



TABLE TENNIS NEW SOUTH WALES INC

Risk Management Policy

Risk Management process

Risk Management is a five step process:

Step 1 – Establish the context

Step 2 – Identify the risks

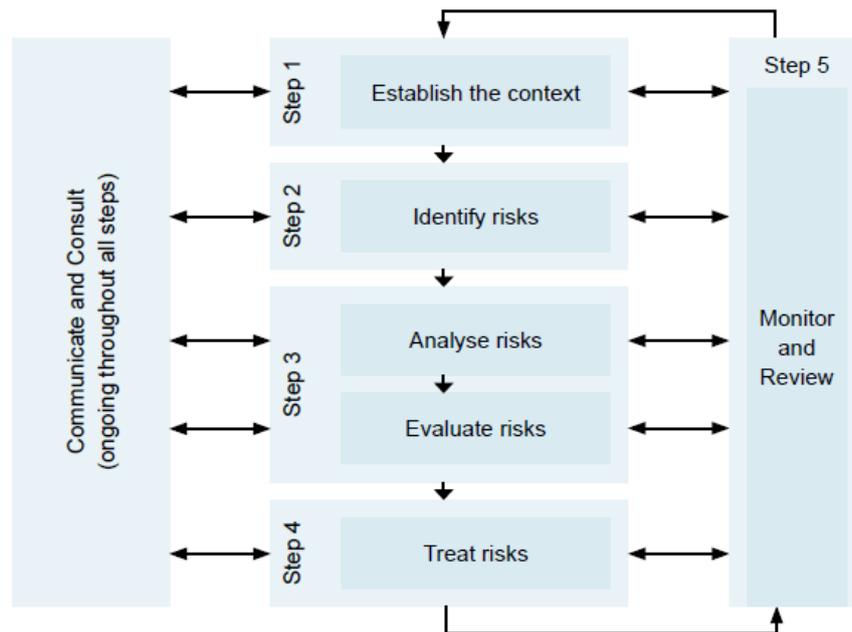
Step 3 – Analyse the risks

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 our 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 that the boundaries for dealing with risk are clear.

Establish the content by considering:

- The strategic context – the environment within which the organisation operates
- The organisational context – the objectives, core activities and operation's 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 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.

The criteria for evaluating the risks at your club are shown below:

Table 1– Likelihood scale

Question – what is the likelihood of the risk event occurring?

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

Table 2 – Loss or damage impact scale

Question: what is the **loss or damage impact** if the risk event occurred (**severity?**)

Rating	POTENTIAL IMPACT In terms of the objectives of the club
5	CATASTROPHIC: most objectives may not be achieved, or several severely affected
4	MAJOR: most objectives threatened, or one severely affected
3	MODERATE: 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	MINOR: 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	NEGLIGIBLE: very small impact, rectified by normal processes i.e. sport injury but 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.

Question: what is the risk priority?

Table 3– Risk priority scale

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	5 Catastrophic	4 Major	3 Moderate	2 Minor	1 Negligible
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:

Extreme	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
Major	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
Medium	Medium risks that are likely to arise or have serious consequences requiring attention
Minor	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.

According to the standard, treatment options include:

- **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 table tennis 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 slippery floors / non sport floors may invite falls & injuries
- **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 national 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.

Attachment A

How the risk rating works.

Step 1 & 2: Establish Context & Identify risk

A risk identified under physical sporting environment - *“Does our table tennis club take all reasonable steps to check courts for foreign objects which may result in injury to players”* would be considered as follows:

Question: Step 3 Analyse the risk

Is it likely that some of our club home games may not be checked properly or at all using the Table Tennis NSW court check requirements [likelihood]?

Answer:

Maybe (probability Yes)

Question:

If yes, how likely?

Answer: Table 1

Likelihood rating would be a “3” (reasonable likelihood) over a season.

Question: Table 2

If yes, what would be the consequences and/or the loss or damage impact of those consequences [severity]?

Answer:

Impact rating would be a “3” (moderate, some objectives threatened i.e. player injury may occur but can be easily remedied (prevented), with some effort, objectives can be achieved).

Question:

What is the nature of the risk and the action required?

Answer: Table 3 rate the risk

Given the likelihood rating is a “3” (possible) and the impact rating is a “2” (minor), the risk rates as a medium (level 3) risk on the risk rating scale.

So it is a medium risk that is possible to arise over a five year period but can be easily remedied.

Question: Step 4 Treat the risk

How should it be treated?

Answer: Step 4 and 5.

Ensure all volunteer table tennis team coaches/managers are aware of their game day obligations as required by Table Tennis NSW and Table Tennis Australia under their risk management program. Club office bearers should ensure that volunteer Table Tennis team coaches/managers receive the appropriate training, information and compliance checklists and provide feedback. They should have first aid kits and medical plan.

Check lists to identify environmental & venue specific checks

- **Environment** – for example Heat can be a telling factor – Table Tennis NSW follows venue recommendations regarding heat as well as Table Tennis NSW Child Protection and Injury Prevention policies
- **Avoiding the risk** – court areas - the referee's at each tournament will check for – floor condition ie: water – foreign objects – unevenness – slippery or any condition which could lead to injury – problem is either corrected or court NOT used
- **Medical Condition** - each entry form has a condition on the application requiring the athlete to disclose any pre – existing medical condition – which can be monitored
- **First Aid** – each event has a nominated first aid officer in attendance or an identified person who is able to provide first aid – as well as having a first aid kit
- **Referees** - conduct check for both environment & personal injury risks – these include – temperature – equipment ie: complies with National & International standards – as well as court size areas & barriers – other equipment such as bats and clothing must comply with national standards ie: bats & rubbers as well as rubber adhesives must comply with national standards –also dress codes – NO white clothing no tracksuits – except in exceptional circumstances for temperature ie: cold – must have correct footwear
- **Member / Child Protection** - current policy in place and consistent with current legislation – current policies include codes of conduct for – athletes – officials coaches & spectators
- **Other Policies** – Anti Doping policy – No Alcohol – Volunteer- Sun Smart Policy – Privacy Policy - Table Tennis NSW Constitution
- **Children** – where children are involve – a current working with children check is obtained – also correct permission slips are obtained as well as permission regarding videoing of children also obtained
- **Financial Risks** – the financial risks are assessed before committing to an event – these are assessed on an annual basis and events may be cancelled if the burden is too great
- **Insurance** – a current Insurance policy shall be in place at ALL times – Public Liability – Professional Indemnity – Personnel Accident - Directors Liability