



**Ingleburn Eagles**  
Soccer Club

The Family Club - 55 Years

# Ingleburn Eagles Soccer Club Inc Risk Management Plan

## Purpose and Scope

Ingleburn Eagles Soccer Club has recognised that risk management is an integral part of good management practice and has established a formal Risk Management Framework to manage the risks facing the organisation. The framework supports better decision-making by contributing to improved insights into adverse events and their impacts and assists in the achievement of organisational objectives.

This Risk Register captures the risks identified by management in relation to the governance and operation of the Ingleburn Eagles Soccer Club. Each risk has been analysed to determine the likelihood and consequence of a risk event occurring and identifies controls and treatment plans for risk mitigation.

## Risk Management Process

Risk management is a five step process:

**Step 1 – Establish the context**

**Step 2 – Identify the risks**

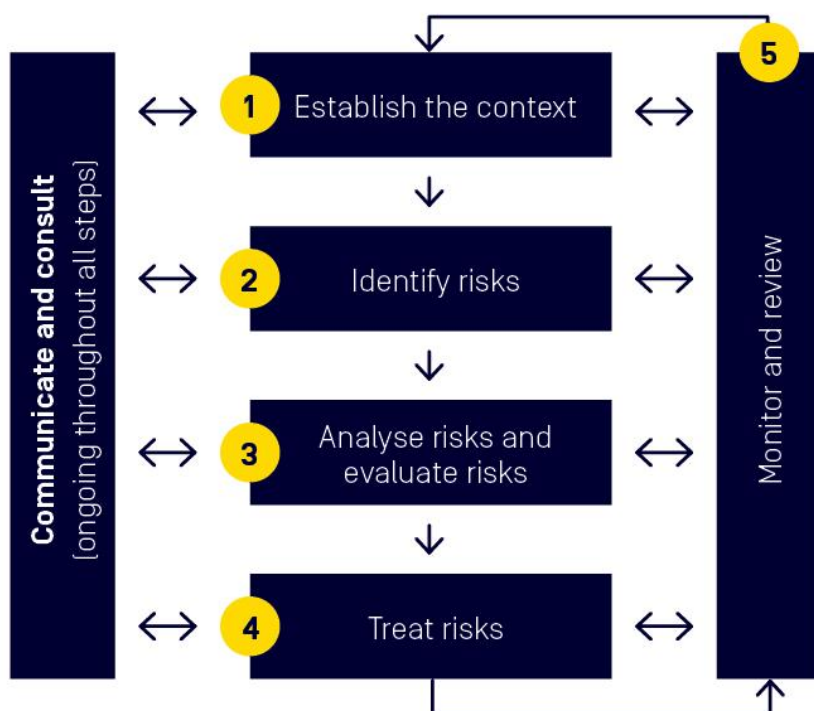
**Step 3 – Analyse the risks**

**Step 4 – Evaluate the risks**

**Step 5 – Treat the risks**

Throughout each step, it is essential that there is consultation and communication with everyone in your organisation's functions, activities and events (refer to diagram).

### Risk Management Process



## Step 1 – Establish the context

Before risk can be clearly understood and dealt with, it is important to understand the context in which it exists. You should define the relationship between your club and the environment that it operates in so the boundaries for dealing with risk are clear.

**Strategic context** – the environment within which the organisation operates

**Organisational context** – the objectives, core activities and operations of the club.

## Step 2 – Identify the risks

The purpose of this step is to identify what could go wrong (likelihood) and what is the consequence (loss or damage) of it occurring.

Key questions to ask include:

- What can happen? List risks, incidents or accidents that might happen by systematically working through each competition, activity or stage of your event to identify what might happen at each stage.
- How and why it can happen? List the possible causes and scenarios or description of the risk, incident or accident.
- What is the likelihood of them happening?
- What will be the consequences if they do happen?

Risks can be physical, financial, ethical or legal.

Physical risks are those involving personal injuries, environmental and weather conditions and the physical assets of the organisation such as property, buildings, equipment, vehicles, stock and grounds.

Financial risks are those that involve the assets of the organisation and include theft, fraud, loans, license fees, attendances, membership fees, insurance costs, lease payments, pay-out of damages claims or penalties and fines by the government.

Ethical risks involve actual or potential harm to the reputation or beliefs of your club, while legal risks consist of responsibilities imposed on providers, participants and consumers arising from laws made by federal, state and local government authorities.

