

Event & Activity Guide

Version 4.2

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DISCLAIMER

The information contained within this risk management manual is intended only as a general guide to assist Clubs and the Polocrosse Association of Australia with managing facilities and events and to facilitate easy access to the Polocrosse Association forms, general information and policies and procedures. It does not constitute professional, expert or other advice.

This manual is not intended to provide a comprehensive and exhaustive analysis of all of the issues relevant to Clubs and the association. It is strongly recommended that employees, volunteers and any others who read this manual conduct their own independent investigations to acquaint themselves with the specific implications and obligations relating to any policies, procedures or minimum standards contained within. There may be individual Acts, Codes, Regulations or Standards that are applicable in certain States to the roles and duties of a Club or the association (or associated volunteers or groups) that are not included in this Manual. Individuals should take appropriate steps to familiarise themselves with any additional such requirements that may be in force. It is not the intention of the Polocrosse Association of Australia to provide, imply or contradict any such requirements, but to provide Clubs with general risk management and other information.

The information contained within this manual is current as at the date shown on the bottom of each page and Polocrosse takes no responsibility for ensuring the accuracy of the information subsequent to this date. No representation, warranty or undertaking is given or made as to the accuracy or reliability of any opinions, conclusions, recommendations or other information contained within this manual and no person should act or fail to act on the basis of the material contained herein alone, without prior assessment and verification of the accuracy of the information.

Polocrosse, its officers, employees and agents expressly disclaim any and all liability howsoever arising (including any liability by reason of negligence or negligent misstatement) to any person, corporation or other entity directly or indirectly as a result of anything contained within this manual. Polocrosse, its officers, employees and agents take no responsibility for any loss or damage howsoever suffered directly or indirectly by any person, corporation or other entity through reliance on anything contained in this or omitted from this manual.

PURPOSE OF MANUAL

This manual has been developed through the effort of the Polocrosse Association of Australia Insurance Committee and our Insurance Brokers, Marsh Pty Ltd. I thank you all for your tremendous effort.

The purpose of this manual is simply a general guide to assist Clubs and the Polocrosse Association of Australia with general risk management and provide information, including managing facilities and events, and policies and procedures.

I entrust members of the Polocrosse Association of Australia, including employees, players, volunteers and Committee members to acquaint themselves with the contents of the Manual. There may be Codes, Regulations, Acts or Standards that are applicable in your State which are not included in this Manual, but I am sure that you are familiar with these requirements, or will endeavour to familiarise yourselves with them.

Whilst there can be no substitute for common sense I strongly urge you all to use this manual as an important reference, and thus make polocrosse safer and more enjoyable for everyone.

Rodney Geppert
President.

RISK MANAGEMENT

The Polocrosse Association of Australia's policy is to use world's best practice in risk management to:

- support and enhance activities in all areas of our organisation
- ensure the risk management is an integral part of all our decision making processes.

We will use a structured risk management approach to minimise reasonably foreseeable disruption to operations, harm to people and animals, the environment and property. We will identify and take advantage of opportunities as well as minimising adverse effects.

We will train our people to implement risk management effectively and we will strive to continuously improve our risk management practices.

Processes

A risk management process, based on the Australian/New Zealand Standard AS/NZS ISO 3100. 2009, has been established. It should be used for guidance by everyone involved with the application of risk management.

The association management committee has facilitated the development of a common risk management across areas of our business by:

- implementing a risk management program
- sharing information with broad applicability across all areas
- development of a risk management manual
- reporting progress in implementation of the risk management program on an ongoing basis.

Monitoring and Review

The association executive will monitor and review the implementation of the risk management program.

Responsibilities

Each member of the PAA is responsible for the management of risk in respect of all clubs within their jurisdiction. The PAA is responsible to co-ordinate and develop risk management processes that can be disseminated to the States.

HEALTH & SAFETY

In maintaining this commitment the PAA will provide such advice as is necessary and as requested by each State member subject to budgetary constraints to ensure that States have the resources necessary including internal and external expertise, equipment, skills and training necessary to ensure that members meet the Association's objectives and assist club officials and employees to provide and maintain a safe and healthy environment

Club Management Responsibilities

All club officials are responsible for the environment condition under their control, ensuring safety procedures are in place and observed, and for communicating and implementing the necessary information and guidance to allow the safe performance of activities.

In the event of an accident or incident, club officials will ensure that the appropriate processes are adopted to reduce the impact on persons, animals and property. The association is committed to providing effective rehabilitation and equitable claims outcomes for employees (where they exist).

Members Responsibilities

Members are at all times to observe safety rules, procedures and instructions provided and conduct themselves in a manner that controls the risk of injury to themselves, fellow members, animals, contractors and the public. Club officials are to be notified of any hazard, accident or incident.

Consultation

Through a consultative process, we encourage two-way communication, cooperation and involvement of the association, club management, members, employees and contractors in the ongoing development and implementation of our health and safety program. This is seen to be critical to its success of preventing injuries and illnesses.

The association will review this policy on a regular basis to ensure it continues to reflect legislative requirements and organisational needs for continuous improvement.

SECTION 1 MANAGEMENT

Purpose:

To promote direction and leadership in order to ensure the associations risk management policy and action plans are implemented in a controlled and planned manner. Effective control of risk is an essential element of prudent risk management.

1. Responsibilities

- 1.1. Each member State of the Association is ultimately responsible for the implementation of the manual and risk management in general throughout the PAA subject to its delegation to individual clubs.
- 1.2. Appropriate delegation to individual clubs is required.
- 1.3. Club members have a requirement to comply with all risk management requirements and to report risk issues to club management.
- 1.4. Positive forms of monitoring compliance are required.

2. Consistent Leadership

- 2.1. The PAA shall provide a cohesive framework for the provision of appropriate practices that enables each member and club management to adopt practices that reinforce consistently to members and others the Association's requirement for prudent management.

3. Review of Previous Seasons Activities

- 3.1. Each Club needs to formally review its activities at the end of each season to highlight good and bad risk management issues. The review needs look at all Club activities including social functions etc.
- 3.2. The completed review needs to be in writing and be sent to the association secretary within one month of each seasons end.

4. Pre Season Risk Improvement Planning

- 4.1. Clubs need to plan to have a risk improvement before the beginning of each season. The plan can be brief. Club committees need to keep track of risk improvements during the season to ensure that they are addressed in a timely way.
- 4.2. The use of a simple spread sheet that lists the work to be done, timing and the person or persons responsible would assist clubs to meet this requirement.

5. Continuous Improvement

- 5.1. Clubs need to plan for progressive improvement in the quality of compliance and overall effectiveness of the risk identification and control.

6. Incident Investigation and Reporting

- 6.1. Any incident causing injury, loss, damage or potential liability claim shall be thoroughly investigated by the Club or Clubs involved.
- 6.2. The investigation needs to be directed at establishing the immediate and underlying cause, mandate such remedial plans as to make recurrence less likely and fulfil any statutory obligations.
- 6.3. All incidents need to be rated (in accordance with the AS/NZS ISO Risk Management Standard). Details of any incident with a 'high' or 'extreme' rating need to be sent to the association's secretary within 7 days.
- 6.4. Any outcome of an incident investigation that suggests that the objective of effective control of Risk could be better achieved by amendment of the Manual should advise the Association's Secretary in writing with suggestions.

7. Auditing

- 7.1 Each members State shall audit bi-annually the management regimes for each of its clubs and provide a copy of that audit to the PAA.

SECTION 2 POLICIES AND PROCEDURES

2.1 Evacuation Procedures

1. Objective

In an effort to minimise potential harm and damage and to ensure the safe and orderly evacuation from a site during an unplanned emergency such as a fire, emergency plans needed to be developed to respond to all likely emergencies.

2. Responsibility

Each Club is to develop and maintain and Emergency Plan.

3. Definitions

An Emergency includes a sudden crisis, urgent situation, disaster or tragedy.

