



# **Insurance / Risk Manager Officer**

*General Committee Position*

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**Reports to** Vice President (Junior)/Executive Committee/General Committee

## **Special Skills Required**

- Well organized & attention to detail
- Ability to negotiate with external parties

## **Duties**

- Oversee all insurance matters for the club
- Update insurance details for the Club as required, including the level of cover agreed to by the Executive and Club contact information.
- Oversee the injury reporting process within the Club and maintain an injury report register. Liaise with team trainers and ensure that they maintain effective communication practices in reporting injuries at training and on match day.
- Provide information as requested by Club members in dealing with insurance claims for injuries.
- Update insurance policy details on the Club website as required.
- Raise awareness of issues associated with risk within the club.
- Complete match-day checklist, or delegate to an appropriate Team Manager. Ensure that this process is followed before the start of play on each day of competition. Retain copies of all match day checklists and forward to the Secretary as required for filing.
- Develop a risk management plan.
- Develop policies and procedures that will address risk issues.
- Keep records of all risk management meetings, training records and incident reports.
- Organise training and education on risk management.