

BOXING AUSTRALIA INCORPORATED (BAI)

THE GUIDE TO BAI's RISK MANAGEMENT POLICY

INTRODUCTION

BAI's Risk Management Policy is the result of the concepts BAI has used in development of the policy, what it intends to do in future policy development and implementation, and what it envisages will be Member Association activity in risk management.

WHAT IS RISK MANAGEMENT?

Risk Management is a plan of action used in tandem with legal requirements to promote health and safety in an organisation's activities.

Risk Management is broader than member protection as it includes plans to prevent/minimise risks such as injuries to people or administrative failures, which could affect the reputation as well as the financial resources of an organization.

The key components of BAI's risk management policy are:

- Provision of well defined objectives to prevent/minimise risk which can be explained to, and accepted by, everyone who may be affected by them.
- Development of an accurate and clear understanding of the current situation at the workplace/sport activity in accordance with the legislative requirement for compliance with Australian Standard AS4360.
- Creation of a detailed and practical plan to change the present situation and reach objectives, with "milestones" for making progress towards compliance.
- Allocation of appropriate resources, including commitment to the program by all who are involved in its success.
- Instigation of periodic checks to ensure that the program is being implemented efficiently, and
- Undertaking an audit of the results of implementing the plan to ensure its effectiveness in making the required changes and attaining the objectives.

The details of each of the above components in BAI/Member Association activities will vary depending on the environment, the types of tasks carried out, the types of equipment and circumstances present and other unique characteristics of boxing and activities associated with the sport.

THE FUNDAMENTALS OF ORGANISING RISK MANAGEMENT

As many people as possible involved in our sport – office-bearers, employees, sport officials and volunteers – should be involved in planning and implementing BAI's Risk Management Policy.

Key team members

All senior organising members and officials should have responsibility for implementing the risk management policy.

These core team members should include:

- BAI directors, Council members and employees.
- Member Association office-bearers, sport officials and event supervisors.
- Team coaches, managers and persons responsible for member welfare.

BAI and each Member Association should appoint a Risk Auditor who should have overall responsibility for dissemination of risk management and safety information throughout any activity and be the recipient of incoming information.

To ensure co-operation with measures introduced as a result of the policy all office-bearers, officials, employees and volunteers likely to be most affected by components of the program should be consulted in the development process. Aside from legal compliance, early involvement of these people will also be helpful in:

- Identifying issues which could cause risk, injury or hazard.
- Assessing the seriousness of risks associated with hazards identified (e.g. officials, employees or volunteers may mention injuries or near-misses which went unreported or serious incidents which occurred in similar circumstances at other workplaces/activities).
- Selecting and modifying risk control measures (through their hands-on experience, employees and volunteers will be able to foresee the difficulties in implementing certain measures and the advantages of other measures).
- Giving employees and volunteers a sense of ownership in the program which will foster loyalty to both OHS issues and to risk management in the sport as a whole.

Basic information requirements

All managers of the sport should have a basic understanding of:

- Occupational Health and Safety legislation.
- Administrative process, rules and By-laws designed to protect BAI and Member Associations.
- Principles of serious incident prevention.
- The key steps in risk management.

Boxing Australia will provide risk management training to all stakeholders via web based course distribution or face-to-face seminars. The education will provide necessary skills to complete risk management documentation.

Reviewing Performance Auditing

Reviews/audits are used to measure the performance of a risk management program, identify any deviations and to determine if, when properly executed, it has achieved the original objectives.

BAI will appoint a Board Director as a Risk Auditor and he/she will conduct an annual audit of risk management process and provide a report on the state of risk management compliance in our sport to facilitate its continual improvement.

Complete site and systems audit

Until a complete operations and systems audit of the sport's activities has been done, a fully effective program cannot be put into place. Topics that should be addressed in the audit include:

- Objectives and priorities.
- OHS considerations noting obligations to public.
- Performance measurement(s).
- Risk Identification, Risk Assessment reporting and recording.
- Hazard identification and control.
- Serious incident investigation.
- OHS committees / representatives.
- Job specifications and task descriptions.
- Safe systems of work activities.
- Pre-employment / volunteer appointment and ongoing medicals.
- Employee induction and ongoing training.
- Employee competency levels and competency testing.
- Employee and volunteers selection procedures.
- Identification of toxic / flammable substances and inventory control.
- Management health and safety policy statement.
- Contractual liabilities (exposure / responsibilities / obligations).
- Conflicts between OHS and contractual responsibilities.
- Safety standards and practices – existing and proposed mechanisms for change.
- Emergency procedures.
- Competency levels for emergency employees and volunteers.
- Formal training program(s).
- In-house OHS manual.
- Public Liability claims procedures.
- Workers Compensation and volunteer insurance claims management procedures.
- Rehabilitation of injured employees and volunteers.
- Medical facilities.

The audit will enable management to set new priorities for program revisions based on knowledge of facilities and the likelihood and severity of potential serious incidents following initial program implementation.

What type of records should be kept?

Risk Management records which should be kept and maintained include:

- The general OHS policy.
- Details of the positions and the precise responsibilities of all those office-bearers, sport officials, employees and volunteers involved in the risk management program.
- Documentation used in the hazard identification process including, copies of industry/sport standards, checklists, work/activity sheets and record forms.
- Records from the risk assessment process (such as checklists, forms and any information such as injury statistics used to determine risk severity or probability).
- Records of the risk control process (such as schedules and record forms).
- Documentation of induction and ongoing training provided (including the dates of training sessions, the names and positions of participants, and the contents of the training).
- All hazard specific policies such as those for hazardous substances, work/sport event activities (e.g. manual handling).
- All task specific policies such as those for housekeeping and for control of participants and venues, operating equipment etc.
- Records of personal protective equipment issued and maintenance arrangements (including details of the type of equipment, to whom it was issued, the date of issue and any training or instruction provided).
- Copies of standard operating procedures – including those which were in place prior to implementation of the risk management program and those developed as part of the risk control process.
- Details relating to the purchase of equipment and substances.