4. Procedures

In the event of an emergency there needs to be a plan and sufficient people trained to carry out the necessary duties. Specifically:

4.1 Draw up a site Emergency Plan for the site that shows:

- the location of emergency exits, no-go areas to avoid in an emergency (For example dead ends, access ways).
- The location and type of fire fighting equipment installed, routes to evacuation safe areas.
- The evacuation procedure (For example any warning systems – bells sirens, where to proceed, who is in charge etc).
- all local emergency contact phone numbers.

4.2 Establish and emergency control organisation.

- who are the people in the emergency organisation (For example wardens, first aid, vet etc). The number of people will depend on the size of the complex and number of people involved.
- identify and list the role and responsibilities of each emergency organisation member.
- identify who is in charge of the emergency organisation.

4.3 Write an Emergency Plan.

- talk to the local fire brigade about evacuation.
- identify any specific needs relating to disabilities (eg hearing or vision impairment).
- ensure the plan covers all probable emergencies.
- consider whether emergency lighting is required to allow for safe egress
- write in the need to emergency team members to inspect the site prior to commencement of an activity.

- identify the method of raising the alarm.
- test the alarm system as appropriate (For example before starting a tournament).

4.4 Train Emergency team in the use of fire fighting equipment

For a fire emergency, emergency team members need know to be able to:

- operate extinguishers.
- hose reels.
- fire blankets.
- alarm systems etc.
- understand the procedures.

4.5 Annual Training

Training needs to be undertaken at least annually and whenever a new member joins the team.

- Keep records of training.

4.6 Emergency plan practice

- the plan needs to be practiced at least annually (at the beginning of the season) and more regularly if needed.
- get as many people involved as possible.
- emergency team need to list problems experienced during practices.
- review the emergency plan immediately following a practice to make improvements.

2.2 Communicable Disease and Blood Procedures

1. Objective

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids.

Infectious diseases are a constant risk to the health and welfare of horses. Despite a vaccination programs the threat of strangles, influenza, equine herpes virus, Hendra, rotavirus, salmonella, rhodococcus, etc. are ever present.

2. Responsibility

Each club is responsible for the adoption and operation of effective procedures.

3. Definitions

A communicable disease is one that can be passed from one person, animal, or organism to another. Some diseases are more easily transmittable than others.

4. Procedures

Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

- 4.1** The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform it must be changed before the athlete may participate.
- 4.2** Emergency team members (refer to 2.3 Emergency Procedures) should routinely use gloves or take other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
- 4.3** Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- 4.4** Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
- 4.5** Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices. (Refer to 2.5 Sharps Procedure.)
- 4.6** Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
- 4.7** Athletes/trainers/coaches/umpires with bleeding or oozing skin conditions should refrain from all direct athletic involvement until the condition resolves.

2.3 Sharps Procedure

1. Objective

To ensure safe management and removal of syringes and potentially dangerous sharps.

2. Responsibility

Clubs are responsible to ensure that the procedures listed in Clause 4 are followed.

Clubs need to have a sharps disposal container, pliers or tongs and disposable gloves at sites to facilitate the removal of sharps.

3. Definitions

“Sharps” – Syringes and needles

4. Procedure

In the event of a “sharp” being found at a site the Club will collect the sharp found and arrange for it to be removed from the site. This will remove the risk of anyone being accidentally punctured or pricked.

4.1 On finding a syringe

- 4.1.1** Arrange for a team member to stay near the sharp while you obtain the necessary collecting equipment.
- 4.1.2** Obtain the equipment you need and take it to the sharp including the Club’s:
 - Sharps disposal container
 - Pliers or tongs
 - Disposable gloves.
- 4.1.3** Put on gloves. (Gloves minimise the risk of needle stick injury and/or contact with contaminated fluids.)
- 4.1.4** Place the container beside the sharp.
- 4.1.5** DO NOT try to replace the protective cover of the needle if it has fallen off. Pick up the cover with your gloves and place it in the disposal container.
- 4.1.6** Using the pliers/tongs, pick up the sharp by the barrel end of the syringe with the needle facing away from you and place it in the container. Push syringe, needle point first, past the one-way flap in container.
- 4.1.7** Close and lock the lid of the container.
- 4.1.8** Take the container to Club’s office or operating area. Secure the container if possible.

- 4.1.9** Dispose of gloves in a sealed plastic bag
- 4.1.10** Wash your hands well with soap and rinse them.
- 4.1.11** If necessary clean the area the syringe was found with bleach.
- 4.1.12** When the container is full to the recommended capacity, or as dictated by safe use, dispose of carefully. Disposal can be accomplished by taking the container to your local chemist, medical centre or local hospital. Containers can be purchased at any chemist.

4.2 If a syringe punctures the skin

- 4.2.1** If at any stage the needle punctures the skin, immediately wash the wound or puncture with soap and water. Do not use household cleaning chemicals to wash the wound or puncture.
- 4.2.2** Place the syringe in a puncture proof container as detailed above.
- 4.2.3** Go to the nearest medical centre or hospital for advice and treatment.
- 4.2.4** When appropriate contact PAA for further advice and/or to arrange counselling if required.

4.3 Syringes used in hold - up

In the event of a hold up involving syringes and needles as weapons, they are not to be moved unless directed by police.

2.4 Children Unattended in Vehicles Procedures

1. Objective

Children should never be left unattended in or around vehicles. Below are just some of the dangers children are exposed to:

- Being inadvertently backed over in a driveway or parking area.
- Being left in a vehicle where the temperatures can reach deadly levels in minutes
- Knocking the vehicle into gear and setting the vehicle into motion
- Strangulation by a power window, sunroof or power accessory
- Being taken by a stranger in the course of a car theft
- Hopping into a car boot during an innocent game of hide-and-seek
- Carbon monoxide poisoning
- Finding matches that set the car aflame
- Leaving the vehicle alone to go to the toilet, or to go looking for you
- Being kidnapped from the vehicle.

NRMA report that they attended about 1300 children rescues per year in Australia.

2. Responsibility

Each club is responsible for the adoption and operation of effective procedures.

3. Definitions

For the purpose of these procedures, children are classified as young people up to and including 14 years of age. Children left unattended includes children that are locked in vehicles, left in a vehicle or left around a vehicle in the absence of a responsible care giver.

4. Procedures

In the event that an unattended child or children are discovered in or near a vehicle, members, officials, contractors etc may take any measure deemed necessary, including the breaking of car windows and notification of the Police, to assure the safety of the child.

4.1 Instruct all members, officials, security staff to be aware of children in and around vehicles and to take action whenever children are found unattended. Action is to be appropriate to the actual event and could include:

- breaking of vehicle windows
- providing water – if a dehydration issue
- administering first aid
- calling for help
- notification of Police

2.5 Children on Horses Policy

1. Objective

To provide a safe environment for children under the age of 12 years who wish to ride their horses at a polocrosse tournament but are not competing as members at that tournament.

2. Responsibility

Each club is responsible for the adoption and operation of effective procedures.

Tournament organisers are to provide a designated safe area for such activity.

3. Definitions

A safe environment is a safe distance away from playing fields and pedestrian thoroughfares.

A designated area is set aside for young riders, other than players, who are capable of controlling their horse; thus being able to ride unled.

“Headgear” means a white Standards Association of Australia Approved protective helmet for use in competitive type equestrian horse sports (For example AS/NZS 3838 Helmets for horse riding and horse-related activities). Only a Helmet which displays the “Five Ticks” Standards Mark assures you that it has undergone the rigours of independent testing.

4. Procedures

There are to be no led games at polocrosse.

2.6 Privacy Policy – Refer to PAA privacy policy

2.7 Complaints Procedure

1. Objective

To provide a safe environment for players and spectators

2. Responsibility

Each club is responsible for the adoption and operation of effective procedures.

3. Definitions

A complaint is an expression of grievance, resentment or displeasure

4. Procedure

There are various avenues in which complaints procedures can be initiated. The following documents provide guidance in determining the correct procedures.

