



**RISK MANAGEMENT**

**POLICY AND PROCEDURES**

**Canberra City Gymnastics Club**

Program Manager: Jenny Xian  
Facility Officer: Brian Hewett  
Head Coach: Qu Derui  
President: Tania Constable

## Document History

Original Risk Register replaced with current Risk Management Policy and Procedures document

<b>Date</b>	<b>Issue</b>	<b>Description of revision</b>
June 2004	2	Initial Draft
July 2004	2	Final Draft for Committee Approval
August 2004	2	Committee Sign-off
March 2008	3	Committee Review
July 2009	3	Committee Review – New Logo
September 2010		

## RISK MANAGEMENT IN CCGC

### POLICY AND PROCEDURES

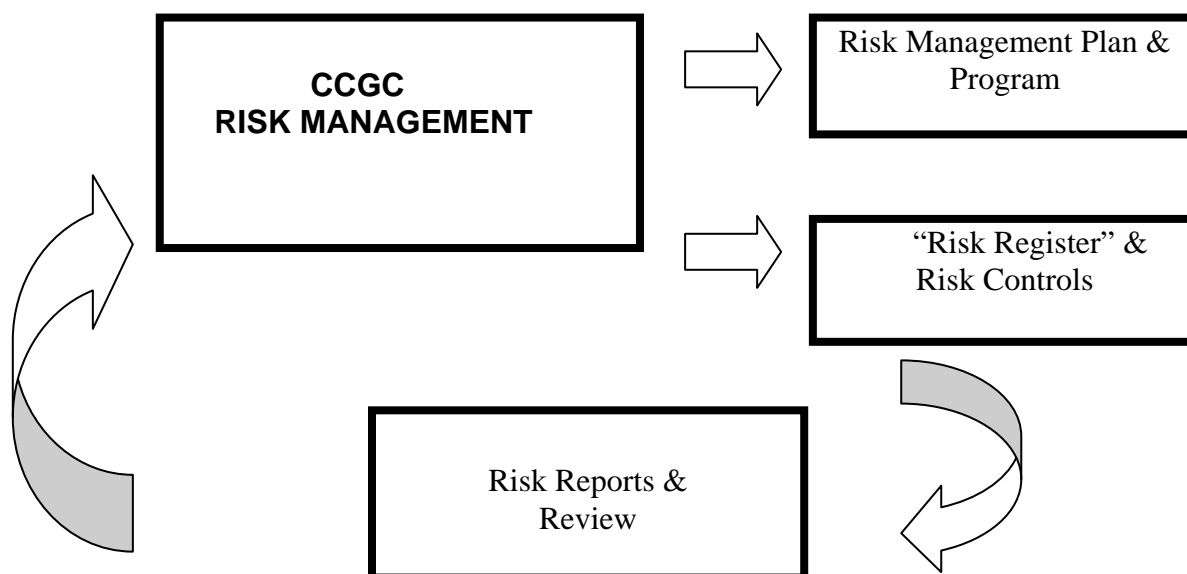
#### 1. Risk Management

CCGC has identified potential risks that would affect the Club's major function, analysed their likelihood and impact, and devised and implemented responses (controls) so as to ensure that the Club's objectives are achieved.

Our aim is to achieve best practice in controlling all the risks to which the Club is exposed by incorporating appropriate risk management strategies including monitoring and reviewing ongoing risk to account for changes in our operations and to enable us to make well-informed decisions on risk controls.

The Club is committed to the management of risk to continue to protect its:

- Members
- Employees, volunteers and their skills
- Environment
- Quality of programs
- Assets and intellectual property
- Image and reputation



**Desired outcomes of Canberra City Gymnastics' Risk Management**

## 2. Role and Responsibilities

**All staff and program heads** are responsible for managing risk within their span of control, for promoting the application of risk management by volunteers and visitors, and assisting with the identification of broadly based risks that could impact on the Club as a whole.

### Specific Tasks

- 2.1 Management Committee with Head Coach
  - Assume general oversight of Risk Management in the Club.
- 2.2 Program Manager and Facility Officer
  - Ensure that Risk Register/Checklist is updated annually;
  - Accept responsibility for risk identification and accountability for those risks that have not been adequately identified or assessed.
- 2.3 Division and External Programs - Heads
  - Continuously review risks and controls of his/her operations with a view to ensuring risks are effectively mitigated.
- 2.4 President
  - Facilitate the preparation, update, sign-off and approval of Risk Register;
  - Conduct/arrange appropriate training workshops, as necessary;
  - Monitor compliance with this Risk Management Policy and Procedures.