These records become the blueprint of the risk management program.

REFERENCES

Occupational Health and Safety Act 2000 (NSW)
Occupational Health and Safety Regulation 2001 (NSW)
Occupational Health and Safety Act 1985 (Victoria)
Risk Management Standard AS 4360: 1999

BOXING AUSTRALIA INCORPORATED (BAI)

RISK MANAGEMENT POLICY

BAI's Risk Management Policy is composed of the following three policies:

Occupational Health and Safety Policy

Public Safety Policy

Safety Procedures Policy

BOXING AUSTRALIA INCORPORATED (BAI)

OCCUPATIONAL HEALTH AND SAFETY POLICY

OBJECTIVE

- ✓ BAI, as part of its Risk Management Policy, will manage a Workplace Health and Safety program.
- ✓ The program will protect and enhance the health, safety and welfare of BAI's stakeholders, including:
 - General: BAI directors, Council members, employees, contractors/self-employed persons, volunteers and visitors at administrative gatherings and functions.
 - Event Activity Specific: Boxing Australia team members, coaches, officials, competitors, visitors and patrons at domestic and international activities and events (including travel).
 - BAI Member Associations: Committee of Management members, officials, employees, members, registered participants, contractors/self-employed persons, volunteers and patrons.
- ✓ BAI's directors, Council members, sport officials, managers and employees and BAI Member Associations and their participants together will develop and implement the program.
- ✓ Everyone in BAI and its Member Associations will co-operate to make sure the program is successful.
- ✓ The program will be applied to all associated stakeholders where relevant (particularly public event activities).
- ✓ The program will be reviewed annually and after every BAI major event activity.

BAI Board directors will:

- Provide financial assistance for the risk management program.
- Ensure risk management education and training is provided to appropriate stakeholders.
- Ensure an annual audit report on implementation procedures of the program.

BAI office-bearers, officials, event participants and contractors will:

- Provide, maintain and be committed to a healthy and safe workplace and sport.
- Consult and participate with BAI/Member Association staff and stakeholders in the health and safety program.
- Use risk identification, assessment and control principles to reach OH&S objectives.

- Inform all BAI office-bearers, officials, employees, volunteers and associated stakeholders regarding policies, procedures and legal obligations.
- Actively seek current advice and knowledge to generate continuous improvement in the BAI/Member Association activity.
- Participate in BAI/Member Association member protection and public safety programs and implement all detailed safety procedures.

BAI event officials and competitors will:

- Participate and support BAI in its efforts to reach OH&S and rehabilitation objectives.
- Follow reasonable health and safety instructions from supervisors.
- Report any accidents, injuries or hazards related to a BAI/Member Association activity to supervisors or designated representatives.
- Always conduct themselves in a manner that is safe for themselves and others.
- Properly use and maintain safety equipment.
- Make sure other BAI employees, participants, contractors, volunteers and visitors follow safety rules in any BAI activity.
- Participate in Event Specific BAI Site Induction programs and implement all detailed safety procedures including risk action checklists.

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PUBLIC SAFETY POLICY

Introduction

BAI and its Member Associations in their activities have a legal responsibility to care for the health and safety of all their stakeholders (including officials, employees, contractors, volunteers, competitors and the general public).

A breach of Occupational Health and Safety Legislation carries the potential of significant fines. Damages may also be claimed under common law or public liability for injured persons.

Policy Statement

BAI and its Member Associations will ensure the health and safety of the public while attending BAI and Member Association activities including venues under management for BAI and Member Associations.

Safety Procedures

Persons responsible for organising activities and events have to review and check current risk action procedures. Activities are not to proceed until risk control measures are adequate and checklists are completed. If a risk issue cannot be satisfactorily controlled it must be notified to other BAI or Member Association officials or representatives and before activity commences adequate control measures put in place.

Unauthorised Persons

Unauthorised persons are to be excluded from restricted areas.

REFERENCES

Occupational Health and Safety Act 2000 (NSW)
Occupational Health and Safety Regulation 2001 (NSW)

BOXING AUSTRALIA INCORPORATED (BAI)

SAFETY PROCEDURES POLICY

NOTICE TO ALL PERSONS INVOLVED IN A BAI / BAI MEMBER ASSOCIATION ACTIVITY

Boxing Australia has risk action plans, based on current Occupational Health and Safety (OH&S) codes and practices. These are to alert you of unnecessary risks. It is your responsibility to ensure that you understand and follow BAI's risk action procedures.

How to Guide for Health and Safety

It is the responsibility of designated persons to meet, where relevant, the following obligations:

1. Prior to any event or administrative activity review and check the BAI Risk Action Planner for the activity for which you have responsibility.
2. At the activity go through the appropriate Risk Action Planner checklist(s) and ensure each safety measure is in place and mark its check box to acknowledge its implementation. Complete the checklist(s), then sign and file it in the designated activity file.
3. Notify others if some points are unable to be resolved, and commence activity only if sufficient controls can be put in place.
4. Ensure temporary structures such as boxing rings and seating etc. are professionally erected.
5. Ensure adequate event marshals or security is in place to control crowd behaviour.
6. Ensure all 'non-fixed' electrical equipment complies with the current Australian Standards "tagging and testing" policies (AS3760) and is tagged with the appropriately dated or coloured tag for that particular appliance.
7. Ensure that persons are appointed to direct all persons at the activity, in the event of an Emergency, on how to vacate the building by the nearest EXIT if safe to do so and to assemble at an area point where everyone will remain until the situation is back to normal or further instructions are given. You MUST on hearing or being aware of a fire, non-theatrical smoke, fire alarm bell or other emergency warning system vacate the event site.
8. Do not obstruct in any way access to Emergency Exits by materials or equipment, nor wedge open fire doors. Do not interfere with any fire fighting equipment, safety systems or fire detection systems.
9. Report all injuries to senior event officials.
10. Do not participate in or permit practical jokes or horseplay.

11. No person (official, volunteer, competitor or contractor etc.) is permitted to commence or continue an activity if under the influence of drugs or alcohol.

Please confirm in writing your acknowledgement and agreement to comply with the above safety policies and practices by signing this declaration. Refusal to sign and comply with the declaration is ground to refuse entry to and participation in the BAI/Member Association activity.

I have read and understood the Boxing Australia Inc. (BAI) 'How To Guide for Health and Safety' and agree to comply with its requirements for the duration of my involvement in a BAI/Member Association activity.

Signature: _____

Name: _____

Date: _____

BOXING AUSTRALIA INCORPORATED (BAI)

RISK ACTION PLANNERS

To assist in the implementation of its Risk Management Policy, Boxing Australia Inc. (BAI) has developed the following Risk Management Planners to ensure the potential for risk during administrative and competitive activities is effectively communicated and controlled.

The Planners detail some of the broad risks faced by BAI and its Member Associations in their administration of amateur boxing in Australia.

The Action Planners are designed to make participants become aware of what can go wrong and what we can do to stop it.

They are not complete and participants must be alert for additional potential dangers that may arise during activities and create attention to bring them under control.

A risk management Action Planner should be reviewed and signed for each event where noted risks occur.

The person responsible for each risk treatment activity should tick the box to the left of the Action Planner's actions table and sign in the signature field to the right after completion of that risk treatment action.

This document will be reviewed and revised by BAI as required, but at a minimum at least once per year.

Member Associations, also, should monitor and review risk management documentation and process at least annually.

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IMPLEMENTATION OF THE RISK 12 ACTION PLANNERS

Implementation of the 12 Risk Action Planners to achieve management of risk in your Member Association's activities can, of course, be best achieved as your Member Association sees fit. However, the following process is a possible 'pathway':

- **Risk Action Planner 2: Boxer & Coach eligibility and compliance**
 1. The Member Association's Boxer Registration Form should contain the required Boxer Declaration (and Coach Declaration for a boxer under 18 years of age).
 2. The Member Association's Coach Registration Form should state that the applicant Coach meets the necessary coach registration criteria.
 3. The Member Association's registration of Boxers and Coaches should be undertaken by a competent person (that is, the Member Association's Secretary or Registrar or other person specifically appointed to undertake this duty) who fully understands the Member Association's requirements for
 - a) information regarding, and
 - b) declarations by applicantsfor Boxer and Coach registration, as well as transfer procedure for Boxers and Coaches between Member Associations.

- **Risk Action Planner 5: Declarations by Boxers and Coaches**

At every tournament a competent person specifically appointed by the Member Association (perhaps the Association's Registrar) prior to every competition bout should ensure that each Boxer and his/her Coach has signed the Member Association's Boxer and Coach Competition Declaration (including, if the Boxer is under 18 years of age, the Declaration by the Coach that the Boxer has parent/legal guardian approval to box).

- **Risk Action Planner 3: Matching of Boxers and compliance**

The Member Association's Match-maker should ensure the requirements of Risk Action Planner 3 are adhered to for every competition bout.

- **Risk Action Planner 4: Pre-competition briefing of Officials and Coaches**

At the initial registration and subsequent yearly re-registration of all Boxers, Coaches, Referees and Judges, and other Member Association Officials, the Member Association's Secretary (or Registrar or other person specifically appointed to undertake this duty), should ensure all registering persons are provided with an information sheet that advises of BAI's Anti-Doping Policy, Member Protection Policy and Competition Rules By-laws and that these By-

laws can be viewed on BAI's website AND, also, specifically advises of the requirements to be met as listed in Risk Action Planner 4.

- **Risk Action Planner 8: Referee qualifications and contest duties**
The Chairman of the Member Association's Referees and Judges should ensure that all R&J's in the Member Association are appropriately qualified and accredited, and that each is aware of the Boxer equipment requirements and all other requirements detailed in this Planner, and that at every tournament the ring is examined and confirmed by him or herself (or a competent person specifically appointed by him or herself) to be safely and correctly erected.
- **Risk Action Planner 6: Weigh-in procedures and compliance checks, and**
- **Risk Action Planner 7: Medical Examination procedures and compliance checks**
 1. The person appointed by the Member Association to be in charge of the Association's Referees and Judges should be responsible for ensuring that the weigh-in of boxers is conducted under their supervision or by a competent person specifically appointed by the Member Association.
 2. The Member Association should appoint a competent person to ensure at every tournament that each competing boxer's AIBA Competition Record Book is in order.
 3. And, similarly, that person should ensure that the medical practitioner requirements in relation to each boxer and their competition record is correctly undertaken.

The other Risk Action Planners:

- **Risk Action Planner 1: Spending, loss and waste of funds**
- **Risk Action Planner 10: Management of emergencies at events**
- **Risk Action Planner 11: Safety at Competition – Members/VIP's/Boxers/Public**
- **Risk Action Planner 12: Competition-Media**

Are to be overseen by the Member Association's Committee of Management which should ensure that every task in them is undertaken by the Member Association's Secretary or other person(s) specifically appointed to undertake them.

RISK ACTION PLAN

ACTION PLANNER

Item	Administrative – Spending; Loss and waste of funds; Failure to meet commitments			1
Risk	Poor spending controls leading to loss of funds and critical stakeholder dissatisfaction; Sponsorship Grants not granted due to management failures to meet performance criteria			
Summary – Response & Impact	Potentially inadequate controls over spending leading to waste, lost opportunities and stakeholder loss of confidence.			
Likelihood (A-E)	C (Possible)	Consequence (I-V)	III	
Inherent Risk	High	Treatment	Treat	Inherent Risk
				Medium
Action Plan Proposed Treatments			Responsible – Sign below	
<input type="checkbox"/> Ensure that all Federal and State regulations and BAI rules in relation to competitor registration and eligibility are complied with.				
<input type="checkbox"/> Ensure that all Federal and State regulations and BAI rules in relation to boxer welfare are complied with including any declaration required under BAI's MPP.				
<input type="checkbox"/> Ensure that all other Federal and State regulations and BAI rules are complied with.				
<input type="checkbox"/> Ensure that medical and other checks are carried out in accordance with BAI rules.				
<input type="checkbox"/> Review/establish competition management performance criteria and objectives.				
<input type="checkbox"/> Conduct a gap analysis of critical stakeholder expectations vs current and target management performance.				
<input type="checkbox"/> Develop objective criteria for meeting or exceeding expectations of critical stakeholders.				
Resource Requirements	Budget/Planning Documentation: contracts, staff instructions/procedures, insurance policies. Staffing: venue staff, officials, security			
Responsibilities	BAI Board and Member Association CoMs.			
Timing	Pre-event, Event, Post-event.			
Reporting & Monitoring Required	BAI Board and Member Association CoMs.			

RISK ACTION PLAN

ACTION PLANNER

Item	Boxer & Coach eligibility and compliance				Ref	2
Risk	Eligibility compliance breaches					
Summary – Response & Impact	Breach of legislative and BAI Competition Rule requirements; Potential loss of funding; Critical stakeholder dissatisfaction.					
Likelihood (A-E)	Likely		Consequence (I-V)		II	
Inherent Risk	Medium	Treatment	Administration	Inherent Risk	Low	
Action Plan Proposed Treatments				Responsible – Sign below		
<input type="checkbox"/> Appoint and adequately train official/s responsible for thorough collection, processing and filing of all documents related to boxer eligibility to compete.						
<input type="checkbox"/> Ensure the Member Associations' boxer and coach registration documents include advice that the form, documentation and fees must be submitted well in advance of any event at which they wish to participate, to allow time for verification and processing of documents, including interstate transfer approval where applicable.						
<input type="checkbox"/> The Member Associations' Boxer registration form shall contain a declaration by the boxer that he/she:						
<ul style="list-style-type: none"> - is an amateur, never having boxed against a professional, - fully understands that participating in contact sports (including amateur boxing) carries a risk of infection, serious injury or death, which risk the applicant voluntarily and knowingly accepts, - understands that the risk of them acquiring Hepatitis B through blood during sparring or competing can be prevented by being vaccinated, - accepts personal responsibility for ensuring that he/she is medically, mentally and physically fit to train and compete, and has no injuries or conditions that may impact on their ability to safely train or compete in amateur boxing, - releases Boxing Australia and its Member Associations, and their employees, officers, officials, medical officers, coaches and boxers, from liability for any injury or infection and any consequent loss to the applicant that may result from training or competing in amateur boxing, and from any loss to the applicant that may arise from termination of a bout in which they are competing, - certifies that the information they have provided is true and correct and may be used by Boxing Australia and its Member Associations to administer their membership, and may be provided to anti-doping authorities where necessary, - consents to their name, age, club, weight division, competition record and coach's name being published on any internet website of Boxing Australia and its Member Associations, - agrees to abide by the rules of Boxing Australia including its Anti-Doping Policy and Member Protection Policy and the relevant Member Association, including any Code of Conduct of those associations. 						
<input type="checkbox"/> The Member Associations' Boxer registration form shall include a section which, where the applicant is aged less than eighteen, must be signed by a parent or guardian asserting the legal authority to act on behalf of the minor, and agreeing to						

	execute the boxer's declaration on behalf of the minor, and consenting to the minor competing.	
<input type="checkbox"/>	Ensure every application for registration as a boxer complies with the following:	
	<ul style="list-style-type: none"> - The applicant has provided acceptable evidence of his/her identity and date of birth, - The applicant is at least ten years of age or the required age prescribed by the Member Association's rules and/or State legislation, - The applicant has never boxed as or against a professional boxer. 	
<input type="checkbox"/>	Ensure any applicant who was previously registered in another state or territory is processed as per the transfer procedure set out in BAI's By-law Boxer membership of state/territory Member Association.	
<input type="checkbox"/>	Ensure every Member Associations' Coach registration form complies with the following:	
	<ul style="list-style-type: none"> - the applicant has accreditation with the National Coach Accreditation Scheme (NCAS), - the applicant is at least 18 years of age, - the applicant submits a signed Member Protection Declaration as specified in BAI's Member Protection By-law, - the applicant is processed for a Criminal Record Check in accordance with BAI's Member Protection By-law and any applicable state/territory legislation. 	
Resource Requirements	Budget / Planning; Staffing; Infrastructure – office and filing capacities.	
Responsibilities	BAI Board, Member Association appointed Officials.	
Timing	Pre-event.	
Reporting & Monitoring Required	BAI/Member Association COM's.	

