



QUEENSLAND BADMINTON ASSOCIATION Inc.

Risk Management

(Approved: 10 August 2025 / Next Review: August 2027)

Introduction

The Queensland Badminton Association (QBA) is committed to proactively managing risk to protect the health, safety, and welfare of all participants, as well as the reputation, operations, and sustainability of badminton in Queensland.

QBA operates in accordance with:

- **Badminton Australia's Risk Management Policy and Member Protection Policy**, available at badminton.org.au/policies-reports, and
- **Sport Integrity Australia's National Integrity Framework**, which provides national standards for child safety, anti-harassment, and ethical governance.

Definition of Risk

Risk is defined as any circumstance—physical, financial, legal, reputational, or operational—that could adversely impact:

- Participant safety,
- Integrity of the sport, or
- The effective delivery of QBA programs and services.

1. Risk Reduction Strategies

QBA and its affiliates implement proactive strategies, including:

- **Player and official safety protocols** (e.g. appropriate clothing and equipment)
- **Venue inspections** to ensure safe, accessible playing conditions
- **Sound financial procedures**, including secure cash handling
- **Emergency preparedness**, including first aid and evacuation procedures
- **Heat and weather management protocols**
- **Compliance with workplace health and safety legislation**
- **Cybersecurity measures** to protect member data and financial systems

2. Financial Risk Management

To ensure financial integrity:

- Minimise cash transactions where possible.

- Maintain a bank account in the organisation's legal name.
- Require dual authorisation for payments or follow rules outlined in your constitution.
- Use accounting software appropriate for the entity's size and financial complexity.

3. Equipment & Venue Safety

Clothing & Footwear

- Players must wear non-marking badminton shoes.
- Loose-fitting clothing is recommended for mobility.
- Shirts must be worn at all times.

Equipment Standards

- Shuttles must be the correct speed and quality.
- Rackets must be badminton-specific and in good condition.
- Nets, posts, umpire chairs, and signage must comply with BWF standards.

Venue Safety

- Courts must be clean, dry, and free of obstructions.
- Emergency exits must be clearly marked.
- Electrical equipment must be safe and functional.
- Smoking is prohibited in all venues.
- First aid kits must be accessible.
- Wet weather contingency plans must be in place.

4. Emergency & Accident Management

Emergency Preparedness

- Maintain accessible first aid kits.
- Display and regularly review emergency evacuation plans.
- Ensure access to a phone for emergency use.

Accident Response

In case of injury:

- Administer first aid or seek medical assistance.
- Preserve the scene unless safety dictates otherwise.
- Report the incident to a designated authority (e.g., Club President or QBA Safety Officer).
- Record the incident using QBA's incident register (template available upon request).

5. Insurance Coverage

All QBA-affiliated clubs must maintain the following types of insurance:

- Public liability
- Personal accident (sports injury)
- Professional indemnity (for coaches)
- Directors' and officers' liability
- Travel insurance (for teams and officials)
- Building and contents (as applicable)

All Clubs and Associations, including their respective affiliates, must be legal entities in accordance with the QBA Constitution.

Affiliates, Clubs and Associations who employ anyone must abide by the rules of the Fair Work Act and have appropriate Workcover Insurance.

Private entities (e.g. An Academy or Private Provider) must provide evidence of valid public liability insurance suitable for conducting badminton activities.

All coaches and trainers must be accredited badminton coaches and registered with Badminton Australia.

6. Child Safety & Protection of Junior Players

QBA adheres to Sport Integrity Australia's child safeguarding policies. All clubs must ensure:

- All coaches, officials, and committee members hold a valid **Blue Card**.
- At least two adults, including one of the same gender as the participants (where possible), are present at junior activities.
- No inappropriate physical contact occurs between adults and minors.
- Parental consent forms are completed for junior travel.
- Blue Card registers are maintained and regularly updated.
- All players, parents and officials are required to complete the Sport Integrity Australia education requirements online.

7. Responsibilities of Officials & Committee Members

Required Conduct

- Inspect and secure venues before and after use.
- Monitor junior players to ensure no one is left unattended.
- Report and act upon hazards.
- Remain free from the influence of drugs or alcohol while officiating.

Prohibited Conduct

- Making disparaging comments about QBA, its teams, or values.
- Engaging in any form of harassment or bullying.

8. Risk Management Oversight

Risk management must be a standing agenda item at committee meetings. Discussion should include:

- Incident and near-miss reports
- Policy or procedure updates
- Compliance with legal and national guidelines

10. Review

This policy will be reviewed by the QBA Board every two years, or earlier if required.