## Step 3 – Analyse the risks & evaluate

This step involves analysing the likelihood and consequences of each identified risk and deciding which risk factors will potentially have the greatest effect and should, therefore, receive priority with regard to how they will be managed. The level of risk is analysed by combining estimates of likelihood (table 1) and consequences (table 2), to determine the priority level of the risk (table 3).

It is important to consider the consequences and the likelihood of risk in the context of the activity, the nature of your club and any other factors that may alter the consequences of likelihood of risk.

Risk evaluation involves comparing the level of risk found during the analysis process with previously established risk criteria and deciding whether risks can be accepted. If the risk falls into the low or acceptable categories, they may be accepted with minimal further treatment. These risks should be monitored and periodically reviewed to ensure they remain acceptable. If risks do not fall into the low or acceptable category, they should be treated using one or more of the treatment options considered in step 4.

## Criteria for evaluating risk

**Table 1: Likelihood scale**

What is the likelihood of the risk event/problem occurring in a year?

RATING	LIKELIHOOD
5	<b>ALMOST CERTAIN:</b> will probably occur, could occur several times per year
4	<b>LIKELY:</b> high probability, likely to arise once per year
3	<b>POSSIBLE:</b> reasonable likelihood that it may arise over a five-year period
2	<b>UNLIKELY:</b> plausible, could occur over a five to ten year period
1	<b>RARE:</b> very unlikely but not impossible, unlikely over a ten year period

**Table 2: Loss or damage impact scale**

What is the loss or damage impact (severity) if the risk event occurred?

RATING	POTENTIAL IMPACT
5	<b>CATASTROPHIC:</b> Most objectives may not be achieved, or several severely affected
4	<b>MAJOR:</b> Most objectives threatened, or one severely affected
3	<b>MODERATE:</b> Some objectives affected, considerable effort to rectify i.e. sport injury – requires medical attention and has some impact on participation in sport and/or other activity
2	<b>MINOR:</b> Easily remedied, with some effort the objectives can be achieved i.e. sport injury requires first aid treatment and prevents immediate participation in sport and/or other activity
1	<b>NEGLECTIBLE:</b> Very small impact, rectified by normal processes i.e. sport injury that does not prevent participation

## Risk priority

The **risk priority scale** determines the nature of the risk and the action required. They are indicators to assist in the decision making of what action is warranted for the risks.

Table 3 – Risk priority scale

What is the risk priority?

		IMPACT				
		5 Catastrophic	4 Major	3 Moderate	2 Minor	1 Negligible
LIKELIHOOD	5 Almost certain	Extreme (1)	Extreme (1)	Major (2)	Major (2)	Medium (3)
	4 Likely	Extreme (1)	Extreme (1)	Major (2)	Medium (3)	Minor (4)
	3 Possible	Extreme (1)	Major (2)	Major (2)	Medium (3)	Minor (4)
	2 Unlikely	Major (2)	Major (2)	Medium (3)	Minor (4)	Minor (4)
	1 Rare	Medium (3)	Medium (3)	Minor (4)	Minor (4)	Minor (4)

### Key

<b>1. Extreme</b>	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
<b>2. Major</b>	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
<b>3. Medium</b>	Medium risks that are likely to arise or have serious consequences requiring attention
<b>4. Minor</b>	Minor risks and low consequences that may be managed by routine procedures

An example of how to use the risk rating tables is included in Attachment A.

## Step 4 – Treat the risks

Risk treatment involves identifying the range of options for treating the risk, evaluating those options, preparing the risk treatment plans and implementing those plans. It is about considering the options for treatment and selecting the most appropriate method to achieve the desired outcome.

Options for treatment need to be proportionate to the significance of the risk, and the cost of treatment commensurate with the potential benefits of treatment.

