**[Club Name]**

position description – safety & risk officer

Pony Club is committed to protecting Children from harm. We require all applicants that will work with Children to undergo an extensive screening process prior to appointment.

# REPORTS TO

* Club Committee

# PURPOSE

*(Note: This is likely to be a role that is not necessarily a committee member, reporting to the club committee should be clearly defined and outcomes ideally based off a strategic plan.)*

The Safety & Risk Officer is there to maintain the health and safety documentation and managing the risk management for participants, supporters, officials, members, and visitors.

# Role REsponsibilties

* Create and maintain a Club Risk Management Plan providing information of all activities within the club.
* Provide an information session for new team members, coaches and officials with correct health and safety aspects of the club and processes.
* Ensure all club participants are aware of their responsibilities under the clubs Risk Management Plan.
* Be the first point of contact for all health and safety enquiries.
* Ensure playing, training and social facilities are continually monitored prior to each session to identify any possible risks that may occur.
* During the season, monitor all club activities to identify and minimise risks.
* Stay involved in the planning and development of new club social, sporting, and fundraising activities to prevent any unwanted risks.
* Review and update the club’s Risk Management Plan.

## OTHER DUTIES

* Report activities to the membership at the Annual General Meeting.
* Assist other committee members in their duties as required.

# End of year hand over

## Updating key documents

At the end of each year a key activity of this role will be to review and revise this position description to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the club secretary one month prior to the Annual General Meeting each year.

## Induction of the incoming position holder

An important responsibility of the outgoing position holder is to train, mentor and support the incoming position holder.

# CODE OF CONDUCT

I agree to be bound by the Pony Club Australia Code of Conduct, all National Integrity Framework policies and other rules, regulations and policies of the organisation.

**conflict of interest**

If at any stage you become aware of a personal conflict of interest, real or perceived, they should immediately notify the Club Committee, where it will be noted and managed as required for transparent management.

# EDUCATION & SKILLS

**ESSENTIAL:**

* Hold a current membership with Pony Club.
* Must have a working with children check registered on the Association database and registered with the organisation as required.
* Must have completed and registered on the Association database the following courses:
  + Safeguarding Children and Young People in Sport Induction
  + National Integrity Framework
  + Anti-Doping Fundamentals
  + Annual Update

## DESIRED:

* Good communication skills and interpersonal skills.
* Ability to review activities and facilities from risk minimization.
* Provide confidentiality on relevant matters.
* Understanding of insurance policy.

# TIME COMMITMENT

The estimated time commitment required for this position is XX hours per week.

# Terms of Engagement

One year – position up for re-election at club Annual General Meeting.  Tenure is unlimited.

# Remuneration

This position is undertaken on a voluntary basis.

# Agreement

I, ………………………………………………………………………….., herby agree to accept and undertake the position as outlined above and abide by all Club policies and procedures.

Signed: Date:

Signed: (Chair) Date: