



## RISK MANAGEMENT INFORMATION

### CLUB POLICY DOCUMENT

It is important for clubs to identify and assess the risks faced by them in order to plan for the ongoing operation of the club. The club will need to take avoidance of risk action as appropriate in order to prevent the club from suffering a challenging situation unprepared. Clubs should be aware of what financial and other risks can potentially threaten the continuity and resilience of the club activities. Having a risk register and action plan to mitigate as far as possible some of the risk is good practice.

Within the governance for our sports, Scottish Swimming asks that collectively we familiarise ourselves with the organisations requirements to be risk aware, execute good risk management practice in the pursuit of the sports and adhere to any and all advice and guidance issued by Scottish Swimming in relation to the sport. The below infographic shows a number of different factors that UOAPS should consider risk assessing.

Head coach/Squad coach leaves	Equality challenges	Facility closure (Short Term)	Facility Closure (Long Term)	No feed from LTS
Committee members leave	Pool Hire costs increase	Group of swimmers leave to join another club	Drop in income	Club complaints or complaint against the club
Child Protection complaint against the club	Poor member retention	Lack of coaches	Breakdown in communication with members/partners	GDPR Breach



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### GUIDE TO TERMINOLOGY

PF	IF	RR
Probability factor – the likelihood of the situation occurring	Impact Factor – What effect the situation will have on the club	Risk rating = (PF x IF)

### RISK MATRIX

Probability	Very High	5	10	15	20	25	Risk Rating (P x I)
	High	4	8	12	16	20	
	Medium	3	6	9	12	15	
	Low	2	4	6	8	10	
	Very Low	1	2	3	4	5	
	Very Low	Low	Medium	High	Very High		
Impact							

### ACTION REQUIRED

Tolerate	Treat	Transfer	Terminate
Tolerate the risk and associated actions are accepted	Treat the development of further actions is required	Transfer the risk for monitoring to the executive committee	Remove the risk from the register



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### CLUB RISK & RESILIENCE MANAGEMENT ASSESSMENT FORM

Date Assessment carried out:

Assessment carried out by:

Assessment review date:

			Score pre mitigation/management							Score post mitigation/management		
Priority Order	Issue/Risk & Details	Actions to date	PF	IF	RR	Required actions/mitigations	PF	IF	RR	4 T's	Responsibility & Monitoring	Timescale
Sample	Facility Closure  Pool earmarked for closure caused by budget cuts from local authority	<ul style="list-style-type: none"><li>Reduced access</li><li>Squads combined and relocated to other facilities</li><li>Price increases from provider, passed on to members</li></ul>	5	5	25 (High)	<ul style="list-style-type: none"><li>Communicate with facility provider</li><li>Secure alternative provision</li><li>Communicate with members</li></ul>	5	4	20 (High)	Treat	Executive committee/Head coach	Within 3 months
1												
2												
3												
4												
5												

