

ORGANISATION RISK AUDIT

Use this checklist to assist with the development of your risk management action plan.

	YES	NO
Does your organisation have a constitution?		
Is your organisation incorporated?		
Does your club have any policies to guide its decision making (member protection, drugs etc.)		
Are these policies communicated to all affected?		
Are procedures in place to ensure security of membership information and do they comply with the Privacy legislation?		
Does your organisation communicate regularly with its members?		
Does your Board meet regularly with all decisions and actions documented?		
Is the annual report circulated to all members?		
Are all financial transactions accurately recorded?		
Is an annual audit conducted of your financial records?		
Is all expenditure authorised through an identified process?		
Do you have a realistic budget and present regular financial reports that identify how you are going?		
Does the organisation have the following insurance covers – public liability, professional indemnity and directors and officers liability?		
Are your rules, by-laws and practices non-discriminatory?		
Do you have a clear plan for the future that describes what you want to do and how you are going to do it?		
Have you considered the health and safety of everyone in the organisation and do you meet OHS regulations?		
Do you have an emergency plan?		
Do you have position descriptions for all office bearers/staff?		
Has everyone agreed to a code of behaviour or conduct?		
Do members understand the extent of their "Duty of Care"?		
Do you meet the legislative requirements for paid employees?		
Do you have a procedure for dealing with complaints?		
Do you require participants to sign a waiver or release form prior to participating?		
Do all coaches/instructors/leaders have appropriate, current accreditation?		
Do you promote education and training opportunities?		
Does your organisation meet the terms of any contracts it is involved with?		
Do you conduct risk assessments on all programs, activities and events?		
Are risk assessments documented?		
Is there a clear procedure for reporting accidents/injuries?		
Are regular safety inspections made of buildings, grounds and equipment?		
Are you aware of the legislation or local government by-laws that could apply to your activities?		
Are you aware of the industry standards that apply to your operations?		
Do you ensure the recommended rules of play and protocols are followed for your activity?		

Source: Risk Management Resource for Sport and Recreation Organisations, Office of Recreation and Sport, South Australia. September 2002.