

Rugby League Risk Assessment Plan



This form constitutes a mandatory self-assessment for Risk Awareness and Management, applicable to all Rugby League events conducted under the auspices of the Queensland Rugby League (QRL). Additional agreeance to obligations is outlined below.

Completion and signing by the executive of this document is required.

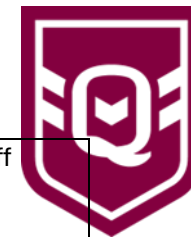
The completed document must be retained by the club, with a signed copy submitted to both the QRL and Sunshine Coast Junior Rugby League

Please note: The risk areas outlined in this form are intended as a general guide only. Hosting entities are responsible for identifying and addressing all relevant risk factors specific to their facility and event, ensuring comprehensive risk management practices are implemented.

1. Volunteer and Staff Inductions and brief of responsibilities

Role	Actions Required	Person Responsible	Status	Notes
Club Executives	<ul style="list-style-type: none"> Completion of required club executive modules. Completion of Patrons of the Game – Child Safety Course. Valid Blue Card linked to club portal & entered into MySideline. 	Club President	Ongoing	<p>Annual refresh prior to season commencement.</p> <p>Blue Card portal reset every season and volunteers require re-linking.</p> <p>Regular checks throughout season.</p>
Coaching staff	<ul style="list-style-type: none"> Completion of mandatory education module. Completion of Patrons of the Game – Child Safety Course. Valid Blue Card linked to club portal & entered into MySideline. 	Coaching Coordinator	In Progress	<p>Reminder to be sent to all coaching staff before commencement of season (and throughout if required).</p> <p>Annual refresh prior to season commencement.</p> <p>Blue Card portal reset every season and volunteers require re-linking.</p> <p>Regular checks throughout season.</p>

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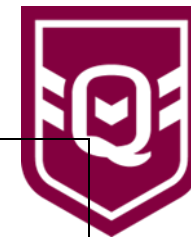


Ground Managers	<ul style="list-style-type: none"> • Completion of Ground Managers course. • Completion of Patrons of the Game – Child Safety Course. • Valid Bluecard linked to club portal & entered into MySideline. 	Club Executive/ Game Day Coordinator	Completed	<p>Reminder to be sent to all coaching staff before commencement of season (and throughout if required).</p> <p>Annual refresh prior to season commencement.</p> <p>Blue Card portal reset every season and volunteers require re-linking.</p> <p>Regular checks throughout season.</p>
Volunteers	<ul style="list-style-type: none"> • All volunteers are registered volunteers. • Completion of Patrons of the Game – Child Safety Course. • Valid Bluecard linked to club portal & entered into MySideline. 	Registrar	Completed	<p>Reminder to be sent to all coaching staff before commencement of season (and throughout if required).</p> <p>Annual refresh prior to season commencement.</p> <p>Blue Card portal reset every season and volunteers require re-linking.</p> <p>Regular checks throughout season.</p>

2. Management of Crowd Behaviour

Area	Actions Required	Person Responsible	Status	Notes
Game Day announcer	<ul style="list-style-type: none"> • Consistent messaging on conduct expectations to spectators. • Playing of Positive Environment Recording. (before game, half time and twice during game). 	Announcer / Ground Manager	Ongoing	Recording of message

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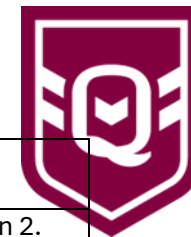


Positive Environment Signage	Corflutes on display around facility. Online PE reminders.	Ground Manager/ Social Media Officer/ Club Secretary	Ongoing	Poster Positioned at all venue entry points. Reminders scheduled to occur monthly via social media and mysideline.
Additional Security measures	Arrange as needed.	Club Executive	As required.	Security cameras.
QPS awareness	Advising QPS on home game dates. Calling 000 immediately should acts of violence happen.	Club Executive	Ongoing.	Season schedule to be sent to local QPS.
Ground Managers	Home Hosts - Three GM's are required at all times. Visiting Club – are required to provide visiting duty official to be visible in orange vest for touring teams. They are responsible for the club's own players & spectators. Advise any members of the public to immediately leave the facility who are demonstrating anti-social behaviours. Report incidents.	Game Day Coordinator/ Grounds Manager/ Club Executive	Ongoing	Ground Manager Handbook Incident Report Form Club Code of Conduct process

3. Communication

Area	Actions Required	Person Responsible	Status	Notes
Event Info and expectations to Members and supporters	Social media posts on requirements on attending Rugby League venues and enforcing the viewing of the Code of	Social media	Ongoing	Code of conduct Reminders posted before each home game.

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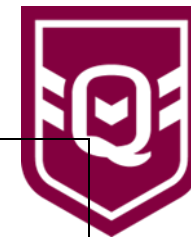


	Conduct for all patrons of the game. (including spectators).			
Public Address	Code of Conduct and Ground Rules reminders over PA.	Announcer	Ongoing	Refer to Game Day announcer in section 2.
Reporting of incidents	Any acts of anti-social behaviour be reported immediately	Game Day Coordinator/ Grounds Manager/ Club Executive	Ongoing	Ground Manager Handbook Incident Report Form Club Code of Conduct process

