CLUB HEALTH CHECK – RISK REGISTER

You should receive an email with your unique login / username and password. The Club Risk Register can be completed by either downloading the app from the App Store (iOS compatible only) or by logging in via the Web Portal.

Your account at Inspection Apps has been created or updated.

To download your app, please go to the App Store. If you are viewing this email on your iPhone or iPad, you can click the App Store button below.

Available on the App Store

Your login details are:

Username:	secretary.wrjrl@gmail.com
Password:	rukqic76

App Access

You are able to access your Web Portal to book and schedule inspections using your desktop computer. To access your Web Portal, your login details are:

Url:	https://admin.inspectionapps.com/~qrl/
Username:	secretary.wrjrl@gmail.com
Password:	rukqic76

Web Portal Access

Kind regards

P 1300 280 522
E sales@inspectionapps.com
W inspectionapps.com

Inspection Apps
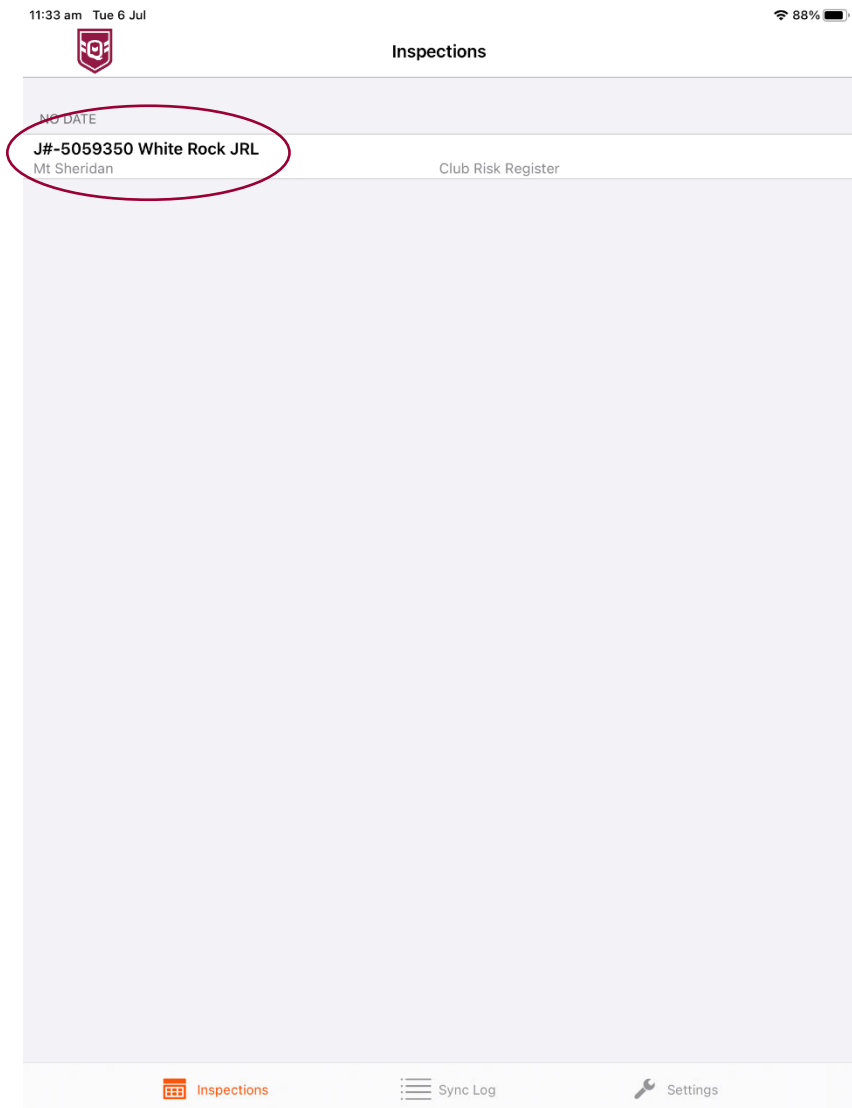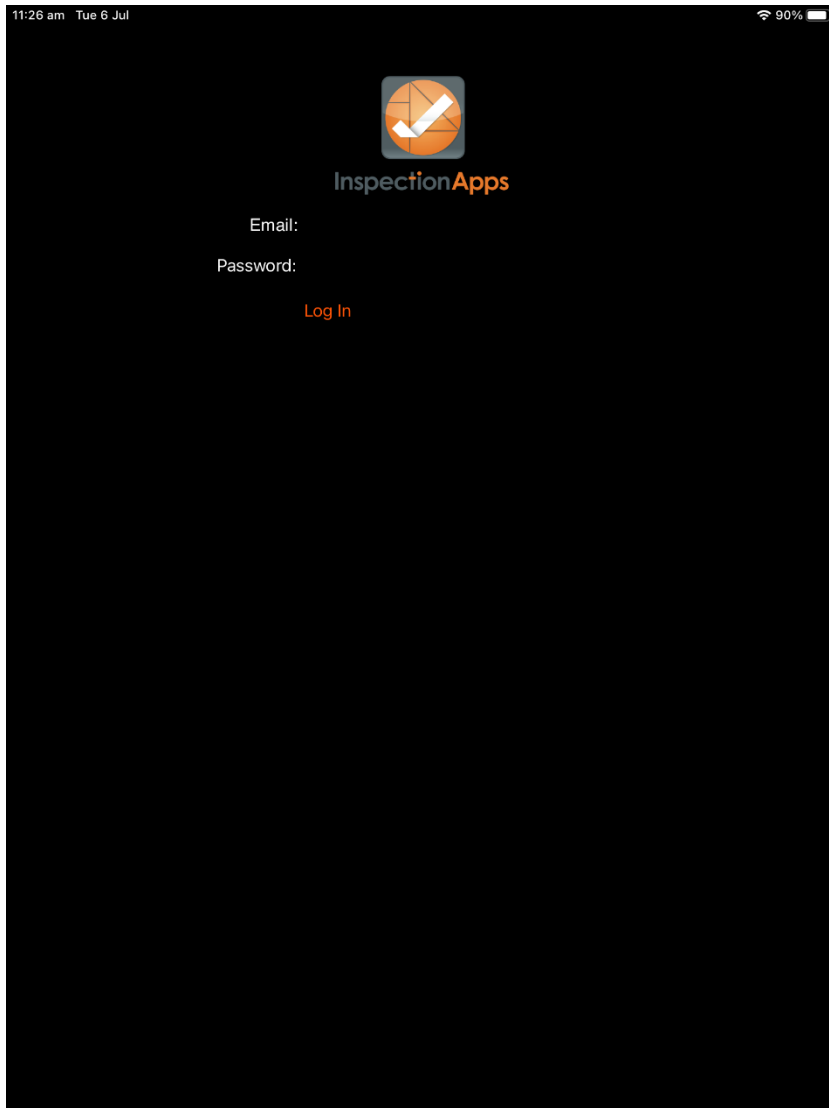
InspectionApps