4.1 Disciplinary Policy

4.2 Member Protection – Section 7

4.3 Constitution – 34. Discipline

4.4 PAA Rule Book

2.8 Riderless Horse Policy

1. Objective

To provide an adequate space around fields to allow a horse without a rider to pass.

2. Responsibility

Each club is responsible for the adoption and operation of effective procedures in accordance with the Rule Book.

3. Definitions

3.1 Riderless horse is a horse without a rider.

3.2 Ensure the grounds are enclosed by adequate fencing and that the entry gate is either staffed or closed at all times.

4. Procedure

4.1 *A Riderless Horse – Loose Horse* Announcement must be made over the Public Address System.

4.2 Adequate space in accordance with the rule books is to be provided around the fields to allow a riderless horse to pass.

4.3 Keep the ends of the playing fields clear of spectators

4.4 Extreme care should be taken in attempting to recapture a riderless horse, particularly where the horse has suffered an injury.

2.9 Code of Behaviour and Ethics Policy for Umpires, Coaches, Players and Spectators – Refer to the PAA Rule Book

2.10 Dogs on Ground Policy

1. Objective

Dogs and horses are not a good combination at tournaments. To ensure safety, dogs are not to be brought to tournaments/carnivals.

2. Responsibility

Each club is responsible for the adoption and operation of effective procedures.

3. Definitions

“Dogs” refers to domestic and wild dogs, big and small, except registered guide dogs and companion dogs deemed so in accordance with a medical certificate supplied by the person having the dog at the time. In the event that the medical certificate cannot be produced on field with the dog, the dog shall be ejected from the field. Before entering the field, unless it is obviously a guide dog, the registration certificate or medical certificate shall be produced to the Club Secretary.

4. Procedure

- 4.1 All members need to be notified at least annually of the Association’s rule to prohibit dogs at tournaments.
- 4.2 Dogs must not be brought to the grounds and be left in vehicles.
- 4.3 Notices are required at gate to advise members and visitors about the no dog policy.
- 4.4 Gate/security staff need to ask members and visitors whether dogs are present in vehicles and refuse entry when dogs are found to be present.

2.11 Horse Welfare Policy – Refer to PAA Horse Welfare policy

2.12 Playing Fields Policy - Refer to Rule Book

2.13 Yards Policy – Refer to Rule Book

2.14 Anti Violence Policy

1. Objective

To create opportunities to participate in Polocrosse in a safe and positive environment.

2. Responsibility

Each club is responsible for the adoption and operation of effective procedures.

3. Definitions

Violence is seen to be the following behaviour:

- Loud verbal assaults.
- Threats and attempts to intimidate.
- Throwing of articles in a deliberate or aggressive manner.
- Aggressive approaches to another individual.
- Physical striking of another individual.
- Attempts to goad or incite violence in others.

4. Procedure

Violence has no place within Polocrosse; our sport should be enjoyed in a safe and positive environment. The PAA and Clubs will actively demonstrate its attitude relating to violence by condemning the use of violence.

Also refer to the Member Protection Policy.

2.15 Armed Robbery Policy

1. Objective

To provide guidelines in the event of a hold-up.

2. Responsibility

Each Club is responsible for the adoption and operation of effective policies.

3. Definitions

Hold-ups include all situations in which there are actual or perceived threats or demands made on a person. This includes situations where:

- The offender/s is armed with knives, guns, syringes or other weapons.
- There are verbal threats, demands or physical aggression.
- Persons are taken hostage by being intercepted when leaving the premises and forced back onto the premises.

4. Procedures

4.1 Preparation for Hold-ups

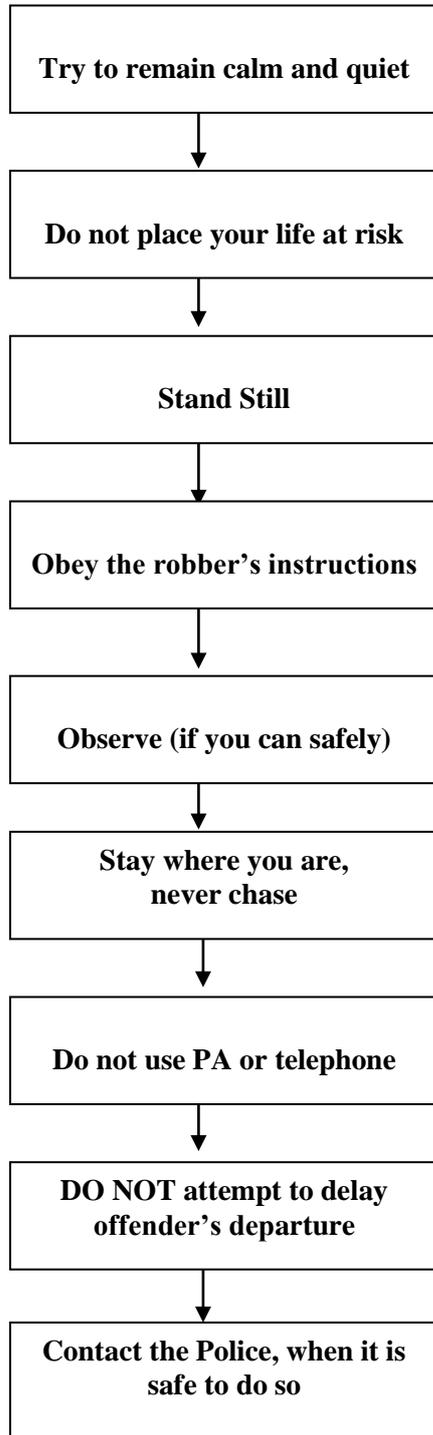
The incidence of hold-ups and threatening situations is increasing in the community. This creates a risk for our members, visitors and contractors before, during and after a hold-up or threatening situation.

While hold-ups may not be entirely prevented, preparation of members responsible for an event is crucial in minimising the risk to members' safety.

Club management must ensure all potentially vulnerable members are:

- Familiar with these emergency procedures for armed hold-ups
- Regularly reminded of Issues relating to hold-ups and referred to the appropriate procedures as described.

4.2 Procedures During an Armed Hold Up



Speak only if spoken to:

- avoid any attention and
- avoid any staring or direct eye contact.

The welfare of members and others should always be placed before money or property.

Keep your hands where they can be seen and do not make any sudden or quick moves.

Do exactly (and only) what you are told, nothing more. Allow the robber(s) to leave, as the sooner they leave the safer it is. If you are ordered to open the register or cash box and hand over money, do not hesitate. Avoid any hand contact when doing so.

Make a mental note of the robber's appearance. (Don't discuss your observations with other.)

Leave this to the police, observe the direction of departure and getaway car details it is safe to do so.

Don't make public announcements and wait until the robbers are off the premises before calling the Police on 000

To do so will put yourself and others in danger.

After contacting the Police and or emergency services attend to anyone injured. Preserve the crime scene. To ensure that your recollection does not become coloured or distorted don't discuss your impressions with others prior to the arrival of the police.

4.3 Hostage Being Taken

If a person is taken hostage for any reason, the most senior member of management who is not involved in the situation must, if possible without endangering life, immediately contact the Police.

4.4 After an Armed Hold Up

After a hold-up the most senior member must ensure that other members and visitors are unharmed, then:

- Arrange first aid assistance if required.
- Seal off the Hold-up area. Evidence must not be touched. Any interference may destroy vital clues.
- Call the Police when it is safe to do so. Ring 000. Make a full report before discussing the hold-up with the other members and visitors involved.
- Ask witnesses to remain. The person in charge should ask all witnesses and employees to remain until the police arrive. Assist distressed members and visitors if possible.
- Do not discuss the robbery with media or others.
- Do not drive a vehicle anywhere immediately after a hold up (in case of shock).
- Do not remove or touch anything involved in the incident until instructed to do so by police
- Ask witness not to discuss the incident amongst themselves until after the Police have finished interviews.
Should a witness have to leave the area before police arrive obtain contact details and if possible a brief written report.

