Kingaroy Rugby League Football Club,

Juniors & Seniors Incorporated

RISK MANAGEMENT PLAN



KINGAROY RUGBY LEAGUE FOOTBALL CLUB, JUNIORS & SENIORS INCORPORATED RISK MANAGEMENT PLAN

1. PURPOSE

This Risk Management Plan outlines how Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated identifies, assesses, manages, and reviews risks to players, officials, volunteers, spectators, and the broader community. The goal is to create a safe, well-run club environment while meeting NRLQ, QRL, and local council expectations.

2. RISK MANAGEMENT APPROACH

The club follows a simple, practical approach:

1. Identify hazards
2. Assess the level of risk (Likelihood x Consequence)
3. Implement controls to eliminate or reduce risk
4. Monitor and review regularly

Risk levels are classified as:

- Low - Manage by routine procedures
- Medium - Monitor and improve controls
- High - Immediate action required

3. ROLES AND RESPONSIBILITES

Club Committee

- Ensure this plan is implemented and reviewed
- Allocate resources to manage identified risks

Coaches & Team Officials

- Enforce safety rules during training and matches
- Ensure players are fit, registered, and insured

Ground Manager / Match Day Coordinator

- Inspect fields and facilities before use
- Coordinate emergency response if required

Volunteers & Officials

- Follow club procedures and report hazards

4. RISK REGISTER

4.1 Player & Participant Safety

Risk	*Likelihood*	*Consequence*	*Risk Level*	*Control Measures*
Player injury during training or match	Likely	Major	High	Qualified coaches, warm-up routines, first aid kits, trained first aid officers, adherence to QRL rules
Heat stress / dehydration	Possible	Major	High	Hydration breaks, shaded areas, wet weather & heat policies, modified training times
Concussion management	Possible	Major	High	Follow NRL/QRL concussion protocols, remove-from-play rule, medical clearance before return

4.2 Facilities & Grounds

Risk	*Likelihood*	*Consequence*	*Risk Level*	*Control Measures*
Uneven playing surface or holes	Possible	Major	High	Pre-game ground inspections, maintenance reporting to council
Goal post or equipment failure	Unlikely	Major	Medium	Regular inspections, secure padding, remove damaged equipment
Slips, trips, and falls (amenities)	Possible	Moderate	Medium	Clear walkways, adequate lighting, routine cleaning

4.3 Weather & Environmental Risks

Risk	*Likelihood*	*Consequence*	*Risk Level*	*Control Measures*
Lightning or severe storms	Possible	Major	High	Monitor weather, suspend play, evacuate to safe shelter
Extreme heat	Likely	Major	High	Heat policy, water availability, modified match times

4.4 Spectators & Public

Risk	*Likelihood*	*Consequence*	*Risk Level*	*Control Measures*
Crowd aggression or alcohol-related incidents	Possible	Moderate	Medium	RSA-trained volunteers, clear behaviour expectations, police contact if required
Children wandering into playing area	Possible	Moderate	Medium	Barriers, signage, volunteer supervision

4.5 Volunteers & Officials

Risk	*Likelihood*	*Consequence*	*Risk Level*	*Control Measures*
Volunteer fatigue or burnout	Possible	Moderate	Medium	Shared rosters, breaks, support from committee
Inadequate training	Possible	Moderate	Medium	Inductions, clear role descriptions

4.6 Financial & Governance Risks

Risk	*Likelihood*	*Consequence*	*Risk Level*	*Control Measures*
Misuse of club funds	Unlikely	Major	Medium	Dual signatories, regular financial reporting
Loss of sponsorship	Possible	Moderate	Medium	Sponsor engagement, clear agreements

4.7 Child Safety & Compliance

Risk	*Likelihood*	*Consequence*	*Risk Level*	*Control Measures*
Child safety breach	Unlikely	Severe	High	Blue Card compliance, codes of conduct, reporting procedures
Inadequate supervision of juniors	Possible	Major	High	Coach-to-player ratios, designated supervisors

5. EMERGENCY PROCEDURES

- Serious Injury: Stop play, call 000, provide first aid, document incident
- Fire: Evacuate to designated assembly point, contact emergency services
- Severe Weather: Suspend activities, move to safe shelter

Emergency contact numbers to be displayed in clubhouse and first aid area.

6. INCIDENT REPORTING

All incidents, injuries, or near misses must be recorded using the club's incident report form and reviewed by the committee.

7. TRAVEL & PARTICIPATION IN CARNIVALS

7.1 Purpose

This section outlines risk management procedures for team travel and permission for players to participate in rugby league carnivals, gala days, and representative events.

7.2 Permission to Participate

- All players must be registered, financial, and eligible under QRL / NRL rules prior to participation.
- Written parent or guardian consent is required for all junior players before attending any carnival or travelling event.
- Consent forms must include:
    - Player name and team
    - Event name, location, and dates
    - Emergency contact details
    - Medical conditions, allergies, and medications
    - Permission for emergency medical treatment if required
- Consent forms must be submitted to the Team Manager prior to departure.

7.3 Travel Arrangements

Risk	*Likelihood*	*Consequence*	*Risk Level*	*Control Measures*
Vehicle accident during travel	Possible	Major	High	Licensed drivers only, roadworthy vehicles, rest breaks, compliance with road laws
Fatigue during long-distance travel	Possible	Moderate	Medium	Planned rest stops, shared driving, appropriate departure times
Player separation or loss	Unlikely	Major	Medium	Roll calls before departure and arrival, buddy system for juniors
Inadequate supervision	Possible	Major	High	Adequate adult-to-player ratios, designated Team Manager

7.4 Supervision & Duty of Care

- A minimum supervision ratio of 1 adult to 10 junior players is recommended.
- At least one adult supervisor must hold a valid Blue Card.
- Team Managers are responsible for headcounts, supervision, and communication with parents.
- Players are to remain under team supervision at all times unless released to their parent or guardian.

7.5 Accommodation (if applicable)

- Accommodation details must be communicated to parents prior to travel.
- Separate sleeping arrangements for adults and players are required.
- Codes of conduct apply at all times during overnight stays.

7.6 Medical & Emergency Management

- First aid kits must be available during travel and at the carnival venue.
- Medical information and consent forms must be accessible to team officials.
- In the event of a serious incident:
    - Contact emergency services (000)
    - Notify parents or guardians as soon as practical
    - Complete an incident report upon return

7.7 Behaviour & Conduct

- All players, officials, and volunteers must comply with the club's Code of Conduct.
- Breaches may result in removal from the carnival and disciplinary action.

8. Review & Continuous Improvement

This Risk Management Plan will be:

- Reviewed annually
- Updated after any serious incident
- Communicated to coaches, officials, and volunteers

9. Reference documents

- NRL Code of Conduct
- QRL Grounds Manager Handbook
- Accident & Injury Report Form

10. Last revision date

- October 2026