

Flinders University **<INSERT NAME>** Club

Individual Club Risk Management Process

Date risk management plan was established: **<22/05/2018>**

Date risk management plan was last reviewed: **<22/05/2018>**

Date of next risk management plan review: **<INSERT DATE>**

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1.1 Club Risk Policy Statement

The Flinders University <INSERT NAME> Club fully embraces the risk management process and understands the implications of putting a risk management process into practice. This is further evidenced by the executive committee appointing a risk management officer, and the conscious effort to evaluate and revise risk management process and policy annually.

1.2 Risk Management Responsible Personnel

The Flinders University <INSERT NAME> Club nominates <INSERT NAME> as the assigned risk management officer for the club for the year of <INSERT YEAR>.

1.3 Risk Management Plan Summary

The Flinders University <INSERT NAME> Club's risk management plan involves identifying what is at risk and what category each risk falls under. Next we assess the likelihood of the risk and the consequences for the club if that risk eventuates. From this, we can identify the level of the risk, determine appropriate action and designate resources as required. The risk is then given a responsible person and timeline. The risk is treated and the outcome of the process is communicated to all relevant stakeholders. This process is then reviewed and evaluated annually.

2.1 Risk Register Purpose

The purpose of having a risk register on hand is to help identify common risks within a sport and recreation setting. It should be noted that risks stated in the risk register may be more severe across different clubs. Furthermore, there will undoubtedly be new risks that continuously arise and risks that affect a specific club. Part of the role of the risk management officer and executive committee is to continuously monitor the risk register and add risks that arise accordingly.

2.2 Identified Sport and Recreation Activity Risks (RISK REGISTER)

Risk Category	What is the risk	Likelihood
FINANCIAL	Financial revenue loss of >2k.	Possible
	Membership numbers down.	Likely
	Late grant funding application.	Likely
	Increased competition cost.	Possible
	Club funds stolen by internal member.	Unlikely
STRATEGY	Overestimated 5 years financial position.	Possible
	Lots of members but no student members.	Possible
	Successful on the field, struggling off of the field.	Likely
	Lots of members and good training, no success on the field.	Likely
	Multiple members of executive committee all leave at once.	Likely
ECONOMIC	Loss of expensive asset.	Possible
	Damage to expensive asset.	Possible
	Membership payments late.	Likely
SOCIAL/PEOPLE	People working with children not having adequate screening.	Likely
	Injury to participants or umpires.	Likely
	Child protection laws breached.	Possible.
	Incident relating to individual or community harm.	Possible.
SERVICE DELIVERY	Club trainer is sick and cannot attend game day.	Possible
	Head coach quits without any notice.	Possible.
	Training equipment stolen.	Possible.
	Insufficient amount of players to fill a side.	Likely.
ENVIRONMENTAL	Facility space unavailable.	Likely.
	Playing surface below playing standard.	Possible.
	Lights not working at training/for game day/at event.	Possible
	Facility space becomes permanently unavailable.	Possible.
	Another club using your clubs designated space.	Likely.
REPUTATION & IMAGE	Social media account hacked and club defamed.	Possible.
	Key private documents and/or discussions publicly released.	Possible.
	Discrimination claims from member.	Likely.
	Racial Discrimination from general public on game day.	Possible.
	Lawsuit taken out against the club for financial fraud.	Unlikely.

The above list is not extensive, it is expected that clubs add to this extensively, each sport will have different risks. Please expand each category into an Action List (see 2.3 below). If more tables required, contact club and social sport officer.