4.5 Follow Up After the Incident

It is important not to pass judgment or criticise the acts that individuals have taken when facing a traumatic event. Criticism or perceived criticism is a major factor in ongoing emotional problems.

Distressed members should not travel home alone until they have seen the most senior member present.

Counselling should be arranged if required. The counsellor will assess if ongoing assistance is required for any member or visitor. If required the most senior member present or their representative should organise assistance and contact the family of a distressed member or visitor to advise them of circumstances.

It is recognised by PAA that experiencing an armed hold up can have traumatic effect on everyone. If required, Association can arrange counselling for all involved.

This counselling is provided to minimise the emotional and psychological effect and provide support for their return to work.

The club needs to monitor any on-going issues resulting from the hold up so that appropriate follow up support can be arranged immediately.

4.7 Club Checklist Post Hold up

| Step | Action | Yes/ No | Notes |
|------|--|------------|-------|
| 1. | Arrange first aid for those who require it. | | |
| 2. | Seal off the area in readiness for a police investigation. | | |
| 3. | Contact the police. (phone 000) | | |
| 4. | Write down any important information that may help police. | | |
| 5. | Ask any witnesses to remain at the scene until the police arrive. | | |
| 6. | Contact District, Regional Managers and Human Resources Manager. | | |
| 7. | Assist distressed members and visitors if possible. | | |
| 8. | Contact PAA to arrange counselling for members or visitors. | | |
| 9. | Once the situation is under control, encourage team members to resume normal duties, if possible. | | |
| 10 | Allow distressed members to go home after they have spoken to the most senior member present and the police. | | |

2.16 Volunteer screening policy - Refer to Member Protection Policy

2.17 First Aid Policy - Refer to Individual First Aid Policy

2.18 Media Plan

1. Objective

To ensure Polocrosse Tournaments and Events are promoted and publicised in a professional manner.

2. Responsibility

Each Club is responsible for the adoption and operation of effective procedures.

3. Definitions

4. Procedures

For Tournaments and other Events the Organising Committee must appoint a Media Liaison Officer. This Officer will be the single spokesperson to handle media enquiries and interviews. No other person should make any comment to a media representative, or agree to be interviewed on any matters without the approval Liaison Officer.

The Club is responsible for advising members of this Policy and for regular reminders. This can be done via club by-laws, newsletters, emails or verbal announcements.

The media Liaison Officer should be someone who is knowledgeable about Polocrosse and its protocols, articulate, comfortable dealing with the media and have the required enthusiasm to effectively talk about the Tournament or Event.

The Liaison Officer should be encouraged to write down key points before making a significant announcement.

Media Release

A media release is the best way to notify the media of an upcoming Tournament or Event.

Timing is important for an effective media release. Fax your media release out one or two weeks before the Tournament or Event this will enable the news outlets to schedule the date in their diaries. You could even ring around to make sure that everyone on your media list received the release.

To be effective the media release should follow a few simple conventions:

- The release should include - WHAT, WHERE, WHY, HOW, WHEN and WHO.
- Be concise and avoid rambling, the release should be kept to one page.
- Use Plain English – avoid jargon and acronyms, do not use technical terms without explaining what they mean.
- Accurate - check your facts and details.
- The heading should summarise the story in no more than half a dozen words.

- Proof read your media release before you send it.
- Make it easy for the media to contact you - provide as much contact detail as you can For example names, phone numbers, fax numbers, email addresses, web site addresses.

Media Kits

Media kits are a package of useful information that can be provided to media outlets prior to a Tournament or Event or on the day.

A media kit can consist of:

- The media release
- Background information on the Tournament or Event
- Background/ biographical information on the Players
- The Tournament or Event Program
- Other relevant information

Tips.....from the Australian Sports Commission

Making the Most out of Local Media

Many sporting clubs and organisations greatly underutilise their local media, mistakenly believing that newspaper, radio or television journalists would not be interested in their story.

Journalists are always looking for interesting stories, but if they don't know what's going on in your sport or activity, they can't cover it. The media is not as unapproachable as many people think and there are ways of getting your message, or story across.

There are a few ways to go about getting coverage in the media. The first is to send out a press release through the mail, by fax or by email. You can also contact the media outlet directly with a telephone call. It is great if you can develop a good relationship with a journalist.

Media Training

If your organisation is likely to be used regularly by the media, it may be worthwhile investing in some media training for key people. Check the Yellow Pages or contact local journalists who may be able to help.

Print Interview Tips

If you are interviewed for a story, think of it as a great opportunity to get your message across. Make sure you are prepared for the interview. Most athletes or coaches would never go into a match or event without training; the same applies to interviews.

Prepare four or five key points you want to get across. Preparation prevents poor performance. A journalist may not know a lot about your sport or organisation, so you need to provide the necessary background information as briefly as possible. A one-page media release with relevant facts can help a journalist.

Be aware that during a telephone interview you risk being misquoted. Most journalists do not do this on purpose, but mistakes can be made interpreting hastily written notes. Try to make your quotes as interesting and colourful as possible. There will be more chance of them being used, rather than paraphrased. Avoid using jargon associated with your sport. Remember, you want to appeal to as many people as possible.

Getting on Radio

Radio is a great way to reach a mass audience. Many people tune in throughout the day to keep in touch with what is going on in their region.

The beauty of radio is we can listen to it while still going about our busy lives. You can catch up on the news while commuting, tidying up around the house or doing the gardening.

Different radio stations appeal to different audiences and you need to consider the demographics of the radio station's listeners (ie which particular age the station is targeting). And don't limit yourself to aiming for coverage in news updates. You can get a lot more exposure from a longer interview during a radio program or talkback show. The number of regional and local sports stations is growing, and they have a lot of air-time to fill.

News

Most radio stations run hourly news bulletins. Each story is usually only 30 seconds long in total, which sometimes includes a 10-second 'grab' from an interview. So if you are interviewed, you need to make sure your 10 seconds have maximum impact. You can do this by preparing a few key points and trying to get them across in each of your answers.

Talkback

Talkback radio producers are always looking for interesting material to fill their programs. A producer backs up the on-air broadcaster and does much of the research and preparation. You need to be entertaining and enthusiastic---what the industry calls being 'good talent'. Remember people are usually listening to the radio while they are doing something else.

The Interview

The interview will be done in one of three ways:

1. A journalist will come to you and record an interview on a portable tape player. Try to forget the microphone is there and just chat enthusiastically to the reporter.
2. You may be interviewed over the telephone. A producer will ring you and get you to wait on the line until the journalist or broadcaster is ready to do the interview. They will record the interview and either run it as is, cut parts of it out, or use just one or two grabs.
3. Then there is the studio interview, where you actually go into the radio studio and do a live or pre-recorded interview. This can be the most daunting because you are in unfamiliar surroundings and there is a lot of equipment. Try to ignore what is going on around you and just concentrate on having a lively and interesting conversation with the broadcaster.

Radio Interview Tips

Try to relax and be natural. Do not think of it as an interview, but a conversation in which you have the chance to get your message across.

Prepare your key points, but don't memorise them as you want to sound natural. Good presentation demands good preparation. For radio it is important to talk in pictures so you can create the imagery for the listener. Describe events, places, people and situations.

Make sure you know the audience---are your listeners at home, office workers, commuters, families, teenagers or retirees?

Remember that radio listeners only get to hear what you say once, so speak clearly and concisely, with lots of expression in your voice. If you smile, your voice will sound better.

Use everyday language, which you would use when talking to your friends or family. In fact, pretend you are chatting to a friend at home. Try to avoid repetitive words such as 'you know' and 'like', and keep 'ums' and 'ers' to a minimum.

Don't forget to breathe, but take care not to sniff, cough, click pens or shuffle papers. And make sure you turn off your mobile phone.

