



RISK MANAGEMENT PLAN
For
Wanneroo Junior Motocross Club

8th June 2016

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MOTORCYCLING WESTERN AUSTRALIA FOREWORD

Motorcycling WA is committed to the promotion of safe participation in motorcycle sport in Western Australia.

However, risk management is more than preventing injury, though clearly a major component.

In this increasingly complex society there are expectations from Government local, state and federal; the community; sponsors; Motorcycling Australia; and other stakeholders that risk associated with motorcycle racing will be effectively managed. There is an increasing obligation on club administrators to ensure the expectations of club members, volunteers and officials are met with regards to their safety, and the safety of others, securely and sustainably.

The risks for clubs falls into the following broad areas.

- Governance
- Administration
- Venues
- Events
- Participants
- Officials/Volunteers
- Children

Risks are assessed in respect of the following categories of consequence:

- Safety
- Finance
- Environment
- Reputation
- Operation

Effectively managing the risks for your club is not a difficult task. In fact you are probably managing most risks associated with your club effectively now. For the most part, risks and mitigations simply requires formally documentation It does take some thought and effort, however once completed the benefits are many.

Risk Management should be a continuous improvement process. That means that although the initial hard work may be done, your Risk Management Plan must be regularly reviewed and amended where necessary.

Keeping on top of all aspects of risk management will ensure that the sport we enjoy now will be passed on to our children in good hands.

FOREWORD BY WANNEROO JUNIOR MOTORCROSS CLUB

Words from the club president encouraging ALL members to follow the risk plan

RISK MANAGEMENT PLAN

GOVERNANCE

Constitution

It is recognised the Constitution is the principle document guiding the operations of our club. Therefore the Constitution will be:

- (a) Reviewed at least every 5 years unless otherwise required for reasons of legislative change or other compliance requirement
- (b) Available to members and other stakeholders at every meeting of the club
- (c) Given to every new committee member

Committee

Members agreeing to be on the Committee are required to understand the role they have undertaken. Each member on election will receive an information pack containing a job description, constitution, minutes from the past 6 months, the latest financial reports and strategic plan.

Meetings

All meetings of will be in accordance with the Constitution, including notice to members.

- (d) An agenda will be set by the club president
- (e) The minimum notice of meetings will be: (State the minimum notice for each type of meeting, general, AGM, committee etc, must be in accordance with Constitution)
- (f) The agenda shall be circulated at least 24 hours prior to the meeting
- (g) Standing Orders (the way the meeting is run) will be

Records

Minutes will be written and clearly record discussion and decision at committee meetings, and will be made available to members by email.

Other records that will be kept will be

- (i) Maintenance records of major track changes, and repairs, including measures taken to repair safety issues
 - (ii) Venue inspection reports and maps
 - (iii) Service record of maintenance and repairs t machinery
 - (iv) Safety checks of the venue before each meeting
 - (v) Records of anyone injured at the venue
- (b) All minutes and records will be kept for at least 7 years, With the secretary

Finance

- (a) All signatories for bank accounts and all volunteers who handle money will be required to produce a Police Clearance.
- (b) Preference will be for the Treasurer to have prior experience with accounting software and financial procedures.
- (c) The accounts will be audited by an independent auditor each year.
- (d) A budget will be prepared prior to the AGM, which will allow for the conduct of all events, general maintenance, planned improvements and to implement items identified in any strategic plan.
- (e) Reporting to the Committee will compare budgeted items to actual spending.
- (f) All invoices will be paid promptly and before they are due.
- (g) All invoices will be approved in accordance with the Constitution or Committee policy.

VENUES

- (a) The venue licence must always be current in order to comply with Motorcycling Australia insurance and risk management requirements.
- (b) The Club secretary will make an application to Motorcycling Western Australia two months in advance of the licence expiry date.
- (c) The club secretary will display a copy of the licence and a track map at the club. This will ensure users of the venue know the venue has a current licence.
- (d) Any work orders will be carried out promptly, or for major works, a plan will be submitted to Motorcycling Western Australia for approval by the Club Secretary.
- (e) All planned works will be entered onto the Maintenance Record and noted as 'Incomplete'.
- (f) On completion planned works will be noted as 'Complete'. The Club secretary will notify Motorcycling Western Australia.
- (g) All other works will be noted on the Maintenance Record.
- (h) Any changes to the track or venue will be notified to Motorcycling Western Australia.

