

<p>MURDOCH UNIVERSITY VOLLEYBALL CLUB RISK MANAGEMENT PLAN</p>	Version number: 1
	Approved by: Justine Ross (President)
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	Policy owner: Murdoch University Volleyball Club

These guidelines are for coaches, committee members, staff and other personnel to identify and capture the likelihood of project risks and evaluate the potential damage or interruption caused by those risks. Murdoch University Volleyball Club's (MUVC) *Risk Management Plan* (the Plan), has been adapted from Volleyball Western Australia's *Event Risk Management Plan 2013*.

1. IDENTIFICATION OF RISKS

- 1.1 See table Risk Management Procedures for an assessment of possible and probable risk issues and methods of assessment and management of them.

2. APPOINTMENT OF RISK MANAGEMENT PERSONNEL

- 2.1 The following individuals are nominated and endorsed as members of the Crisis Management Team (CMT) for specifically-relevant MUVC events:

- MUVC President (in absence, Vice President or Secretary);
- MUVC Socials Coordinator (responsible for hosting MUVC drop-in social volleyball);
- MUVC Tournament Director/s (responsible for hosting MUVC volleyball tournaments, and/or Western Australian Volleyball League (WAVL) home round games);
- MUVC Coaches (responsible for the safety of their respective team of athletes); and,
- MUVC Referees (responsible for the safety of all athletes and participants on and off court).

3. IDENTIFICATION OF EXTERNAL AGENCIES TO SUPPORT RISK MANAGEMENT PERSONNEL EMERGENCY SERVICES

- 3.1 Emergency Services (police, fire, ambulance, rescue) and subsidiary services (sexual assault, counseling) to be contacted through usual emergency channels by dialing 000.

3.2 Immediate support or advice may be sought from the Beyond Blue Support Service on **1300 22 4636**. The Support Service is open 24 hours, seven days a week.

4. PROCESS FOR MITIGATION OF RISKS

4.1 COVID-19 and other infectious diseases

- 4.1.1 The CMT to liaise with all competition venues hosting competitions to discuss a schedule of venue disinfection – surfaces such as canteen, pedestrian rails, bathroom surfaces etc., and discuss current venue practices for cleaning.
- 4.1.2 The CMT to identify potential infectious diseases and be aware of symptoms that may trigger further medical assessment and containment.

4.2 Communication of Risk Incidents and Management Plans

- 4.3.1 A consolidated and informed report to affected parties of the risk and its management will minimise potential panic in the face of an incident occurring.
- 4.3.2 The preparation of written statements and the delivery of these by an appointed representative will ensure consistent messages are conveyed and received.
- 4.3.3 The use of MUV's website and social media is important to ensure a consistent message reaches the appropriate people within a reasonable time.
- 4.3.4 Information is to be disseminated based on the *Risk Management Awareness Table* below.

TABLE 1: RISK MANAGEMENT AWARENESS TABLE	
Volleyball WA and other relevant authorities	
MUV President/Vice President/Secretary	
MUV Socials Coordinator/Tournament Director	
MUV Coaches	MUV Referees
MUV athletes	All duty team or other nominated referees, scorers, and lines-people
non-MUV athletes and coaches	All athletes and coaches on and off-court
MUV and non-MUV spectators, volunteers, and others present	MUV and non-MUV spectators, volunteers, and others present

5. DOCUMENTATION OF RISK MANAGEMENT ACTIVITIES

- 5.1 As described in the *Risk Management Awareness Table*, appropriately escalating and documenting the activities surrounding a risk occurrence is crucial to ensuring an accurate record of the incident and manner in which it was handled.
- 5.2 This documentation will assist in the review of future risk management materials, provide a record for the governing body to assess the handling of the incident and will provide the basis of counselling for those involved in the incident/s.

6. REVIEW OF RISK MANAGEMENT OCCURRENCES

- 6.1 The aftermath of the event will require a review of budgets, personnel and procedures, and the regular review and revision and education of those involved, will ensure a thorough awareness and application of procedures is maintained.

7. LIKELIHOOD SCALE

- 7.1 The likelihood scale determines the potential for each of the risk problems identified in a calendar year.

