



Risk Register for Jamestown Kindergymnastics Inc. Gymnastics Club

RISK MANAGEMENT IN JAMESTOWN KINDERGYMNASTICS INC. – POLICY AND PROCEDURES

1. Risk Management

Jamestown Gymnastics has identified 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
- Volunteers
- Environment
- Quality of Programs
- Assets and property
- Image and reputation

2. Role and Responsibilities

All volunteers 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 the Club as a whole.

Specific Tasks

2.1 Management Committee with Head Coach

Assure general oversight of Risk Management in the club

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.

2.2 Chairperson

Facilitate the preparation, update, sign off and approve the Risk Register

Monitor compliance with this Risk Management Policy and Procedures.



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| 3. Frequency of Updating Risk Registers
Risk registers will be reviewed and updated annually. | 5.6 Review the accuracy of the Risk Register
5.7 Approve the Risk Register
5.8 Rank areas identified in the Risk Register according to priority for action/Internal Audit coverage | Chairperson
Chairperson
Committee |
| 4. Timing of Review and Updating Risk Registers
At the end of the year compliant with the AGM for the club | 5.9 General oversight of Risk Management Strategy for the Organisation | Committee
Head Coach |
| 5. Annual Risk Management Procedures | | |

PROCESS		RESPONSIBILITIES	We confirm that we have read and understood the Jamestown Kindergymnastics Inc. Risk Management Plan, and have discussed with volunteers, outlining the Club's policy in this regard and our roles in the risk management process.	
5.1	Facilitate the updating of the Risk Register Between October and November each year	Chairperson		
5.2	Analyse and evaluate programs to identify new or confirm existing risks on the Risk Register	Committee	Signed _____	Name _____
5.3	Identify new or confirm control processes on the Risk Register	Committee	Position _____	Date _____
5.4	Assign ratings (High, Medium or Low) against each risk and control identified on the Risk Register	Committee	Please direct any questions in relation to the Jamestown Kindergymnastics Inc. Risk Management Plan to the Chairperson or another committee member.	
5.5	Sign-off the Risk Register	Chairperson		



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Potential Risk	Ref No	Evaluation of Risk	Risk Rating	Likelihood	Risk Ranking	Strategies	Status
Management & Planning							
Lack of Risk Awareness	M1	Members and assets unprotected	High	Unlikely	4	Volunteer 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	Contained
Loss of Key Personnel	M3	Disruption of operation	Major	Likely	1	Assistant future coaching staff, training encouraged, incentive payments implemented	On-going
Financial safety	M4	Loss of funds through theft or poor decisions or inability to maintain programs	High	Unlikely	3	Financial reports presented at general and annual meetings, petty cash at set to a low amount	Contained
Inadequate planning	M5	Club's operation and reputation declines	Medium	Unlikely	4	5 year strategic plan in place and goals identified	On-going
Safety – all aspects	M6	Injury prevention	Major	Neutral	3	Equipment policies, Emergency drills, Personal liability insurance	Contained



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Communication & Information Management	Ref No.	Evaluation of Risk	Risk Rating	Likelihood	Risk Ranking	Strategies	Status
Operational and membership information, injury particulars not readily available	C1	Members unaware of Club's position, unsafe equipment and coaching practice may go unidentified	High	Unlikely	4	Well maintained membership database and accident report forms available.	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	3	Meetings minutes, regular newsletters, feedback forms provided. Regular communication between coaches and parents maintained.	On-going
Volunteers are not aware of first aid information	C3	No timely response to medical situations	High	Neutral	1	Coach is first aid officer, first aid kit is annually checked over, location of first aid kit is marked on cupboard door	Contained



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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 Program resources are available for levels. Coaching workshops, Lesson plans kept fun and enjoyable	On-going
Coaches are not accredited and/or working within their level of accreditation and/or not supervised	T2	Professional Liability	High	Neutral	2	Coaches start as assistant coaches under supervision, go solo under head coach supervision. Require attendance to face to face Gymnastics Beginners & Intermediate classes	On-going
Coaches are not trained or updated in first aid	T3	Professional Liability	High	Unlikely	3	Encourage/ assist in the cost of first aid training for head coach and assistant coaching staff every 2 years	Contained



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Membership	Ref No.	Evaluation of Risk	Risk Rating	Likelihood	Risk Ranking	Strategies	Status
Club does not maintain member activities/evaluate recruitment	Mp1	Decrease in participation base	Medium	Unlikely	3	Club promotes through the website, facebook, demonstrations at local show. Enrolment forms available via the website, including all other relevant fee and session information. School newsletters	On-going
Club does not continue to evaluate and/or encourage member retention	Mp2	Continue to lose members which club would otherwise retain	Medium	Unlikely	3	Membership to be analysed at the end of each term. Next term interest to the acquired at least 2 weeks prior to the end of the term	On-going
Club appropriately supports and/or encourages members to participate and expand on abilities	Mp3	Discouraged gymnasts do not enjoy training	Medium	Unlikely	3	Club encourages potential in gymnasts to pursue competition options within other local clubs. Offers gymnasts with abilities to demonstrate through routine work at end of year display	On-going



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Facilities & Equipment	Ref No.	Evaluation of Risk	Risk Rating	Likelihood	Risk Ranking	Strategies	Status
Equipment is set up incorrectly	F1	Serious injury liability	High	Neutral	4	Volunteers only to setup when the qualified coach is on hand. Setup plans to be administered and followed accordingly. School to be approached if facility issue involves school fixtures	On-going
There is no adequate lighting with some parts of the venue	F2	Serious injury liability	High	Likely	2	Outdoor lighting to be working during the winter months, for gymnasts/parents to safely alight from the stadium	Contained
Equipment/fixtures are faulty	F3	Serious injury liability	High	Neutral	3	Signs to be erected over damaged apparatus and seek immediate solutions to fix the equipment in question. Seek assistance from Bizzy Bugs and school should it be combined use equipment	Contained



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Services & Community Links	Ref No.	Evaluation of Risk	Risk Rating	Likelihood	Risk Ranking	Strategies	Status
Coaches do not act in a professional manner and/or positive roll models	S1	Loss of credibility as a service provider to young people. Possible compromise of safety	High	Unlikely	1	Coaches to sign the club's code of conduct policy for coaches and the social media policy for club. Parents to be informed of club's policies and practices in suitable coaching for their child	On-going
Our club is not involved in community events throughout the year	S2	Missed opportunities for fundraising and gymnastics promotions	Medium	Unlikely	3	Club will always be involved throughout the year as part of the a community event to help promote or fundraise for the future of the club	Contained