Venue and Track Condition

- (a) The track will be maintained in a condition that complies with the Track Guidelines at all times.
- (b) Other parts of the venue will be maintained to comply with local government or other conditions as appropriate.
- (c) The chair of the Track Committee will be responsible to ensure the track is compliant with the Track Guidelines at all times.

- (d) The chair of the Track Committee will provide instruction to all new machine operators regarding the requirements of the Track Guidelines, including a copy of the latest Track Guidelines.
- (e) The track will be inspected by the Steward or Official or Coach in charge of the activity prior to any activity commencing.
- (f) A Maintenance Record will be kept.
- (g) Any concerns or issues noted will be logged in the Maintenance Record and appropriate action taken before any activity commences.
- (h) At any time maintenance is performed on the track, fencing or other infrastructure including but not limited to buildings, car parks, plumbing and electrical services, an entry will be made into the Maintenance Record.
- (i) Fencing will be inspected regularly and maintained at a reasonable standard of security to prevent unauthorised access. (Where fencing security is impractical, warning signs must be erected to keep unauthorised visitors out).

Environment

- (a) The club will develop a full Environmental Policy and Plan.
- (b) An area will be set aside for machine wash down. All wash down water will be filtered and re-used. Filtered waste will be disposed of through collection by a commercial waste disposal operator.
- (c) A container will be placed in the pit area to collect and recycle all waste oils and fluids. Oils will be collected by a commercial waste disposal operator.
- (d) The reticulation system will be checked weekly and sprinklers maintained. All checks and adjustments will be recorded in the Maintenance Record.
- (e) Water will be applied the night before and the morning of major meetings where dust is deemed to be an issue.
- (f) A water truck will be available to dampen areas during the day of the event.
- (g) The event will be stopped if it is deemed dust is making riding unsafe, or a nuisance hazard for neighbours.
- (h) Whenever the track is watered this will be recorded in the Maintenance Record.

Noise Management

- (a) At each event there will be on duty an accredited Sound Control Officer (SCO).
- (b) The SCO will be responsible for ensuring all machines measure under the maximum noise levels permitted by Motorcycling Australia regulations (or any lower limits set by Local Government). No machine will be permitted to participate unless it measures under the maximum limits.
- (c) Noise measurements will be undertaken by a combination of static testing of machines before and during the event, and ride by testing during the event. Machines suspected during ride-by testing will be static tested as per Motorcycling Australia rules.

- (d) Records of all noise testing and actions will be kept by the club.
- (e) The Public Address will be kept to a volume that is necessary for the conduct of the event, with all speakers facing away from residential areas. Speakers will only be placed in areas where it is necessary for spectators or competitors.
- (f) The club president will meet once per year with administration staff of Local Government to outline progress with Noise Management and Environmental Management.

Access

- (a) The access gate shall remain locked at all times, except for competition events.
- (b) Keys to the venue will be limited to that required for reasonable access for maintenance and for organising events. Keys will be distributed to: President, Secretary, vice president, Canteen Manager, Bar Manager
- (c) **Access to practice or train.**

The club will provide opportunities to train or practice on any day and time and will provide officials supervision and qualified first aid. Unless a competition day
- (a) The club will only issue keys to members who have a Practice Supervisors, Clerk of Course, Steward/Referee or Coach licence issued by Motorcycling Western Australia and a first aid certificate. Members who receive an access key must sign an acknowledgement that they:
 - (i) Understand they are responsible in part for all activity once they enter the venue, not just their 'own rider'
 - (ii) Will inspect the track prior to any activity and note any issues in the Maintenance Record
 - (iii) Will ensure that the activity complies with Motorcycling Western Australia guidelines and all MA rules and regulations outlined in the Manual of Motorcycle Sport.
 - (iv) Will report any issues directly to the Club President
 - (v) Cannot 'lend' keys. Keys can only be used by the person issued to.
 - (vi) (List any other club rules here.)
- (b) All keys will be cut by a security key maker and marked “DO NOT DUPLICATE”.
- (c) Locks will be changed at the beginning of each season.
- (d) All keys and the person that the key is allocated to will be properly logged.
- (e) A record of everyone entering the track will be kept
- (f) Post contact details at the sign on point for
 - (i) Ambulance or Emergency services
 - (ii) Club Contact\
 - (iii) Details of emergency procedures in case of accident.