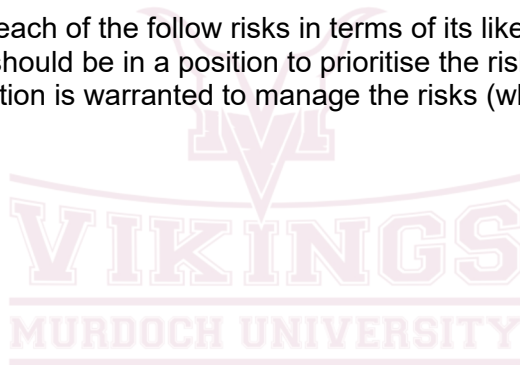
TABLE 2: LIKELIHOOD SCALE	
RATING	LIKELIHOOD (the potential for problems to occur in a year)
1	ALMOST CERTAIN: Will probably occur, could occur several times per year
2	LIKELY: High probability, likely to arise once per year
3	POSSIBLE: Reasonable likelihood that it may arise over a five-year period
4	UNLIKELY: Plausible, could occur over a five to ten year period
5	RARE: Very unlikely but not impossible, unlikely over a ten year period

8. SEVERITY SCALE

8.1 The severity of a risk refers to the degree of loss or damage which may result from its occurrence.

TABLE 3: SEVERITY SCALE	
RATING	POTENTIAL IMPACT (in terms of MUVc's objectives)
1	CATASTROPHIC: Most objectives may not be achieved, or several severely affected
2	MAJOR: Most objectives threatened, or one severely affected
3	MODERATE: Some objectives affected, considerable effort to rectify
4	MINOR: Easily remedied, with some effort the objectives can be achieved
5	NEGLIGIBLE: Very small impact, rectified by normal processes

8.2 Having assessed each of the follow risks in terms of its likelihood and severity, MUVc members should be in a position to prioritise the risks to assist in the decision making of what action is warranted to manage the risks (where possible).



Risk Identification (Participants)	Likelihood (Potential) Table 2	Severity (Impact) Table 3	Risk Rating	Treatment/Action	Time-frame	Resources (materials/facilities /equipment)	Responsible MUVc personnel
Heat stress/ dehydration	3	3	Moderate	Withdrawal from playing arena & removal from further harm Notify Socials Coordinator/Tournament Director & venue staff Notify ambulance	0-5 mins 5-30 mins 30-60 mins	Access to water hydration system Access to ice & towels First aid personnel Treatment room	Coach Referee Tournament Director Socials Coordinator
Sunstroke (outdoor/grass events only)	2	4	Minor	Withdrawal from playing arena & removal from further harm Notify Socials Coordinator/Tournament Director & venue staff Notify ambulance	0-5 mins 5-30 mins 30-60 mins	Access to water hydration system Access to ice & towels First aid personnel Treatment room	Coach Referee Tournament Director Socials Coordinator
Hypothermia	3	4	Minor	Withdrawal from playing arena & removal from further harm Notify Socials Coordinator/Tournament Director & venue staff Notify ambulance	0-5 mins 5-30 mins 30-60 mins	Warm blankets and towels First aid personnel Treatment room	Coach Referee Tournament Director Socials



							Coordinator
Assault - violent	4	3	Moderate	Containment/separation of parties Removal of spectators from harm Assessment/treatment of injuries/notify ambulance Convene CMT emergency meeting - notification of Volleyball WA or other venue staff (where applicable) Documentation of incident Verbal & written briefing of parties involved Notification to Volleyball WA & Police Prepare media statement Announcement to participants Debrief of CMT	0-5 mins 5-15 mins 15-20 mins 20-30 mins 30-120 mins TBA TBA TBA TBA TBA	First aid kits/blood spill/fluid handling kits Separate rooms for parties involved MUVV Member Protection, Child Safety and Wellbeing, and Grievances and Complaints Policies CMT briefing room or virtual meeting	Coach Referee CMT (MUVV) Volleyball WA Venue staff Police Paramedics
Assault - sexual	4	3	Moderate	Containment/separation of parties Convene CMT emergency meeting - notification of Volleyball WA or other venue staff (where	Immediately 0-30 mins	First aid kits/blood spill/fluid handling kits Separate rooms for	Coach CMT (MUVV) Volleyball WA



