



**VOLLEYBALL  
WESTERN AUSTRALIA**

# **Event Risk Management Plan**

<b>Date of Issue</b>	May 2013
<b>Last Reviewed</b>	May 2013
<b>Controlling Body</b>	VWA Board

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## **VOLLEYBALL WA**

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### **Identification of Risks**

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

### **Appointment of Risk Management Personnel**

The following individuals are nominated and endorsed as members of the **Crisis Management Team (CMT)** for 2013 Volleyball WA events

- ❖ Volleyball WA (VWA) Operations Manager (in absence Executive Director)
- ❖ Volleyball WA Tournament Director
- ❖ Technical Delegate (Competition) – as required
- ❖ Technical Delegate (Referee) – as required
- ❖ Competition Venue Representative – as per Council / Shire / Facility of hire

Representatives from any external agencies required to provide advice or manage risk occurrences will be included in the Risk Management Team as the need arises.

### **Identification of External Agencies to Support Risk Management Personnel**

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

### **Processes for Mitigation of Risks**

#### **Infectious Diseases**

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.

The CMT to identify potential infectious diseases and be aware of symptoms that may trigger further medical assessment and containment.

### **Communication of Risk Incidents and Management Plans**

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. The preparation of written statements and the delivery of these by an appointed representative will ensure consistent messages are conveyed and received.

The use of the Telephone Tree is important to ensure a consistent message reaches the appropriate people within a reasonable time.

Dissemination of information to the appropriately affected parties is recommended by following the Telephone Tree.

Tournament Director			
Tournament Director or Technical Delegate (Competition)	Tournament Director or Technical Delegate (Referee)	Volleyball WA	Tournament Director or Technical Delegate (Competition)
Teams	Nominated Referees and Scorers  Duty Teams  Ball Kids/Court Rakers	Venue Management  External Contractors/Service Providers on site  Emergency & Government Authorities	Operations Manager  Draw & Results Manager  All other Volunteers

If required, staff debriefings will be convened to ensure awareness and understanding of issues and remedies to quell any uncertainty experienced by volunteers, event staff or others in dealing with any incidents.

#### **Documentation of Risk Management Activities**

As described in the Risk Management Procedures table, documenting the activities surrounding a risk occurrence is crucial to ensuring an accurate record of the incident and manner in which it was handled.

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.

#### **Review of Risk Management Occurrences**

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.

**VOLLEYBALL WA**  
**EVENT RISK MANAGEMENT PROCEDURES**

<b>Risk Identification (Participants)</b>	<b>Likelihood (Potential) <i>Table 1</i></b>	<b>Severity (Impact) <i>Table 2</i></b>	<b>Risk Rating <i>Table 3</i></b>	<b>Treatment/Action</b>	<b>Time-frame</b>	<b>Resources (materials /facilities/ equipment)</b>	<b>Responsible Person</b>
Heat Stress/ Dehydration	C	D	Medium	Withdrawal from playing arena & removal from further harm  Notify Sports Medicine * / TD Monitor condition  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	TD TD (C) Team Rep SM / TD
Sun Stroke (applicable for Outdoor Beach events only)	B	D	Medium	Withdrawal from playing arena & removal from further harm  Notify Sports Medicine * / TD Monitor condition  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	TD TD (C) Team Rep SM / TD
Hypothermia	C	D	Medium	Withdrawal from playing arena & removal from further harm  Notify Sports Medicine * / TD Monitor condition  Notify ambulance	0-5 mins  5-30 mins  30-60 mins	Warm blankets and towels  First aid personnel  Treatment room	TD TD (C) Team Rep SM / TD

Risk Identification (Participants)	Likelihood (Potential) <i>Table 1</i>	Severity (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Resources (materials /facilities/ equipment)	Responsible Person
Assault – Violent	D	C	Medium	Containment / Separation of parties	0-5 mins	Blood spill kits/fluid handling kits	CMT (VWA)
				Removal of spectators from harm	5-15 mins	Separate rooms for parties	Team Rep
				Assessment/Treatment of injuries	15-20 mins	VWA Member Protection Policy & Incident Reporting	Police
				Convene CMT Meeting Notification of Team Rep	20-30 mins		
				Documentation of Incident	30-120 mins	CMT briefing room	
				Verbal & Written briefing of Parties	TBA		
				Notification to Police	TBA		
				Prepare media statement	TBA		
				Announcement to participants	As appropriate		
				Debrief of CMT	As appropriate		