RISK ACTION PLAN

ACTION PLANNER

Item	Matching of boxers and compliance.			Ref	3
Risk	Compliance risks which could be manifested in an accident/injury.				
Summary – Response & Impact	Breach of legislative and BAI Competition Rules; Compensation claims; Competitor/Spectator dissatisfaction; Critical stakeholder dissatisfaction; Asset loss (PR and goodwill associated with above).				
Likelihood (A-E)	B (Likely)		Consequence (I-V)	I	
Inherent Risk	Medium	Treatment	Treat	Inherent Risk	Low
Action Plan Proposed Treatments				Responsible – Sign below	
<input type="checkbox"/> Boxers matched for contests must be of suitable age and similar weight and, additionally, their experience and ability will be closely considered to ensure, as far as can be foreseen, an equal contest.					
<input type="checkbox"/> No boxer under 17 years of age may be matched with a boxer more than 24 months older than himself or herself.					
<input type="checkbox"/> Males may not compete against females.					
Resource Requirements	Budget / Planning; Staffing; Infrastructure – office and filing capacities.				
Responsibilities	BAI Board, Member Association appointed Officials				
Timing	Pre-event.				
Reporting & Monitoring Required	BAI/Member Association COM's.				

RISK ACTION PLAN

ACTION PLANNER

Item	Pre-competition briefing of Officials & Coaches.			Ref	4
Risk	Compliance risks which could be manifested in an accident/injury.				
Summary – Response & Impact	Breach of legislative and BAI Competition Rules; Compensation claims; Competitor/Spectator dissatisfaction; Critical stakeholder dissatisfaction; Asset loss (PR and goodwill associated with above).				
Likelihood (A-E)	D (Unlikely)		Consequence (I-V)	I	
Inherent Risk	Low	Treatment	Accept	Inherent Risk	Low
Action Plan Proposed Treatments				Responsible – Sign below	
<input type="checkbox"/> Prior to the competition, and preferably in advance of the day of competition, all coaches and officials shall be advised of the following health and safety requirements and any others considered pertinent at the time:					
<ul style="list-style-type: none"> - The Hepatitis B virus can be passed on via a tiny quantity of blood coming into contact with a cut or graze, or via membranes such as those around the eyes. If a person has not been vaccinated for Hepatitis B, they are taking a serious risk. All boxers, coaches and officials must have the Hep B vaccination. 					
<ul style="list-style-type: none"> - Both coaches in a boxer's corner must wear disposable latex or plastic gloves, which will be available ringside. Gloves must be discarded immediately after the bout in an appropriate waste container ringside. 					
<ul style="list-style-type: none"> - Before a coach puts a boxer's mouth-guard back into his/her mouth, they must ensure their gloves are clean (replace if necessary) and ensure that the mouth-guard has been properly rinsed. 					
<ul style="list-style-type: none"> - Illnesses including Hepatitis A can be passed on by sharing water bottles; and it should be ensured that everyone has their own drink bottle and only they use it. 					
<ul style="list-style-type: none"> - A towel must only be used to wipe down the one boxer – boxers should not share the same towel. 					
<ul style="list-style-type: none"> - Any blood should be wiped from a boxer with disposable cotton swabs which should then be disposed of in an appropriate waste container ringside. 					
<ul style="list-style-type: none"> - If there is water or blood splashed on the canvas, it is to be removed with kitchen wipes available ringside which should then be disposed of in an appropriate waste container ringside. A boxer's towel must not be used to wipe the canvas. 					
<ul style="list-style-type: none"> - Coaches cornering a boxer may not consume alcohol on the day of the competition until after their bouts have all been completed and their boxers have been debriefed. 					
<ul style="list-style-type: none"> - Officials such as judges, referees, timekeepers, gloves, recorders and computer operators may not consume alcohol on the day of a tournament until after all their official duties are completed. 					
<ul style="list-style-type: none"> - Officials and coaches on duty at competitions are expected to act responsibly on the night preceding the competition, by limiting their alcohol intake and avoiding late night socialising, so that they are refreshed and alert when carrying out their 					

duties on the day of competition.	
Resource Requirements	Budget / Planning; Staffing; Infrastructure – office and filing capacities.
Responsibilities	BAI Board, Member Association appointed Officials
Timing	Pre-event.
Reporting & Monitoring Required	BAI/Member Association COM's.