Getting on Television

More people are turning to television as the main way to catch up on the day's news. It is perceived as the most credible news outlet, because people believe what they see. As well as nightly news bulletins some regional stations have sports shows, which can be a good place to get your story to air.

Pictures are the driving force behind television news. If a story has good vision, the chances of getting coverage are better. Most sports and physical activities lend themselves to television because there is lots of colour and movement.

The Interview

Most people find television interviews the most daunting, because you are on camera. There will be a reporter, camera operator and sometimes a sound-recordist. Most interviews will be done standing up and the camera operator usually decides what will be a good background.

You may also be required to do a studio interview, which can be a bit overwhelming because of all the lights and technology. You need to try and ignore everything that is going on around you and concentrate on the presenter's questions. Forget the camera is there.

If you are required to do a studio interview, you will need television makeup, because the lighting is very harsh. There will be someone at the station to do this for you.

Once the interview is done the camera operator will get some additional shots, called cutaways, such as a 'two-shot', which is simply a shot of you and the reporter talking.

They will need footage to go with the story, so you may need to get a class, group or team together to provide the action.

Television Interview Tips

Try to relax and not be overwhelmed by the journalist and camera operator, they are just doing a job. The camera operator will tell you where and how to stand or sit, and from then on try to forget the camera is there.

Most television interviews are pre-recorded so you can think about what you are going to say before you answer. Prepare a few short, clear, simple things to say. If you are not happy with the way an answer is going, ask if you can start again. Obviously you would not do this during a live interview.

Try not to move around too much. A lot of people rock back and forth, or sway from side to side when they are nervous. The camera accentuates all movements. Don't be afraid to brush away stray bits of hair or insects (don't let a fly crawl up your cheek!). Caps, hats and sunglasses should be avoided. But if you want to wear a cap or hat, make sure it is pushed back as eye contact is very important for a television interview.

2.19 Food Handling and Hygiene Procedures

Refer to Food Standards Australia New Zealand at www.foodstandards.gov.au

2.20 Emergency Contact Policy

1. Objective

Quick and effective efficient emergency plan

2. Responsibility

Each club is responsible for the adoption and operation of effective procedures.

3. Definitions

An emergency is a sudden unforeseen crisis (usually involving danger) that requires immediate action.

4. Procedure

A proper and adequate list of all emergency contact numbers should be available to club or zone officials at any event that which is covered under our insurance policy.
Emergency phone numbers

- ✓ Ambulance
- ✓ Doctor
- ✓ Electricity Authority
- ✓ Fire
- ✓ Hospital
- ✓ State Emergency Service
- ✓ Shire Council
- ✓ Vet

2.21 SunSmart Guide

The Polocrosse Association of Australia strives to ensure Polocrosse has a sports system that supports and offers quality Polocrosse experiences for all members. The SunSmart Guide has been adopted to ensure that all members are afforded with a positive experience whilst participating in all aspects of the Sport.

Australia has the highest rate of skin cancer in the world and sun exposure during childhood and adolescence is a risk factor for skin cancer later in life. The Polocrosse Association of Australia is committed to ensuring our members are aware of the risks of sun exposure.

The Polocrosse Association of Australia entrust that all our members, which includes affiliated State Associations, Clubs, players, officials, volunteers and contractors acknowledge and encourage the implementation of this Guide.

Refer to the fact sheet which is held on the PAA web site at www.polocrosse.org.au

For more information visit the SunSmart website: www.sunsmart.com.au

2.22 Weather Guide

The Polocrosse Association of Australia strives to ensure Polocrosse has a sports system that supports and offers quality Polocrosse experiences for all members. The Weather Guideline has been adopted to ensure that all members are afforded with a positive experience whilst participating in all aspects of the Sport.

The Polocrosse Association of Australia entrusts that all our members, which includes affiliated State Associations, Clubs, players, officials, volunteers and contractors acknowledge and encourage the implementation of this Guide.

Climatic conditions vary throughout Australia and individuals; Polocrosse Australia recommends that clubs and associations apply commonsense guidelines to climatic conditions and action should be taken promptly by Umpires, Coaches and Administrators to cease play under any conditions that may be dangerous to the players, officials and spectators. Umpires, Coaches and Administrators should regularly monitor weather conditions during the day of play.

Refer to the fact sheet on the PAA web site at www.polocrosse.org.au

2.23 Hydration Guide

The Polocrosse Association of Australia strives to ensure Polocrosse has a sports system that supports and offers quality Polocrosse experiences for all members. The Hydration and Heat Stress Guideline has been adopted to ensure that all members are afforded with a positive experience whilst participating in all aspects of the Sport.

Refer to the Australian Sport Commission fact sheet at
http://www.ausport.gov.au/ais/nutrition/factsheets/hydration/fluid_-_who_needs_it

2.24 Exercise in Pregnancy Policy – Refer to Member Protection Policy

SECTION 3 EVENT (TOURNAMENT) MANAGEMENT

Purpose: To ensure that:

- Tournaments /Carnivals are run safely and that people and horses do not come to harm.
- To retain the good name of the sport.
- To comply with rules, and regulations.

3.1 Venue risk review and mitigation (for example grounds, fencing, stands, parking)

3.2 Horse floats and horse transportation location.

3.2.1 To be parked in an orderly manner to allow the safe passage of horse and people. Refer to your Tournament coordinator

3.3 Stables and Yards

3.3.1 Should be set out in an orderly manner for the safe passage of horses and competitors.

3.4 Clear access for Ambulance, Paramedic and First Aid

3.4.1 There must be suitable location for Ambulance, Paramedic and First Aid parking at Polocrosse games that provides clear access to and from the ground.

3.4.2 Suitable hard standing for parking together with a turning circle is needed.

3.4.3 The on-site road used for ambulance (where needed) must be suitable for all weather conditions.

3.5 Washing and watering of horses

3.5.1 Suitable designated areas to allow for adequate drainage.

3.6 Registration of Volunteers

3.6.1 A register of volunteers is to be organised; name, activity undertaken and the time.

3.7 Grandstands Seating

3.7.1 Portable grandstands needs to be designed to the Australian Standard AS/NZS 1170.0:2002/Amdt 3:2011 Structural design actions - General principles. The stand provides the procedure for structural design and robustness.

3.7.2 Portable grandstands should have a Standards label affixed to the structure that confirms that the stand conforms to Australian Standard AS/NZS 1170.0:2002/Amdt 3:2011.

3.8 Car parks & Traffic Control

- 3.8.1 Adequate car parking is needed at tournaments/carnivals to ensure the safety of members, visitors and others.
- 3.8.2 Ground conditions need to be considered when selecting parking on grassed areas to identify any soft areas.
- 3.8.3 Car parking needs to be managed and when appropriate park clearly identifiable parking attendants should be used.
- 3.8.4 Clear-ways Emergency Service vehicles need to be maintained and where necessary bunting or other identifiers used to delineate access ways.
- 3.8.5 When appropriate speed signs should be used (the maximum speed should be 8kph).
- 3.8.6 Unlicensed drivers are not permitted to ride a motor bike or drive a vehicle within the Car park or Tournament Grounds.

3.9 Crowd and Horse management

- 3.9.1 A crowd and horse management strategy is needed at every venue to ensure the safety of people and horses. While strategies will vary depending on the site and crowd numbers, it is important to ensure that horses and bystanders do not come into direct contact with each other.

3.10 Requirements for National Championships

- 3.10.1 Refer to By-Laws Amended 2 February 2006 (*update?*).

3.11 Pre-event inspections

- 3.11.1 Prior to the commencement of a tournament/carnival a responsible member needs to undertake a full site inspection to ensure that all facilities are adequate and in place. The inspection should include, but not be limited to:
 - 1. parking arrangements suitable for floats, transporters and cars and cones, notices barricades in place as appropriate available.
 - 2. parking attendants available for pre and post event as appropriate.
 - 3. ambulance in attendance and clear egress provided.
 - 4. fields inspected, appropriate and correctly marked out.
 - 5. safety lines in place.
 - 6. stables and or yards suitable.
 - 7. facilities for washing and watering horses appropriate seating and any seating stands safe.
 - 8. refreshment booths appropriately organised, licensed and staffed.