Officials

At all times there will be an appropriate number of suitably accredited Officials at the venue for any activity having regard for:

- (a) the number and nature of the participants,

- (b) number of spectators and others,
- (c) the conditions, and the type and nature of the activity.

Officials will sign a disclaimer in the form required by Motorcycling Western Australia before any activity takes place.

Warnings

At all times there will be a warning sign in accordance with Motorcycling Western Australia venue guidelines. The signage will be placed at the club rooms

Notifiable Events

- (a) Motorcycling WA will be notified of any injury, accident or property damage
 - (i) For a major injury involving death or suspected disability by contacting the Executive Director of MWA on 0408 931 079 immediately.
 - (ii) For major injury requiring transport by ambulance or a transport to medical assistance by private vehicle by SMS to 0400 476 686 prior to 9.00am the next working day, with an injury form forwarded as soon as possible.
 - (iii) For all other minor injuries by injury form included in the event report return.
- (b) Before any riding activity participants must sign a disclaimer in the form required by Motorcycling Western Australia. Disclaimers must be kept by the club for 7 years.

Insurance

- (a) The Club secretary will ensure that property and other insurances are maintained at all times.
- (b) The Club Secretary will review insurance held with an approved Insurance Advisor prior to renewal and prior to the commencement of the season.

First Aid

The club will obtain Medic –Aid for all events held.

Analysis of Risks

- (a) A review and risk evaluation will be carried out on an ongoing basis.
- (b) The Risk Register will be maintained (see appendix)
- (c) A record of accidents will be kept to assist in assessing risk
- (d) Where a risk is identified at an event that cannot be modified to an acceptable level, the Officials will abandon the event.

Leases and Licenses

- (e) The special conditions are:
- (f) Any issue that must be notified to the Lessor will be done so promptly;

- (g) All lease payments will be paid promptly;
- (h) Any direction given to the club under the terms of the lease will be complied with promptly, or in the case of a dispute, dealt with according to the terms of the lease.
- (i) a copy of the lease or licence must be made available to Motorcycling Western Australia to ensure that its interests are not prejudiced.
- (j) The contact for the lease is at the Shire of Wanneroo . Phone 9405 0000
- (k) The lease is kept by the Club Secretary and expires XXXXXX
- (l) The lease will be reviewed each year by the Committee prior to the AGM, and a report given to members at the AGM to ensure due diligence is observed to any special conditions, lease fees and to ensure the lease is renewed in time prior to expiry.
- (m) The Committee will meet with the Lessor at least one year prior to expiry to begin negotiations for renewal.

PARTICIPANTS

Informed Participation

- (a) Participants in all Events must hold a valid MA licence.
- (b) Before any event, participants will be informed of the risks associated with the sport. Participants that are aged under 18 will be required to have a legal guardian present, as warnings carry no legal weight to underage participants.
- (c) Many risks arising out of motorcycle sport are obvious and inherent to the sport. These risks should never be understated or denied. It should be clear to all participants that many risks of injury and damage cannot be eliminated, even by the exercise of due care.
- (d) A warning in accordance with the MoMS must be provided at all sites of participation.
- (e) All participants must sign an indemnity in the form prescribed by Motorcycling Western Australia.

Standard of Participation

- (a) All new riders will be observed at their first participation to ensure they are capable of safely controlling a motorcycle
- (b) All participants will be observed to ensure any participation is at a standard that is reasonably consistent with their skill and experience.
- (c) Participants will be prevented from participation where it appears that their skill level may affect the safety of themselves and others.
- (d) All Junior competitors will hold a competition Log Book and have the correct Competency entered, or endorsed on their MA licence.
- (e) The Club will conduct at least one coaching session for Junior riders prior to each season.

- (f) The club will identify and make sure that there is a minimum of 2 coaches available at any one time to conduct coaching and competency testing.
- (g) Contact details of coaches will either be displayed on the club website or be available through the Club Secretary.