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ACTION PLANNER

Item	Declarations by boxers and coaches, code of conduct			Ref	5
Risk	Boxer/Competitor compliance checks failures and resulting accidents.				
Summary – Response & Impact	Breach of legislative and code of practice requirements; Loss of funding – ASC; Competitor/Spectator dissatisfaction; Critical stakeholder dissatisfaction; Asset loss (PR and goodwill associated with above); Compensation claims.				
Likelihood (A-E)	C (Possible)		Consequence (I-V)	II	
Inherent Risk	Medium	Treatment	Treat	Inherent Risk	Medium
Action Plan Proposed Treatments				Responsible – Sign below	
<input type="checkbox"/> Prior to competing at any event, the boxer shall sign a declaration as required by this BAI Risk Management By-law stating that he/she: <ul style="list-style-type: none"> - is fit to box, - to the best of his or her knowledge and belief does not have any infection or virus, - to the best of his or her knowledge and belief is fairly matched, - is willingly competing in the contest, - has advised the medical officer conducting the pre-bout medical examination of any injury or infection within the last 28 days, - has advised the medical officer conducting the pre-bout medical examination of any drug or medication taken within the last 48 hours, - has advised the medical officer conducting the pre-bout medical examination of any medical procedure, injury, illness, or medical treatment since the date of the last annual medical examination, - accepts without reservation the conditions set by BAI or a BAI Member Association for the contest, - is aware that he or she could be injured or receive an infection during or as a result of the contest, - is aware he or she may stop and withdraw from the contest at any time whether before or during it, - accepts responsibility for any injury or infection he or she incurs during or as a result of the contest, - she – for female boxers, who may be pregnant (whether aware or unaware of the fact) – is aware of the danger to herself and her unborn child if she boxes while pregnant, - absolves BAI and the BAI Member Association of any liability for any injury or infection he or she incurs during or as a result of the contest, - is aware that a boxer registered with a BAI Member Association may have limited if any insurance cover for his or her participation in a contest conducted by BAI and/or a BAI Member Association, but if he or she wants insurance cover or more substantial insurance cover for his or her participation in such a contest then he or she will have to obtain such insurance cover for him or her self. 					

<input type="checkbox"/> The declaration by the boxer shall be countersigned by the boxer's coach, certifying that:	
<ul style="list-style-type: none"> - to the best of their knowledge and belief the boxer is fit to box, - to the best of their knowledge and belief the boxer will be fairly matched, - the boxer is participating in the contest with their full consent, - if the boxer is a minor, he or she has parent/guardian approval to box, - the coach is aware he/she has the authority to withdraw the boxer at any time before or during the contest. 	
Resource Requirements	Budget / Planning; Staffing; Infrastructure – office and filing capacities.
Responsibilities	BAI Board, Member Association appointed Officials.
Timing	Pre-event.
Reporting & Monitoring Required	BAI/Member Association COM's.

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Item	Weigh-in procedures and compliance checks			Ref	6
Risk	Compliance risks which could be manifested in an accident/injury.				
Summary – Response & Impact	Breach of legislative and code of practice requirements; Compensation claims; Competitor/Spectator dissatisfaction; Critical stakeholder dissatisfaction; Asset loss (PR and goodwill associated with above).				
Likelihood (A-E)	B (Likely)		Consequence (I-V)	I	
Inherent Risk	Medium	Treatment	Treat	Inherent Risk	Low
Action Plan Proposed Treatments				Responsible – Sign below	
<input type="checkbox"/> The weigh-in shall be conducted in accordance with BAI rules and controlled by an authorised senior judge/referee.					
<input type="checkbox"/> An authorised official shall examine each boxer's AIBA Competition Record Book to verify that it complies with BAI rules:					
<ul style="list-style-type: none"> - the boxer is currently registered as a boxer with a BAI Member Association, or a national association affiliated with the International Amateur Boxing Association (BAI). - If the person is ordinarily resident in Australia, he or she is registered as a boxer with a BAI Member Association. - The boxer is of an age and gender permitted by law to box in that state/territory. - The boxer's Competition Record Book contains evidence of a full medical examination conducted by a medical practitioner (licensed to practice) within the last year. - The boxer is not presently under mandatory suspension from competing because of a head injury or knockout. - The boxer has a reasonably recent photograph firmly affixed in the Competition Record Book and that the photograph corresponds with the person presenting it. - The boxer has signed the Competition Record Book underneath their photograph and has signed the waiver on the first page of the Local Boxing Records section of the book. 					
<input type="checkbox"/> The AIBA Competition Record Book shall be updated after the contest by an authorised official, showing the details and outcome of the contest.					
Resource Requirements	Budget / Planning; Staffing; Infrastructure – office and filing capacities.				
Responsibilities	BAI Board, Member Association appointed Officials.				
Timing	Pre-event and Post-event.				
Reporting & Monitoring Required	BAI/Member Association COM's.				

RISK ACTION PLAN

ACTION PLANNER

Item	Medical Examination procedures and compliance checks.			Ref	7
Risk	Blood borne diseases, accident/injuries.				
Summary – Response & Impact	Injuries; Contravention of legislative and BAI Competition Rules requirements; Loss of funding – ASC; Competitor/Spectator dissatisfaction; Critical stakeholder dissatisfaction; Asset loss (PR and goodwill associated with above).				
Likelihood (A-E)	D (Unlikely)		Consequence (I-V)	II	
Inherent Risk	Medium	Treatment	Treat	Inherent Risk	Low
Action Plan Proposed Treatments				Responsible – Sign below	
<input type="checkbox"/> A medical practitioner licensed/registered to practise in Australia and appointed by BAI or the BAI Member Association for the medical supervision of the contest shall examine the boxer before the contest in accordance with AIBA Guidelines, and if the medical practitioner considers the same necessary, the boxer shall be re-examined after the contest.					
<input type="checkbox"/> Upon medically examining a boxer prior to a contest, the appointed medical practitioner signs the appropriate entry in the boxer’s AIBA Competition Record Book to verify that the boxer was examined.					
<input type="checkbox"/> The competing boxer’s AIBA Competition Record Book, prior to and during the contest, is available to the appointed medical practitioner.					
<input type="checkbox"/> The appointed medical practitioner is present throughout the contest.					
<input type="checkbox"/> The appointed medical practitioner is advised that he/she is able at any time to advise the Jury to interrupt a contest to allow a brief medical check of a boxer’s current condition and fitness to continue.					
<input type="checkbox"/> The appointed medical practitioner is advised that he/she is able at any time to advise the Jury to terminate a contest if he/she believes a boxer is not fit to continue:					
<ul style="list-style-type: none"> - the boxer is examined and if necessary treated or referred for hospital treatment by the appointed medical officer, - the appointed medical practitioner records the details of any injury and, if possible, the mandatory suspension period in the boxer’s Competition Record Book directly underneath the relevant competition entry, so that it is clearly visible to officials at a future weigh-in, - a head injured boxer is accompanied by a responsible adult to suitable accommodation and kept under observation, - the responsible adult accompanying the boxer is given a Head Injury Care pro forma instruction sheet detailing care and precautions following a head injury, - the appointed medical practitioner records details of the injury in an Injury Register supplied by BAI or the Member Association responsible for the competition. 					