### 3. Frequency of Updating Risk Registers

- Risk Registers will be reviewed and updated bi-annually.

### 4. Timing of Review and Updating Risk Registers

- During first quarter of calendar year.

### 5. Annual Risk Management Procedures

	<b>PROCESS</b>	<b>RESPONSIBILITIES</b>
5.1	Facilitate the updating of the Risk Register between July and August each year	President
5.2	Analyse and evaluate programs to identify new or confirm existing risks on the Risk Register	Program Manager Facility Officer
5.3	Identify new or confirm control processes on the Risk Register	Program Manager
5.4	Assign a rating (High, Medium or Low) against each risk and control identified on the Risk Register	Management Committee
5.5	Sign-off the Risk Register	President
5.6	Review the accuracy of the Risk Register	President
5.7	Approve the Risk Register	President
5.8	Rank areas identified in the Risk Register according to priority for action/Internal Audit coverage	Program Manager Facility Officer
5.9	General oversight of Risk Management Strategy for the Organisation	Management Committee Head Coach

We confirm that we have read and understood Canberra City Gymnastic's Risk Management Plan, and have discussed with staff, outlining the Club's policy in this regard and our roles in the risk management process.

..... Signed  
..... Name  
..... Position  
..... Date

**Please direct any questions in relation to the CCGC's Risk Management Plan to the Manager.**



Risk Register for Canberra City Gymnastic Club

Potential Risk	Ref No	Evaluation of Risk	Risk Rating	Likelihood	Risk Ranking	Strategies	Status
<b>Management &amp; Planning</b>							
Lack of Risk Awareness	M1	Members and assets unprotected	High	Unlikely	4	Staff workshops	On-going
Perceived conflict of interest of management if members are parents	M2	Club community's lack of confidence in governing processes	Medium	Unlikely	6	Constitutional requirements: elected members to be drawn also from technical areas	Contained
Loss of key personnel	M3	Disruption of operation	Major	Likely	1	Understudies and assistants to key personnel; documented processes; training encouraged for ALL personnel. <b>Exit Survey</b>	On-going
Financial Safety	M4	Loss of funds through theft or poor decisions or inability to maintain programs	High	Unlikely	3	Financial reports at all management meetings; meetings held every six weeks; multiple account signatories; annual budget; back to base security; little cash on hand.	Contained
Inadequate planning	M5	Club's operation and reputation declines	Medium	Unlikely	5	Annual planning & review day; 5-year strategic plan and goals identified; Access to ASC club development network & resources	On-going
Safety - all aspects	M6	Workplace and training injuries; liability; critical events	Major	Neutral	2	Discipline & equipment policies prominently displayed; Emergency drills; Full range of insurance and workcover maintained	Contained

<b>Communication &amp; Information Management</b>	<b>Ref No</b>	<b>Evaluation of Risk</b>	<b>Risk Rating</b>	<b>Likelihood</b>	<b>Risk Ranking</b>	<b>Strategies</b>	<b>Status</b>
Operational and membership information, injury particulars not readily available	C1	Un-informed decisions; Members unaware of Club's position; unsafe equipment and coaching practice may go unidentified	High	Unlikely	4	Well-maintained membership database and accident reports; membership & accident statistics reporting are standard item on meetings' agenda	Contained
Poor communication and feedback to Club community, no opportunity for members to provide feedback	C2	Isolation of coaching staff and Club members; deterioration of Club spirit, loss of membership and reputation	High	Unlikely	2	Meeting minute/workshop reports, events, results, news posted on Club & Staff noticeboards and website; gymnast progress reports provided; feedback actively pursued	On-going
Staff are not aware of first aid information	C3	Non-timely response to medical situations	High	Neutral	1	First Aid procedures covered in coaches handbook; location of first aid cabinet and contents and appropriate usage workshopped by trained staff; part of 'new staff' tour	Contained
Loss of Information Systems through fire, unusual events.	C4	Inability to operate	Major	Possible	3	All information backed-up and duplicated externally; smoke alarms installed; fire extinguishers appropriately placed	On-going