Unacceptable Conduct and Member Protection Policy

Any participant, spectator, parent, official volunteer or other person will be made to leave the venue, or to discontinue any riding activity as appropriate, under any of the following circumstances:

- (a) If under the influence of alcohol, drugs, tiredness and such injury or illness as that impairs performance, concentration and safe participation;
- (b) When conducting themselves recklessly and erratically, in an offensive or abusive manner and without due consideration to the safety and well-being of themselves and others; or
- (c) When in breach of any policy including the code of conduct of Motorcycling WA or Motorcycling Australia and including this Policy and any member protection policy.

Safety Equipment

- (a) All participants must wear helmets, clothing, gloves and other safety gear strictly in accordance with the current Manual of Motorcycle Sport.
- (b) The Official responsible for the Motorcycling Activity must ensure that the above requirement is complied with.
- (c) All marshals, officials and other volunteers and photographers must wear flouro safety vests whenever trackside (see Visibility at Events).

EVENTS

Permits

- (a) Events must only be conducted after obtaining a Motorcycling Western Australia Event Permit.
- (b) The Race Secretary for each event will ensure that a permit has been applied for in line with the conditions in (d) below.
- (c) All events will be conducted to the highest standard possible.
- (d) Permits are required to be applied for in a timely manner, two months prior to an Open event, two weeks prior for all other events.
- (e) Reporting on the Event to Motorcycling Western Australia is to be within five working days.
- (f) Any injury will be reported to Motorcycling Western Australia the next working day (see Notifiable Events).
- (g) The race secretary will check to ensure all permits are in place two working days prior to the event and notify the Motorcycling Western Australia office if there is any concern with receiving a permit.

Practice

- (a) For other than official practice the gate will be locked at all times
- (b) Anyone not authorised to be at the venue, or who accesses the venue with another members key will be reported to the Committee.
- (c) All riders and officials must sign on and read the indemnity prior to participation
 - (i) Riders/officials not signing on BEFORE participation will be disciplined by the Committee
 - (ii) Random audits will be conducted by the President or other designated person.
- (b) The track licence and permit must be displayed in a position where it can be sighted by each rider or official.
- (c) In the case that the permit or licence is not displayed, the club contact shall be telephoned to verify the permit is valid and the track licensed.
 - (i) No activity can take place should this not be verified
- (d) An 'Official in Charge' will be appointed or selected by one of the following methods:
 - (i) The first person to arrive will assume the role of 'Official in Charge'
 - (ii) Should this person leave, the LAST person to sign the officials register will assume the role, with the retiring 'Official in Charge' handing over the position and informing the new person of any issues.

Or

- (iii) By mutual agreement.

In the event of a dispute the first person to sign on will be the Official in Charge.

- (i) The Official in Charge will be recognised by wearing a fluoro green vest. All other officials MUST wear a fluoro orange vest.
 - (ii) The Official in Charge will determine any disputes.
 - (iii) Any decision of the Official in Charge will be final. A person aggrieved by any decision will notify the club president who will investigate the matter.
 - (iv) All Officials must assume a supervision position where the entire circuit can be observed. There are to be no blind positions unsupervised. Blind jumps must carry a permanent yellow flag where no jumping will be permitted.
 - (v) The Official in Charge may close sections of the track to ensure supervision is adequate.
- (b) All officials shall satisfy themselves that the track is in suitable condition to ride. Any problem or remedial action MUST be reported and noted in the Maintenance Record.
 - (c) Riders will be allocated timed intervals to practice of 15 minutes duration.

(d) Classes permitted to ride on the track at any one time are:

(i)

Junior

- A 50cc, or
- B 65 and 85 SW, or
- C 85 SW and 85 BW, or
- D 85 BW and 125 2s, or
- E 125 2s and 250 4st
- F QUAD'S

Senior

All classes with consideration of skill levels.

(ii) Under no circumstances will juniors and seniors be permitted to be on the track at the same time for practice

(iii) Under no circumstances shall quads and solos be on the track at the same time for practice

(e) All accidents are to be reported IMMEDIATELY to the Club Contact Person as listed in the sign on area.