9. any kitchens, BBQs are safe and operators have safe food handling/storing procedures.
10. public address system set up and announcer available.
11. toilet arrangements satisfactory (check for no scalding water) and clean.
12. cleaning arrangements are in place.
13. where appropriate security staff on site, licensed and briefed.
14. electrical extension cords in test, appropriately located and run via residual current devices.
15. Inspection of fields and grounds to comply with Rule Book

3.12 Post event inspections and risk evaluation

- 3.12.1 After an event it is important to undertake a review to follow up on complaints or comments and to review any incidents or accidents. All incidents must be recorded on the Polocrosse Accident/Incident Report. The post event review should be done within a week of the event.

3.13 Tournament job and check list

- 3.13.1 To assist with the smooth running of a tournament a Job List Check sheet should be used well ahead of the day. The person nominated for each task should be written on the sheet. See template sheet at the end of this section. The template should be modified to suit individual clubs and events.

3.14 Contractor control

- 3.14.1 All contractors need to have the appropriate licences, be competent and work safely. To ensure a good level of control, clubs need to check the following items, prior to work starting:
1. evidence of a written health and safety policy.
 2. written procedures that cover: individual responsibilities, training, equipment maintenance records, emergency procedures, first aid procedures, proper use of personal. safety equipment and for bigger companies a safety manual.
 3. documented procedures for hazardous jobs that identify safely hazards for example working at heights, noisy work, hot work (For example cutting & welding).
 4. safety equipment where required.
 5. material safety data sheets covering any hazardous materials that will be used.
 6. written details of current public liability cover (Note: Minimum cover \$10 million).
 7. Workcover registration details.
 8. provision of first aid kit.
 9. provision of necessary fire fighting equipment.
- 3.14.2 Clubs need to monitor contractors for compliance and take appropriate action when issues are identified.

3.15 Food vendors

- 3.15.1 Food vendors need to be vetted, possess adequate liability insurance and comply with PAAs Food Handling & Hygiene Procedures (see Procedure 2.20) . Likewise Clubs engaged in food handling need to comply with the procedures.
- 3.15.2 Assistance and special forms regarding major events need to be obtained from Marsh on an as needed basis. All queries regarding food vendors need to be channelled to Marsh.

3.16 Entertainment/rides/trade stalls

- 3.16.1 All entertainers, children's rides and trade stall operator need to have the appropriate licences and liability cover.
- 3.16.2 Clubs must sight certificate and ensure that they are current.
- 3.16.3 All ride equipment must comply with Australian Standards and the appropriate regulation.

3.17 Toilets and showers

- 3.17.1 All toilets and shower facilities need to comply with local authority regulations.

3.18 Temporary structures (for example tents, marquees)

- 3.18.1 Temporary structures such as tents and marquees need to be correctly sited and be suitable for the anticipated weather conditions.
- 3.18.2 Tent/marquee pegs and guy ropes need to be arrange so that they do not present a trip hazard. (Screen off with barriers if necessary.)
- 3.18.3 Ensure that tents and structures are erected according to the hirers or manufacturer's instructions.

3.19 Paramedics/ambulance/First Aid - refer to 2.18 First Aid Policy

- 3.29.1 First Aid and ambulance requirements required by the Rule Book must be complied with.

3.20 Veterinarian

- 3.20.1 A Veterinary Clinic must be notified of the Tournament to enable a vet to be on stand-by. Contact details for the Clinic must be noted by Coordinators.
- 3.20.2 If conducting the National Championships please note that a Vet must be in attendance.

3.21 Commentator

3.21.1 Commentators need to be suitable for the job and be briefed/trained on how to handle an emergency.

3.22 Mobile screen for horse destruction

3.22.1 Any animal seriously injured on the field shall be removed by conveyance. A conveyance suitable for this process shall be available at all times during play

3.22.2 When it is necessary for a horse to be destroyed on the field, a mobile screen shall be placed around the animal prior to it being destroyed and shall remain in place until such time as it allows the destroyed animal to be loaded for transportation from the area.

3.23 Signs/notices/bunting

3.23.1 Bunting (flags on rope) or plastic safety tape should be used to screen off hazards

3.24 Security

3.24.1 Adequate security arrangements are needed at tournaments. This will include the use of security officers.

3.24.2 If present Security officers must be clearly identifiable.

3.24.3 Security officers need to be give a briefing prior to commencing work. (This should include vehicle checks.)

3.24.4 Any outside security staff must hold a current Security Officers licence and have Liability insurance. Licences and insurance cover must be checked for currency.

PRE-TOURNAMENT JOB CHECKLIST

Club Name:

Tournament/Carnival Date:

| Task | Organisation Responsible | Action Plans | Checked & Done |
|-----------------------|---------------------------------|---|---------------------------|
| Accommodation | State Association | For executives if required | |
| Administration Office | Club | Space required for State Association | |
| Ambulance | Club | | |
| Announcers | Club | | |
| Balls | Club | 3 for each field with a spare for each field | |
| Bells | Club | 1 for each field | |
| Brochure | Club | If applicable | |
| Camping | Club | | |
| Disputes | Club | Disputes Committee established | |
| Draw | Club | | |
| Electricity | Club | Ensure enough power outlets – electrical leads and appliances to possess current certification tags | |
| Entry Tickets | Club | | |
| Field Marking | Club | | |
| Fields | Club | * Check all fields comply – Refer to PAA Rule Book Playing Fields Policy * Maintain fields | |

| Task | Organisation Responsible | Action Plans | Checked & Done |
|--------------------------|---------------------------------|--|---------------------------|
| | | * Must be stone free * Water trucks for dry & dusty conditions | |
| Goal Posts | Club | | |
| Grand Parade | Club | | |
| Guest Passes | Club | Mail any VIP Guest Passes | |
| Hessian Curtain | Club | Must be ready in case of horse injury | |
| Horse Float | Club | Must be ready on standby on the grounds | |
| Horse Welfare | Club | | |
| Judges | Club | | |
| Meals / Catering | Club | | |
| Media Coverage | Club | Local Newspapers | |
| Nominations | State Association | | |
| State Association Office | Club | Need solid structure – wind & rain proof | |
| Official Welcome | Host Club President | Acknowledge – Local dignitaries, VIP's, Sponsors, State Association or PAA representation, any other special guests you may have. | |
| PA System | Club | | |
| Photographer | Club | | |
| Risk Management | Club / State Association | Ensure all facets of the Tournament or Event comply with the Risk Management Policy | |
| Promotional Items | State | | |

| Task | Organisation Responsible | Action Plans | Checked & Done |
|----------------------------------|---------------------------------|--|---------------------------|
| | Association | | |
| Showers & Amenities | Club | Refer Risk Management Policy | |
| Signage | Club | <ul style="list-style-type: none"> * No Dogs Allowed * Umpires Horses Only * Camping * Road signs advertising Polocrosse * Speed limit signs <p>And any other you may think appropriate</p> | |
| Social Activities | Club | <p>Food/bar-need marquee (food MUST be separate from the bar area)</p> <p>Refer Risk Management Policy</p> | |
| Stables and Yards | Club | Refer Yards Policy | |
| Timers | Club | | |
| Time Keepers/Scorers/Flag People | Club | | |
| Trophy Presentation | Club | <p>Inform presenters</p> <p>Need table, platform / podium, shelter</p> <p>Teams and Players are required to be in uniform</p> | |
| Umpires Horse – care | Club | | |
| Umpires | Club | Contact Director of Umpiring for assistance | |
| Umpire Jackets & Saddlecloths | State Association | | |

| Task | Organisation Responsible | Action Plans | Checked & Done |
|--------------------|---|--|-------------------------------|
| Vet | Club | Must have a vet on standby for the duration of the Tournament | |
| Wash-bays | Club | Adequate number of bays with running water and hoses | |
| VIP Tent / Area | Requirements to be discussed before tournament / carnival | | |
| Waste Management | Club | Ensure you have enough rubbish bins. Arrange to have them emptied every day | |
| Water (for horses) | Club | Reasonable access is required | |
| Whistles | Club | Ensure there is an ample supply of new whistles. | |
| | | | |

SECTION 4 OCCUPATIONAL HEALTH & SAFETY

Purpose: To ensure that:

- People do not come to harm.
- To retain the good name of the sport.
- To comply with rules, and regulations

4.1 Responsibilities

- 4.1.1 Individual clubs are responsible to ensure that procedures are in place at tournament/carnivals to ensure the safety of everyone present.