				applicable) Notification of team coach or other person/s responsible for the athlete's wellbeing	0-30 mins	parties involved	Venue staff
				Containment of information	0-30 mins	MUVC Member Protection, Child Safety and Wellbeing, and Grievances and Complaints Policies	Police
				Sexual Assault Assessment/Treatment/Counselling Co-ordinated	0-90 mins		Paramedics
				Notification to Police	0-90 mins	CMT briefing room or virtual meeting	
				Documentation of incident	0-180 mins		
				Verbal & written briefing of parties involved and Volleyball WA	TBA		
				Prepare media statement	TBA		
				Announcement to participants	TBA		
				Debrief of CMT	TBA		
Substance abuse	4	4	Minor	Containment of parties/substances, removal from harm	Immediately	First aid kits/blood spill/fluid handling kits	Coach
				Assessment of condition	0-5 mins		Referee
				Notification of ambulance/Volleyball WA or venue staff (where applicable)/Tournament	0-10 mins	MUVC Member Protection, Child Safety and Wellbeing, and Grievances and	CMT (MUVC)
							Volleyball WA
							Venue staff



				Director/Socials Coordinator Convene CMT emergency meeting Containment of information Documentation of incident (parties' actions, etc.) Gather affected groups for briefing, prepare verbal & written briefing Prepare media statement	10-30 mins 10-30 mins 30-60 mins 60-120 mins TBA	Complaints Policies CMT briefing room or virtual meeting	Paramedics
Harrassment/ discrimination/ vilification	3	3	Moderate	Identify parties involved, materials or language the subject of harassment or discrimination Containment of information Convene CMT emergency meeting Announcement to participants and Volleyball WA Debrief CMT Prepare media statement	Immediately 0-10 mins 0-30 mins TBA TBA TBA	MUVV Member Protection, Child Safety and Wellbeing, and Grievances and Complaints Policies CMT briefing room or virtual meeting	Coach Referee CMT (MUVV) Volleyball WA
Serious injury/ death (within MUVV activities)	2	1	Catastrophic	Locate victim & assess injuries Notify Tournament Director/Socials Coordinator/Volleyball WA or	Immediately 0-10 mins	First aid kits/blood spill/fluid handling kits	Coach Referee



				venue staff (where applicable)		First aid/medical personnel	CMT (MUVC)
				Contact 000 for professional assistance	0-10 mins		Volleyball WA
				Contain area & remove further harm	0-10 mins	MUVC Member Protection, Child Safety and Wellbeing, and Grievances and Complaints Policies	Venue staff
				Remove spectators, surplus staff, etc.	0-10 mins		Paramedics
				Notify Police and other relevant authorities	10-30 mins	CMT briefing room or virtual meeting	Police
				Convene CMT emergency meeting	10-30 mins		
				Containment of information spreading	10-30 mins		
				Prepare media statement	TBA		
				Debrief CMT	TBA		
Serious injury/death (external to MUVC activities but where MUVC personnel are present)	2	2	Major	Containment of information spreading	TBA	Barriers for preventing entry to affected area	CMT (MUVC)
				Prepare media statement	TBA		Volleyball WA
							Venue staff
							Paramedics
							Police



Suicide (threat or attempt)	4	2	Major	<p>Identify individual & locate their coach or other person/s responsible for the athlete's wellbeing</p> <p>Notify Tournament Director/Socials Coordinator/Volleyball WA or venue staff (where applicable)</p> <p>Contact 000 for professional assistance</p> <p>Remove spectators, extra personnel, etc.</p> <p>Containment of affected parties (friends/teammates) in separate area of venue</p> <p>Convene CMT emergency meeting</p> <p>Containment of information spreading</p> <p>Prepare media statement</p> <p>Debrief CMT</p>	<p>Immediately</p> <p>0-5 mins</p> <p>0-5 mins</p> <p>0-5 mins</p> <p>0-5 mins</p> <p>0-20 mins</p> <p>0-20 mins</p> <p>TBA</p> <p>TBA</p>	<p>First aid kits/blood spill/fluid handling kits</p> <p>First aid/medical personnel</p> <p>MUVC Member Protection, Child Safety and Wellbeing, and Grievances and Complaints Policies</p> <p>Barriers for preventing entry to affected area</p> <p>CMT briefing room or virtual meeting</p>	<p>Coach</p> <p>Referee</p> <p>CMT (MUVC)</p> <p>Volleyball WA</p> <p>Venue staff</p> <p>Paramedics</p> <p>Police</p>
<p>Fire</p> <ul style="list-style-type: none"> - Venue - Equipment 	3	3-4	Moderate - major	<p>Tournament Director/Socials Coordinator or Lead/Assistant Coach who is aware of or has access to team or participant list to:</p> <ul style="list-style-type: none"> - Verify evacuation of teams 	<p>Pre-event</p>	<p>Fire extinguishers</p> <p>Blankets</p> <p>Warden vests</p>	<p>Coach</p> <p>Referee</p> <p>CMT (MUVC)</p>



