

# **SPARTA GYMNASTICS**

## **RISK MANAGEMENT PROCEDURE**

**PROCEDURE NAME:** Sparta Gymnastics Risk Management Procedure

**DATE OF ISSUE:** January 2023

**PROCEDURE COVERAGE:** Sparta Gymnastics Management and Operations

**DATE OF REVIEW:** January 2024

**CONTROLLING BODY:** Sparta Gymnastics – Managing Director

### **STATEMENT OF COMMITMENT**

Sparta Gymnastics (SG) is responsible for the overall management, coordination, and direction of gymnastic activities within the club. This is achieved through a management structure capable of delivering a range of resources, services, and products to a diverse network. SG is committed to providing a sporting and working environment that is safe, stable, and free of discrimination and harassment, with minimized risks through proactive management. SG considers risk management a prime responsibility and an integral part of all decision-making processes.

The SG Risk Management Plan follows the Australian Standards of Risk Management AS/NZS 4360:1999. All risk management activities will adhere to the principles and guidelines set out in this procedure document.

### **PROCEDURE APPLICATION**

This procedure applies to SG management and day-to-day operations undertaken by the staff and all other volunteers. The adoption of the procedure ensures consistency in risk management principles and processes.

### **PROCEDURE COVERAGE**

Risk management refers to the culture, processes, and structures directed toward effective management of potential opportunities and adverse effects. All daily activities, competitions/events, Gymsport programs, membership programs, and services are governed by this procedure.

## **RISK MANAGEMENT PRINCIPLES**

SG's risk management is based on several key principles. Adhering to these principles will foster a risk management culture actively encouraged within the organization. These principles make the SG Risk Management Plan an effective tool that provides reliable information to improve performance:

- Leading by example in responding to risk
- Responding promptly to concerns
- Empowering volunteers and paid staff to manage risks
- Providing education and training
- Instilling the right values in young people
- Acknowledging and publicizing good risk management practices
- Encouraging learning from unexpected outcomes, both positive and negative

## **ROLES AND RESPONSIBILITIES**

All employees, volunteers, and members are responsible for minimizing risks to themselves, others, the club, and the sport of gymnastics. The Managing Director holds ultimate responsibility for successful risk management, while day-to-day responsibility lies with others. This section outlines the responsibilities of all parties involved in risk management within gymnastics:

### **Managing Director**

- Communicate the procedure to all levels of the organization
- Ensure that risk management practices align with the SG Risk Management Plan
- Provide training and resources to minimize risk
- Ensure that risk management is integrated into decision-making processes

### **General Manager**

- Engage all sections of the club in risk assessment and treatment processes
- Encourage reporting of risks and take appropriate action
- Ensure risk management actions comply with related club procedures
- Maintain up-to-date documentation of risk identification and treatment
- Provide induction on risk management to new board members, staff, and volunteers
- Alert the Managing Director to high-impact risks or issues requiring attention

## **Staff & Volunteers**

- Distribute risk management information as required
- Adopt appropriate risk management behavior in all activities
- Report potential risks and take action to minimize them
- Keep up-to-date records of risk identification and treatment

## **Everyone**

- Successful risk management depends on the knowledge, perception, and behavior of all individuals involved in the sport of gymnastics

## **REVIEW AND IMPLEMENTATION**

Regular monitoring and review of risks are integral to SG operations. Risk management will be reviewed annually in January to ensure new risks are identified and managed, and that action plans are implemented effectively.

The General Manager will also review the Risk Register regularly and meet with those responsible for managing specific risks.

## **ADDITIONS AND CHANGES TO PROCEDURE**

Recommended changes to the procedure may be submitted to SG Management at any time for consideration. If accepted, the procedure will be updated, dated, and circulated to relevant stakeholders. SG is committed to ensuring all procedures are current, and reviews are conducted annually. The next review date is specified at the beginning of this document.

## **RISK MANAGEMENT PROCEDURE STATEMENT**

### **COMMITMENT**

SG aims to use best practices in risk management to support and enhance activities across the organization. Risk management will be integral to all decision-making processes.

SG will use a structured risk management program to minimize foreseeable disruptions to operations, harm to people, and damage to the environment and property. SG will also identify opportunities and train individuals to implement risk management effectively, striving for continual improvement.

## RESPONSIBILITIES

The General Manager is accountable to the Managing Director for implementing the risk management process. All personnel are responsible for managing risks in their respective areas.

## PROCESS

A systematic risk management process has been established, based on Australian Standard AS/NZS 4360:1999.

## MONITORING AND REVIEW

The Managing Director will monitor and review the SG Risk Management Program, while the General Manager will facilitate a consistent risk management approach across all areas by:

- Implementing the risk management program
- Sharing information with board applicability
- Reporting progress on risk management implementation

## FURTHER INFORMATION

For further information on the procedure and risk management, please contact the Managing Director:

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## ACKNOWLEDGEMENT

The SG Risk Management Procedure is modeled on Gymnastics Australia Risk Management Policies and Procedures.