4. Management of Code of Conduct & On Field Policy

Area	Actions Required	Names of Personnel	Status	Notes
Coaches	Review Coaches code of conduct. Signed Club Volunteer Code of Conduct Agreement (Coaches, Managers, FAO, etc)	Coaching Coordinator /Club Executive	In Progress	Code of conduct Club Volunteer Code of Conduct form to be completed/signed annually. To be signed by 22 nd August 2025. Form created and sent to all Coaches.
Manager	Have reviewed the general principles and team/club official code of conduct Signed Club Volunteer Code of Conduct Agreement (Coaches, Managers, FAO, etc)	Coaching Coordinator/Club Executive	In Progress	Code of conduct Club Volunteer Code of Conduct form to be completed/signed annually. To be signed by 22 nd August 2025. Form created and sent to all Coaches.
Sports Trainers	Have reviewed the general principles and team/club official code of conduct Signed Club Volunteer Code of Conduct Agreement (Coaches, Managers, FAO, etc)	Coaching Coordinator/Club Executive	In progress	Code of conduct Club Volunteer Code of Conduct form to be completed/signed annually. To be signed by 22 nd August 2025. Form created and sent to all Coaches.
Leaguesafe	Have reviewed the general principles and team/club official code of conduct.	Coaching Coordinator/Club Executive	Completed	Code of conduct Club Volunteer Code of Conduct form to be completed/signed annually.

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	Awareness and acknowledgement of on-field policy Signed Club Volunteer Code of Conduct Agreement (Coaches, Managers, FAO, etc)			On field policy To be signed by 22 nd August 2025. Form created and sent to all Coaches.
Players	Verbally addressed on Code of Conduct & Demerit Point Program Code of conduct has been sent to all for review.	Coaching Coordinator/Club Executive	In Progress	Demerit Point Program Team Meetings to be held by 22 nd August 2025

5. Dressing rooms (Teams & Referees)

Area	Actions Required	Person Responsible	Status	Notes
Clear Access to and from field (players)	Ground Manager in attendance to ensure safe process.	Ground Manager	Ongoing	Entry/exit kept clear on match days.
Clear access to and from field (referees)	To be escorted by a Ground Manager	Ground Manager	Ongoing	

6. Liquor & Non-Smoking Management

Area	Actions Required	Person Responsible	Status	Notes
Liquor Licence	Copy to QRL	Club Secretary	In Process	To be provided to Club Support Coordinator by 22 nd August 2025.
Service of Alcohol	Responsible service of Alcohol (RSA) certification	Club Secretary	Completed	RSA Course link
Licensed Area	Does the area support the provision of a safe, manageable and secure environment?	Club Executives	Ongoing	Bar inside and monitored.
Non – smoking Area	Where is the non-smoking area and does it comply with QRL standards.	Club Executive/ Ground Manager	Ongoing	Smoking areas clearly marked.

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7. Management of on & Off Field Injury & Illness

Area	Actions Required	Person Responsible	Status	Notes
Does the club have a FAO Coordinator.	FAO Coordinator position filled.	Gavin Elliott	Completed.	
Is concussion reported through the mandatory online process.	Via mysideline.	Team Managers/ Head Trainer	Completed	Community Rugby League Policy and Guidelines for the Management of Concussion
Are injuries reported through the online process	Via mysideline. Team managers to complete Injury Reporting Training.	Team Managers/ Head Trainer	Completed In progress (bi-annual renewal)	MySideline: Injury Reporting
Ambulance Access	Clear access is outlined Ambulance and/or Police access.	Club Executive/ Ground Manager	Completed	
Support Squad	Club has two support squad members.	Dee Irvine/ Shayne Ralph	Completed	Resources

8. Venue Access

Risk	Level High/Mod/Low	Actions Required	Status	Notes
Entry/Exit	Low	Keep clear at all times.	Ongoing	Signage in place.
Lighting	Low	Check before games.	Ongoing	Faults reported and fixed.
Security	Mod	Monitor with ground managers	Ongoing	Patrol during games.
Officials Vehicle Access	Low	Designated path kept clear.	Ongoing	Barricades used when needed.

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We, the undersigned, acknowledge and understand that should the club fail to comply with any required actions that remain outstanding and/or are not fulfilled as ongoing obligations during the 2025 season, the Queensland Rugby League (QRL) reserves the sole discretion to immediately suspend the club's participation in rugby league activities under its jurisdiction, without prior notice. We further acknowledge and accept the terms outlined below, which form part of the agreed 2025 QRL Club Affiliation Terms and Conditions. (The QRL will provide the club with a copy of the application agreement on the scheduled meeting date.)

5. Code of Conduct/Positive Environment Program

a) Clubs are responsible for the conduct of their players, parents/carers, coaches, officials, and spectators. All individuals associated with [Applicant Club Name] must adhere to the NRL National Registration Terms and Conditions. Failure to ensure compliance with these standards may result in penalties, including player and/or team suspensions, loss of competition points, or monetary fines.

12.1 Exclusion from Participating in Matches

12.1.1 Participation Ban: If any of the specified circumstances occur with respect to a Club, neither the QRL nor its Regions or Local Leagues will permit that Club to participate in any Rugby League games. This includes:

12.1.1.1 Competition Matches: Matches controlled by the QRL, its Regions, or Local Leagues.

12.2 Specific Conditions Leading to Ban

12.2.3 Disrepute: If the Club brings the game of Rugby League into disrepute.

12.2.4 Rule Breach: If the Club materially breaches its obligations under:

12.2.4.1 QRL Rules and By-Laws (including policies and circulars)

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Date: 15/08/2025

Signature: *Richie Terrill*

Role: Club President

Date: 15/08/2025

Signature: *Angela Cavanagh*

Role: Club Secretary

Date: 15/08/2025

Signature: *S Arnott-Hollick*

Role: Club Treasurer