				<p>from facility</p> <ul style="list-style-type: none"> - Notify teams of safe return to facility <p>First Aid (MUV, Volleyball WA or venue staff) to assess injuries and marshal injured to a central area for treatment</p> <p>Conduct venue assessment & briefing prior to tournament or event</p> <p>Assess risk with venue personnel (sight/smell/sound)</p> <p>Follow direction from venue staff on evacuation procedures, points, marshals</p> <p>In the absence of venue staff:</p> <ul style="list-style-type: none"> - Call 000 - Direct coaches and/or other person/s responsible for the athlete's wellbeing, to verify the location of each athlete - Direct coaches or other assistants to marshal participants out of venue to centralised point (keeping clear access roads) 	<p>Pre-event</p> <p>Pre-event</p> <p>Pre-event</p> <p>Immediately</p> <p>Immediately</p>	<p>Team and athlete lists</p> <p>First aid kits/blood spill/fluid handling kits</p> <p>Microphone/PA system</p>	<p>Volleyball WA</p> <p>Venue staff</p> <p>Fire department</p> <p>Paramedics</p> <p>Police</p>
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				Prepare media statement	TBA		
Power failure	3	4	Major	Tournament Director/Socials Coordinator to locate venue staff and follow direction Announcement to participants and Volleyball WA (where applicable) Revise draw scheduling for period of interruption	Immediately TBA TBA	Microphone/PA system Mobile phones/torches Laptops CMT briefing room or virtual meeting	Coach Referee CMT (MUVC) Volleyball WA Venue staff
Referee/scorer strike (mass walkout)	5	3	Moderate	Tournament Director/Socials Coordinatory to communicate situation to participants and Volleyball WA (where applicable) Convene CMT emergency meeting Create Duty Roster so teams cover positions vacant	Immediately 0-10 mins TBA	Microphone/PA system/Mobile phones Laptop/printer CMT briefing room or virtual meeting	Coach Referee CMT (MUVC) Volleyball WA
Damage/theft of venue or MUVC sports equipment	2	3	Moderate	Assessment of damage/theft of equipment Documentation of incident Convene CMT emergency meeting Notification to Police and Volleyball WA and/or venue staff (where applicable)	Immediately 0-10 mins 0-20 mins 0-20 mins	MUVC Member Protection, Child Safety and Wellbeing, and Grievances and Complaints Policies Mobile phone Laptop/printer	CMT (MUVC) Volleyball WA Venue staff Police



				Re-schedule draw if required	TBA	Microphone/PA system	
				Replace equipment if required	TBA		
				Prepare media statement and announcement to participants	TBA	CMT briefing room or virtual meeting	
Theft of participant personal equipment	1	5	Negligible	Documentation of incident Notification to Police and Volleyball WA and/or venue staff (where applicable) Prepare media statement Announcement to participants	Immediately 0-10 mins TBA TBA	MUVC Member Protection, Child Safety and Wellbeing, and Grievances and Complaints Policies Mobile phone Microphone/PA system	CMT (MUVC) Volleyball WA Venue staff Police
Weather							
- Storms/ Lightning	3	4	Major	Lightening: in the case of storms containing lightening in the area (beach/grass volleyball), competition would be immediately suspended due to the high risk of strikes. All athletes and personnel are to be moved indoors as soon as possible.	Immediately 0-5 mins 0-10 mins	Nearby venue, e.g. Murdoch Active Athlete and staff clothing Mobile phone Same resources as per dehydration, heat stress and sunstroke.	Coach Referee CMT (MUVC) Volleyball WA Venue staff
- Extreme temperatures	3	3	Moderate	Notify Volleyball WA where applicable.	Immediately		

<ul style="list-style-type: none"> - Cold weather policy - Hot weather policy 				<p>In case of cold weather, athletes and all staff would be permitted to wear cold weather clothing.</p> <p>In case of hot weather, in extreme hot weather cases, play may be suspended.</p> <p>This will be a decision by the Tournament Director or the Socials Coordinator, based on the temperature and humidity. Otherwise play will continue with the same treatment/actions as for dehydration, heat stress and sunstroke.</p> <p>Notify Volleyball WA where applicable.</p>	<p>0-15 mins</p> <p>0-15 mins</p> <p>0-15 mins.</p>		
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