### Treatment options

- **Accepting the risk** – for example most people would consider minor injuries in participating in the sporting activity as being an inherent risk.
- **Avoiding the risk** is about your club deciding either not to proceed with an activity or choosing an alternate activity with acceptable risk which meets the objects of your club. For example, a cricket club wishing to raise funds may decide that a rock climbing competition without a properly trained and accredited instructor, equipment etc may decide a safer way of raising funds.
- **Reducing the risk** likelihood or consequences or both is commonly practiced treatment of a risk within sport, for example use of mouth guards for players in some sports i.e. contact sports.
- **Transferring the risk** in full or in part, will generally occur through contracts or notices for example your insurance contract is perhaps the most commonly used risk transfer form used. Other examples include lease agreements, waivers, disclaimers, tickets, and warning signs.
- **Retaining the risk** is knowing that the risk treatment is not about risk elimination, rather it is about acknowledging the risk is an important part of the sport activity and some must be retained because of the inherent nature of the sport activity. It is important to consider the level of risk which is inherent and acceptable.
- **Financing the risk** means the club funding the consequences of risk i.e. providing funds to cover the costs of implementing the risk treatment. Most community non-profit sport clubs would not consider this option.

Whichever option you choose to treat a risk, if the risk has rated highly you will need to carefully consider necessary policies, procedures and strategies to treat the risk. These will include:

- what is needed to treat the risk?
- who has responsibility?
- what is the timeframe?
- how you will know when the risk has been successfully managed?

Also, seek independent advice from your broker, insurer, solicitor, financial advisor and/or affiliated state body.

## Step 5 – Monitor and review

As with communication and consultation, monitoring and review is an ongoing part of risk management that is integral to every step of the process. It is also the part of risk management that is most often given inadequate focus, and as a result the risk management programs of many organisations become irrelevant and ineffective over time. Monitoring and review ensure that the important information generated by the risk management process is captured, used and maintained.

Few risks remain static. Factors that may affect the likelihood and consequences of an outcome may change, as may the factors that affect the suitability or cost of the various treatment options. Review is an integral part of the risk management treatment plan.

As discussed earlier, risk management is an integral part of all core business functions, and it should be seen and treated as such. Risk management should be fully incorporated into the operational and management processes at every level of the organisation and should be driven from the top down.

# Risk Register

## Residual Risk Profile

Likelihood	5 Almost certain				7	
	4 Likely					
	3 Possible	11		1,5,	8 10	4, 6
	2 Unlikely			2, 3,		
	1 Rare		9	12		
		1 Negligible	2 Minor	3 Moderate	4 Major	5 Catastrophic
		Consequence				

	Extreme Risk: detailed research and management planning required at senior levels
	Major risk: Senior management attention needed
	Medium Risk: Management responsibility must be specified
	Minor Risk: Manage by routine procedures



## Summary Risk Register

Risk No	Risk Definition / Description	Residual Risk and Control Rating			Overall Residual Risk Rating
		Likelihood	Impact	Strategy	
1	Management of the serving of alcohol	Unlikely	Moderate	Ensure all persons have RSA and club complies with MFA policies	Major
2	Lack of appropriate governance framework	Unlikely	Moderate	Regular review of all policies by the executive committee. Spot check of policies to ensure that they are adhered.	Medium
3	Inappropriate release of personal information	Unlikely	Moderate	Minimise the number of people with access to registration information.	Medium
4	Financial mismanagement/ Fraud	Possible	Catastrophic	Regular review of Club finances. Two signatories required to transfer funds from the accounts. Banking to be done on a regular basis. Financial statement prepared and shared at every club meeting along with the balances of the bank statements.	Extreme
5	Cash handling	Possible	Moderate	Cash register are collected at the end of each playing day and store in an offsite location. Minimum float levels to be left within the cash register at the star of the day. Banking to be done on a regular basis.	Major
6	Club investments are not properly managed	Possible	Catastrophic	Regular review of Club finances. Two signatories required to transfer funds from the accounts.	Extreme
7	Player injury	Almost Certain	Major	Ensure appropriate warm up procedures are followed, first aid kits are available and a list of key contacts is provided at each pavilion	Extreme
8	Safety of Children	Possible	Major	Each Committee Member and Coach to have a valid Working with Children Check.	Major
9	Food safety	Unlikely	Minor	Training and information to be made available at canteen where food handling takes place. Posters advising helpers of the food handling standards to be prominently displayed.	Minor
10	Loss of talented players	Possible	Major		Major
11	Turnover of Board members	Possible	Negligible	There is a centralised document register which allows committee members access to view policies and instructions. Furthermore, each member of the committee is allocated back up responsibility for one other member of the committee	Minor
12	Fire in the canteen/clubhouse	Rare	Moderate	There is an emergency management plan prepared for Macquarie Fields Park	Minor