiver

ANNEX A
ASHGROVE RANGERS ATHLETIC CLUB INC
EVENT RISK MANAGEMENT

EVENT RISK ANALYSIS

Hazard	Likelihood in the context of athletic events	Consequences	Risk Rating	Decision			Existing Controls	New Controls Required
				Avoid	Treat	Accept		
Accident involving competitors registered with Queensland Athletic Association Limited or event officials while travelling to the event	Moderate	Critical	Low		√		Queensland Athletics Association Limited insurance (applies to competitors registered with Queensland Athletic Association Limited and event officials only)	Event organizer to record the names of event officials, and ensure competitors record their names on a relevant list before the start of the event Event organizer to ensure details of incidents that may result in an insurance claim are recorded
Incident during the event involving persons who are not registered with Queensland Athletics Association	High	Critical	High		√		Queensland Athletics Association Limited constitution Rule 10.17 applies, with the proviso	Obtain a list of athletes who are registered with Queensland Athletics Association Limited. Those competitors not on

Hazard	Likelihood in the context of athletic events	Consequences	Risk Rating	Decision			Existing Controls	New Controls Required
				Avoid	Treat	Accept		
Limited or registered with an association affiliated with Athletics Australia							that " <i>Athletes not previously registered with the association may compete twice as a trial member by paying the appropriate competition fee ...</i> "	the list must either complete a trial membership form or complete a waiver form. Waiver to include acknowledgement that unregistered competitors are not covered by insurance, and that no personal liability will be accepted by the Club Event organizer to ensure details of incidents that may result in an insurance claim are recorded
Collision involving competitors, spectators, event officials, or members of the public during the event	High	Critical	High		√		Queensland Athletics Association Limited insurance	Event organizer to select appropriate course, ensure course markers positioned, and ensure an appropriate number of event officials are positioned around the course

Hazard	Likelihood in the context of athletic events	Consequences	Risk Rating	Decision			Existing Controls	New Controls Required
				Avoid	Treat	Accept		
								<p>Event organizer to brief participants</p> <p>Event organizer to record the names of event officials, and ensure competitors record their names on a relevant list before the start of the event</p> <p>Event organizer to ensure details of incidents that may result in an insurance claim are recorded</p> <p>Event officials to take measures that are reasonable under the circumstances to monitor and control competitors and spectators</p>
Public nuisance	Moderate	Low	Low		√			Event organizer to select appropriate course, ensure course markers positioned, and ensure an appropriate

Hazard	Likelihood in the context of athletic events	Consequences	Risk Rating	Decision			Existing Controls	New Controls Required
				Avoid	Treat	Accept		
								number of event officials are positioned around the course Event organizer to brief participants Event organizer to ensure relevant permits are obtained and complied with Event officials to take measures that are reasonable under the circumstances to monitor and control competitors and spectators
Competitor or event official dehydration or sunburn	Moderate	High	High		√			Event organizer to ensure water and sunscreen are provided
Spectator dehydration	Moderate	High	Medium		√			Event organizer to ensure water facility is available
Medical emergency involving a competitor, spectator or	High	Critical	High		√			Event organizer to ensure first aid kit is available, and that in remote locations, a first

Hazard	Likelihood in the context of athletic events	Consequences	Risk Rating	Decision			Existing Controls	New Controls Required
				Avoid	Treat	Accept		
event official								<p>aid qualified person is in attendance and transport is available for emergencies</p> <p>Event organizer to ensure details of incidents that may result in an insurance claim are recorded</p> <p>Radios to be positioned at distant checkpoints in remote areas and at the coordination centre</p> <p>Event organizer to disseminate mobile phone number and to carry mobile phone</p> <p>Event organizer to record the names of event officials, and ensure competitors record their names on a relevant list before</p>

Hazard	Likelihood in the context of athletic events	Consequences	Risk Rating	Decision			Existing Controls	New Controls Required
				Avoid	Treat	Accept		
								the start of the event
Health Condition or Disability	High	Critical	High		√			Event organizer to ensure that in remote locations, a first aid qualified person is in attendance and transport is available for emergencies Event organizer to ensure details of incidents that may result in an insurance claim are recorded
Damage to third party property	Low	Medium	Low		√		Queensland Athletics Association Limited insurance	Event officials to take measures that are reasonable under the circumstances to monitor and control competitors and spectators Event officials and competitors to report incidents Event organizer to ensure details of incidents that may result in an

Hazard	Likelihood in the context of athletic events	Consequences	Risk Rating	Decision			Existing Controls	New Controls Required
				Avoid	Treat	Accept		
								insurance claim are recorded
Damage to the environment	Low	Low	Low		√		Queensland Athletics Association Limited insurance	Event organizer to select appropriate course and event officials to take measures that are reasonable under the circumstances to monitor and control competitors and spectators Event officials and competitors to report incidents
Damage to the Club reputation or other stakeholder reputation	Low	High	Medium		√		Queensland Athletic Association Limited constitution Rules 9.2.(13) and 34.3	Event officials to take measures that are reasonable under the circumstances to monitor and control competitors and spectators Event officials and competitors to report incidents The Club Committee to monitor event organization
Lost individual in	Moderate	Medium	Medium		√			Event organizer to

Hazard	Likelihood in the context of athletic events	Consequences	Risk Rating	Decision			Existing Controls	New Controls Required
				Avoid	Treat	Accept		
public forests								ensure adequate signage/course markers
Bushfire in public forests	Moderate	Critical	High		√			Event organizer to monitor weather conditions and suspend activities if required
Lightning strike	Low	High	High		√			Event organizer to monitor weather conditions and suspend activities if required
Local flooding	Low	Critical	Low		√			Event organizer to monitor weather conditions and suspend activities if required
High temperature	Moderate	Critical	High		√			Event organizer to monitor weather conditions and suspend activities if required. Event organizer to schedule events early morning or late afternoon during hotter months. As a guide, an event should not

Hazard	Likelihood in the context of athletic events	Consequences	Risk Rating	Decision			Existing Controls	New Controls Required
				Avoid	Treat	Accept		
								be held when the temperature is above 27 degrees Celcius and humidity is high
Incident involving adults who coach or supervise children in any role associated with the Club	High	Critical	High		√		Coaches require blue cards	Committee to implement control measures such that, except where a member who has their own children at an event is supervising children at the event, no adult is to coach or supervise children in a role associated with the Club, unless they hold a blue card. Event organizer to ensure no adult coaches or supervises children in an event unless they hold a blue card



WAIVER

EVENT BEING ENTERED:

DATE OF EVENT:

Full Name of Entrant

Address of Entrant

I absolutely relieve Ashgrove Rangers Athletic Club Inc, Queensland Athletics Association Limited, and all other parties in any way involved in the conduct of this event of responsibility for any injury, loss or damage to me or my property which I may sustain in the course of or in connection with this event.

I understand that payment of the entry fee does not entitle me to insurance cover for third party liability, injury, loss or damage to me or my property which I may sustain while I am involved in the conduct of this event.

I authorise the use of my name, voice or picture, age, gender and performance results in the event, and the name of the suburb in which I reside, to be used, without payment to me, in any broadcast, telecast, promotion or advertising or in any way related to events organised by Ashgrove Rangers Athletic Club Inc, Queensland Athletics Association Limited or any associated entities.



I have read and accept this waiver.

Signature Date

Witness Date