<input type="checkbox"/> BAI or its Member Associations have a supply of Head Injury Care pro formas on hand at any competition they conduct.	
Resource Requirements	Budget / Planning; Staffing; Infrastructure – office and filing capacities.
Responsibilities	BAI Board, Member Association appointed Officials.
Timing	Pre-event.
Reporting & Monitoring Required	BAI/Member Association COM's.

RISK ACTION PLAN

ACTION PLANNER

Item	Referee and Judge qualifications and contest duties.			Ref	8
Risk	Compliance risks which could result in an accident/injury.				
Summary – Response & Impact	Breach of legislative and code of practice requirements; Compensation claims; Competitor/Spectator dissatisfaction; Critical stakeholder dissatisfaction; Asset loss (PR and goodwill associated with above).				
Likelihood (A-E)	D		Consequence (I-V)	II	
Inherent Risk	Low	Treatment	Treat	Inherent Risk	Low
Action Plan Proposed Treatments				Responsible – Sign below	
<input type="checkbox"/> All officials including Referees and Judges shall be appropriately qualified and accredited.					
<input type="checkbox"/> A senior judge/referee shall ensure that the boxing ring is erected in accordance with AIBA Rules and the BAI Competition Rules.					
<input type="checkbox"/> Officiating referee to wear disposable gloves that he or she will safely dispose of in a receptacle at ringside at the conclusion of the contest.					
<input type="checkbox"/> Officiating referee to carry cotton swab pads for removal of blood from a boxer or his/her gloves; swabs to be safely disposed of in a receptacle at ringside immediately after use.					
<input type="checkbox"/> Officiating referee will ensure that if a boxer is stunned or otherwise distressed the contest is temporarily stopped to allow the boxer to regain the ability to continue.					
<input type="checkbox"/> Officiating referee will ensure that if a boxer is unable to defend himself or herself the contest is stopped.					
<input type="checkbox"/> Officiating referee will ensure that irrespective of the condition of the boxers involved, a contest is stopped if one boxer has established a clear ascendancy over the other boxer. Ensure that all boxers about to enter ring are appropriately equipped in accordance with BAI's Competition Rules, as follows:					
<ul style="list-style-type: none"> - a fitted mouthguard, - a fitted head guard of approved make in suitable condition and appropriate colour, - a singlet of suitable fit and appropriate colour, - suitably taped hands, - gloves of approved make and appropriate size in suitable condition, - suitable footwear, and - suitable lower abdomen protector. 					
Resource Requirements	Budget / Planning; Staffing; Infrastructure – office and filing capacities.				
Responsibilities	BAI Board, Member Association appointed Officials.				
Timing	Pre-event.				
Reporting & Monitoring Required	BAI/Member Association COM's.				

RISK ACTION PLAN

ACTION PLANNER

Item	Insurance coverage.				Ref	9
Risk	Boxer/Competitor and/or other stakeholder insurance coverage discrepancies.					
Summary – Response & Impact	Some insurance policies may be issued under different trading name/s, geographical coverage and other policy limitations to be considered, periods of validity etc. to be audited.					
Likelihood (A-E)	B (Likely)		Consequence (I-V)	II		
Inherent Risk	High	Treatment	Transfer	Inherent Risk	Low	
Action Plan Proposed Treatments				Responsible – Sign below		
<input type="checkbox"/> Review/audit as appropriate BAI, Member Association, event promoters insurance policies. Ensure broad form liability available for: Public Liability minimum \$10 million, Directors and Officers/Associations, Volunteers, Boxers.						
<input type="checkbox"/> Check insurance has been provided for travelling teams within Australia and overseas by appropriate body.						
<input type="checkbox"/> Review/audit all contractors', service providers' Workers Compensation insurance, Public Liability and Professional Indemnity insurance coverage.						
<input type="checkbox"/> Member Associations to seek insurance to cover legal costs of any conflicts/claims. Minimum \$1 million.						
<input type="checkbox"/> Review/audit all consultants', service providers' Professional Indemnity insurance coverage. Minimum \$1 million.						
<input type="checkbox"/> Review the exact names of the insured (some entities may trade under different names, does the insured name match the name of the one contracted/engaged for the service) and the volume of the insurance policies – total and each one claim.						
<input type="checkbox"/> Review dates, geographical areas of validity of the insurance policies.						
Resource Requirements	Budget / Planning; Staffing; Infrastructure – office and filing capacities.					
Responsibilities	BAI Board, Member Association appointed Officials.					
Timing	Pre-event.					
Reporting & Monitoring Required	BAI/Member Association COM's.					