Technical & Training	Ref No	Evaluation of Risk	Risk Rating	Likelihood	Risk Ranking	Strategies	Status
Inadequate & inconsistent Program delivery	T1	Participants lose interest; perceived inequity	High	Neutral	4	National programs and resources readily available 'on the floor'. Coach workshops held to ensure quality across all classes. Lesson outlines in each coach's folder.	On-going
Coaches are not accredited and/or working within their level of accreditation and/or not supervised	T2	Professional liability	High	Neutral	2	Policy: coaches start as apprentices/assistants under supervision. Go solo under head coach & senior coach supervision. Require attendance to one workshop per term.	On-going
Lack of procedures for coach/judge/officials/volunteer replacement and/or training.	T3	Inability to offer classes, maintain upto-date programs, improvements	Major	Likely	1	Maintain/increase links with sport education organizations: UC, CIT; Offer suitable in-house education; subsidize accreditation/updating, encourage professionalism. Maintain Club's high reputation and profile.	On-going
Coaches are not trained or updated in first-aid	T4	Professional liability	High	Unlikely	3	Run first-aid workshop for staff once per year. Arrange full update for coach accreditation requirements and subsidise financially	Contained

Membership	Ref No	Evaluation of Risk	Risk Rating	Likelihood	Risk Ranking	Strategies	Status
Club does not maintain member recruitment activities/evaluate recruitment	Mp 1	Decrease in participation base. Non-viable classes and programs	Medium	Unlikely	1	Club participates in community activities, has promotional pamphlets, holds holiday programs. Enrolment form requests information on how members heard of the Club to help management make informed decisions on marketing.	On-going
Club does not continue to evaluate and/or encourage member retention	Mp 2	Continue to lose members, which Club would otherwise retain	Medium	Unlikely	2	Membership numbers and analysis is a permanent agenda item for management committee meetings. Exit Survey	Contained
Club inappropriately supports and/or encourages members to enter National and/or State events	Mp 3	Gymnasts discouraged, does not enjoy events or training	Medium	Unlikely	3	Club encourages any participation according to coach's advice and without pressure. Open to full communication with gymnast & family	Contained

Facilities & Equipment	Ref No	Evaluation of Risk	Risk Rating	Likelihood	Risk Ranking	Strategies	Status
Safe and ergonomic office facilities	F1	Deterioration of staff health and fitness	High	Unlikely	4	OHS&W policy actively considered. All feedback welcomed	Contained
Building and staff not secure to intruders	F2	Possible assault, car thefts	High	Neutral	3	Security lamps illuminate building and carpark; back to base alarm. Regular repairs and maintenance	Contained
Equipment is not regularly checked and maintained; and/or set-up correctly	F3	Serious injury liability	High	Neutral	1	Equipment checklist visible and maintained. Staff regularly advised on setting up procedures.	On-going
There is not adequate lighting within some parts of the venue	F4	Safety is compromised	High	Likely	2	Noted. Outdated lighting being replaced gradually in the main gym hall	Current

<b>Services &amp; Community Links</b>	<b>Ref No</b>	<b>Evaluation of Risk</b>	<b>Risk Rating</b>	<b>Likelihood</b>	<b>Risk Ranking</b>	<b>Strategies</b>	<b>Status</b>
Inability to maintain quality checklists regarding all services	S1	Deterioration of services (all aspects) and of reputation	High	Unlikely	1	Quality of services reviewed regularly. Members' feedback encouraged. Active Australia & Club 10 accreditation actively pursued.	Contained
Coaches do not act in a professional manner and/or as positive role models.	S2	Loss of credibility as a service provider to young people. Possible compromise of safety	High	Neutral	2	Professionalism and appropriate behaviour emphasized in Coaches Handbook, in letter of employment and at all workshop/staff meetings.	On-going
Our club is NOT involved in community events throughout the year	S3	Missed opportunities for gymnasts to showcase and to display club benefits. Be part of local community	Medium	Unlikely	3	Club has a policy of being involved in several annual events, school fetes, etc. and is a member of Westfields community, ASC Club development network	Contained
External organisations are NOT given access to our venue/facilities	S4	Missed opportunities to utilize venue when dormant and to expose facilities to the public	Medium	Unlikely	4	The Club has a Venue Information checklist & hire schedule and is used by groups such as: high school classes, exercise classes, aerobics classes, etc.	Contained