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Assault – Sexual	D	C	Medium	Containment / Separation of parties Notification of Team Rep	Immediately upon notification to CMT	Blood spill/fluid handling kits	CMT (VWA)
				Convene CMT Meeting	0-30 mins	CMT briefing room	Team Rep
				Containment of information	0-30 mins		Police
				Sexual Assault Assessment/ Treatment / Counseling Co-ordinated	0-90 mins		Police/VWA
				Notification to CEO and Police	0-90 mins		TD(C)/CMT (VWA)
				Documentation of Incident	0-90 mins	VWA Member Protection Policy & Incident Report	
				Verbal / Written briefing of VA Board	0-3 hrs		VWA
				Announcement to participants			CMT
				Prepare Media Statement	As appropriate		Team Rep
				Debrief of CMT	As appropriate		VWA
					As appropriate		VWA

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Substance Abuse	D	D	Minor	Containment of parties/ substances, removal from harm	Immediately upon notification	Blood spill /fluid handling kits	TD TD(C) /CMT
				Assessment of condition	0-5 mins		TD TD(C) /CMT/SM
				Notification of ambulance/Sports Medicine* / TD	0-10 mins	VWA Policies	TD / TD (C)
				Convene CMT Meeting	10-30 mins	VWA Member Protection Policy & Incident Report	VWA
				Documentation of Incident (parties' actions etc)	30-60 mins		
				Gather affected groups for briefing, prepare verbal & Written briefing	60-120 mins		TD/CMT
				Prepare Media Statement	As appropriate		VWA
				Containment of information			

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Infectious disease	C	D	Medium	Convene CMT Meeting	Immediately on notification of occurrence	Blood/fluid handling kits for Tournament personnel	CMT (VWA)
				Notification to authorities & implementation of advised actions			
				Notification to venue of potential disease scenario	60-180 mins	Disinfecting products for Tournament personnel	TD / TD(C)
				Document actions from local authorities to disinfect facilities and contain participant exposure- isolation where needed	60-120 mins		TD / TD(C)
				Gather affected groups for briefing	As soon as appropriate		CMT (VWA)
				Communication to participants	As soon as appropriate		CMT (VWA)
				Regular monitoring/assessment of participants as per local authority guidelines/direction	As soon as appropriate		CMT (VWA)
				Prepare Media Statement	As directed		VWA/C



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Harassment/ Discrimination/ Vilification	C	D	Medium	Identify parties involved, materials or language the subject of harassment/discrimination  Containment of information  Convene CMT Meeting  Announcement to Participants Debrief of CMT  Prepare Media Statement	Immediately on third party notification or direct complaint    As soon as appropriate  As soon as appropriate	VWA Member Protection Policy & Report Templates	CMT (VWA)  TD TD (C)/VWA  TD TD (C)  CMT (VWA)  VWA
Serious Injury/ Death (within Tournament activities)	B	C	Major	Locate victim & assess injuries  Notify Sports Medicines* / TD  Contact 000 for professional assistance  Contain area & remove further harm Remove spectators, surplus staff  Notify authorities  Convene of CMT Meeting  Containment of information spreading	Immediately on notification 0-10 mins  0-10 mins  0-10 mins  As soon as appropriate As soon as appropriate As directed	Blood spill/fluids handling kits   First Aid personnel/ Lifeguards	TD / TD (C)   TD / SM CMT (VWA)  CMT/ TD / SM TD / TD (C)  TD TD (C)/VWA

Risk Identification (Participants)	Likelihood (Potential) <i>Table 1</i>	Severity (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Resources (materials /facilities/ equipment)	Responsible Person
				Prepare Media Statement  Debrief CMT	As soon as appropriate		VWA  VWA
Serious Injury/Death (external to Tournament activities i.e. surf related incidents)	B	C	Major	Containment of information spreading  Prepare Media Statement	As soon as appropriate		CMT (VWA)  VWA/C
Suicide (threat or attempt)	D	C	Medium	Identify individual and locate their Team representative  Notify Lifeguards/ First Aid personnel  Contact 000 for professional assistance  Remove spectators and extra personnel  Containment of affected parties (friends/teammates) in separate area of venue  Containment of information spreading  Prepare Media Statement (attempt)	Immediately upon notification of incident 0-5 mins  0-5 mins  0-5 mins  0-5 mins  0-20 mins  As appropriate	Team registration sheets for personal information  Barriers for preventing entry to affected area	TD / TD (C)  TD / TD (C)  SM/TD (C) / TD  CMT (VWA)  Professional personnel  CMT (VWA)  VWA

