

Risk Management & Control Schedule

There are various ways to construct and complete a Risk Management & Control Schedule. The basic idea is, however, to identify risks, evaluate their likelihood and seriousness, to work out what to do about them and then **do what has been agreed**. The next important step is to re-visit the schedule on a regular basis to make sure that the planned actions are indeed being carried out.

Risk management concerns the whole organisation and all of its activities. There are various other resources available from State Departments of Sport and other authorities that can guide you through the process. Some provide detailed “audit questionnaires” that cover most areas. The NSW *“It’s Your Business”* resource published by the NSW DSR recommends a “Context Analysis” followed by an audit questionnaire. The long version has over 300 questions covering the following areas:

- Administration
- Governance
- Finance
- Insurance
- Policy
- Planning and strategy
- Personnel management
- Education, training and accreditation
- Contracts
- The physical environment
- Legislation and industry standards
- Event management
- Management
- Risk management

The attached sample schedule is just one example of how risks could be recorded. As said earlier, the process of identifying risks, rating them, agreeing on their treatment and actually carrying out what is agreed is the important part. The paperwork is secondary, although necessary.

Risk Management & Control Schedule

No	Identified Risk	Classi- fica- tion ¹	Examples of Impact	Treatment of Risk	Party/Person Responsible	To be in place by (date)
	Committee & Administration					
	Legal & Insurance					
	Physical Risks					
	Sport - Membership					
	Events & Venues					

¹ **HF, MF, LF**: High, Medium or Low **F**requency/Likelihood; **HI, MI, LI**: High, Medium, Low **I**mpact/Consequences