

Carmarthen Table Tennis Club

Risk Management Policy

Application:

This Policy is directed to, and is the responsibility for application of, all **Members** and **Visitors** of the **Carmarthen Table Tennis Club** when they take part in any event organised by, on behalf of, or are representing, the **Club**.

This Policy should be read in conjunction with other Policies of the **Carmarthen Table Tennis Club (CTTC)** and reference should be made to the definitions contained below.

Policy

1. **Members** of the **CTTC**, as part of their conditions of membership, are required to ensure that all reasonable care is taken to eliminate, or where impracticable to do so, reduced and manage any quantifiable or identified risk to themselves, others in the **Club** (including visitors), equipment used by them, or to the **Club** itself. Further, each member has a responsibility to report any identified or perceived **risk** to an **Officer** or **Committee Member** of the **Club**
2. **Officers and Committee Members** of the **Club** are required to:
 - a. ensure all identified risks to the **Club**, and/or its members or visitors and equipment/property, are managed in a way that demonstrates compliance with this policy
 - b. make known any identified risk to any member of, or visitor to, the **Club** that may be effected by the risk, and, the action to be taken to ensure the risk does not create harm
 - c. ensure that no member or visitor places at risk themselves, any other member or visitor, any equipment of the **Club**, the property in which they play, or the **Club** itself

Procedure

3. **Risk** is classified as any action or **event** that may cause harm to an individual, the **Club**, the equipment used by the **Club**, or to the property in which they play
4. **Management of Risk** is any action including, information and training, designed to remove or reduce the **Risk** to a member, visitor, equipment, property or the **Club**
5. Where such an **event** takes place and a **Member** has purposefully ignored the advice of a **Club Official** or **Committee Member**, the **Member** shall be reported to the **Committee** of the **Club** who shall consider the appropriate action to take in respect of the **event**. Where it is considered appropriate, the **Committee** shall have the power to suspend or remove the membership of the **Member**.
6. Where an **event** occurs which is attributable to a visitor to the **Club** and it is brought to the attention of a **Club Official** or **Committee Member** they shall, in the first instance, bring the event to the attention of the visitor and shall require them to take action to remove or reduce that risk to a manageable event. Where the visitor purposefully ignores such a request, the visitor shall be asked to cease playing and, where necessary, leave the **Club**.
7. The Secretary of the Club shall maintain a list of all known **risks (Risk Register)** and the action to be taken in respect of those risks. The **Risk Register** shall be reviewed at appropriate intervals (as directed by the individual risk) or, as a minimum, annually. The **Risk Register** shall be kept in the **Club's** equipment cupboard and shall be available to all **Members** for examination.

Definitions:

For the purposes of this Policy and Procedure, an “**event**” is described as any **action** or **situation** that can be deemed to pose a risk to any **Member, visitor, piece of equipment, property** or to the **Club** itself.

For the purposes of this Policy and Procedure, a “**risk**” is described as any situation in which a **Member, visitor, piece of equipment, property** or the **Club itself**, either directly or indirectly, is in danger of sustaining an injury or a reduction of their health, damage (equipment/property) or the risk of loss or legal action (as an individual or the **Club**).

N.B. Examples of risk are:

- injury to a player or spectator from the misuse of equipment
- failure to clean/removes spillages on the playing area or equipment
- failure to observe the rule to ‘wait’ for play to stop before passing behind a player
- failure to repair damaged equipment known to present a hazard to health
- failure to secure glues or liquids, or other substances, that may cause a harm to health or risk of damage to equipment if misused
- failure to take adequate precautions against identified risks including fire and theft
- failure to advise persons at risk of identified risks and the action to be taken in respect of them
- failure to take action against identified abuse or inequitable practice
- placing at risk of legal action any **Member**, or visitor, or the **Club** itself
- failure to take appropriate action to safeguard the funds of the **Club**

[This list is not exhaustive.]

Carmarthen Table Tennis Club – is the name attributed to a group of like minded individuals who organise themselves in such a way as to allow the playing of table tennis at club, county and national level and is based at the ‘Carmarthen Leisure Centre’. This group is also known as the “**Club**” or “**CTTC**”.

For the purposes of this set of definitions the **Club** is recognised as an organisation.

For the purposes of this set of definitions any actions by a **Member** of, or **Visitor** to, the **Club** are strictly in relation to recognised club activities and are not intended to extended to activities out side of the remit of the **Club** with the exception of events in which the **Member** is a representative of the **Club**

Committee of the Carmarthen Table Tennis Club – the recognised group of **Members** who have been elected, on an annual basis, to take control of the day to day organisation of the **Club**. This **Committee** includes the **Officers of the Club (Chairman, Secretary and Treasurer)** the **Competitions Secretary** and the three **Committee Members**. It may also include any seconded **Members** as directed by the **Chairman**.

Club member – an individual, of any age, who has attended the ‘**Carmarthen Table Tennis Club**’ for more than two sessions for the purpose of playing table tennis, and, who has paid a specified annual membership fee for, or is about to pay such a fee for, membership of the ‘**Club**’ as a ‘full’ member (specific annual fee payable),

Junior club member – an individual who is **under the age of 18 years**, who has attended the ‘**Carmarthen Table Tennis Club**’ for more than two sessions, and pays membership fees via their nightly/hourly fees.

Visitor – an individual of any age who has attended the **Carmarthen Table Tennis Club** for less than three sessions and who has not paid a ‘membership fee’ to the **Club**.