4.2 Incident Investigating and Reporting

- 4.2.1 Polocrosse Accident/Incident Report Form (see sample form in the Appendix at the end of this section) needs to be filled in for all incidents and accidents. This should be done at the earliest opportunity following an incident.
- 4.2.2 The official numbered Forms should be used and copies sent to the NEO.
- 4.4.3 The Polocrosse Investigation Report should be used following an incident to determine the underlying cause and to put in place any remedial action plans to prevent recurrence. (See Appendix for a copy of the form.)

4.3 At risk riders

- 4.3.1 All players who have been previously injured (pre-existing injury) who have been treated by a Doctor in private practice or Hospital, taken away by Ambulance for Treatment, or admitted to hospital are required to have a current medical clearance before competing at a Tournament or Practice.
- 4.3.2 Umpires need to check clearance certificates prior to play commencing.

4.4 De-hydration control/heat

- 4.4.1 The body's natural cooling system does not cope with heat and heat illness can occur if:
- the circulation is overloaded by too much heat and physical activity,
 - too little sweat is produced For example if the person is dehydrated,
 - sweat cannot evaporate freely from the skin (for example high humidity, excessive clothing or low air movement).

To protect members and others, Tournaments must not be played if the actual or official forecast temperature for the day is 35°C or above.

4.5 Electrical safety

- 4.5.1 Portable electrical equipment needs to comply with Australian Standard AS/NZS 3760:2010/Amd 1:2011. (The standard defines the requirements of routine inspection and testing of electrical equipment, including portable equipment, leads and cables.)
- 4.5.2 Visually inspect electrical leads, tools and equipment for damage before each use.
- 4.5.3 Test and tag electrical leads, tools and equipment prior to initial use then every twelve months. Fixed items, For example computers, every five years. Safety switches every two years.
- 4.5.4 Use safety switches such as Residual Current Devices (RCDs) when using electrical tools and equipment
- 4.5.5 Always use licensed/qualified people to repair damaged electrical leads, tools and equipment.
- 4.5.6 Clubs with own premises should consider install RCDs at switchboards.
- 4.5.7 Ensure that all power extension cords are installed so as not to cause a safety hazard.

4.6 First Aid Kit

- 4.6.1 Ensure there is adequate First Aid as in accordance with **2.18 First Aid Policy**. Also ensure there is a First Aid Kit in the Canteen.

Example Only (official forms should be used)
POLOCROSSE ACCIDENT / INCIDENT REPORT

Date: _____ Name of Club Hosting Tournament: _____

Actual Location of Tournament: _____

Player(s) involved/injured & Club(s) _____

Incident – State what occurred and why: (include a diagram if required) _____

Action taken by Match umpire(s): _____

Weather conditions:

Frost Mud Fog Rain Dry

Details: _____

Comment: _____

Was Medical assistance required? No Yes

By who? FIRST AID AMBULANCE HOSPITAL DOCTOR

Was the horse injured? No Yes

Comment: _____

Was the player able/permitted to continue playing? No Yes

Comment: _____

Match Umpire(s)

Name: _____

Date: _____

Signature: _____

Name: _____

Date: _____

Signature: _____

Polocrosse Association of Australia Inc Assessment Guide Risk Management Indicators

Consequence Descriptors

| Descriptor | Example Impacts |
|-------------------|--|
| 5 – Catastrophic | <ul style="list-style-type: none"> - Single death and/or - Loss of assets or revenues exceeding \$200,000 and/or - National TV news headlines and/or government investigation and/or - Long term environmental harm and/or - Loss of 50% of clubs from the Association |
| 4 – Major | <ul style="list-style-type: none"> - Multiple injuries and/or - Loss of assets or revenues \$200,000 - \$100,000 and/or - Local TV news and/or regulator investigation and/or - Significant long term environmental harm and/or - Loss of up to 20% of clubs from the Association |
| 3 – Moderate | <ul style="list-style-type: none"> - Individual injury and/or - Loss of assets or revenues \$100,000 – \$50,000 and/or - Local newspaper (not front page) and/or regulator inquiry and/or - Significant release of pollutants with mid term recovery and/or - Loss of up to 10% of clubs from the Association |
| 2 – Minor | <ul style="list-style-type: none"> - First Aid and/or - Loss of assets or revenues \$50,000 – \$5,000 and/or - Suburban newspaper and/or - Minor transient environmental harm and/or - Loss of 5% from the Association |
| 1 – Insignificant | <ul style="list-style-type: none"> - No injuries and/or - Loss of asset or revenue less than \$5,000 and/or - reporting (not front page) in suburban newspapers and/or - Brief pollution but no environmental harm and/or - Threat of loss of a club |

Likelihood Descriptors

| Descriptor | Description | Frequency |
|--------------------|---|------------------------------------|
| Almost Certain – 5 | The event is expected to occur in most circumstances | Will occur more than once per year |
| Likely – 4 | The event will probably occur in most circumstances | Will occur once per year |
| Possible – 3 | The event should occur at some time | Will occur once every 5 years |
| Unlikely – 2 | The event could occur at some time | Will occur once every 10 years |
| Rare – 1 | The event may occur only in exceptional circumstances | Less than once in 30 years |

Controls

| Descriptor | Example Impacts |
|----------------|--|
| Strong | - significant attention to the risk. Have undertaken all feasible economic controls. Are maintaining an ongoing monitoring system. |
| Moderate | - controls in place provide a reasonable certainty of control, although will not allow management of all potential risk events. |
| Weak | - controls in place are insufficient to prevent or mitigate this risk. |
| Uncontrollable | - outside the control of the organisation in respect of likelihood. |

SECTION 5 PROPERTY

Purpose: To ensure that:

- property risks are identified and correctly managed so as to avoid unnecessary loss.
- legal obligations are complied with.

5.1 Raising the alarm, evacuation

- 5.1.1 All sites need to be able to effectively raise an alarm during a tournament/carnival or other function.
- 5.1.2 Evacuation procedures are needed for all events especially major events. See Procedure 2.3 Evacuation Procedures for details.
- 5.1.3 There needs to be a sufficient number of suitably trained/instructed Officials at every function (Official numbers will depend on the total number of people on site).
- 5.1.4 Announcers need to be trained.

5.2 Extinguishers and hose reels

- 5.2.1 To protect buildings, hand operated extinguishing equipment is required in addition to any other fire control measures. Where possible hose reels are to be provided. To supplement hose reels or water extinguishers, special hazard extinguishers should be provided for flammable liquids or electrical hazards. (ie Use AB(E) dry powder for flammable liquids and AB(E) dry powder or CO₂ for electrical hazards.)

Refer also to Local and State Legislation.

- 5.2.2 Fire blankets are to be provided for deep fat fryers in kitchens.
- 5.2.3 The location of hand operated fire fighting equipment is to be signposted.
- 5.2.4 Such equipment and any other manually operated system is to be in kept in good working order and accessible at all times,
- 5.2.5 A pre meeting inspection of all equipment is to be carried out to check fire fighting equipment.
- 5.2.6 Servicing of equipment by an approved outside service provider to comply with Local and State Standards and Legislation.
- 5.2.7 All equipment and servicing is to comply with Australian Standards.
- 5.2.8 All key people are to be given training in the use of fire extinguishing equipment.
- 5.2.9 A record of maintenance inspections and training is to be maintained.

