

**Risk Management Policy Template**

**April 2018**

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| Drafted by | <<insert name>> | Approved by CEO on | <<insert date>> |
| Responsible person | <<insert name>> | Scheduled review date | <<insert date>> |

PURPOSE OF THIS TEMPLATE

This document has been prepared by the NSW Office of Sport as a guide for New South Wales State Sporting Organisations (**SSOs**) to assist with an SSO’s governance. IT IS A TEMPLATE ONLY. This document should be read in context with the NSW Office of Sport’s Sports Governance Capability Framework and in particular paragraph 1.9.

INSTRUCTIONS

The document has been designed specifically for sport and seeks to take into account the issues which an SSO might need to consider; for example, Sport must deal with the impact of drugs; Sport is affected by child protection legislation; and Sport operates under a national system where the national body can make rulings and set policy that will flow through the Sport and affect those playing at Club level.

All levels of an SSO and all persons within a Sport should work together for the advancement of the Sport and the SSO through sharing common purposes, structures, policies and procedures. This will hopefully improve the governance and delivery of a Sport and hopefully make it easier to address issues of joint concern, to share information and to maximise the sport’s marketability.

Finally, with the increasing amount of legislation affecting sport, Sports must enact consistent and complementary policies and strategies that address areas of governance and common risk that flow through the organisation.

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# Rationale

This risk management policy has been developed to assist the organisation achieve the benefits of the identification and management of risks to which it is exposed. It articulates the organisation’s focus on and commitment to managing risk.

# Introduction

The directors and administration of the organisation view risk management as integral to its strategic objectives of:

### providing for the conduct, encouragement, promotion and administration of the organisation and the sport.

### increasing participation in the sport.

### growing and diversifying the organisation’s revenues.

This Policy sets the framework to manage the risks associated with achieving these core strategic objectives. It is designed to identify, assess, monitor and manage risk.

# Risk responsibility

The Board is responsible for overseeing the establishment and implementation of risk management systems and reviewing their effectiveness. The Board’s role in relation to risk includes:

### overseeing the creation, implementation and maintenance of its risk management system and its internal-control framework, including information systems;

### establishing a risk profile and setting out both financial and non-financial material and/or strategic risks facing it;

### reviewing risks on a quarterly basis, including identifying new risks, changes to existing risks and retirement of previously identified risks (through a formal process);

### determining who owns risks, in accordance with function or expertise;

### regular reporting to the Board of the status of risks including relevant treatment(s);

### appraisal of risk owners’ actions taken to manage risk and correct inappropriate performance;

### internal compliance and control systems for the implementation of the risk management plan;

### consideration of non-financial audits; and

### compliance with regulatory requirements and best practice.

# Risk identification

Key risks will be identified and analysed by the organisation who will:

### define risks in the context of its strategic objectives;

### develop risk profiles, including a description of the material risks, the risk level and actions used to mitigate the risk;

### regularly review and update risk profiles.

# Risk management and compliance and control

To develop a culture of risk management, the organisation will determine appropriate responses to manage risk, including implementing risk action plans and a risk register.

Through the Board the organisation will:

### implement a systematic process to identify, assess, treat and monitor risk(s);

### provide the necessary tools and resources to support the effective management of risks;

### review and communicate risk management best practice on a regular basis.

# Assessment of effectiveness

The organisation will assess how effective its risk management plan is by undertaking structured continuous improvement processes. This will ensure continual monitoring and review of risks and controls. The appraisal of risk owners in managing risks should be included in these processes.

# Reporting

The organisation will ensure that its Board is regularly informed of significant risk management issues and the actions undertaken to manage risks on a regular basis.

# Review

The Board will review this policy as often as is necessary and will make any changes it determines necessary or desirable.

# Access to the policy

This Policy is available on the organisation’s website.