Apple / iOS Users:

Step 1: Once you have downloaded the app, login using your username and password. Select the relevant job from the available list - the job number consists of a number and the Club name.

Step 2: The landing page will display contact and address information relevant to the Club. Select *Pre Season Risks* to start the club health check process and choose the relevant responses from the available options.

11:33 am Tue 6 Jul   88%

< Inspections   Inspection

JOB DETAILS

J#-5059350

(no date)

Club Risk Register

CLUB

White Rock JRL

0419 776 057   📞

ADDRESS

PO BOX 14270
Mt Sheridan, Qld, 4868   🧭

REGION

Northern

INSTRUCTIONS

INSPECTION

Pre Season Risks   >
Start of Season Risks   >
Mid Season Risks   >

GENERAL PHOTOS

Add Photo   >

Check & Sign   >

Inspections   Sync Log   Settings

11:34 am Tue 6 Jul   88%

< Inspection   Pre Season Risks

1.01 Does your committee conduct general meetings regularly?

| Yes fully documented | Partially documented | ✓

No

1.02 Does your committee record all decisions and actions?

| Yes fully documented | Partially documented | ⓘ

No

1.03 Does your club actively identify risks / undertake risk assessments?

| Yes fully documented | Partially documented | >

No

1.04 Does your club have a clearly defined communication strategy?

| Yes fully documented | Partially documented | >

No

1.05 Are club policies clearly communicated to all members?

| Yes | Partially | >

No

1.06 Does your club have clearly defined budgets and cashflow projections?

| Yes fully documented | Partially documented | >

No

1.07 Are all payments accurately recorded in the club's accounting system?

| Yes fully documented | Partially documented | >

No

1.08 Is a financial report provided at committee meetings?

Inspections   Sync Log   Settings

Step 3: Some responses will require further sections to be completed. In this instance, please select each available option and submit your response – a tick will indicate that all the required sections have been completed.

11:35 am   Tue 6 Jul   87%

‹ Pre Season Risks **1.02 Does your committee record all decisions and actions?**

Risk   ✓

Occurrence   ✓

Action required   ✓

Responsibility   ✓

Inspections   Sync Log   Settings

11:35 am   Tue 6 Jul   87%

‹ Inspection   **Pre Season Risks**

1.01 Does your committee conduct general meetings regularly?

Yes fully documented	Partially documented
No	

✓

1.02 Does your committee record all decisions and actions?

Yes fully documented	Partially documented
No	

✓

1.03 Does your club actively identify risks / undertake risk assessments?

Yes fully documented	Partially documented
No	

›

1.04 Does your club have a clearly defined communication strategy?

Yes fully documented	Partially documented
No	

›

1.05 Are club policies clearly communicated to all members?

Yes	Partially
No	

›

1.06 Does your club have clearly defined budgets and cashflow projections?

Yes fully documented	Partially documented
No	

›

1.07 Are all payments accurately recorded in the club's accounting system?

Yes fully documented	Partially documented
No	

›

1.08 Is a financial report provided at committee meetings?

Inspections   Sync Log   Settings

Step 4: ⓘ indicates that a response has not been recorded. Please locate the relevant question and submit a response. There is an option to upload photos to the app, permission will need to be given for the app to access the camera on your device.