(f) All unauthorised entry to the venue or members using another members key will be reported IMMEDIATELY to the Club Contact Person as listed in the sign on area.

(g) Officials and Riders MUST have their licences available.

(h) Penalties for non-compliance will be heard by the Committee in accordance with the Constitution. Penalties will range from key confiscation to expulsion.

(i) No riding in pit areas

(j) Entry to the track will be through the start area only

(k) Exit from the track will be by the pit return only

(l) The track may be broken into sections to allow concurrent use. The sections are: (List the sections). See track map

(i) Sections MUST have a marshal stationed where the track is split.

Coaching

(a) The Club recognises that ensuring Club level coaches is an essential component in ensuring the safety of junior riders and will foster their development.

(b) The club will keep a register of accredited Coaches which will be available on the club website

- (c) Access to the track shall be on a priority basis, with Coaches affiliated to the club with first priority.
- (d) A junior coaching day will be held in February of each year.
- (e) At the junior coaching day, parents will be required to assist coaches and given information on becoming a coach.

Visibility at Events

No person shall be allowed trackside without wearing a high visibility vest.

- (a) All trackside Operational Level officials, scrutineers and volunteers will wear yellow high visibility vests.
- (b) Photographers shall wear a high visibility vest, preferably BLUE, clearly marked 'Photographer' or similar.
- (c) All Key Officials will wear pink high visibility vests, with Steward, Clerk of Course, or Race Secretary clearly marked.

OFFICIALS AND VOLUNTEERS

Requirements

Officials will be accredited in accordance with the Manual of Motorcycle Sport

Register of Officials and Volunteers

A Register is to be kept of all Officials and Volunteers.

Position Statement

Every class of Official and Volunteer will have issued a position statement which will include:

- (a) the requirements of the Official or Volunteer in that position;
- (b) the scope and nature of their authority and responsibility at Events and otherwise,
- (c) whether Working With Children check is required.

and the position statement must be signed by the Official or Volunteer as accepting and understanding their role as set out in the position statement.

Standards Applicable to Officials and Volunteers

Officials and Volunteers will:

- (a) conduct themselves during an Event honestly and responsibly and in accordance with the rules of motorcycling sport;
- (b) concentrate and apply themselves fully to the position while acting, as their performance may have significant effect on the safety and well being of those engaged in and near to an Event;

- (c) must keep themselves fully appraised of relevant factors external to a race including weather, condition of facilities, the conduct of (and effects on) spectators and other persons and things, and any other happening, event or thing that may have a reasonably foreseeable prospect of causing harm to person or property
- (d) exercise such care and skill as would reasonably be expected of them by the participants at the Event;
- (e) comply with the Officials Code of Conduct set out in the Member Protection Policy.

At Each Event

- (a) An officials briefing will occur which will instruct each official on their role for the day, and process to be employed to effectively carry out their task.

PLANT AND EQUIPMENT

- (a) All plant will at all times meet the minimum requirements of WorkSafe and like bodies, and all buildings will comply with relevant local building codes.
- (b) The Maintenance Record will include a section for Plant and Equipment.
- (c) All maintenance, repairs and other issues will be logged in the Maintenance Record.
- (d) Plant and equipment will be serviced at manufacturer recommended intervals.
- (e) All operators of machinery will receive training on the operation of the plant or equipment. Operators of heavy equipment shall have industry accreditation. Accreditation and training is to be logged in the Maintenance Record.
- (f) No children are to operate or ride on any machinery.
- (g) The track shall be closed for operation while maintenance is being performed, either on the track or off the track.
- (h) Mobile equipment will be locked in the security compound when not in use, and all keys removed.
- (i) Stationary portable equipment will be locked in the storage shed when not in use.
- (j) Machinery not in service or with faults will be tagged with an 'Out of Service' tag and will not be permitted to be used until repaired or replaced. An entry will be made in the Maintenance Log for any equipment tagged.

