

SAFETY AND RISK OFFICER

INSERT
YOUR
CLUB LOGO

REPORTS TO Committee, Teams and coaches

PURPOSE OF THE ROLE

The Safety & Risk Officer is there to maintain the health and safety documentation and managing the risk management for the players, supporters, officials, members and visitors.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Hold or willing to apply for current volunteer “Working with Children Check”
- Good communication skills and interpersonal skills
- Ability to review activities and facilities from risk minimisation
- Support to all members and visitors to the club
- Provide confidentiality on relevant matters

DUTIES AND RESPONSIBILITIES

Prior, during and post season the duties of a Safety & Risk Officer may include but are not limited to:

- Create and maintain a Club Management Plan providing information of all activities within the club.
- Provide an information session for new team members, coaches and officials with correct health and safety aspects of the club and processes.
- Ensure all club participants are aware of their responsibilities under the clubs Risk Management Plan.
- Be the first point of contact for all health and safety enquiries.
- Ensure playing, training and social facilities are continually monitored prior to each session to identify any possible risks that may occur.
- During the season, monitor all club activities to identify and minimise risks.
- Stay involved in the planning and development of new club social, sporting and fundraising activities to prevent any unwanted risks.
- Review and update the club’s Risk Management Plan.
- Review and update position description to reflect the requirements of the role.

TIME COMMITMENT 1 - 5 hours per week or as requested