



Indoor Beach Volleyball Federation of WA - Event Risk Management Policy



Event Risk Management Policy

Date of Issue October 2015
Last Reviewed October 2015
Controlling Body IBVFWA Board



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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 Event Management Team (EMT) for IBVFWA events :

- IBVFWA Tournament Director
- Delegate (Competition) – as required
- Delegate (Referee) – as required
- Competition Venue Representative – as per **IBVFWA Member Centre**

Representatives from any external agencies required to provide advice or manage risk occurrences will be included in the Event 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 EMT 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 EMT 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.



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| Tournament Director | | | |
|--|--------------------------------------|--|--|
| Tournament Director or Technical Delegate (Competition) | Tournament Director | IBVFWA | Tournament Director or Technical Delegate (Competition) |
| Teams | Nominated Referees Duty Teams | Centre Management External Contractors/Service Providers on site Emergency & Government Authorities | Administration Officer 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.



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IBVFWA EVENT RISK MANAGEMENT PROCEDURES

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



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



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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) /EMT |
| | | | | Assessment of condition | 0-5 mins | VWA Policies | TD TD(C) /EMT/ SM |
| | | | | Notification of ambulance/ Sports Medicine* / TD | 0-10 mins | | TD / TD (C) |
| | | | | Convene EMT Meeting | 10-30 mins | | IBVFWA |
| | | | | Documentation of Incident (parties' actions etc) | 30-60 mins | VWA Member Protection Policy & Incident Report | TD/EMT |
| | | | | Gather affected groups for briefing, prepare verbal & Written briefing | 60-120 mins | | |
| | | | | Prepare Media Statement Containment of information | As appropriate | | IBVFWA |
| Infectious disease | C | D | Medium | Convene EMT Meeting | Immediately on notification of occurrence | Blood/fluid handling kits for Tournament personnel | EMT (IBVFWA) |
| | | | | 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 | | EMT (IBVFWA) |
| | | | | Communication to participants | As soon as appropriate | | EMT (IBVFWA) |
| | | | | Regular monitoring/ assessment of participants as per local authority guidelines/direction | As soon as appropriate | | EMT (IBVFWA) |
| Prepare Media Statement | As directed | | IBVFWA/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 EMT Meeting Announcement to Participants Debrief of EMT Prepare Media Statement | Immediately on third party notification or direct complaint As soon as appropriate As soon as appropriate | IBVFWA Member Protection Policy & Report Templates | EMT (IBVFWA) TD TD (C)/ IBVFWA TD TD (C) EMT (IBVFWA) IBVFWA |
| 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 EMT Meeting Containment of information spreading Prepare Media Statement Debrief EMT | Immediately on notification 0-10 mins 0-10 mins 0-10 mins As soon as appropriate As soon as appropriate As directed As soon as appropriate | Blood spill/fluids handling kits First Aid personnel/ Lifeguards | TD / TD (C) TD / SM EMT (IBVFWA) EMT/ TD / SM TD / TD (C) TD TD (C)/ IBVFWA IBVFWA IBVFWA |



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| Serious Injury/ Death (external to Tournament activities i.e. social related incidents) | B | C | Major | Containment of information spreading Prepare Media Statement | As soon as appropriate | | EMT (IBVFWA) IBVFWA/C |
| Suicide (threat or attempt) | D | C | Medium | Identify individual and locate their Team/Centre representative Notify 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 EMT (IBVFWA) Professional personnel EMT (IBVFWA) VWA |
| Fire • Venue equipment • Marquees/ tents, etc. | C C C | D C D | Medium Major Medium | Appoint a Team's Co-ordinator with access to a teams list to: <ul style="list-style-type: none"> verify evacuation of teams from facility notify teams of safe return to facility First Aid to assess injuries and marshal injured to a central area for treatment Conduct venue assessment & briefing prior to tournament Assess risk with venue personnel (sight/smell/ sound) Follow direction from Venue on Evacuation, procedures, points and marshalls. | Pre-event Pre-event Pre-event Upon notification of incident | Fire extinguishers Blankets Warden vests Team Lists Portable PA system/ Megaphone | EMT (IBVFWA) TD EMT (IBVFWA) TD |



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| | | | | <p>In the absence of a Venue representative:</p> <ul style="list-style-type: none"> • Call 000 • Direct teams Co-ordinator to verify location of each team • Direct supervisor to marshall participants out of venue to centralised point (keeping clear access roads) <p>Prepare Media Statement</p> | <p>Immediately on assessment of risk and potential harm</p> <p>As soon as appropriate</p> | | <p>EMT (IBVFWA) TD</p> <p>IBVFWA/C</p> |
| Power Failure | C | D | Medium | <p>Locate venue staff and follow direction</p> <p>Announcement to participants</p> <p>Revise draw scheduling for period of interruption</p> | <p>Immediately</p> <p>As appropriate</p> <p>As soon as appropriate</p> | <p>Portable PA/ Megaphone / Mobile phones Torches Laptops</p> | <p>TD TD (C)/OM/C</p> <p>TD</p> |
| Referee/ Scorer strike (mass walkout) | E | B | Medium | <p>Communicate situation to participants</p> <p>Create Duty roster so team covers positions vacant</p> | <p>Immediately</p> <p>As soon as possible</p> | <p>Portable PA/ Mega phone/ mobile phones</p> <p>Computer/ printer</p> | <p>TD TD (C)/ TD (R)</p> <p>TD TD (C)/ TD (R)</p> |
| Damage/ Theft-venue/ Sports equipment | B | C | Major | <p>Assessment of damage/ theft of equipment</p> <p>Documentation of incident</p> <p>Notification to Police</p> <p>Re-schedule draw if required</p> <p>Replace equipment if required</p> <p>Prepare media statement and announcement to participants</p> | <p>Immediately</p> <p>0-10 mins</p> <p>0-20 mins</p> <p>As appropriate</p> <p>As appropriate</p> <p>As directed and as appropriate</p> | <p>Incident report template</p> <p>Mobile</p> <p>Computer/ Printer</p> <p>List replacement equipment</p> | <p>D / TD (C)</p> <p>TD / TD (C)</p> <p>TD / TD (C)</p> <p>TD / TD (C)</p> <p>IBVFWA</p> <p>IBVFWA/C</p> |



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| Theft-participant personal equipment | A | E | Medium | Documentation of incident | Immediately | Incident report template | TD / TD (C) |
| | | | | Notification to Police | TBA | | TD / TD (C) |
| | | | | Prepare media statement | TBA | PA/ Megaphone/ Mobile | TD / TD (C) |
| | | | | Announcement to participants | As appropriate | | |

Key:

- EMT – Event Management Team
- TD – Tournament Director
- TD (C) – Technical Delegate (Competition)
- TD (R) – Technical Delegate (Referee)
- OM – Operations Manager
- SM – Sports Medicine* Specified events only
- IBVFWA – Indoor Beach Volleyball Federation of WA
- C – Indoor Beach Volleyball Federation Accredited Centre

Table 1: Likelihood Scale

| Rating | LIKELIHOOD 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 |



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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 | POTENTIAL IMPACT 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.





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