2.3 Risk Management Action Plan

RISK CATEGORY/CONTEXT: <i>E.G: Governance, Facility, Finance, Event</i>			<u>FINANCIAL</u>						
WHAT IS THE RISK?	WHAT IS AT RISK?	LIKELIHOOD (Refer to page 7 information document)	LEVEL OF RISK (Refer to page 9 of information document)	ACTION (Refer to page 10 of information document)	RESOURCES REQUIRED (Funding, equipment, personnel etc.)	RESPONSIBILITY & TIMELINE (Who and When)	COMMUNICATION (Who needs to be notified and how)	RISK TREATED (What has been actioned to treat this)	DATE REVIEWED
<i>Club membership numbers are down.</i>	<i>A lack of cash at bank to purchase footballs for match day.</i>	<i>Likely</i>	<i>High</i>	<i>Set a strict membership cut-off date with extra time in-case numbers are low.</i>	<i>N/A</i>	<i>Executive Committee, Members, By March 3rd.</i>	<i>Executive committee & Members</i>	<i>Strict Membership Cut-Off Date established.</i>	<i>N/A</i>

RISK CATEGORY/CONTEXT: <i>E.G: Governance, Facility, Finance, Event</i>			<u>STRATEGY</u>						
WHAT IS THE RISK?	WHAT IS AT RISK?	LIKELIHOOD (Refer to page 7 of information document)	LEVEL OF RISK (Refer to page 9 of information document)	ACTION (Refer to page 10 of information document)	RESOURCES REQUIRED (Funding, equipment, personnel etc.)	RESPONSIBILITY & TIMELINE (Who and When)	COMMUNICATION (Who needs to be notified and how)	RISK TREATED (What has been actioned to treat this)	DATE REVIEWED
<i>Multiple Members of Executive Committee Leave at Once</i>	<i>Club dissolves due to poor governance, with no guidelines for a new committee to follow</i>	<i>Possible</i>	<i>Extreme</i>	<i>Develop a Club Committee Handbook in conjunction with club and social sport officer</i>	<i>Time</i>	<i>Executive Committee, Prior to the end of University Teaching Year</i>	<i>Executive committee & Members</i>	<i>Strict committee guidelines and rules put in place for incoming committee.</i>	<i>N/A</i>

RISK CATEGORY/CONTEXT: <i>E.G: Governance, Facility, Finance, Event</i>			<u>ECONOMIC</u>						
WHAT IS THE RISK?	WHAT IS AT RISK?	LIKELIHOOD (Refer to page 7 information document)	LEVEL OF RISK (Refer to page 9 of information document)	ACTION (Refer to page 10 of information document)	RESOURCES REQUIRED (Funding, equipment, personnel etc.)	RESPONSIBILITY & TIMELINE (Who and When)	COMMUNICATION (Who needs to be notified and how)	RISK TREATED (What has been actioned to treat this)	DATE REVIEWED
<i>Damage to expensive asset (underwater club boat)</i>	<i>Club can no longer generate income because members have no boat to use, so they stop signing up as members</i>	<i>Possible</i>	<i>Extreme</i>	<i>Ensure appropriate insurance is on all expensive assets, continuously evaluate storage space effectiveness</i>	<i>Funding for Insurance</i>	<i>Executive Committee, Annually</i>	<i>Members and Committee</i>	<i>Insurance and Storage of assets is annually reviewed.</i>	<i>Annually</i>

RISK CATEGORY/CONTEXT: <i>E.G: Governance, Facility, Finance, Event</i>			<u>SOCIAL/PEOPLE</u>						
WHAT IS THE RISK?	WHAT IS AT RISK?	LIKELIHOOD (Refer to page 7 information document)	LEVEL OF RISK (Refer to page 9 of information document)	ACTION (Refer to page 10 of information document)	RESOURCES REQUIRED (Funding, equipment, personnel etc.)	RESPONSIBILITY & TIMELINE (Who and When)	COMMUNICATION (Who needs to be notified and how)	RISK TREATED (What has been actioned to treat this)	DATE REVIEWED
<i>Ambulance cannot access injured personnel leading to fatality.</i>	<i>The life of a member/opposing teams.</i>	<i>Possible</i>	<i>Extreme</i>	<i>Ensure that all members understand that if an ambulance is to be called to the university, security must be contacted to open facility access to ambulance.</i>	<i>N/A</i>	<i>Executive Committee</i>	<i>Members, Umpires, Opposing teams, Executive committee.</i>	<i>A new process that is followed in the event of emergency.</i>	<i>N/A</i>