RISK ACTION PLAN

ACTION PLANNER

Item	Management of emergencies at events.			Ref	10
Risk	Failures/non-compliance with statutory requirements, AS etc. Injuries/death in an event of emergency.				
Summary – Response & Impact	BCA, AS, Legislative requirements in relation to emergencies.				
Likelihood (A-E)	Possible		Consequence (I-V)	II	
Inherent Risk	Medium	Treatment	Treat	Inherent Risk	Medium
Action Plan Proposed Treatments				Responsible – Sign below	
<input type="checkbox"/> Document and implement strategies to disperse crowd and alleviate congestion as component of Emergency Procedures, particularly at entry.					
<input type="checkbox"/> Require adequate supervision for members and administrative penalties for aggressive behaviour.					
<input type="checkbox"/> Review/audit physical separation of VIP/member/boxer/general spectator areas. Consider effective physical separation.					
<input type="checkbox"/> Develop and implement specific procedures for the security/protection of members/VIP/boxers/general public.					
<input type="checkbox"/> Generate VIP/member/boxer/general public evacuation procedure in the event of an imminent threat.					
<input type="checkbox"/> Preparation of Competition Manager to use PA announcements to calm crowd behaviour and remind them of maintaining honourable competition ethics or to assist in emergency situations. Managers need to be prepared to predict situations arising and take steps to control/assist crowd behaviour before it becomes an issue.					
Resource Requirements	Budget / Planning; Staffing; Infrastructure – office and filing capacities.				
Responsibilities	BAI Board, Member Association appointed Officials.				
Timing	Pre-event.				
Reporting & Monitoring Required	BAI/Member Association COM's.				

RISK ACTION PLAN

ACTION PLANNER

Item	Safety at Competition – Members/VIP's/Boxers/Public.			Ref	11
Risk	Violence and assaults (including sexual) to VIP/Members/Competitors and/or public – including children: violence-related injuries/claims.				
Summary – Response & Impact	Potential for antagonistic behaviour, confrontations, violence and violence-related injuries to members/VIP/boxers.				
Likelihood (A-E)	C (Possible)	Consequence (I-V)	II		
Inherent Risk	Medium	Treatment	Treat	Inherent Risk	Medium
Action Plan Proposed Treatments				Responsible – Sign below	
<input type="checkbox"/>	Consider use and live monitoring of CCTV of the venue (if available), particularly in areas designated or with high concentration of VIP/important stakeholders.				
<input type="checkbox"/>	Review/audit physical separation of VIP/Member/boxer areas from general spectator areas and consider effective physical separation.				
<input type="checkbox"/>	Develop and implement specific procedures for the security/protection of Members/VIP/boxers.				
<input type="checkbox"/>	Review insurance coverage of Security provider: Workers Compensation/Public Liability/Professional Indemnity.				
<input type="checkbox"/>	Generate VIP/Member/boxer/general public evacuation procedure in the event of an imminent threat.				
<input type="checkbox"/>	Develop and implement conflict resolution procedures.				
<input type="checkbox"/>	Engage or ensure there are reputable and experienced Security personnel in ratio of 1 Officer/100 Patrons as minimum for crowd control services.				
<input type="checkbox"/>	Communicate/consult with Police LAC (Local Area Command) on crowd control/security matters.				
<input type="checkbox"/>	Engage User-Pays Police Constable/s if significant crowd issues are anticipated.				
<input type="checkbox"/>	Consider licensing restrictions re: children in areas where alcohol may be served.				
<input type="checkbox"/>	Develop and implement condition of entry that one responsible adult is with each youngster.				
<input type="checkbox"/>	Develop and implement procedures for staff monitoring behaviour of children and adults around them.				
<input type="checkbox"/>	Develop and implement conflict resolution procedures.				
<input type="checkbox"/>	Display warning signage at entrance of the venue advising parents/responsible adults of potential risks to children.				
Resource Requirements	Budget / Planning. Documentation: contracts, staff instructions/procedures, insurance policies. Staffing: venue staff, officials, Security.				
Responsibilities	BAI Board, Member Association appointed Officials				
Timing	Pre-event, Event, Post-event.				
Reporting & Monitoring Required	BAI/Member Association COM's.				

RISK ACTION PLAN

ACTION PLANNER

Item	Competition – Media.			Ref	12
Risk	Negative publicity/compromising Media coverage (newspapers, magazines, TV channels).				
Summary – Response & Impact	Loss of image/reputation due to competition management and/or safety management failure/s.				
Likelihood (A-E)	B (Likely)	Consequence (I-V)	II		
Inherent Risk	Medium	Treatment	Treat	Inherent Risk	Low
Action Plan Proposed Treatments				Responsible – Sign below	
<input type="checkbox"/>	Ensure that all Federal and State regulations and BAI Competition Rules in relation to competitor/coach relation to competitor/coach registration and eligibility are complied with.				
<input type="checkbox"/>	Ensure that all Federal and State regulations and BAI Competition Rules in relation to boxer safety are complied with.				
<input type="checkbox"/>	Ensure that all Federal and State regulations and BAI Competition Rules are complied with.				
<input type="checkbox"/>	Ensure that medical and other checks are carried out in accordance with regulations.				
<input type="checkbox"/>	Develop and implement Media communication policy and procedures.				
<input type="checkbox"/>	Nominate Media liaise on personnel, who are inducted on Media communication policy and procedures.				
<input type="checkbox"/>	Develop Media statements in advance for all foreseeable situations.				
<input type="checkbox"/>	Rehearse communication procedures and statements.				
Resource Requirements	Budget / Planning. Documentation: contracts, staff instructions/procedures, insurance policies. Staffing: Venue staff, Officials, Security.				
Responsibilities	BAI Board, Member Association appointed Officials.				
Timing	Pre-event, Event, Post-event.				
Reporting & Monitoring Required	BAI/Member Association COM's.				