5.3 Emergency egress and lighting

5.3.1 Emergency lighting and egress doors must comply with local legislation.

5.3.2 Emergency lighting systems must be maintained and tested in accordance with Australian Standards.

5.4 Deep Fat Fryers

5.4.1 Deep fat fryers sometimes overheat leading to fire. A fire blanket is needed for each deep fat fryer installed.

5.4.2 Deep fat fryers should not be left unattended.

5.4.3 A dry powder extinguisher is needed for deep fat fryers. (Note: water and CO₂ extinguishers are not suitable,)

5.5 Fire Protection

5.5.1 Clubs need to maintain adequate separation between combustible material and sources of heat. In particular portable radiant heaters need to be avoided in buildings as the heat source can come into contact with combustibles.

5.5.2 Unnecessary accumulation of combustible material is not permitted. Appropriate bins are needed for all types of waste products. Bins containing oily rags and bins in workshops, plant rooms and storage areas need close fitting lids.

5.5.3 Flammable liquids are to be used, stored, transported and dispensed legally and safely. Approved non combustible chips or beads rather than sawdust or sand should be used to clean up spills.

5.5.4 Combustible gases are to be used, stored and piped legally and safely.

5.5.5 Smoking is to be controlled and prohibited in areas which by occupancy, activity, construction, combustible storage or process present a high fire hazard.

5.5.6 Electrical equipment and cable runs are to be kept free of accumulations of combustible material.

5.5.7 Staff awareness of the nature of various forms of fire risk at each location is required.

5.5.8 The fire hazards of existing and proposed site activities need to be identified.

SECTION 6 LEGAL RESPONSIBILITIES

Purpose: To ensure that:

- legal risks are identified and correctly managed so as to avoid unnecessary loss
- all legal obligations are complied with

The law does not recognise a club or association as having any legal existence in its own name unless it is incorporated by law.

There is no legal necessity for a sport or recreation organisation to become incorporated if it remains a voluntary association. **However, remaining unincorporated does leave the organisation in a difficult situation in regard to the law. If an association is not incorporated, legal rights and obligations can fall on to individual members.**

If your club is incorporated there are specific legal obligations that apply to your club. Please ensure that your Club is aware of these obligations.

6.1 Coaches/Umpires Accreditation

6.1.1 All Umpires and Coaches must be accredited.

6.2 Permits

6.2.1 All necessary permits need to be obtained prior to holding an event.

6.2.2 All permit requirements must be fully complied with.

6.3 Adequate insurance (contracting into a liability can be an issue)

6.3.1

6.4 Grounds agreement

6.5 Documenting motions

6.5.1 All lawful notices of motion passed at meetings need to be documented and reported in meeting minutes.

SECTION 7 ENVIRONMENT

Purpose: To ensure that:

- environmental risks are identified and correctly managed
- legal obligations are complied with

7.1 Horse trailer / transporter location

- 7.1.1 Horse trailers need to be located away from water courses to prevent possible groundwater contamination from horse waste.
- 7.1.2 The protection of fauna and flora needs to be considered when selecting horse trailer sites.
- 7.1.3 Ground stability, access, clearances and turning circles needs to be considered when selecting parking areas for horse trailers and transporters.

7.2 Removal of pollutants

- 7.2.1 All solid waste material, other than faeces deposited on fields, should be gathered up at the end of the day and be appropriately disposed of in accordance with the local Environmental Protection Act.

7.3 Removal of Rubbish

- 7.3.1 A procedure that ensures that all rubbish is removed from site following a tournament or other event is needed.
- 7.3.2 Food scraps that could attract vermin must not be left in accessible areas.

SECTION 8 CLUB FINANCIAL MANAGEMENT

Purpose: To ensure that:

- Club finances correctly managed so as to avoid unnecessary loss
- Legal Obligations are complied with.

The law does not recognise a club or association as having any legal existence in its own name unless it is incorporated by law.

There is no legal necessity for a sport or recreation organisation to become incorporated if it remains a voluntary association. **However, remaining unincorporated does leave the organisation in a difficult situation in regard to the law. If an association is not incorporated, legal rights and obligations can fall on to individual members.**

If your club is incorporated there are specific legal obligations that apply to your club. Please ensure that your Club is aware of these obligations.

8.1 Accounting for money in and out

As a minimum clubs need to handle finance as follows:

- 8.1.1 Club money must not be used for private purposes
- 8.1.2 All monies shall be banked as soon as practicable after receipt thereof
- 8.1.4 All outward payments should be by cheque and electronic banking; not cash. Invoices should be retained.
- 8.1.6 Regular financial statements are needed for management committees
- 8.1.7 Accounts must be audited at least annually
- 8.1.8 Annual returns must be lodged with regulatory authorities on time.

8.2 Cheque & Cash control

- 8.2.1 Must have a Club account with a commercial Bank/Building Society/Credit Union
- 8.2.2 The funds of the association shall be banked in the name of the Association in such bank as the Management Committee may from time to time direct
- 8.2.3 Two signatories are needed for cheques and electronic banking. Cheques should not be pre-signed
- 8.2.4 Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment's which may be open
- 8.2.5 The Management Committee shall determine the amount of petty cash, that shall be kept in an the imprest system

8.3 Issuing of receipts

8.3.1 All income must be receipted on numbered carbon to acknowledge the amount received, the date and the person/source received from

8.3.2 Receipts must be issued promptly

8.4 Keeping records

8.4.1 There needs to a numbered, dated receipt book with a carbon page. The Clubs name needs to be on each page.

8.4.2 Clubs must have a numbered, dated petty cash payment voucher/book. Again the Clubs name needs to be on each page.

8.4.3 A cash book needs to be maintained

8.4.4 A file for to store invoices and accounts paid is needed.

8.4.5 A file for orders placed with outside organisations is needed

8.4.6 A file to store bank statements is needed.

8.5 Approving payments

8.5.1 All expenditure shall be approved or ratified at a management Committee meeting

8.6 Depositing money

8.6.1 All monies must be deposited into the clubs nominated bank account.

8.7 Financial Statements

8.7.1 As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:

- a) the income and expenditure for the financial year just ended; and
- b) the assets and liabilities and of all mortgages, charges, and securities affecting the property of the Association at the close of that year

8.8 Financial Accounts

8.8.1 Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of like nature.

8.9 Meetings and Minutes

8.9.1 Club secretaries need to maintain a permanent record of all proceedings. A suitable 'minute' book or folder is needed to enable a permanent record to be kept.

- 8.9.2 Minutes should be a accurate record of what occurred and what was discussed and decided at meetings
- 8.9.3 All meetings must be held in accordance with the by-laws and be chaired by the President or vice president or person specified in the constitution.
- 8.9.4 Meetings should be suitably advertised so as to give all members the opportunity to attend should they wish to do so.
- 8.9.5 Debates at meetings should follow recognised conventions. The main points include:
 - a) that any motion put forward needs to be 'seconded' before the motion is allowed to be discussed, with the proposer getting the right to speak first.
 - b) the chairperson ruling fairly on 'points of order'
 - c) ensuring that meetings are not held if a quorum is not preset.

8.10 Auditing

- 8.10.1 All such statements shall be examined by the auditor who shall present his report upon such audit to the Secretary prior to the holding of the annual general meeting next following the financial year in respect of which such audit was made

8.11 Payments to Members

- 8.11.1 The income and property of the club or Association whence soever derived shall be used and applied solely in the promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the club or Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by him/her to the club or Association or otherwise owing by the club or Association to him/her or of remuneration to any officers or servants of the club or Association or to any member of the club or Association or other person in return for any services actually rendered to the club or Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the club or Association or reasonable and proper rent for premises demised or let to the club or Association