RISK CATEGORY/CONTEXT: <i>E.G: Governance, Facility, Finance, Event</i>			<u>SERVICE DELIVERY</u>						
WHAT IS THE RISK?	WHAT IS AT RISK?	LIKELIHOOD (Refer to page 7 information document)	LEVEL OF RISK (Refer to page 9 of information document)	ACTION (Refer to page 10 of information document)	RESOURCES REQUIRED (Funding, equipment, personnel etc.)	RESPONSIBILITY & TIMELINE (Who and When)	COMMUNICATION (Who needs to be notified and how)	RISK TREATED (What has been actioned to treat this)	DATE REVIEWED
<i>Coach quits on the spot without notice, game day is tomorrow</i>	<i>Nobody to coach the top side against rival team</i>	<i>Unlikely</i>	<i>High</i>	<i>Make coach sign contract that minimum two weeks' notice is required if they leave the role, No money is paid until they complete the season.</i>	<i>N/A</i>	<i>Executive Committee, before coach commences duties</i>	<i>Coach, Committee</i>	<i>Coach contract put in place.</i>	<i>N/A</i>

RISK CATEGORY/CONTEXT: <i>E.G: Governance, Facility, Finance, Event</i>			<u>ENVIRONMENTAL</u>						
WHAT IS THE RISK?	WHAT IS AT RISK?	LIKELIHOOD (Refer to page 7 information document)	LEVEL OF RISK (Refer to page 9 of information document)	ACTION (Refer to page 10 of information document)	RESOURCES REQUIRED (Funding, equipment, personnel etc.)	RESPONSIBILITY & TIMELINE (Who and When)	COMMUNICATION (Who needs to be notified and how)	RISK TREATED (What has been actioned to treat this)	DATE REVIEWED
<i>Facility Space is Unavailable</i>	<i>No facility to train/play in for the week</i>	<i>High</i>	<i>Moderate</i>	<i>Have back-up facility/facilities kept in mind as well as contact Club and Social Sport Officer to confirm booking 2 weeks in advance.</i>	<i>Back up facility</i>	<i>President, Coach</i>	<i>Members, Executive Committee, Stakeholders (umpires etc.)</i>	<i>Back-up plan and process put in place.</i>	<i>N/A</i>

RISK CATEGORY/CONTEXT: <i>E.G: Governance, Facility, Finance, Event</i>			<u>REPUTATION & IMAGE</u>						
WHAT IS THE RISK?	WHAT IS AT RISK?	LIKELIHOOD (Refer to page 7 information document)	LEVEL OF RISK (Refer to page 9 of information document)	ACTION (Refer to page 10 of information document)	RESOURCES REQUIRED (Funding, equipment, personnel etc.)	RESPONSIBILITY & TIMELINE (Who and When)	COMMUNICATION (Who needs to be notified and how)	RISK TREATED (What has been actioned to treat this)	DATE REVIEWED
<i>Social Media Account Hacked and club defamed</i>	<i>The reputation and Image of the club in the public eye. May be uninclined to seek membership. Decreased Cash at bank.</i>	<i>Possible</i>	<i>High</i>	<i>Ensure that only people with social media access know what the password is. Ensure password is encrypted and difficult.</i>	<i>N/A</i>	<i>Executive Committee</i>	<i>Executive Committee</i>	<i>Solid Security Process put in place.</i>	<i>Annually.</i>

3.1 Terms and Conditions & Signatures

As an executive committee we understand that before the first round of grant funding cut-off date (advised each year), this risk management process document identifying all risks recognised by the club and how they have been actioned, must be submitted to the club and social sport officer. Along with other essential club affiliation documents.

Risk Management
Officer

Club President

Sport & Club
Development Officer
(Flinders University
Sport & Fitness)