Motorcycles

All motorcycles must meet the minimum requirements as expected under the relevant chapters of the Manual of Motorcycle Sport and:

- (a) will be in safe working order and must comply fully with the relevant class of competition or activity.
- (b) Responsibility for this rests with the owner of the motorcycle, however it is incumbent on Officials to ensure to their satisfaction that motorcycle equipment is in a sound condition and that any risk or defect in the safety of motorcycle equipment is brought to the attention of the person riding the motorcycle and to if necessary the Clerk of Course or in the absence of the Clerk of Course another responsible Official.

- (c) At race events and non-race events organised by the Club Committee an official scrutineer will inspect each machine.
- (d) At other practice events the responsibility will rest with the owner of the motorcycle, however this responsibility will be outlined in any membership application and instruction issued.

Protective Clothing

- (a) Protective clothing must be worn by all participants that meets the minimum requirements as outlined in the appropriate chapter of the Manual of Motorcycle Sport or in the absence of an activity not detailed in the Manual of Motorcycle Sport meet the intent and spirit of the Manual of Motorcycle Sport in providing protective clothing and which a prudent rider would wear.
- (b) At race events and non-race events organised by the Club Committee an official scrutineer will inspect clothing of each participant.
- (c) At other practice events the responsibility will rest with the owner of the motorcycle, however this responsibility will be outlined in any membership application and instruction issued.

Pits

- (a) All motorcycles will remain within the designated pit area unless authorised otherwise by an Official.
- (b) Motorcycles may not be ridden at any other place except the designated course or track when permitted by the Official to do so.
- (c) Riding in the pit area is prohibited except in designated lanes.
- (d) Designated lanes will be marked where riding at walking pace will be permitted. Lanes will be patrolled and riders disciplined for non-compliance.
- (e) The conduct and condition of the pit area must be maintained in accordance with the requirements of the Manual for Motorcycle Sport.

CHILDREN

- (a) A Child

A child is any person younger than 18 years.

- (b) Heightened Duty

Where any children are involved in motorcycling sport the standard of care owed is heightened as compared with a duty under substantially the same circumstances that is owed to an adult.

- (c) Warnings

- (i) Where a child participates in a Motorcycling Activity an indemnity must be signed by:

A the child and the child's parent, or

- B any adult person accompanying the child to the activity or having control over the child and authorised by the child's parents or legal guardians by way of signed permission.

No child may participate in any Motorcycling Activity whatsoever without complying with this clause.

- (d) The signed indemnity and any guardianship permission must be kept for at least 7 years.
- (e) Working With Children
 - (i) A register will be kept of all workers and whether each worker requires a WWC Check.
 - (ii) At each event a check will be performed on the currency of their WWC Card
 - (iii) Each job description will include whether the position requires working with children.

PREGNANT PARTICIPANTS

- (a) Risk

Where there is a pregnant participant in a Motorcycling Activity there may be risks in relation to that participant and their unborn child over and above the risks to other participants.

- (b) No Discrimination

It is unlawful to discriminate against a woman on the grounds that she is pregnant and accordingly a woman should not be prevented from participating on that basis.

- (c) Warning

Save and except for the following, no Member should provide advice to a pregnant participant in relation to the risks to her and her unborn child, however the pregnant participant must be advised (in writing):

- (i) Continued participation may pose health risks to her and her unborn child; and
- (ii) The pregnant participant should seek advice from an appropriately qualified medical practitioner as to:
 - A the risks involved in participating in that sport while pregnant; and
 - B whether it is safe to continue participating while pregnant and if so for how long they should continue to participate.

This advice should be provided in a document that is to be signed by the pregnant participant together with the Disclaimer and Consent to Release Health Information and forwarded to Motorcycling WA.

PEOPLE WITH A DISABILITY

- (a) No Discrimination

It is unlawful to discriminate against a person on the grounds that person is disabled and that person should not be excluded from participating on that basis.

(b) Requirements of Participation

A person may be excluded from participating where that person's disability is such that the person is not reasonably able to perform the functions reasonably required in the activity

BREACH

(a) Breach of Policy

(i) This Policy and its provisions are considered to be very important to motorcycling sport in Western Australia and to our club.

(ii) A breach of this Policy is deemed to be a breach of the club Rules.

(b) Disciplinary Committee

(i) Any breach or alleged breach of this Policy is to be dealt with in accordance with the provisions of the Rules relating to discipline of members, including procedures, penalties and rights of appeal.