Step 5: Select *Check & Sign* to review your responses. To finalise the inspection, submit your electronic signature and select *Accept*. Upon final submission on your device, you will receive an email advising that the inspection (Club Risk Register) has been completed but not verified.

Interim Results (Not finalised)

Pre Season Risks

Question	Result
1.01 Does your committee conduct general meetings regularly?	Yes fully documented
1.02 Does your committee record all decisions and actions?	Partially documented
Risk:	Minor
Occurrence:	Possible
Action required:	Create Minutes
Responsibility:	Club Secretary
1.03 Does your club actively identify risks / undertake risk assessments?	Yes fully documented
1.04 Does your club have a clearly defined communication strategy?	Yes fully documented
1.05 Are club policies clearly communicated to all members?	Yes
1.06 Does your club have clearly defined budgets and cashflow projections?	Yes fully documented
1.07 Are all payments accurately recorded in the club's accounting system?	Yes fully documented
1.08 Is a financial report provided at committee meetings?	Yes fully documented
1.09 Is your clubs cash stored in a secure location prior to banking?	Yes
1.10 Does your club keep a register of all club contracts? (Sponsor Servicing, Grant Deeds, Player / Coach Payments, Suppliers, Facility Lease, etc.)	Yes fully documented
1.11 Are there people at your club who have a detailed understanding of the club's contractual obligations?	Yes
1.12 Does your club have a Code of Behaviour / Code of Conduct?	Yes fully documented
1.13 Does your Code of Behaviour/Conduct clearly explain positive and negative behaviour and the possible actions for breaching the code?	Yes
1.14 Is the Member Protection Policy communicated across your club?	Yes
1.15 Are all club officers fully aware of their responsibilities to ensure discrimination and harassment does not occur at your club?	Yes
1.16 Do you have club rules that clearly define how to deal with conflicts of interest among stakeholders?	Yes fully documented
1.17 Does your club have adequate Professional Indemnity Insurance cover for its volunteers and employees?	Yes fully documented

Inspections   Sync Log   Settings

I confirm this inspection is now complete and the entered data is accurate

Accept

Inspections   Sync Log   Settings

Web Portal Access: To access Inspection Apps via the web portal, click on the link from the email and enter the login / username details.

Inspection Apps Login

Enter your username and password below to login.

| Username | secretary.wrjrl@gmail.com |
| Password | •••••••••• |

forgot your password?

Log in »

Step 1: On the landing page, select the relevant job from the list.

| Inspection Apps | 🗋 Jobs | 🗓 Upcoming Jobs | 👤 Clubs | 👤 Leagues | | | | | | | [→ Log Out] |

Add New Job   Import From Excel

Job Status	Unassigned Inspection #1 In Progress Inspection #2 In Progress Inspection #3 In Progress Completed Cancelled
	☐ Display jobs with follow up date
Job #	
Job Type	
Inspector	
Inspection Date	From: ___ 🗓 To: ___ 🗓
Club	
League	
Address	
Suburb	
Postcode Range	From: ___ To: ___

Search »

⬦ Job #	⬦ Type	⬦ Job Status	⬦ Inspector	⬦ Inspection Date	⬦ Club	⬦ League	⬦ Street Address	⬦ Suburb	⬦ Postcode	⬦ Follow Up Date	⬦ Region	⬦
🗋 J#-5059350	Club Risk Register	Inspection #2 In Progress	white rock jrl	Jun 30, 2021	White Rock JRL		PO BOX 14270	Mt Sheridan	4868		Northern	Modify

Save Job List To Excel

Step 2: Select the *Inspection* tab, and then select the *Inspection 2* tab. If an initial *Club Risk Register* was not completed for your Club in 2020, you will be required to select the *Inspection 1* tab to submit your responses. Please contact your local QRL League & Club Coordinator for more information. To start submitting your responses, select *Edit*.

Step 3: Choose your responses from the drop-down selections and click *Save Answer* to save and submit your response. If you need to change or edit your responses, select *Edit* again and follow the same process. After you have submitted all your responses, select *Save & Continue* to finalise the inspection.

UPLOADING DOCUMENTS INTO INSPECTION APP

As part of the 2021 Club Health Check process, Clubs will have the ability to upload documents directly into the application. This function allows clubs to create their own repository to securely store important records and documents.

It should be noted that some documents will have already been uploaded as part of the Club Health Checks conducted in previous years.

Step 1: Login to Inspection Apps and click on the *Clubs* tab.

Step 2: Using the *Search* function, enter the club name, suburb name or postcode to locate your club.

Step 3: Select the Documents tab.

Step 4: Select Add New Document.

Step 5: Complete the description field – this is a mandatory free format field used to reference the uploaded document to make it easier to locate within the Inspection App library. Select the type of document from the drop-down box.

Step 6: Select *Choose File*, select the file to upload and select *Open*. Select *Save Changes* to finalise the upload process.

Your document is now uploaded to Inspection Apps, repeat the process to upload other documents, pictures, or resources.