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				access roads)  Prepare Media Statement			VWA/C
Power Failure	C	D	Medium	Locate venue staff and follow direction  Announcement to participants  Revise draw scheduling for period of interruption	Immediately  As appropriate  As soon as appropriate	Portable PA/Megaphone / Mobile phones Torches  Laptops	TD TD (C)/OM/C   TD
Referee/ Scorer strike (mass walkout)	E	B	Medium	Communicate situation to participants  Create Duty roster so team covers positions vacant	Immediately  As soon as possible	Portable PA/ Mega phone/ mobile phones  Computer/printer	TD TD (C)/ TD (R)  TD TD (C)/ TD (R)
Damage/ Theft-venue/ Sports equipment	B	C	Major	Assessment of damage/ theft of equipment  Documentation of incident  Notification to Police  Re-schedule draw if required  Replace equipment if required  Prepare media statement and announcement to participants	Immediately  0-10 mins  0-20 mins  As appropriate  As appropriate  As directed and as appropriate	Incident report template  Mobile  Computer/ Printer  List replacement equipment	TD / TD (C)  TD / TD (C)  TD / TD (C)  TD / TD (C)  VWA  VWA/C

Risk Identification (Participants)	Likelihood (Potential) <i>Table 1</i>	Severity (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Resources (materials /facilities/ equipment)	Responsible Person
Theft- participant personal equipment	A	E	Medium	Documentation of incident  Notification to Police  Prepare media statement  Announcement to participants	Immediately  TBA  TBA  As appropriate	Incident report template    PA/ Megaphone/ Mobile	TD / TD (C)  TD / TD (C)   TD / TD (C)
Weather - Storms/ Lightening	C	C	Major	Lightening: In case of storms containing lightening in the area, competition would be immediately suspended due to the high risk of strikes along the waterfront. All athletes and personnel would be moved in to the Surf Club for protection.	Immediate suspension of play. 0-5 mins move all to Surf Club	Surf Club	TD TD (R)/ TD (C)
- King tides	D	D	Minor	Play would be suspended on any courts that are affected and matches moved to unaffected courts	Immediate suspension of affected games.	Alternate courts	TD TD (R)/ TD (C)
- Extreme temperatures • Cold weather policy • Hot weather policy	C	D	Medium	In case of cold weather, athletes and all staff would be permitted to wear cold weather clothing    In case of hot weather, in extreme hot weather cases, play may be suspended.	Notification to all about Cold Weather clothing permissible by TD 0-15 mins  Notification to all about	Athletes and staff own clothing   Athletes and staff moved to Surf Club. Also	TD TD (R)/ TD (C)   TD TD (R)/ TD (C)

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				This will be a decision by the TD based on temperature and humidity. Otherwise play will continue with the same treatment/actions as for dehydration, heat stress and sunstroke	suspension to play due to excessive temperatures by TD. 0-15 mins	same resources as per dehydration, heat stress and sunstroke.	

## Key:

- CMT – Crisis Management Team
- TD – Tournament Director
- TD (C) – Technical Delegate (Competition)
- TD (R) – Technical Delegate (Referee)
- OM – Operations Manager
- SM – Sports Medicine\* Specified events only
- VWA – Volleyball WA
- C – Council / Shire / Facility

**Table 1: Likelihood Scale**

Rating	<b>LIKELIHOOD</b>
	The potential for problems to occur in a year
A	ALMOST CERTAIN: Will probably occur, could occur several times per year
B	LIKELY: High probability, likely to arise once per year
C	POSSIBLE: Reasonable likelihood that it may arise over a five-year period
D	UNLIKELY: Plausible, could occur over a five to ten year period
E	RARE: Very unlikely but not impossible, unlikely over a ten year period

## 2.2 Severity

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

**Table 2: Severity Scale**

Rating	<b>POTENTIAL IMPACT</b>
	In terms of the objectives of the organisation
A	CATASTROPHIC: Most objectives may not be achieved, or several severely affected
B	MAJOR: Most objectives threatened, or one severely affected
C	MODERATE: Some objectives affected, considerable effort to rectify
D	MINOR: Easily remedied, with some effort the objectives can be achieved
E	NEGLIGIBLE: Very small impact, rectified by normal processes

Having assessed each risk in terms of its likelihood and severity you 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).

## 2.3 Risk Priority

The risk priority scale determines the nature of the risk and the action required. They are indicators to assist in the decision making of what action is warranted for the risks.